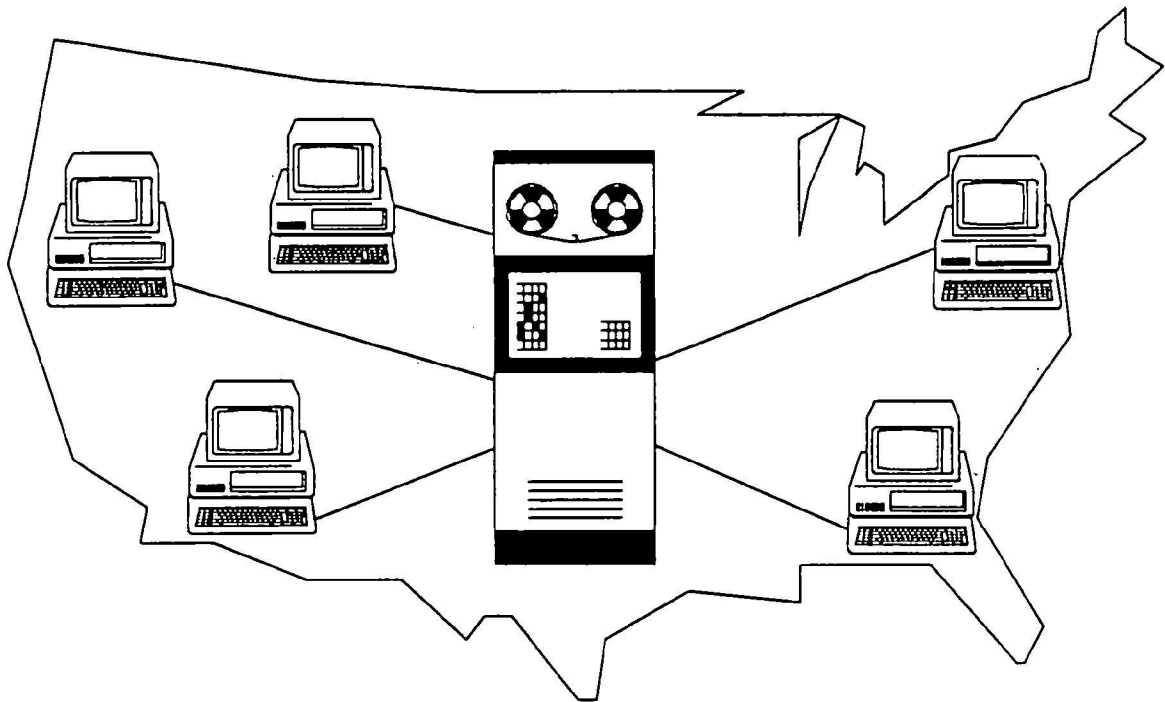




Personal Property Accountability System

User's Guide



USER'S GUIDE

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM (PPAS)

September 1991

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EXECUTIVE SUMMARY

Purpose of this Document

This manual describes how to use the Personal Property Accountability System (PPAS). The PPAS was developed for the United States Environmental Protection Agency (EPA), Office of Property Management within the Facilities Management and Services Division. The PPAS has both a local and a national level.

- The Local PPAS is used by Personal Property staff for their accountable areas.
- The National PPAS is used to contain the appropriate agency-wide property data.

This document explains the operation of both levels of the PPAS as well as their interrelationship.

Local PPAS

The Local PPAS is used by Personal Property staff to add, update, and delete property items within the EPA Personal Property database. The Local PPAS allows users to:

- Excess property items.
- Transfer property items to or accept property items from other accountable areas.
- Query (produce a report directly on the screen or print it).
- Produce a hardcopy report.
- Backup and restore the database.
- Maintain various system tables.
- Perform the inventory function.
- Mass change various records.
- Upload/download various data to and from the National PPAS.
- Produce ad hoc reports with FOCUS TableTalk.

The Local PPAS is designed for any IBM compatible personal computer with any IBM compatible printer. A monochrome monitor may be used, but a color monitor allows a user to see system error messages clearly and is highly recommended. A Bernoulli external disk drive, because of its high mass storage capacities, may be used for backups.

All data associated with a particular accountable area will be contained on that accountable area's Local PPAS. If a Property Office has more than one accountable area, the Property Office will operate more than one Local PPAS: by using more than one Bernoulli cartridge, by partitioning separate hard drives on a PC, or by using more than one PC. Note that the accountable area is hard-coded for a particular Local PPAS at installation, due to security considerations.

The Local PPAS can accommodate either owned or leased records, or a combination of both. The Local PPAS can also accommodate contractor-held property. EPA currently maintains contractor-held property in separate accountable areas. The PPAS, however, does not require contractor-held property be segregated in the system.

The Local PPAS contains accountable-area property item data in its own database. All tables (including the Custodial Area table, the Contract Number table, the Master Item Code Vulnerability table, and the Sensitive Item Employees table) are maintained by the Local PPAS user by the table maintenance function. These tables contain Local PPAS-specific information, such as the Custodial Area officer associated with a Custodial Area Code.

When a user operates the Local PPAS, any records management activity (such as adding a property item, updating a property item, or deleting a property item) is stored in the Local PPAS. When the user completes the record management function, the Local PPAS uploads mandatory property-item data elements to the EPA National Computer Center (NCC) IBM mainframe computer via a dial-up and the FOCUS Link Communications Program or a 3270 type connection.

National PPAS

Figure ES-1 shows the interrelationship of the Local PPAS and the National PPAS.

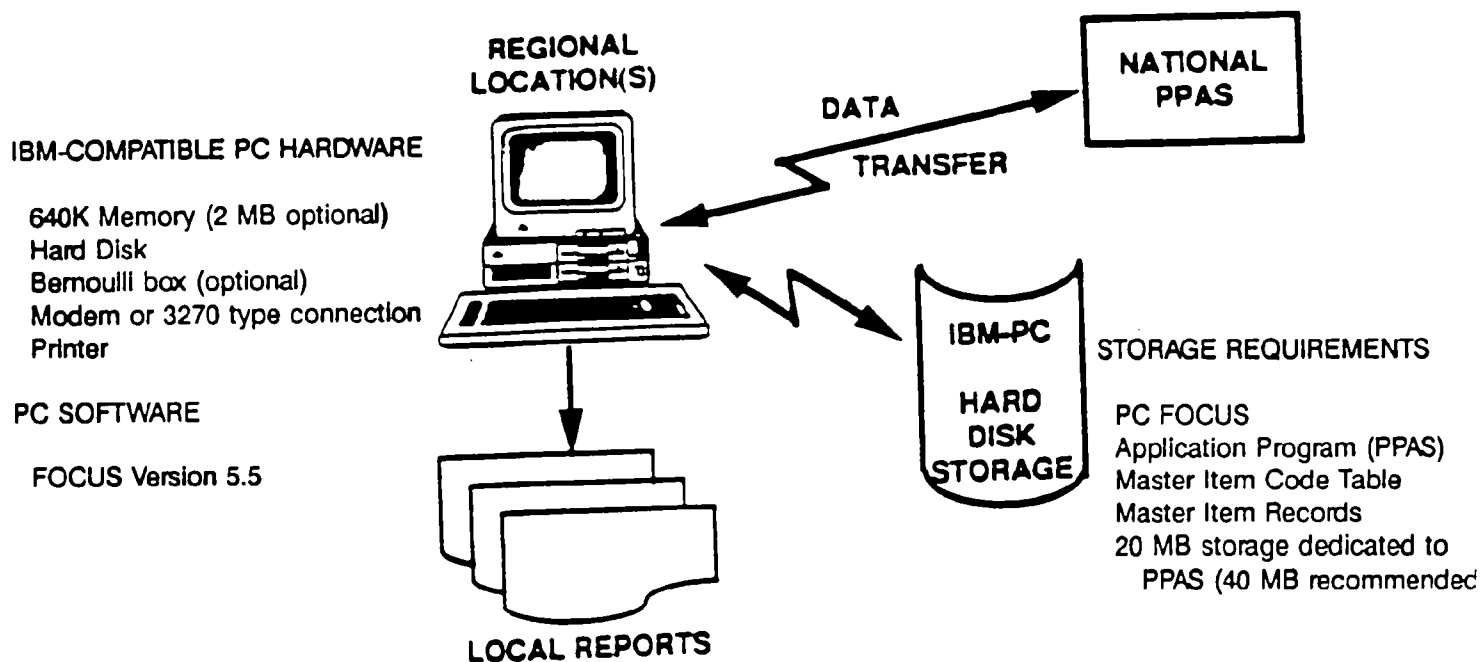


Figure ES-1 Interrelationship between Local PPAS and National PPAS

The National PPAS contains all property-item data elements that are mandatory for national reporting and accounting of property as well as the national (official) Master Item Code (MIC) table. Data from each Local PPAS is uploaded so that the records management activity of the Local PPAS accountable area can be applied to the National PPAS.

The National PPAS gives the Headquarters National Property Office the ability to:

- Add or update particular records in the National PPAS database.
- Delete particular records in the National PPAS database.
- Produce query reports online.
- Produce hardcopy standard reports.
- Use FOCUS TableTalk for ad hoc report and query production.

All Local PPAS users can log-on to the National PPAS to upload the following:

- Data modified at the Local PPAS.
- Records to be transferred to another accountable area.
- Records marked and unmarked for excess.
- Records for surplus report numbers.

and to download:

- Records transferred from another accountable area.
- New versions of the Master Item Code (MIC) table.
- Records for excess and surplus items.

FOCUS

The PPAS uses the FOCUS 5.5 database management system and is completely interactive. A user does not need knowledge of FOCUS to operate the system. FOCUS is transparent to the user, who works with menus and prompts.

FOCUS is a comprehensive information-control system. It contains facilities for describing files, both simple files and complex interconnected files; for entering, changing, and deleting records in the files; and for preparing reports from the information in the files.

FOCUS controls an entire application and reduces the need for, or replaces, computer programming. The system is structured so that it can be used by non-programmers as well as programmers. The rules in FOCUS are logical and avoid cryptic, computer-inspired notations.

FOCUS is an English-language, non-procedural, fourth-generation software tool. A user can handle all parts of a data-processing problem without being an expert programmer. This capability is the primary reason for the popularity of "fourth generation" computer languages. The fourth generation is characterized by languages that are easy to use.

FOCUS programming will:

- Report from files created by other software.
- Build files from scratch.
- Allow the user to add, change, or delete records.
- Create any query or report simply by utilizing the TableTalk function.

FOCUS allows you to handle all the aspects of a computer application with one language and one set of rules.

Contents of this Manual

This manual is organized as follows:

- | | |
|-------------------|---|
| SECTION 1 | HOW TO START-UP THE PPAS describes the hardware components of the system, how to initialize and operate them, and how to initiate the PPAS system. |
| SECTION 2 | HOW TO ADD/UPDATE/VIEW PROPERTY ITEMS describes how the Local PPAS user adds, updates, or views property items. |
| SECTION 3 | HOW TO DELETE PROPERTY ITEMS describes how the Local PPAS user deletes property items. |
| SECTION 4 | HOW TO EXCESS/SURPLUS PROPERTY ITEMS describes how to use the excess/surplus function. |
| SECTION 5 | HOW TO TRANSFER PROPERTY ITEMS describes how the Local PPAS user marks records for transfer, reviews transferred records, accepts transferred records, and rejects transferred records. |
| SECTION 6 | HOW TO QUERY PROPERTY ITEMS describes how to query the PPAS database and view a report on the monitor using specific criteria. |
| SECTION 7 | HOW TO GENERATE REPORTS describes how to generate reports in the Local PPAS. |
| SECTION 8 | HOW TO USE UTILITIES describes how the Local PPAS user performs backup of data, restores data, maintains table files, records maintenance and repair history, uses a Barcode reader and carries out the inventory process, performs mass changes, rebuilds the PPAS database, and formats diskettes or cartridges. |
| SECTION 9 | HOW TO COMMUNICATE WITH THE NATIONAL PPAS MAINFRAME describes how to upload to, download from, ask for reports, and get the Master Item Code table from the National PPAS. |
| SECTION 10 | HOW TO USE TABLETALK describes how to use TableTalk to produce ad hoc reports. |

INTRODUCTION

Local PPAS

The Local PPAS is used by Personal Property staff to add, update, and delete property items within a particular accountable area personal property database. The Local PPAS allows users to:

- Excess property items.
- Transfer property items to or accept property items from other accountable areas.
- Produce queries (obtain information on the screen).
- Produce hardcopy reports.
- Backup and restore the database.
- Maintain various system tables.
- Perform the inventory function.
- Mass change various records.
- Upload and download various data to or from the National PPAS.
- Produce ad hoc reports with FOCUS TableTalk.

All data associated with a particular accountable area is contained on that accountable area's Local PPAS. The Local PPAS can accommodate either owned or leased records, or a combination of both. Accountable area records associated with contractor-held property are maintained in separate Local PPAS databases.

The Local PPAS contains the following:

- Accountable area property item data.
- Custodial Area table.
- Contract Number table.
- Master Item Code Vulnerability table.
- Sensitive Item Employees table.

These tables contain Local PPAS-specific information such as the Custodial Area Officer associated with a Custodial Area Code. The user maintains tables through the table maintenance functions. When a user operates the Local PPAS, any record management function (such as adding, updating, or deleting a property item) is stored in the Local PPAS. When the Local PPAS user completes the record management function, the Local PPAS uploads mandatory property-item data elements to the EPA National Computer Center (NCC) IBM mainframe computer via a dial-up line and the FOCUS Link Communications Program or a 3270 type connection.

Various sections of this manual explain each function within the Local PPAS.

National PPAS

The National PPAS contains all property-item data elements that are mandatory for national reporting or accounting of property and the national (official) Master Item Code (MIC) table. Data from each Local PPAS is uploaded so that the records management function of the Local PPAS accountable area is applied to the National PPAS. The National PPAS gives the Headquarters National Property Office the ability to:

- Add or update particular records in the National PPAS database.
- Delete particular records in the National PPAS database.
- Produce queries on-line.
- Produce hardcopy standard reports.
- Use FOCUS TableTalk for ad hoc report and query production.

All Local PPAS users will be able to log-on to the National PPAS to upload the following:

- Data modified at the Local PPAS.
- Records to be transferred to another accountable area.
- Records marked and unmarked for excess.
- Records for surplus report numbers.

and to download:

- Records being transferred from another accountable area.
- New versions of the Master Item Code (MIC) table.
- Records for excess and surplus items.

SECTION 1. HOW TO START-UP THE PPAS

1.1 SYSTEM COMPONENTS

You use the Local PPAS on a standard IBM compatible PC and peripheral components. The PPAS requires the following components:

- IBM compatible PC with 640,000 bytes (2 megabytes optional) of Random Access Memory.
- Hard Disk.
- Keyboard.
- Dot matrix or laser printer.
- Color monitor (monochrome optional).
- Modem (or 3270 type connection).
- FOCUS Version 5.5.
- CrossTalk XVI.
- Bernoulli Box (optional).

You must understand the proper operation of these devices in order to obtain maximum benefit from the Local PPAS. This section describes the system components and the procedures that must be used to operate them.

1.1.1 Central Processing Unit

The main component of the computer system is the Central Processing Unit (CPU). It accomplishes all the processing and controlling operations for the PPAS System through a set of instructions called a program. The CPU stores data on either the hard disk drive or an attached storage device (Bernoulli box). You may also use the diskette drives to backup or restore the data in the system.

1.1.2 The Keyboard

The keyboard consists of a minimum of 84 keys arranged into three sections (see Figure 1-1 on the following page):

- Typewriter area
- Numeric keypad
- Function keys

All keys are typematic, that is, they will repeat as long as they are held down.

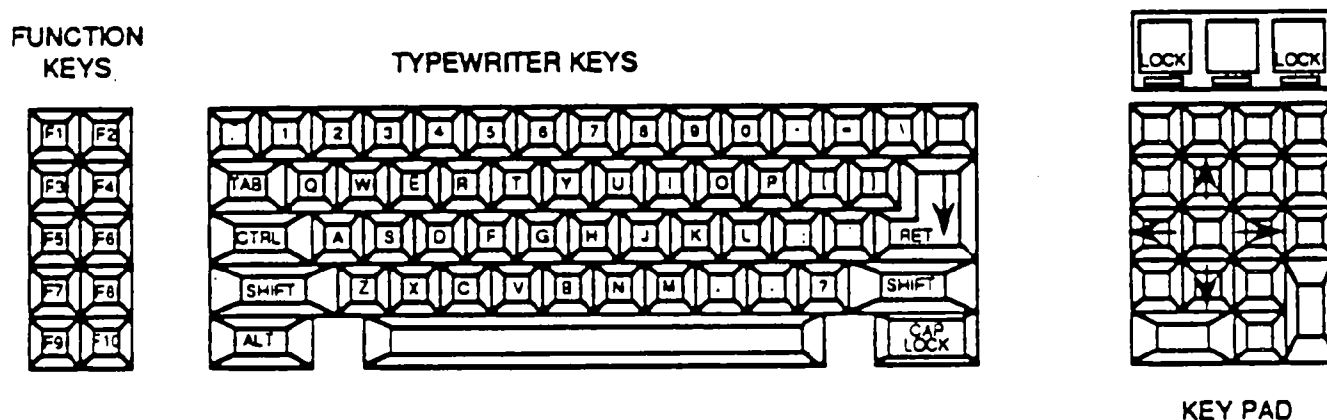


Figure 1-1 The Keyboard

1.1.2.1 The Typewriter Area

Key positions in the typewriter area of the keyboard are much like those of a standard typewriter. Some of the keys, however, are of significance in the operation of the PPAS. These include:

- [ENTER] (RETURN) key - Used to signify the end of a data transaction or to execute a command.
- [TAB] key - Used to move from one present location to another during the data entry process.
- [SHIFT] key - Changes the typewriter area into uppercase mode. The keyboard has two [SHIFT] keys. Use the [SHIFT] keys to capitalize letters and to type the characters shown on the upper portion of the keys.
- [BACKSPACE] key - Erases the character to the left of the cursor.
- SPACE bar - Moves the cursor one place to the right, replacing a character with a blank.

Note that the [ALT] and [PRTSC] keys are not used by the PPAS and should not be pressed by the user.

CAUTION: WHEN ENTERING DATA INTO THE SYSTEM, BE AWARE THAT THE NUMBER "0" AND THE LETTER "O" AS WELL AS THE NUMBER "1" AND THE LOWERCASE "L" ARE NOT INTERCHANGEABLE.

1.1.2.2 The Numeric Keypad

Some users may find that the numeric keypad (Figure 1-2), is more convenient for entering numeric data (e.g., dates) than the keys in the typewriter area.

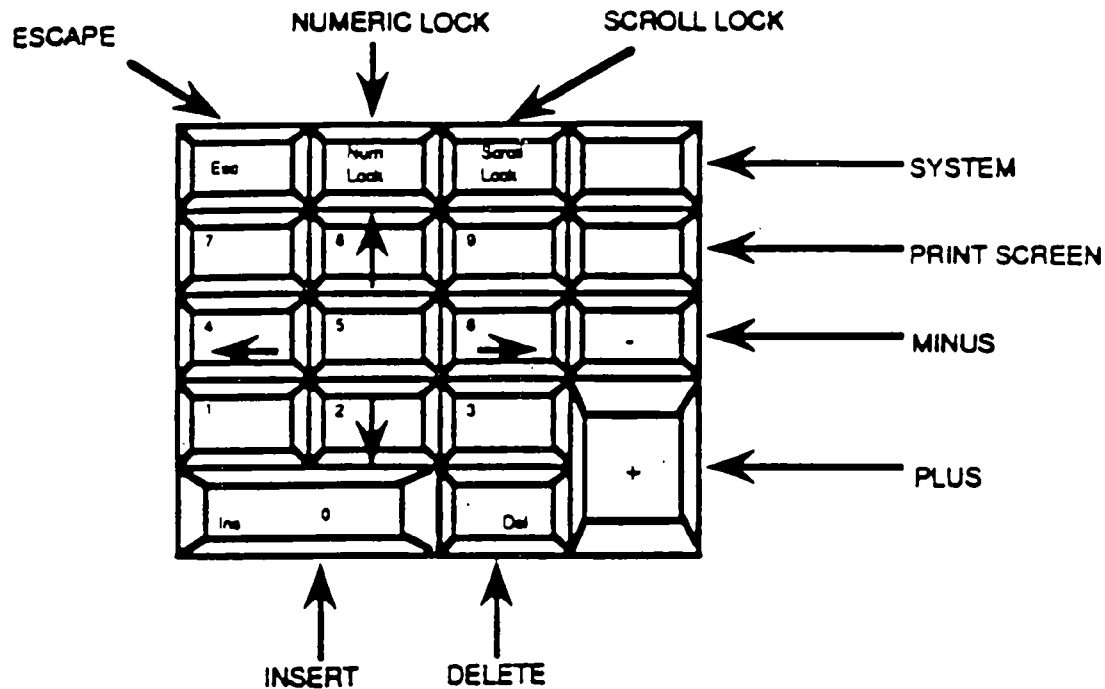


Figure 1-2 The Numeric Keypad

Pressing the [NUM LOCK] key once places keys 0 through 9 on the numeric keypad in the numeric state. That is, when keys 0 through 9 are pressed, the corresponding numbers appear on the screen.

Pressing the [NUM LOCK] key again returns keys 0 through 9 to cursor control keys, (Figure 1-3).

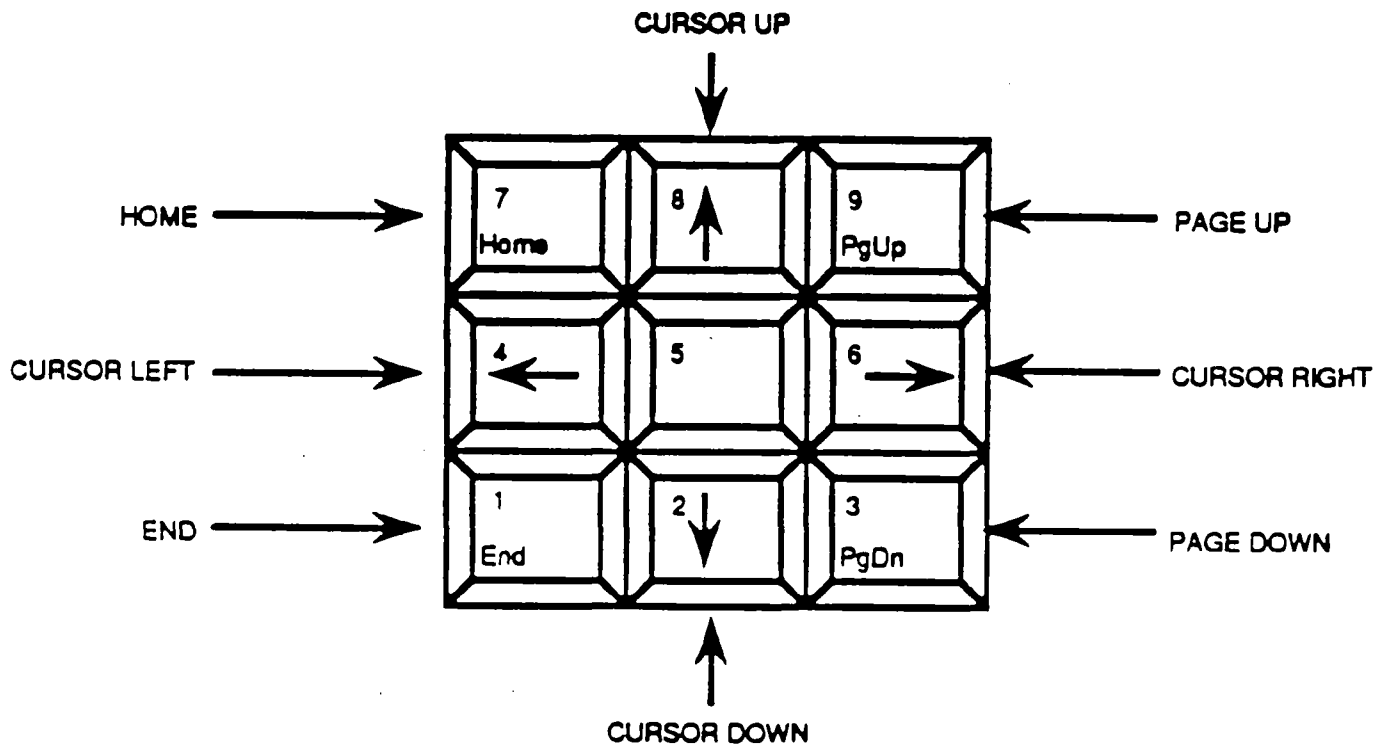


Figure 1-3 The Cursor Control Keys

Additional keys in the Numeric keypad area that are used by the PPAS are:

- [INS] Key - used to insert characters into the middle of a line. Pressing the [INS] key once places the PPAS in insert mode. Any characters entered from that point on are inserted at the current position of the cursor. Pressing the [INS] key again places the PPAS back into normal mode, that is, any characters will overwrite at the current cursor position.
- [DEL] key - used to delete the character at the current cursor position.
- [→][←][↑][↓] keys - used to position the cursor within a field, usually to use one of the editing keys (i.e., [BACKSPACE], [INS] and [DEL]).

1.1.2.3 The Function Keys

The function keys are contained on the left side of the keyboard (Figure 1-1) or along the top. These keys are assigned specific functions by FOCUS and the programmer.

NOTE: You should always pay attention to the Command Status Line at the bottom of your screen to see which keys are valid entries at any given moment. Pressing the wrong function key can cause inaccuracies in your data entry.

1.1.3 Monitor, Printer, and Modem

The PPAS utilizes a color video display monitor for ease in viewing. Monochrome monitors will work, but they do not display system error messages in an easy-to-read manner.

The PPAS System uses either a dot matrix or laser printer. Read the User Guide provided with the printer for further details.

A modem may be used by the PC when uploading or downloading data. The modem uses commercial telephone lines to transmit data to and receive data from the mainframe.

1.1.4 Bernoulli Box Disk Drive

A 20 Megabyte Bernoulli Box mass storage device may be used to store PPAS data. Each accountable area backup should be stored on a single Bernoulli cartridge. The ease of storing and accessing large volumes of data make the Bernoulli Box a useful addition to the PPAS system.

The Bernoulli Box is a high performance, removable media device. As with any such device, it may be exposed to dust or contamination. To maintain the maximum performance from your subsystem, some simple disk handling procedures should be followed. These simple steps will extend the life of your cartridges and allow the highest possible performance from your subsystem.

- Remove IOMEGA cartridge disks from the drive whenever the IOMEGA box is turned off.
- Return IOMEGA cartridge disks to their sleeves (front edge inserted first) when not in use.
- Remove IOMEGA cartridge disks from the drive if the drive will not be used for an extended period of time (more than 4 hours).
- Clean the read/write heads every 50 hours (approximately).

If you notice slower response time, or your system reports data errors from your cartridges, you should clean the read/write heads. If the problem persists, the cartridge disk may be defective or worn out (see your Bernoulli Box User's Manual for more information).

A read/write head cleaning kit is included to ensure that you receive the best performance from your Bernoulli Box. Instructions for the use of the squeeze bottle follow:

1. Hold the disk wiper pad flat.
2. Gently squeeze the cleaning solution onto the pad until it is damp, but not saturated.
3. Insert the cleaning cartridge into the drive immediately.

1.2 HOW TO OPERATE THE HARDWARE

1.2.1 Turning the System On And Off

When you turn on your equipment, turn on the printer first, then the Bernoulli Box (if present), the monitor, then the CPU. Reverse the order when turning the equipment off.

After the computer is turned on, it performs a series of testing and initialization activities before it is ready to be used by the PPAS. During this boot-up procedure, the computer beeps and a number of messages are displayed on the video display device. You can ignore these messages unless the system fails. If the system fails, turn off the machine, leave it off for about two minutes, and try again. If it still fails, write down the system messages, and consult the appropriate personnel.

If the computer and its peripheral devices are plugged into a switched receptacle strip (which may in turn be plugged into a voltage surge suppressor), then all equipment can be turned on and off simultaneously using the switch on the receptacle strip.

It is strongly recommended that you wait at least two minutes after turning the computer power off before turning it back on again. This will allow the hard disk drive to come to a full stop.

1.2.2 Setting Up the Printer

When you request reports, the system sends printing instructions and report information to the printer. In order for the printer to operate properly, you should check and verify the following items:

- The printer is turned ON.
- The on-line indicator light is ON.
- The printer has sufficient paper or forms to meet the reporting requirements of the session.
- The paper is properly aligned and top-of-page set correctly.

When all of these requirements are satisfied, the printer is ready for use.

1.3 STARTING THE PPAS SYSTEM

In order to start the PPAS, see your Local PPAS System Administrator for the exact procedure to follow. Different Local PPAS sites start PPAS differently.

Next, the Main Menu (Figure 1-4) appears on your screen.

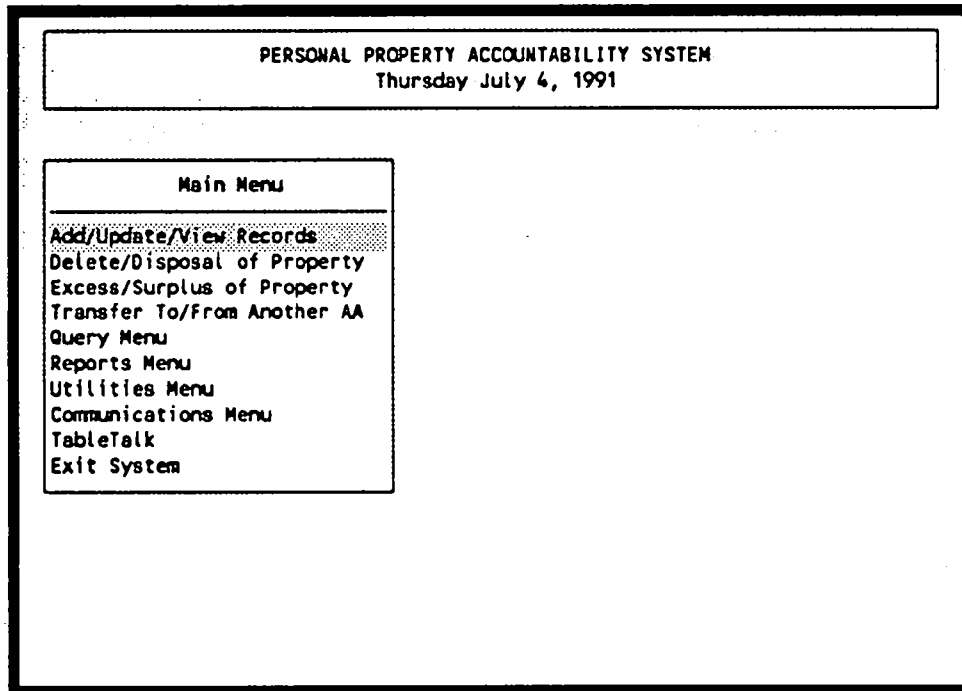


Figure 1-4 Main Menu

As you can see, the Main Menu displays ten options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Delete/Disposal of Property by typing "D", then pressing [ENTER].)

NOTE: If your computer has 640K RAM memory, the date will appear in MM/DD/YY format. For example: July 4, 1991 becomes 07/04/91.

1.4 DATA ELEMENT LISTING

The Data Element Listing is in alphabetic sequence by Data Element Name and includes all data elements in the local PPAS files/tables. The file/tables are:

- PPAS.MAS - Master File - contains data concerning individual decal numbers.
- PPSNSTV.MAS - sensitive Item Table - stores additional information about an items sensitivity.
- PPITEM.MAS - Master Item Table - used to validate item codes and store additional information on valid item codes.
- PPCUST.MAS - Custodial Master Table - Used to validate custodial areas and store additional information on valid custodial areas.
- PPCONT.MAS - Contractor Master Table - holds additional information on valid contractor numbers.
- PPSURPLS.MAS - Surplus File - holds items marked for surplus.
- PPDELETE.MAS - Deleted Decal File - history file for deleted decal data.
- PPDUPLIC.MAS - Duplicate Decal File - used in barcode process for duplicate records contained in the barcode reader (items inventoried more than once).
- PPMISMAT.MAS - Mismatched records file - Used in barcode process when custodial areas differ.
- PPOVERAG.MAS - Overage records file - used in barcode process for records contained in barcode reader (inventoried) and not in PPAS.
- PPTRANDN.MAS - Download transfer file - used to transfer data from the mainframe to a PC.
- PPTRANUP.MAS - Upload transfer file - used to transfer data from a PC to the mainframe.

Refer to the PPAS Data Definition Dictionary for a detailed description of each data element within a file/table. Data elements that are uploaded to the mainframe are stored on the National PPAS for agency-wide use. Data elements that are not uploaded to the mainframe are for Local PPAS user convenience, and are to be used in conjunction with the local PPAS property management functions.

SECTION 2. HOW TO ADD/UPDATE/VIEW PROPERTY ITEMS

2.1 HOW TO ENTER DATA IN ADD/UPDATE SCREENS

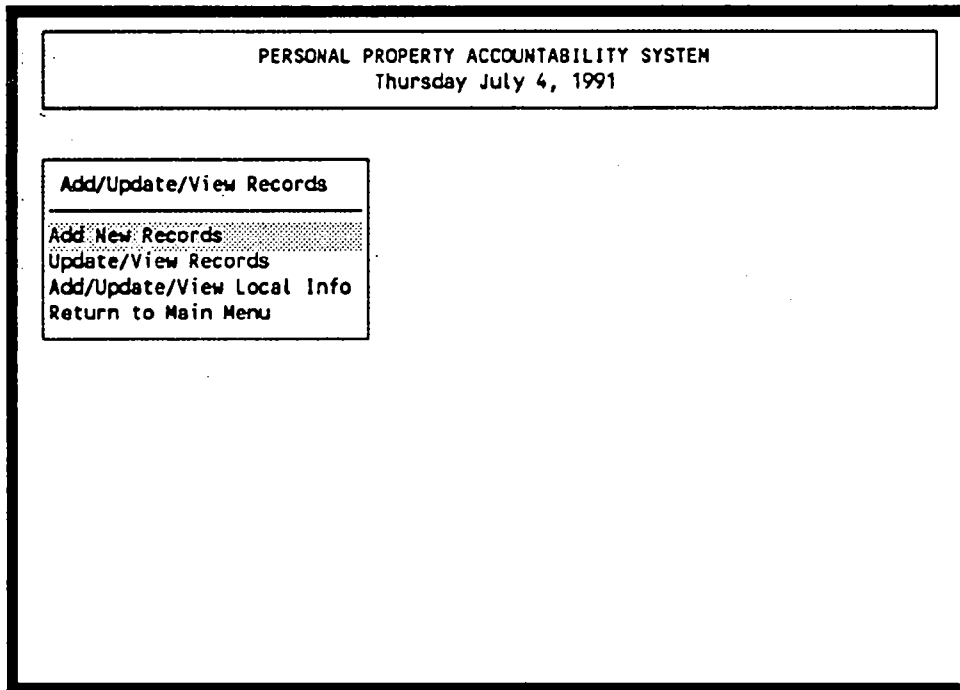
When more than one field appears on a screen, press [TAB] to move the cursor to the next field (DO NOT press [ENTER]). To move the cursor to the previous field, press and hold the [SHIFT] key and press [TAB].

Any additional keys that you need are listed at the bottom of each screen. Be careful when pressing these keys as an incorrect selection can have serious consequences (for example: you may lose the data you typed and have to re-enter it).

If you enter data incorrectly in a field, an error message may appear at the bottom of the screen. The cursor will be placed at the first changeable field on the screen, and you will be given an opportunity to correct the record.

2.2 HOW TO ADD/UPDATE/VIEW PROPERTY ITEMS

To add, update, or view a property item in the Local PPAS, select the first option on the Main Menu and press [ENTER]. The Add/Update/View Records Menu appears (Figure 2-1).



The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, a menu titled "Add/Update/View Records" is displayed. The menu contains four options: "Add New Records" (highlighted with a shaded background), "Update/View Records", "Add/Update/View Local Info", and "Return to Main Menu".

```
PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Add/Update/View Records
Add New Records
Update/View Records
Add/Update/View Local Info
Return to Main Menu
```

Figure 2-1 Add/Update/View Records Menu

As you can see, this menu displays four options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Update/View Records by typing "U", then pressing [ENTER].)

2.2.1 Add New Records

To add a property item, select the first option on the Add/Update/View Records Menu and press [ENTER]. Any property item, owned or leased, may be added through this option. Next, a window appears asking for the Decal Number. Type the Decal Number of the item you are adding and press [ENTER]. The PPAS Decal Add - Mandatory Info Screen 1 appears (Figure 2-2).

(NOTE: There are four possible screens used when you add a record.)

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday, July 4, 1991	
PPAS Decal Add - Mandatory Info Screen 1	
A Decal Number:	Account Area :
U Custodial Area :	Owned/Leased :
A Item Status :	Acq. Date(MMDDYY):
R Voucher Number :	Acq. Source :
Master Item Code :	Superfund Amount :
	Total Cost :
Notes:	
C.A. Location:	
User Item Desc.:	
Contract:	
Enter - Next Screen F1 - Acq. Codes F2 - New Decal F3 - Exit	
F4 - Desc	

Figure 2-2 PPAS Decal Add - Mandatory Info Screen 1

NOTE: If the decal already exists in the accountable area, the PPAS Decal Update/View - Mandatory Info Screen 1 appears (see 2.2.2) with data present for the various fields.

On this screen, you will enter data into eight fields. Error messages for any of the data fields will be displayed at the bottom of the screen. You must correct them to continue to the next screen.

Custodial Area: Type the Custodial Area.

Owned/Leased: Type "O" if the item is owned or "L" if the item is leased.

Acq. Date (MMDDYY): Type the date on which the property was acquired. Type this in MMDDYY format (for example: July 4, 1991 becomes 070491).

Voucher Number: Type the voucher number. The voucher number is the local reference number assigned for control purposes. Voucher numbers include (from the left) the fiscal year, the accountable area code, and four digit control number.

Acq. Source: Type the acquisition source from where the property was acquired. Press [F1] if you wish to see a list of these codes (Figure 2-3). If you view these codes, press [ENTER] to return to the Mandatory Info Screen 1.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991													
PPAS Decal Add - Mandatory Info Screen 1													
A U A R	<div style="display: flex; justify-content: space-between;"> <div> Decal Number: <input style="width: 150px;" type="text"/> Custodial Area : <input style="width: 50px;" type="text"/> Item Status : <input style="width: 50px;" type="text"/> Voucher Number : <input style="width: 100px;" type="text"/> Master </div> <div> Account Area : <input style="width: 50px;" type="text"/> Owned/Leased : <input style="width: 50px;" type="text"/> Acq. Date(HMDDYY): <input style="width: 100px;" type="text"/> Acq. Source : <input style="width: 100px;" type="text"/> </div> </div>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 2px;">Acquisition Codes</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; padding: 2px;">Nomen: A - EXCESS OTHER FED. AGENCIES</td> <td style="width: 50%; padding: 2px;">B - UNREQUIRED FROM EPA GRANTS</td> </tr> <tr> <td style="padding: 2px;">C.A. L C - GSA FEDSTRIP</td> <td style="padding: 2px;">D - FEDERAL SUPPLY SCHEDULE</td> </tr> <tr> <td style="padding: 2px;">User I E - OTHER MANDATORY SOURCE</td> <td style="padding: 2px;">F - EPA CONTRACTS</td> </tr> <tr> <td style="padding: 2px;">G - OPEN MARKET PURCHASE</td> <td style="padding: 2px;">H - PHYSICAL INVENTORY GAIN</td> </tr> <tr> <td style="padding: 2px;">Contra I - CONTRACTOR ACQUIRED</td> <td style="padding: 2px;">J - MISCELLANEOUS ACQUISITION</td> </tr> </tbody> </table>		Acquisition Codes		Nomen: A - EXCESS OTHER FED. AGENCIES	B - UNREQUIRED FROM EPA GRANTS	C.A. L C - GSA FEDSTRIP	D - FEDERAL SUPPLY SCHEDULE	User I E - OTHER MANDATORY SOURCE	F - EPA CONTRACTS	G - OPEN MARKET PURCHASE	H - PHYSICAL INVENTORY GAIN	Contra I - CONTRACTOR ACQUIRED	J - MISCELLANEOUS ACQUISITION
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Contra I - CONTRACTOR ACQUIRED	J - MISCELLANEOUS ACQUISITION												
Enter - Previous Screen F2 - New Decal F3 - Exit													

Figure 2-3 Acquisition Codes Window

Master Item Code: Type the Master Item Code number.

User Item Desc.: Type a description of the item you are adding.

Contract: Type in the contract number if it applies to your accountable area.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving data.
- [F3] Exits to the Add/Update/View Records Menu without saving data.
- [F4] To insert the custodial area location in the C.A. Location field and the Master Item Code nomenclature in the Nomen field.

Press [ENTER] to go to the next screen. The PPAS Add - Mandatory Info Screen 2 appears (Figure 2-4).

Figure 2-4 PPAS Decal Add - Mandatory Info Screen 2

On this screen, you will enter data into six fields.

Acquisition Doc. #: Type the acquisition document number (purchase order number). This information is found on the EPA Procurement Request/Order form.

Name: Type the name of the manufacturer of the item.

Model: Type the model of the item.

Serial: Type the serial number of the item.

Lease End Date: If the item is leased, type the date that the lease terminates or the date payment actually stops for the item. Use MMDDYY format (for example: July 1, 1991 becomes 070491).

Purchase Credits: If the item is leased, type in the total dollar amount of Leased Credits that have been accrued through the date of the acquisition of the item.

The Lease End Date and Purchase Credits fields are used only for leased records (where the first character of the Decal Number is A or L).

NOTE:

- [F1] Returns to the previous screen.
- [F2] Exits to the window that asks for the Decal Number without saving data.
- [F3] Exits to the Add/Update/View Records Menu without saving data.

Press [ENTER] to go to the next screen. The PPAS Decal - Mandatory Info Screen 3 appears (Figure 2-5).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
 Thursday July 4, 1991

PPAS Decal - Mandatory Info Screen 3

A
U
A
R

	Doc. Cont. Number	Acct. or Approp.	Obj. Class	Sup. Y/N	Dollar Amount
Decal Number:					
Account Area:					
Custodial Area:					

F2 - New Decal
F5 - Mand. 2

F3 - Exit
F7 - Optional

F4 - Mand. 1
F9 - Same 1-2

F10 - Save

Figure 2-5 PPAS Decal - Mandatory Info Screen 3

On this screen, you will enter accounting data into five fields. You may include up to five lines of accounting data for a particular Decal Number. Each line shows one source of funds. The additional lines are provided to accommodate for multiple funding.

At least one line of accounting data is required for a property item. The accounting data should be entered on consecutive lines. For example, if two lines of accounting data are needed, enter them in the first two lines, not the first and third. If only one accounting line is needed, it should go in the first accounting line.

No fields can be left blank. If the document control number (Doc. Cont. Number) is unknown, type "DCN". The document control number is the information generally found on a Purchase Order to denote the funding office and funding official approving the Purchase Order. If the account or appropriation number (Acct. or Approp.) is unknown type "ACCOUNT". If the object class code (Obj. Class) is unknown, type "3100". The object class code identifies the type of spending action associated with an item. Superfund (Sup.) is "Y" if the account is Superfund or "N" if it is not. The Dollar Amount cannot be zero or blank.

WARNING: TO SAVE THE DATA YOU HAVE TYPED IN THE MANDATORY INFO SCREENS 1, 2, AND 3, YOU MUST PRESS [F10] AT THIS SCREEN (OR AT THE PPAS OPTIONAL FIELDS SCREEN IF YOU USE THAT SCREEN). OTHERWISE ALL DATA WILL BE LOST.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing data. Just do not press [F2] or [F3] until you have saved the data by pressing [F10].

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have entered in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data. For example: You wish to add ten items for the same Custodial Area that differ only in their serial numbers. You enter in all information for the first item, press [F10] to save, then press [F9]. You are returned to the window that asks the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving data.
- [F3] Exits to the Add/Update/View Records Menu without saving data.
- [F4] Returns to the PPAS Decal Add - Mandatory Info Screen 1.
- [F5] Returns to the PPAS Decal Add - Mandatory Info Screen 2.
- [F7] Goes to the PPAS Optional Fields Screen.
- [F9] Exits to the window that asks for the Decal Number but saves the data from the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.
- [F10] Saves all data on the Mandatory Info Screens 1, 2, and 3.

If you want to use the PPAS Optional Fields screen (Figure 2-6), press [F7].

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Optional Fields

A Decal Number: Account Area: Custodial Area:
U
A Inventory Date(MMDDYY): Reconciliation Date(MMDDYY): Room Number:
R
Current Location: Previous Location :
Usage Code: GSA Condition Code:
Employee ID: Major Decal:
Remarks:

F2 - New Decal F3 - Exit F4 - Mand. 1
F5 - Mand. 2 F6 - Mand. 3 F9 - Same 1-2 F10 - Save

Figure 2-6 PPAS Optional Fields Screen

This screen has ten optional fields you may enter data in.

Inventory Date(MMDDYY): Type the inventory start date for the item in MMDDYY format (for example: July 4, 1991 becomes 070491).

Reconciliation Date(MMDDYY): Type the date the item was reconciled in conjunction with the current inventory. This date must be the same or later than the inventory start date. Type this date in MMDDYY format.

Room Number: Type the room number where the item is located.

Current Location: Type any further identifying information on the location of the item.

Previous Location: Type any previous location of the item.

Usage Code: Type the Usage Code. The Usage Code is the code applicable to laboratory and research equipment only and is used in conjunction with inspection tours to identify idle and unneeded laboratory and research equipment. See note on next page.

GSA Condition Code: Type the Condition Code of the item. For a listing of Condition codes, see 4.2.1.

Employee ID: Employee identification number assigned to a sensitive item of property.

Major Decal: Type the Major Decal number if the item has one. The Major Decal Number is the Decal Number assigned to the principal item of equipment that has more than one separately decaled items as parts.

Remarks: Type any remarks you have about this item.

NOTE: The Usage Codes are two characters:

First Character:

- 1 = Used two or more times a week.
- 2 = Used only once a week.
- 3 = Used less than once per week but at least two or more times a month.
- 4 = Used only once per month.

Second Character:

- A = Equipment is used continuously for several weeks then is left practically idle for short or long periods due to changed mission; data from project is being analyzed; state-of-the-art updated; seasonal as use; or delayed support services; etc.
- B = Dedicated equipment or equipment that is modified to perform one or more specific tasks or functions. This equipment is unshareable as long as specific tasks are being performed.
- C = Heavy or delicate equipment which cannot be easily moved.
- D = Sophisticated instrumentation requiring highly trained skilled operators.
- E = Old or outdated equipment stored for possible future use (i.e., historical instrument comparability study).
- F = Potentially shareable equipment.
- G = Backup units for on-line equipment to minimize down-time of a major system.
- H = Special equipment used to calibrate or used as a primary developmental instrument to identify specific characteristics of systems of interest.
- I = Special justification has been provided laboratory director by memo on need for equipment.
- J = Prototype equipment designed for specific tasks.
- K = Equipment which is being held for priority use in field studies.

WARNING: TO SAVE THE DATA YOU HAVE TYPED IN THE MANDATORY INFO SCREENS 1, 2, 3, AND THE OPTIONAL FIELDS SCREEN, YOU MUST PRESS [F10]. OTHERWISE ALL DATA WILL BE LOST.

IF YOU ALREADY PRESSED [F10] AT THE MANDATORY INFO SCREEN 3, THE DATA IN THE MANDATORY INFO SCREENS 1, 2, AND 3 ARE SAVED. HOWEVER, YOU MUST STILL PRESS [F10] AT THIS SCREEN TO SAVE THE OPTIONAL FIELDS SCREEN.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing data. Just do not press [F2] or [F3] until you have saved the data by pressing [F10] at the Optional Fields Screen.

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have entered in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data. For example: You wish to add ten items for the same Custodial Area that differ only in their serial numbers. You enter in all information for the first item, press [F10] to save, then press [F9]. You are returned to the window that asks the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F2]** Exits to the window that asks for the Decal Number without saving data.
- [F3]** Exits to the Add/Update/View Records Menu without saving data.
- [F4]** Returns to the PPAS Decal Add - Mandatory Info Screen 1.
- [F5]** Returns to the PPAS Decal Add - Mandatory Info Screen 2.
- [F6]** Returns to the PPAS Decal - Mandatory Info Screen 3.
- [F9]** Exits to the window that asks for the Decal Number but saves the data from the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.
- [F10]** Saves all data on the Mandatory Info Screens 1, 2, 3 and the Optional Fields Screen.

2.2.2 Update/View Records

WARNING: If the decal record is updated (except for leased property) so that it becomes non-accountable by changing the dollar value to less than \$1,000, then the National PPAS will have the original value of the accountable record while the Local PPAS will have the updated record as non-accountable. The changes will not be uploaded to the National PPAS system because of the dollar value threshold. The correct way to make this type of update is as follows:

- **Mark the unchanged record for deletion and state the reason for deletion as "INVENTORY DECREASE".**
- **Add the record into the local PPAS System with the new non-accountable values.**

To update or view a property item that already exists, select the second option on the Add/Update/View Records Menu and press [ENTER]. Some changes can also be made using the Mass Change function (see 8.6). Any property item, owned or leased, may be updated or viewed through this option.

Next, a window appears asking for the Decal Number. Type the Decal Number of the item you are updating or viewing and press [ENTER]. The PPAS Decal Update/View - Mandatory Info Screen 1 appears (Figure 2-7).

(NOTE: There are four possible screens used when you update or view a record.)

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Decal Update/View - Mandatory Info Screen 1

A Decal Number: Account Area :
U Custodial Area : Owned/Leased :
A Item Status : Acq. Date(MMDDYY):
R Voucher Number : Acq. Source :
Master Item Code : Superfund Amount :
Total Cost :

Nomen:
C.A. Location:
User Item Desc.:

Contract:

F1 - Codes F2 - New Decal F3 - Exit F4 - Desc
F5 - Mand. 2 F6 - Mand. 3 F7 - Optional F9 - Same 1-2 F10 - Save

Figure 2-7 PPAS Decal Update/View - Mandatory Info Screen 1

On this screen, you may update or view data in eight fields. Error messages for any of the data fields will be displayed at the bottom of the screen if you update. You must correct them to continue.

Custodial Area: Type the Custodial Area.

Owned/Leased: Type "O" if the item is owned or "L" if the item is leased.

Acq. Date (MMDDYY): Type the date on which the property was acquired. Type this in MMDDYY format (for example: July 4, 1991 becomes 070491).

Voucher Number: Type the voucher number. The voucher number is the local reference number assigned for control purposes. Voucher numbers include (from the left) the fiscal year, the accountable area code, and four digit control number.

Acq. Source: Type the acquisition source from where the property was acquired. Press [F1] if you wish to see a list of these codes (Figure 2-3). If you view these codes, press [ENTER] to return to the Mandatory Info Screen 1.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
PPAS Decal Update/View - Mandatory Info Screen 1	
A Decal Number:	Account Area :
U Custodial Area :	Owned/Leased :
A Item Status :	Acq. Date(MMDDYY):
R Voucher Number :	Acq. Source :
Master	
Acquisition Codes	
Nomen:	A - EXCESS OTHER FED. AGENCIES B - UNREQUIRED FROM EPA GRANTS
C.A. L	C - GSA FEDSTRIP D - FEDERAL SUPPLY SCHEDULE
User I	E - OTHER MANDATORY SOURCE F - EPA CONTRACTS
Contra	G - OPEN MARKET PURCHASE H - PHYSICAL INVENTORY GAIN
	I - CONTRACTOR ACQUIRED J - MISCELLANEOUS ACQUISITION
Enter - Previous Screen F2 - New Decal F3 - Exit	

Figure 2-8 Acquisition Codes Window

Master Item Code: Type the Master Item Code number.

User Item Desc: Type a description of the item you are adding.

Contract: Type in the contract number if it applies to your accountable area.

WARNING: TO SAVE THE CHANGES YOU HAVE MADE IN THE MANDATORY INFO SCREEN 1, YOU MUST PRESS [F10] BEFORE YOU PRESS [F2], [F3], OR [F9]]. OTHERWISE ALL CHANGES WILL BE LOST.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing changes. (WARNING: IF YOUR COMPUTER HAS 640K RAM (THE DATE AT THE TOP OF THE SCREEN IS IN MM/DD/YY FORMAT), YOU MUST SAVE AT EACH SCREEN BY PRESSING [F10].)

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data to the Decal Number you are updating. For example: You want to add ten items that have the same data as the current Decal Number and differ only in their serial number. You update all information for the present Decal Number, press [F10] to save, then press [F9]. You are returned to the window that asks for the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also

press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F1]** Lists the acquisition codes.
- [F2]** Exits to the window that asks for the Decal Number without saving changes.
- [F3]** Exits to the Add/Update/View Records Menu without saving changes.
- [F4]** To insert the custodial area location in the C.A. Location field and the Master Item Code nomenclature in the Nomen field.
- [F5]** Goes to the PPAS Decal Update/View - Mandatory Info Screen 2.
- [F6]** Goes to the PPAS Decal - Mandatory Info Screen 3.
- [F7]** Goes to the PPAS Optional Fields Screen.
- [F9]** Exits to the window that asks for the Decal Number but saves the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.
- [F10]** Saves all changes on the Mandatory Info Screens 1, 2, 3 and Optional Fields Screen.

Press [ENTER] to go to the next screen. The PPAS Update/View - Mandatory Info Screen 2 appears (Figure 2-9).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Decal Update/View - Mandatory Info Screen 2

Decal Number:	Accnt Area:	Custodial Area:
Acquisition Doc. #:		
MANUFACTURER INFORMATION -		
Name :		
Model :		
Serial :		
Lease End Date(MMDDYY):	Purchase Credits:	

F2 - New Decal
F6 - Mand. 3

F3 - Exit
F7 - Optional

F4 - Mand. 1
F9 - Same 1-2

F10 - Save

Figure 2-9 PPAS Update/View - Mandatory Info Screen 2

On this screen, you may update or view data in six fields.

Acquisition Doc. #: Type the acquisition document number (purchase order number). This information is found on the EPA Procurement Request/Order form.

Name: Type the name of the manufacturer of the item.

Model: Type the model of the item.

Serial: Type the serial number of the item.

Lease End Date: If the item is leased, type the date that the lease terminates or the date payment actually stops for the item. Use MMDDYY format (for example: July 1, 1991 becomes 070491).

Purchase Credits: If the item is leased, type in the total dollar amount of Leased Credits that have been accrued through the date of the acquisition of the item.

The Lease End Date and Purchase Credits fields are used only for leased records (where the first character of the Decal Number is A or L).

WARNING: TO SAVE THE CHANGES YOU HAVE MADE IN THE MANDATORY INFO SCREEN 2, YOU MUST PRESS [F10] BEFORE YOU PRESS [F2], [F3], OR [F9]]. OTHERWISE ALL CHANGES WILL BE LOST.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing changes. (WARNING: IF YOUR COMPUTER HAS 640K RAM (THE DATE AT THE TOP OF THE SCREEN IS IN MM/DD/YY FORMAT), YOU MUST SAVE AT EACH SCREEN BY PRESSING [F10].)

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data to the Decal Number you are updating. For example: You want to add ten items that have the same data as the current Decal Number and differ only in their serial number. You update all information for the present Decal Number, press [F10] to save, then press [F9]. You are returned to the window that asks for the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving changes.
- [F3] Exits to the Add/Update/View Records Menu without saving changes.
- [F4] Returns to the PPAS Decal Update/View - Mandatory Info Screen 1.
- [F6] Goes to the PPAS Decal - Mandatory Info Screen 3.
- [F7] Goes to the PPAS Optional Fields Screen.
- [F9] Exits to the window that asks for the Decal Number but saves the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.
- [F10] Saves all changes on the Mandatory Info Screens 1, 2, 3 and Optional Fields Screen.

Press [ENTER] to go to the next screen. The PPAS Decal - Mandatory Info Screen 3 appears (Figure 2-10).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM					
Thursday July 4, 1991					
PPAS Decal - Mandatory Info Screen 3					
	Doc. Cont. Number	Acct. or Approp.	Obj. Class	Sup. Y/N	Dollar Amount
Decal Number:					
Account Area:					
Custodial Area:					

F2 - New Decal	F3 - Exit	F4 - Mand. 1	
F5 - Mand. 2	F7 - Optional	F9 - Same 1-2	F10 - Save

Figure 2-10 PPAS Decal - Mandatory Info Screen 3

On this screen, you may update or view accounting data in five fields. You may include up to five lines of accounting data for a particular Decal Number. Each line shows one source of funds. The additional lines are provided to accommodate for multiple funding.

At least one line of accounting data is required for a property item. The accounting data should be entered on consecutive lines. For example, if two lines of accounting data are needed, enter them in the first two lines, not the first and third. If only one accounting line is needed, it should go in the first accounting line.

No fields can be left blank. If the document control number (Doc. Cont. Number) is unknown, type "DCN". The document control number is the information generally found on a Purchase Order to denote the funding office and funding official approving the Purchase Order. If the account or appropriation number (Acct. or Approp.) is unknown type "ACCOUNT". If the object class code (Obj. Class) is unknown, type "3100". The object class code identifies the type of spending action associated with an item. Superfund (Sup.) is "Y" if the account is Superfund or "N" if it is not. The Dollar Amount cannot be zero or blank.

WARNING: TO SAVE THE CHANGES YOU HAVE MADE IN THE MANDATORY INFO SCREENS 1, 2, AND 3, YOU MUST PRESS [F10] AT THIS SCREEN (OR AT THE PPAS OPTIONAL FIELDS SCREEN IF YOU USE THAT SCREEN). OTHERWISE ALL CHANGES WILL BE LOST.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing changes. Just do not press [F2] or [F3] until you have saved the changes by pressing [F10]. (WARNING: IF YOUR COMPUTER HAS 640K RAM (THE DATE AT THE TOP OF THE SCREEN IS IN MM/DD/YY FORMAT), YOU MUST SAVE AT EACH SCREEN BY PRESSING [F10].)

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data to the Decal Number you are updating. For example: You want to add ten items that have the same data as the current Decal Number and differ only in their serial number. You update all information for the present Decal Number, press [F10] to save, then press [F9]. You are returned to the window that asks for the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving changes.
- [F3] Exits to the Add/Update/View Records Menu without saving changes.
- [F4] Returns to the PPAS Decal Update/View - Mandatory Info Screen 1.
- [F5] Returns to the PPAS Decal Update/View - Mandatory Info Screen 2.
- [F7] Goes to the PPAS Optional Fields Screen.
- [F9] Exits to the window that asks for the Decal Number but saves the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.
- [F10] Saves all changes on the Mandatory Info Screens 1, 2, 3 and Optional Fields Screen.

If you want to use the PPAS Optional Fields Screen (Figure 2-11), press [F7].

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Optional Fields

A
U
A
R

Decal Number: Account Area: Custodial Area:

Inventory Date(MMDDYY): Room Number:

Reconciliation Date(MMDDYY):

Current Location: Previous Location :

Usage Code: GSA Condition Code:

Employee ID: Major Decal:

Remarks:

F2 - New Decal F3 - Exit F4 - Mand. 1
F5 - Mand. 2 F6 - Mand. 3 F9 - Same 1-2 F10 - Save

Figure 2-11 PPAS Optional Fields Screen

This screen has ten optional fields you may update or view.

Inventory Date(MMDDYY): Type the inventory start date for the item in MMDDYY format (for example: July 4, 1991 becomes 070491).

Reconciliation Date(MMDDYY): Type the date the item was reconciled in conjunction with the current inventory. This date must be the same or later than the inventory start date. Type this date in MMDDYY format.

Room Number: Type the room number where the item is located.

Current Location: Type any further identifying information on the location of the item.

Previous Location: Type any previous location of the item.

Usage Code: Type the Usage Code. The Usage Code is the code applicable to laboratory and research equipment only and is used in conjunction with inspection tours to identify idle and unneeded laboratory and research equipment. See note on next page.

GSA Condition Code: Type the Condition Code of the item. For a listing of Condition codes, see 4.2.1.

Employee ID: Employee identification number assigned to a sensitive item of property.

Major Decal: Type the Major Decal number if the item has one. The Major Decal Number is the Decal Number assigned to the principal item of equipment that has more than one separately decaled items as parts.

Remarks: Type any remarks you have about this item.

NOTE: The Usage Codes are two characters:

First Character:

- 1 = Used two or more times a week.
- 2 = Used only once a week.
- 3 = Used less than once per week but at least two or more times a month.
- 4 = Used only once per month.

Second Character:

- A = Equipment is used continuously for several weeks then is left practically idle for short or long periods due to changed mission; data from project is being analyzed; state-of-the-art updated; seasonal as use; or delayed support services; etc.
- B = Dedicated equipment or equipment that is modified to perform one or more specific tasks or functions. This equipment is unshareable as long as specific tasks are being performed.
- C = Heavy or delicate equipment which cannot be easily moved.
- D = Sophisticated instrumentation requiring highly trained skilled operators.
- E = Old or outdated equipment stored for possible future use (i.e., historical instrument comparability study).
- F = Potentially shareable equipment.
- G = Backup units for on-line equipment to minimize down-time of a major system.
- H = Special equipment used to calibrate or used as a primary developmental instrument to identify specific characteristics of systems of interest.
- I = Special justification has been provided laboratory director by memo on need for equipment.
- J = Prototype equipment designed for specific tasks.
- K = Equipment which is being held for priority use in field studies.

WARNING: TO SAVE THE CHANGES YOU HAVE MADE IN THE MANDATORY INFO SCREENS 1, 2, 3, AND THE OPTIONAL FIELDS SCREEN, YOU MUST PRESS [F10]. OTHERWISE ALL CHANGES WILL BE LOST.

IF YOU ALREADY PRESSED [F10] AT THE MANDATORY INFO SCREEN 3, THE CHANGES IN THE MANDATORY INFO SCREENS 1, 2, AND 3 ARE SAVED. HOWEVER, YOU MUST STILL PRESS [F10] AT THIS SCREEN TO SAVE THE CHANGES TO THE OPTIONAL FIELDS.

However, you may go back and forth within the Mandatory Info screens and the Optional Fields Screen without losing changes. Just do not press [F2] or [F3] until you have saved the changes by pressing [F10] at the Optional Fields Screen. **(WARNING: IF YOUR COMPUTER HAS 640K RAM (THE DATE AT THE TOP OF THE SCREEN IS IN MM/DD/YY FORMAT), YOU MUST SAVE AT EACH SCREEN BY PRESSING [F10].)**

NOTE: The following feature is available only if your computer has 2 MB RAM. (The date at the top of your screen is not in MM/DD/YY format.)

Pressing [F9] allows you to retain the data you have in the Mandatory Info screens 1 and 2 and use it for a new Decal Number. You may want to do this if you are adding many Decal Numbers that contain similar data to the Decal Number you are updating. For example: You want to add ten items that have the same data as the current Decal Number and differ only in their serial number. You update all information for the present Decal Number, press [F10] to save, then press [F9]. You are returned to the window that asks for the Decal Number. Type in the new Decal Number. When the Mandatory Info screens 1 and 2 appear, they have the data you typed for the last Decal Number. For this example, you would simply go to Mandatory Info Screen 2, change the serial number, and continue on to Mandatory Info Screen 3 (and the Optional Fields Screen if desired). You must, of course, also press [F10] to save, then [F9] again to save Mandatory Info screens 1 and 2 for the next new Decal Number.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving changes.**
- [F3] Exits to the Add/Update/View Records Menu without saving changes.**
- [F4] Returns to the PPAS Decal Update/View - Mandatory Info Screen 1.**
- [F5] Returns to the PPAS Decal Update/View - Mandatory Info Screen 2.**
- [F6] Returns to the PPAS Decal - Mandatory Info Screen 3.**
- [F9] Exits to the window that asks for the Decal Number but saves the Mandatory Info Screens 1 and 2 for use with the next new Decal Number.**
- [F10] Saves all changes on the Mandatory Info Screens 1, 2, 3 and the Optional Fields Screen.**

2.2.3 Add/View/Update Local Info

To add, view, or update Local Info on a property item that already exists, select the third option on the Add/Update/View Records Menu and press [ENTER]. Local Info for any property item, owned or leased, may be added, viewed, or updated through this option.

Next, a window appears asking for the Decal Number. Type the Decal Number of the item you are adding/viewing/updating Local Info for and press [ENTER]. The PPAS Decal Local Fields screen appears (Figure 2-12).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Decal Local Fields

Decal Number:	Account Area:	Custodial Area:
Option 1:		Option 2:
Option 3:		Option 4:
Option 5:		Option 6:

F2 - Cancel F3 - Exit F10 - Save

Figure 2-12 PPAS Decal Local Fields Screen

You may enter data into these six fields. See your Local PPAS System Administrator for how your accountable area uses these fields.

WARNING: YOU MUST PRESS [F10] BEFORE YOU PRESS [F2] OR [F3]. OTHERWISE ALL DATA WILL BE LOST.

NOTE:

- [F2] Exits to the window that asks for the Decal Number without saving changes.
- [F3] Exits to the Add/Update/View Records Menu without saving changes.
- [F10] Saves all data on this screen.

SECTION 3. HOW TO DELETE PROPERTY ITEMS

To delete a property item from the local PPAS database, select the second option from the Main Menu and press [ENTER]. You see the message "Delete/Disposal of Property Module is Being Loaded...". Then the Delete/Disposal Menu appears (Figure 3-1).

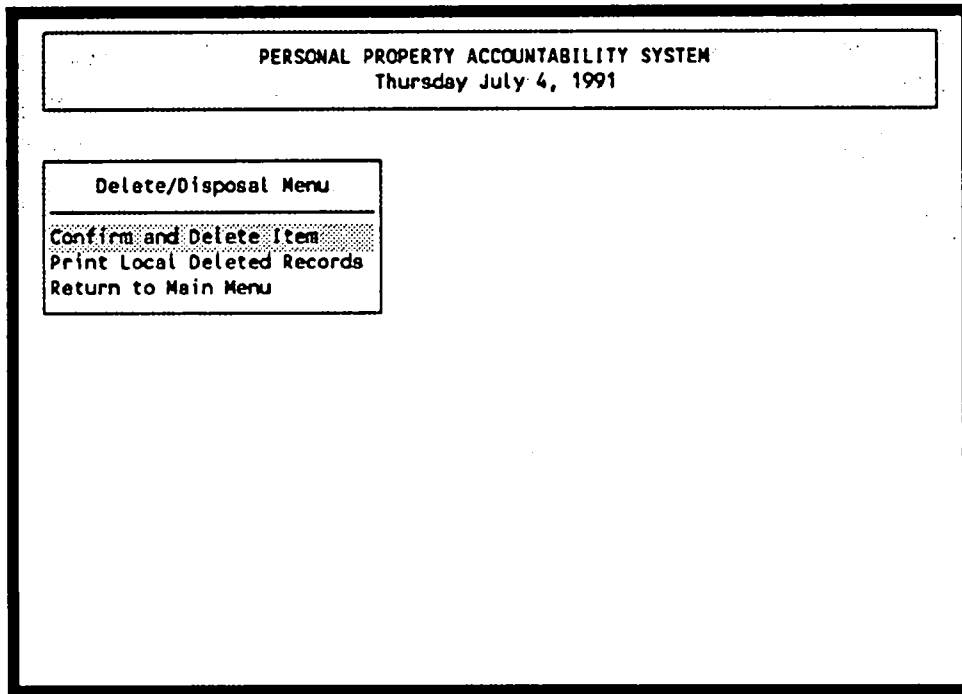


Figure 3-1 Delete/Disposal Menu

As you can see, this menu displays three options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Print Local Deleted Records by typing "P", then pressing [ENTER].)

3.1 CONFIRM AND DELETE ITEM

To begin the delete process, select the first option on the Delete/Disposal Menu and press [ENTER]. You see the message "Loading Delete Program..." Then a window appears that asks for the Decal Number. Type the desired decal number and press [ENTER]. If there is an existing record corresponding to that Decal Number in the database, the Decal Delete Confirmation Screen appears (Figure 3-2). If there is no record matching this decal number, then an error message appears at the bottom of the screen:

Decal Number 999999 not found in database
(where 999999 is the Decal Number you typed)

Or, if the record for the decal number is one of the last ten that has been marked for deletion in the current session, then an error message appears at the bottom of the screen:

Decal Number 999999 previously marked for deletion

WARNING: Once a record has been marked for deletion, it cannot be unmarked. However, the PPAS system stores all the records marked for deletion into a separate transaction file that you may print out (see 3.2).

If a record corresponding to the Decal Number you specified does exist in the database, the PPAS Decal Delete Confirmation window appears (Figure 3-2).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Decal Delete Confirmation

Decal Number:	Account Area :
Custodial Area :	Owned/Leased :
Item Status :	Acq. Date :
Voucher Number :	Acq. Source :
Master Item Code :	Superfund Amount:
	Total Cost :
Nomen:	
C.A. Location:	
User Item Desc.:	
Contract:	GSA Condition Code:
Voucher Number:	Reason for Deletion:

F1 - Delete Record F2 - Cancel F3 - Exit F4 - Reasons

Figure 3-2 PPAS Decal Delete Confirmation Window

To return to the window that asks for a Decal Number without deleting the record, press [F2]. To exit to the Delete/Disposal Menu without any action taking place, press [F3].

The Decal Delete Confirmation window includes 15 data fields for display only; you have no access to these fields. You have access to only three fields: GSA Condition Code, Voucher Number, and Reason for Deletion.

To delete a property item, perform the following steps:

1. Visually verify the accountable area (Account Area), custodial area, and the Decal Number.
2. Type the GSA Condition Code (see 4.2.1 for a list of codes), Voucher Number, and Reason for Deletion. (Press [TAB] to advance the cursor to the next field.) To view the Reasons for Deletion codes, press [F4]. The window in Figure 3-3 appears.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM											
Thursday July 4, 1991											
C P R	Decal Number										
	Custodial Area										
	Item Status										
	Voucher Number										
	Master Item Code										
<table border="1"> <thead> <tr> <th colspan="2">REASONS FOR DELETION</th> </tr> </thead> <tbody> <tr> <td>1 - OPERATOR INPUT ERROR</td> <td>2 - EXCESSED</td> </tr> <tr> <td>3 - SURPLUSSED</td> <td>4 - SURVEYED</td> </tr> <tr> <td>5 - EXCHANGE / SALE</td> <td>6 - ABANDONED / DESTROYED</td> </tr> <tr> <td>7 - CANNIBALIZED</td> <td>8 - INVENTORY DECREASE</td> </tr> </tbody> </table>		REASONS FOR DELETION		1 - OPERATOR INPUT ERROR	2 - EXCESSED	3 - SURPLUSSED	4 - SURVEYED	5 - EXCHANGE / SALE	6 - ABANDONED / DESTROYED	7 - CANNIBALIZED	8 - INVENTORY DECREASE
REASONS FOR DELETION											
1 - OPERATOR INPUT ERROR	2 - EXCESSED										
3 - SURPLUSSED	4 - SURVEYED										
5 - EXCHANGE / SALE	6 - ABANDONED / DESTROYED										
7 - CANNIBALIZED	8 - INVENTORY DECREASE										
Total Cost: :											
Name: WEAPONS											
C.A. Location:											
User Item Desc.:											
Contract:											
Voucher Number:											
GSA Condition Code:											
Reason for Deletion:											
Enter - Prev Screen F2 - Cancel F3 - Exit											

Figure 3-3 Reasons For Deletion Window

- After viewing, press [ENTER] to return to the Decal Delete Confirmation Screen. Enter the applicable deletion code.
- Press [F1] to delete the record.

If the values entered in the fields are valid, you see the message:

Decal Number 999999 has been marked for deletion

You are returned to the window that asks for a Decal Number.

NOTE: If you type another Decal Number and press [ENTER], you will notice the GSA Condition Code, Voucher Number, and Reason for Deletion fields still remain from the previous Decal Number. Change them as needed.

Press [F3] if you wish to exit to the Delete/Disposal Menu. You see the message "Deleting requested records from PPAS file. If no Decals were chosen, no deletions will occur."

3.2 PRINT LOCAL DELETED RECORDS

To print a report of your local deleted records, select the second option on the Delete/Disposal Menu and press [ENTER]. A window appears which asks for the Custodial Area. Type the desired Custodial Area and press [ENTER] (or type "ALL" and press [ENTER] for all Custodial Areas). You see the message "Generating Delete Report..." Make sure your printer is on-line. The Deleted/Disposal Property by Decal Report will be printed, and you are returned to the Delete/Disposal Menu.

SECTION 4. HOW TO EXCESS/SURPLUS PROPERTY ITEMS

4.1 INTRODUCTION

Property items that are not being used should be declared "excess" by the Local PPAS. To be marked for excess, an item must have a dollar value of \$1,000 or more.

Once marked excess, this information is uploaded to the National PPAS which reports the excess property of all accountable areas. Any accountable area can then download this information and request that an excess item be transferred to them for use. Any unclaimed property that has been uploaded is automatically declared "surplus" thirty days after marked as excess. Surplus property items are reported to the General Services Administration and are available to any other government agency.

To excess/surplus property, select the third option from the Main Menu. You see the message: "Excess/Surplus Module is Being Loaded..."

The Excess/Surplus Menu appears (Figure 4-1.)

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window is a box labeled "Excess/Surplus Menu." containing five options: "Mark Items As Excess Property", "Add/Update Surplus Record Info", "Unmark Items To Normal Status", "Excess/Surplus Reports", and "Return to Main Menu". The first option is highlighted with a shaded background.

```
PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Excess/Surplus Menu.
Mark Items As Excess Property
Add/Update Surplus Record Info
Unmark Items To Normal Status
Excess/Surplus Reports
Return to Main Menu
```

Figure 4-1 Excess/Surplus Menu

As you can see, the Excess/Surplus Menu displays five options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Add/Update Surplus Record Info by typing "A", then pressing [ENTER].)

NOTE: Any changes you make here affect only the Local PPAS until an upload is done to the National PPAS mainframe. To upload, see the Communications Menu (Section 9).

4.2 MARK ITEMS AS EXCESS PROPERTY

To declare property items as excess, select the first option on the Excess/Surplus Menu, "Mark Items as Excess Property" and press [ENTER]. A window appears which asks for a Decal Number. Type the desired decal number of the item you want to excess and press [ENTER].

NOTE: If the item has a dollar value of less than \$1,000, then the following error message is displayed:

\$ value is less than \$1000

and you are returned to the window that asks for a decal number. You may not excess this item. You will also see an error message if you try to excess an item that has already been declared excess/surplus.

Otherwise, the PPAS Decal Excess Confirmation window appears (Figure 4-2).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
PPAS Decal Excess Confirmation	
Decal Number:	Account Area :
Custodial Area :	Owned/Leased :
Item Status :	Acq. Date :
Voucher Number :	Acq. Source :
Master Item Code :	Superfund Amount:
	Total Cost :
Nomen:	
C.A. Location:	
User Item Desc.:	
Contract:	Condition Code: <input type="checkbox"/>
F1 - Excess Record F2 - Cancel F3 - Exit	

Figure 4-2 PPAS Decal Excess Confirmation Window

4.2.1 PPAS Decal Excess Confirmation Window

The PPAS Decal Excess Confirmation window presents mandatory data associated with the decal number. You will only verify the Condition Code in the lower right corner. The Condition Code is a two-character field that describes the physical condition of the property. The first digit is the Disposal Condition Code (1-9, S or X) and the second is the Supply Condition Code (A-H, S, or blank).

The Disposal Condition Codes are:

1	Unused - good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused - fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused - poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used - good	Used property that is usable without repairs and most of its useful life remains.
5	Used - fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	Used - poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs required - good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	Repairs required - fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs required - poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

The Supply Condition Codes are:

A	Serviceable (issuable without qualification)	New, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes material with more than six months shelf-life remaining.
B	Serviceable (issuable with qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable for its intended purpose but is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes material with three through six months shelf-life remaining.
C	Serviceable (priority issue)	Items that are serviceable and issuable to selected customers, but must be issued before Conditions A and B material to avoid loss as a usable asset. Includes material with less than three months shelf-life remaining.
D	Serviceable (test/modification)	Serviceable material that requires test, alteration, modification, conversion or disassembly. (This does not include items that must be inspected or tested immediately before issue.)
E	Unserviceable (limited restoration)	Material that involves only limited expense or effort to restore to serviceable condition and that is accomplished in the storage activity where the stock is located.
F	Unserviceable (reparable)	Economically reparable material that requires repair, overhaul, or reconditioning, including reparable items which are radioactively contaminated.
G	Unserviceable (incomplete)	Material requiring additional parts or components to complete the end item before issue.
H	Unserviceable (condemned)	Material that has been determined to be unserviceable and does not meet repair criteria, including condemned items that are radioactively contaminated.
S	Unserviceable (scrap)	Material that has no value except for its basic material content. No stock will be recorded as onhand in Condition Code S. This code is used only on transactions involving shipments to DPDO's. Material will not be transferred to Condition Code S before being turned in to PDO's if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN will not be identified by this Condition Code.

If necessary, the Condition Code can be changed at this time. Property cannot be made excess without the Disposal Code (the first character of the Condition Code).

After verifying the Condition Code, press [F1] to excess the record. The following message appears at the bottom of the screen:

Decal Number 999999 has been excessed
(999999 represents the Decal Number you typed.)

and you are returned to the window that asks for a Decal Number. If you want to verify that the decal is in excess, type the decal number and press [ENTER]. The screen should confirm that the status is now excess for that decal with the following message:

Decal Number 999999 has previously been marked for excess

Since excess decal records cannot be updated, the record must be unmarked to normal status (see 4.4) if you want to update it.

Press [F3] if you want to return to the Excess/Surplus Menu.

It is strongly suggested that each user ready the files and upload to the National PPAS mainframe soon after marking records as excess. This is suggested since the date of excess is based on the date a record is marked as excess (by pressing [F1]) on the local PPAS, not by the date it is uploaded. The length of time a record is excess decreases proportionately with the number of days delay from the excess date to the date a record is uploaded to the National PPAS mainframe. Therefore, a record could remain in excess on the National PPAS only a few days instead of the proposed 30 days.

To upload records to the National PPAS mainframe, use the Communications Menu (see Section 9). The record will be listed on the National PPAS Update Transaction Report after the next update.

4.3 ADD/UPDATE SURPLUS RECORD INFO

After your items have been marked as "excess" over 30 days and uploaded to the National PPAS mainframe, the next National PPAS update will prepare them to be downloaded to your computer as "surplus." During the next upload for your Accountable Area, you are asked if you want to download this surplus data. You should do so, as postponing this process can cause it to be very time consuming since surplus records are stored until they are downloaded.

After your surplus data is downloaded to your computer, select the second option "Add/Update Surplus Record Info" from the Excess/Surplus Menu and press [ENTER]. A window appears which asks for the Decal Number. Type the desired number and press [ENTER]. You see the PPAS Decal Surplus Confirmation window (Figure 4-3).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

-
M
A
U
E
R

PPAS Decal Surplus Confirmation

Decal Number:	Account Area :
Custodial Area :	Owned/Leased :
Item Status :	Acq. Date :
Voucher Number :	Acq. Source :
Master Item Code :	Superfund Amount:
	Total Cost :

Contract:

Surplus Release Date: (MMDDYY)

GSA Report #: EPA Report #:

F1 - Surplus Record
F2 - Cancel
F3 - Exit

Figure 4-3 PPAS Decal Surplus Confirmation Window

You will type only the Surplus Release Date, the GSA Report #, and the EPA Report #. You should do this before the next upload. Press [F1] to surplus the record. You see the message:

Decal Number 999999 Surplus info updated
(999999 represents the Decal Number you typed.)

All surplus records are uploaded to the National PPAS mainframe until they are deleted. Since excess communications costs are incurred when surplus records are repeatedly uploaded, you should delete these records as appropriate. However, before you do so, remember to run the Surplus Report to maintain a hardcopy of these records.

If you just want to determine whether a record is marked as surplus, you may also use this option. Enter the decal number at the Decal Number window, and press the [ENTER] key. If the decal is not marked surplus, you see the message:

Decal Number 999999 is not marked for surplus

The [F3] key can be used to return to the Excess/Surplus Menu.

4.4 UNMARK ITEMS TO NORMAL STATUS

If a decal has been marked as excess, you can unmark it and return it to normal status by using the third option on the Excess/Surplus Menu, "Unmark Items To Normal Status". A window appears which asks for the Decal Number. Type the desired decal number and press [ENTER].

The PPAS Decal Unmark Confirmation window appears (Figure 4-4).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

PPAS Decal Unmark Confirmation

-
M
A Decal Number: Account Area :
U Custodial Area : Owned/Leased :
E Item Status : Acq. Date :
R Voucher Number : Acq. Source :
Master Item Code : Superfund Amount:
Total Cost :
Nomen:
C.A. Location:
User Item Desc.:
Contract: Condition Code: ☐

F1 - Unmark Record F2 - Cancel F3 - Exit

Figure 4-4 PPAS Decal Unmark Confirmation Window

You may change the Condition Code if needed. Then press [F1] to unmark it. The following message appears at the bottom of the screen:

Decal Number 999999 has been unmarked
(999999 represents the Decal Number you typed.)

and you are returned to the window that asks for a Decal Number. Press [F3] to return to the Excess/Surplus Menu.

4.5 EXCESS/SURPLUS REPORTS

You can print reports by selecting the fourth option on the Excess/Surplus Menu and pressing the [ENTER] key. The Excess/Surplus Reports Menu appears (Figure 4-5).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
Excess/Surplus Menu	
Mark Items As	Excess/Surplus Reports Menu
Add/Update Su	
Unmark Items	Records Marked As Excess
Excess/Surplus	Records Marked As Surplus
Return to Mai	Print Surplus Records Without EPA/GSA Numbers

Figure 4-5 Excess/Surplus Reports Menu

As you can see, this menu offers three types of reports. Select the option you wish and press the [ENTER] key. The system informs you that it is generating the report, which will be sent directly to your assigned printer. Press [ESC] to exit to the Excess/Surplus Menu.

SECTION 5. HOW TO TRANSFER PROPERTY ITEMS

Property items can be transferred from one accountable area to another accountable area by marking them for transfer, uploading records from the sending accountable area to the National PPAS mainframe, then downloading to the receiving accountable area. This should be done only after the physical transfer of the property has been completed and verified.

An item that is to be marked for transfer must have a dollar value \$1,000 or more.

Briefly, transferring entails the following steps:

1. The Local PPAS operator marks a record for transfer to another accountable area by typing a transfer voucher number and the accountable area to which the property item is being transferred.
2. When the Local PPAS performs the upload function (see Section 9), the National PPAS receives the transfer transaction. The property item to be transferred is placed on the National PPAS in a transfer hold file.
3. When the accountable area that should receive the transferred item communicates with the National PPAS, that accountable area will request and download the items to be transferred.
4. After the download of the items to be transferred from the National PPAS, the receiving accountable area can either review the records, accept the records, or reject the records one at a time.
5. If the receiving accountable area reviews the transferred records, no activity will take place until the items are either accepted or rejected.
6. If the receiving accountable area accepts the items, a transaction file is sent to the National PPAS with any new data field changes (such as custodial area and transfer accept voucher number). This transaction will update the National PPAS records.
7. Accepted records are deleted from the sending accountable area when it does the next download from the National PPAS and a notification is given to that accountable area of their acceptance.
8. If the receiving accountable area rejects the records, a transaction is sent to the National PPAS to return the original records back to normal status (not transferred).
9. The rejected records are returned to the sending accountable area along with notification of their rejection during the next download from the National PPAS.

WARNING: WHEN RECORDS ARE TRANSFERRED TO YOUR ACCOUNTABLE AREA, YOU SHOULD ACCEPT OR REJECT THEM BEFORE REQUESTING ANY MORE TRANSFER DATA FROM THE NATIONAL PPAS.

IF RECORDS ARE NOT ACCEPTED OR REJECTED, THE DATA MAY BE LOST NEXT TIME YOU TRANSFER DATA FROM THE NATIONAL PPAS. ALSO, THE ITEMS ARE UNAVAILABLE TO ANYONE UNTIL A RESPONSE IS MADE.

A mainframe FOCUS warning message about the sort order may appear. This is only a warning, not an error message. This message appears when the physical order of the records does not match the FOCUS index key. This does not affect program performance.

5.1 TRANSFER MENU

To transfer a property item to or from another accountable area, select the fourth option from the Main Menu "Transfer To/From Another AA" and press [ENTER]. You see the message: "Transfer Module is Being Loaded..." Then the Transfer Menu appears (Figure 5-1).

The screenshot shows a mainframe-style interface. At the top, a header box contains the text "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" and "Thursday July 4, 1991". Below this, a box titled "Transfer Menu" contains a list of five options: "Mark Records For Transfer To Another AA", "Review Transferred Records To Your AA", "Accept Transferred Records", "Reject Transferred Records", and "Return to Main Menu". The first option is highlighted with a dotted pattern.

```
PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Transfer Menu
-----
Mark Records For Transfer To Another AA
Review Transferred Records To Your AA
Accept Transferred Records
Reject Transferred Records
Return to Main Menu
```

Figure 5-1 Transfer Menu

5.2 MARK RECORDS FOR TRANSFER TO ANOTHER AA

When you select this option, a window asks for the Decal Number. Type the desired Decal Number and press [ENTER].

NOTE: If the item has a dollar value of less than \$1,000, then the following message is displayed:

\$ value is less than \$1000. Item cannot be transferred

and you are returned to the window that asks for a Decal Number. You will not be able to mark this record for transfer. If you want to remove it from PPAS, you will have to use the delete option (see Section 3).

Next, the PPAS Decal Record Transfer window (Figure 5-2) appears. This window shows the mandatory data associated with the decal number you entered.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

M
R
A
R
R

PPAS Decal Record Transfer

Decal Number:	Account Area :
Custodial Area :	Owned/Leased :
Item Status :	Acq. Date :
Voucher Number :	Acq. Source :
Master Item Code :	Superfund Amount:
	Total Cost :

Nomen:

C.A. Location:

User Item Desc.:

Contract:

Sending Voucher Number:

To Accountable Area:

Enter - Process F1 - Transfer Decal F2 - Cancel F3 - Exit F4 - A Areas

Figure 5-2 PPAS Decal Record Transfer Window

You will only need to enter the Sending Voucher Number and the To Accountable Area where the record is to be transferred. Press [F1] to transfer the record. You see the message:

Decal Number 999999 marked for transfer to Accountable Area
99
(where 999999 represents the Decal Number you typed and 99 represents the
Accountable Area)

Figure 5-3 Accountable Areas Window

NOTE: Accountable Area 29 is non-superfund. Accountable Area 32 is superfund.

5.3 REVIEW TRANSFERRED RECORDS TO YOUR AA

To review transferred records to your accountable area, select the second option on the Transfer Menu and press [ENTER]. The Transferred Record Review Options Menu appears (Figure 5-4).

```

      PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
            Thursday July 4, 1991

Transfer Menu
-----
Mark Records For Transfer To Another AA
Review Transferred R
Accept Transferred R
Reject Transferred R
Return to Main Menu

Transferred Record Review Options
-----
Print Report
View on Screen

```

Figure 5-4 Transferred Record Review Options Menu

You can print reports of waiting transfers or view the reports on-screen. Select the option you desire and press [ENTER]. You see the message: "Generating Report..." If you selected "Print Report", then two reports are now printed: Owned Property Transfer Report, and Leased/Rented Property Transfer Report.

If you selected "View on Screen", at the top of your screen you will see the message: "PAUSE... HIT CARRIAGE RETURN TO CONTINUE". Press [ENTER]. The Owned Property Transfer Report appears.

The following keys are used when viewing a report (or you may press [F1] twice at any time while you are viewing a report to see what keys to use):

[PAGE DOWN] To go down or up a page in the report.
[PAGE UP]

[HOME] To shift the report to the left, allowing the first 80 columns of the report to be viewed.

[END] To shift the report to the right, allowing the last 80 columns of the report to be viewed.

[←][→] To shift the report left or right one column at a time.

When you reach the last page of the first report, the message: "END-OF-REPORT" appears at the bottom of the screen. Press [ENTER] to view the next report

(Leased/Rented Property Transfer Report). At the top of your screen you see the message: "PAUSE... HIT CARRIAGE RETURN TO CONTINUE". Press [ENTER]. When you reach the last page of the second report, the message: "END-OF-REPORT" appears at the bottom of the screen. Press [ENTER] to exit to the Transfer Menu.

5.4 ACCEPT TRANSFERRED RECORDS

After you have reviewed transferred records, you can accept any individual record. Use the third option on the Transfer Menu to accept transferred records one at a time. If no records exist for transfer, you will be returned to the Transfer Menu. If records for transfer do exist, the PPAS Accept Transfer window appears (similar to Figure 5-5).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Transfer Menu

M
R
A
R
R

PPAS Accept Transfer - Owned

Decal Number:	From Account Area:
Major Decal :	Contract Number :
User Item Desc.:	
Acquisition	
Date :	Cost :
Acq. Doc. # :	Superfund Dollars:
Manufacturer	Name :
Model :	Serial :
M.I.C. # :	Transfer Voucher :

Enter - Next Decal F1 - Accept Decal F2 - Next Decal F3 -Exit

Figure 5-5 PPAS Accept Transfer Window

Each record, one by one, will appear on the screen. To accept a transferred record, press [F1]. Press [ENTER] if you want instead to skip to the next record and bypass this one. To exit to the Transfer Menu without accepting the decal that is on the screen, press [F3].

When you accept a decal for transfer by pressing [F1], a window is displayed in the middle of the screen (Figure 5-6):

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Transfer Menu

M
R
A
R

PPAS Accept Transfer - Owned

Decal Number: From Account Area:
Major Decal : Contract Number :
User Item Desc.:
Acquisition
Date : Custodial Area :
Acq. Doc. # : Receiving Voucher: Refund Dollars:
Manufacturer :
Model : Serial :
M.I.C. # : Transfer Voucher :

Enter - Accept Decal F2 - Cancel/Next Decal F3 -Exit

Figure 5-6 Custodial Area and Receiving Voucher Window

Type the Custodial Area and Voucher Number (new for the current accountable area) and press [ENTER] to accept the decal for transfer into your accountable area. You see the message:

OWNED (or LEASED) DECAL 999999 ACCEPTED FROM TRANSFERRED
RECORD
(where 999999 is the Decal Number you typed)

The National PPAS record will be changed accordingly during the next update.

If you press [F2] with this window displayed, the window will disappear and the next record is displayed.

Pressing [F3] will exit you to the Transfer Menu.

5.5 REJECT TRANSFERRED RECORDS

After you review transferred records, you can reject any individual record. Use the fourth option on the Transfer Menu to reject transferred records one at a time. If no records exist for transfer, you will be returned to the Transfer Menu. If records for transfer do exist, a window appears which asks for the Decal Number.

Type the decal to be rejected and press [ENTER]. The PPAS Transfer Reject window appears (similar to Figure 5-7).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Transfer Menu</div> <div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px; margin-right: 5px;">M R A R R</div> <div style="border: 1px solid black; padding: 10px; flex-grow: 1;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">PPAS Transfer Reject - Owned</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Decal Number: Owned/Leased: Major Decal: User Item Desc.: Acq. Doc. #: </div> <div style="width: 45%;"> M.I.C. # : Contract Num: Transfer Voucher : </div> </div> <div style="margin-top: 10px;"> Manufacturer Information Name : Model: </div> <div style="margin-top: 10px; text-align: right;"> Serial : </div> </div> </div>	
Enter - Reject F9 - Owned Information F3 - Exit	

Figure 5-7 PPAS Transfer Reject Window

To exit to the Transfer Menu, press [F3]. The system will not reject the current decal number.

If you press [F8], a window appears displaying specific acquisition information for the owned (or leased) item (Figure 5-8).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Below this is a "Transfer Menu" box. To the left of the main window is a vertical menu with options: M, R, A, R, R. The main window is titled "PPAS Transfer Reject - Owned". It contains a form with the following fields:

Decal Number:		
Owned/Leased:	M.I.C. #	:
Major		
User I		
Acq. D		
Owned Information		
Manufa	Acquisition Information	Superfund Participation
Name :	Source:	Total Funding:
Model:	Date :	
	Value :	

At the bottom of the window, there are three options: "Enter - Reject", "F8 - Prev Screen", and "F3 - Exit".

Figure 5-8 Acquisition Information Window

If you press [F7] with this window displayed, the previous window will be restored.

If you press [ENTER], a message appears asking: "Reject This Transfer Item Record (Y/N)?" Type "Y" or "N" and press [ENTER]. You are returned to the window which asks you for the Decal Number.

If you type "Y", the Local PPAS rejects the record by sending a transaction to the National PPAS to return the original transferred record back to normal status (not transferred). You see the message:

DECAL #999999 HAS BEEN REJECTED FROM TRANSFER
(where 999999 is the Decal Number you typed)

If you type "N", the Local PPAS does not reject the record, nor does it accept the record. The record remains in the transfer mode until it is either accepted (see 5.4) or rejected. All unaccepted records should be rejected and not left awaiting acceptance or rejection.

SECTION 6. HOW TO QUERY PROPERTY ITEMS

6.1 QUERY MENU

The Local PPAS gives you the ability to query the data fields in the accountable area database. When you perform a query, you can view records by specific data fields on your monitor. When you select the fifth option from the Main Menu and press [ENTER], you see the message: "Query Module is Being Loaded..." Then the Query Menu appears (Figure 6-1).

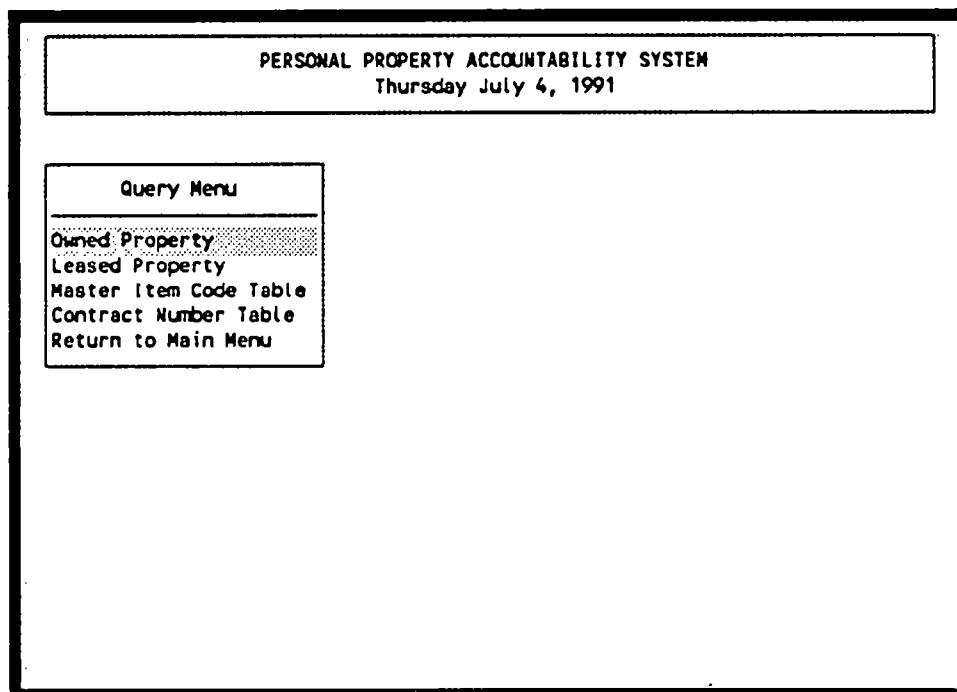


Figure 6-1 Query Menu

As you can see, the Query Menu displays five options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Leased Property by typing "L", then pressing [ENTER].)

6.2 OWNED PROPERTY QUERY SUB-MENU

When you select the first option on the Query Menu and press [ENTER], the Owned Property Query sub-menu appears (Figure 6-2).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there is a "Query Menu" box with four options: "Owned Property", "Leased Property", "Master Item Cod", and "Return to Main". The "Owned Property" option is selected, and a sub-menu titled "Owned Property Query" is displayed to its right. This sub-menu lists eight options: "Decal Number" (highlighted with a shaded background), "Major Decal Number", "DCN / Account Number", "Master Item Code", "Voucher Number", "Acquisition Document Number", "Manufacturer Name and Model", and "Contract Number". At the bottom of the window, the text "Escape - Previous Window" is visible.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991																			
<div>Query Menu</div> <table border="1"><thead><tr><th>Owned Property</th><th>Owned Property Query</th></tr></thead><tbody><tr><td>Leased Property</td><td>Decal Number</td></tr><tr><td>Master Item Cod</td><td>Major Decal Number</td></tr><tr><td>Contract Number</td><td>DCN / Account Number</td></tr><tr><td>Return to Main</td><td>Master Item Code</td></tr><tr><td></td><td>Voucher Number</td></tr><tr><td></td><td>Acquisition Document Number</td></tr><tr><td></td><td>Manufacturer Name and Model</td></tr><tr><td></td><td>Contract Number</td></tr></tbody></table>		Owned Property	Owned Property Query	Leased Property	Decal Number	Master Item Cod	Major Decal Number	Contract Number	DCN / Account Number	Return to Main	Master Item Code		Voucher Number		Acquisition Document Number		Manufacturer Name and Model		Contract Number
Owned Property	Owned Property Query																		
Leased Property	Decal Number																		
Master Item Cod	Major Decal Number																		
Contract Number	DCN / Account Number																		
Return to Main	Master Item Code																		
	Voucher Number																		
	Acquisition Document Number																		
	Manufacturer Name and Model																		
	Contract Number																		
Escape - Previous Window																			

Figure 6-2 Owned Property Query Sub-Menu

The eight options of this sub-menu are described in 6.2.1 to 6.2.8. When you are viewing a query, you may press [F1], then [F4] to print it.

6.2.1 Owned Property Query - By Decal Number

To query the PPAS database by Decal Number, use the following steps:

1. Make sure the highlight is on the first option of the Owned Property Query sub-menu, and press [ENTER]. A window appears that asks for the desired Decal Number (6-character limit).

(NOTE: If you DO NOT wish to query the database at this time; just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Decal Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the record meeting the query criterion.

(NOTE: You may press [F3] to return to the sub-menu.)

Figure 6-3 shows what fields appear on this query.

ACCOUNTABLE AREA:	CUSTODIAL AREA:
DECAL NUMBER :	MAJOR DECAL # :
COST OF ITEM :	M.I.C. # :
NOMENCLATURE :	
ACQ. DOC. NUMBER:	VOUCHER NUMBER :
CURRENT LOCATION:	SF CONTRIBUTION:
ROOM NUMBER :	
REMARKS:	
ASSIGNED TO:	

Figure 6-3 Decal Number Query

6.2.2 Owned Property Query - By Major Decal Number

To query the PPAS database by Major Decal Number, use the following steps:

1. Place the highlight on the second option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks you for the desired Major Decal Number (6-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Major Decal Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are any additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-4 shows what fields appear on this query.

MAJOR DECAL NUMBER						
ACCOUNT	CUSTODIAL	MAJOR	DECAL	ACQUISITION		
AREA	AREA	DECAL	NUMBER	COST	M.I.C. #	NOMENCLATURE
.....

Figure 6-4 Major Decal Number Query

6.2.3 Owned Property Query - By DCN/Account Number

To query the PPAS database by Document Control Number (DCN) and/or Account Number, use the following steps:

1. Place the highlight on the third option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Document Control # (6-character limit) and/or the Account Number (10-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. If you want to query by Document Control Number, type in the desired Document Control Number, then press [ENTER]. The cursor will advance to the Account Number field.
3. If you want to query by Account Number, type in the desired Account Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
4. Press [ENTER]. The system lists the records meeting the query criteria.
5. If there are any additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT". Press [ENTER] to return to the sub-menu.

Figure 6-5 shows what fields appear on this query when you select both criteria.

OWNED DECAL RECORDS FOR DCN: DCN AND ACCOUNT#:			
ACCOUNT NUMBER	ACCT AREA	DECAL NUMBER	DCN / ACCT COST
-----	----	-----	-----
*TOTAL			
TOTAL			

Figure 6-5 DCN/Account Number Query

6.2.4 Owned Property Query - By Master Item Code

To query the PPAS database by Master Item Code, use the following steps:

1. Place the highlight on the fourth option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Master Item Code (8-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Master Item Code, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please wait..." When the system has completed its search, the message "PAUSE... HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-6 shows what fields appear on this query.

OWNED DECAL RECORDS FOR MASTER ITEM CODE						
ACCOUNT AREA	CUST AREA	DECAL NUMBER	ACQ. DOC. NUMBER	VOUCHER	ITEM	ITEM COST
-----	----	-----	-----	-----	-----	-----

Figure 6-6 Master Item Code Query

6.2.5 Owned Property Query - By Voucher Number

To query the PPAS database by Voucher Number, use the following steps:

1. Place the highlight on the fifth option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Voucher Number (8-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Voucher Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-7 shows what fields appear on this query.

OWNED DECAL RECORDS FOR VOUCHER NUMBER					
ACCOUNT AREA	CUST AREA	DECAL NUMBER	ACQ. DOC. NUMBER	M.I.C. #	ITEM COST
-----	----	-----	-----	-----	-----

Figure 6-7 Voucher Number Query

6.2.6 Owned Property Query - By Acquisition Document Number

To query the PPAS database by Acquisition Document Number, use the following steps:

1. Place the highlight on the sixth option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Acquisition Doc. Number (14-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Acquisition Document Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE... HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-8 shows what fields appear on this query.

OWNED DECAL RECORDS FOR ACQUISITION DOCUMENT NUMBER					
ACCOUNT AREA -----	CUST AREA -----	DECAL NUMBER -----	VOUCHER NUMBER -----	M.I.C. # -----	ITEM COST -----

Figure 6-8 Acquisition Document Number Query

6.2.7 Owned Property Query - By Manufacturer Name and/or Model

To query the PPAS database by Manufacturer Name and/or Model, use the following steps:

1. Place the highlight on the seventh option of the Owned Property Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Name (20-character limit) and Model (14-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. If you want to query by Manufacturer Name, type in the desired Name, then press [ENTER]. The cursor will advance to the Model field.
3. If you want to query by Manufacturer Model, type in the desired Model, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
4. Press [ENTER]. The system lists the records meeting the query criteria.
5. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT". Press [ENTER] to return to the sub-menu.

Figure 6-9 shows what fields appear on this query if you select both criteria.

OWNED DECAL RECORDS FOR MANUFACTURER:
MODEL:

ACCT	CUST	DECAL		
AREA	AREA	NUMBER	M.I.C. #	NOMENCLATURE
----	----	-----	-----	-----

Figure 6-9 Manufacturer Name and/or Model Query

6.2.8 Owned Property Query - By Contract Number

To query the PPAS database by Contract Number, use the following steps:

1. Place the highlight on the eighth option of the Owned Property Query sub-menu, and press [ENTER].

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

The system displays a window that asks for the desired Contract Number (10-character limit).

2. Type in the desired Contract Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-10 shows what fields appear on this query.

OWNED DECAL RECORDS FOR CONTRACT NUMBER:					
ACCOUNT AREA -----	CUST AREA -----	DECAL NUMBER -----	ACQ. DOC. NUMBER -----	M.I.C. # -----	ITEM COST -----

Figure 6-10 Contract Number Query

6.3 LEASED PROPERTY QUERY SUB-MENU

When you select the second option on the Query Menu and press [ENTER], the Leased Property Query sub-menu appears (Figure 6-11).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
Query Menu Owned Property Leased Property Master Item Cod Contract Number Return to Main	Leased Property Query Decal Number Major Decal Number DCN / Account Number Master Item Code Voucher Number Acquisition Document Number Manufacturer Name and Model Contract Number
Escape - Previous Window	

Figure 6-11 Leased Property Query Sub-Menu

Note that the options on this sub-menu are identical to the Owned Property Query sub-menu. Its functionality is identical also except that instead of Owned Property, you are inquiring about Leased Property. Therefore, to query the PPAS database for Leased Property, follow the exact same procedures as specified for Owned Property (see 6.2.1 through 6.2.8).

When you are viewing a query, you may press [F1], then [F4] to print it.

6.4 MASTER ITEM CODE TABLE QUERY SUB-MENU

When you select the third option on the Query Menu and press [ENTER], the Master Item Code Table Query sub-menu appears (Figure 6-12).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there is a "Query Menu" box with the following options: "Owned Property", "Leased Property", "Master Item Code", "Contract Number", and "Return to Main". The "Master Item Code" option is highlighted, and a sub-menu is displayed next to it with the following options: "Master Item Code Table Query", "Master Item Code Nomenclature", and "Master Item Code Number". The "Master Item Code Table Query" option is highlighted. At the bottom of the window, there is a prompt: "Escape - Previous Window".

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Query Menu	
Owned Property	Master Item Code Table Query
Leased Property	
Master Item Code	Master Item Code Nomenclature
Contract Number	Master Item Code Number
Return to Main	

Escape - Previous Window

Figure 6-12 Master Item Code Table Sub-Menu

This option is used to view the contents of the Master Item Code Table either by entering all or part of the nomenclature (name) of the item (see 6.4.1) or a Master Item Code Number (see 6.4.2). If you supply a valid value, the system selects those records which match the query criterion you specified and displays them on-screen.

When you are viewing a query, you may press [F1], then [F4] to print it.

6.4.1 Master Item Code Table Query - By Master Item Code Nomenclature

To query the PPAS database by Master Item Code Nomenclature:

1. Make sure the highlight is on the first option of the Master Item Code Table Query sub-menu, and press [ENTER]. The system displays a window which asks you for the desired Master Item Code Nomenclature (50 character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. You will return to the sub-menu.)

2. Type in the desired Master Item Code Nomenclature, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the item codes meeting the query criterion. The database is searched for any item name that has your criterion any where in its title.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-13 shows what fields appear on this query.

[illegible]

Figure 6-13 Master Item Code Nomenclature Query

1. Place the highlight on the second option of the Master Item Code Table Query sub-menu, and press [ENTER]. The system displays a window which asks you for the Master Item Code Number (8-character limit).

2. Type in the desired Master Item Code Number, then press [ENTER]. When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.

4. If there are additional pages, press [ENTER].

If you have reached the last page, the system displays the message "END-OF-REPORT".

Figure 6-14 shows what fields appear on this query.

NOMENCLATURE AND VULNERABILITY CODE FOR MASTER ITEM CODE #:		
M.I.C. #	ITEMCODE	VULNER
-----	-----	-----

6-14

6.5 CONTRACT TABLE QUERY SUB-MENU

When you select the fourth option on the Query Menu and press [ENTER], the Contract Table Query sub-menu appears (Figure 6-15).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there is a "Query Menu" box with four options: "Owned Property", "Leased Property", "Master Item Cod", and "Return to Main". To the right of this box is another box titled "Contract Table Query" with four options: "Contract Number", "Contract Name", "Contract Officer", and "Project Officer". The "Contract Number" option is highlighted with a shaded background. At the bottom of the window, the text "Escape - Previous Window" is displayed.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991											
<div>Query Menu</div> <table><tr><td>Owned Property</td><td>Contract Table Query</td></tr><tr><td>Leased Property</td><td>Contract Number</td></tr><tr><td>Master Item Cod</td><td>Contract Name</td></tr><tr><td>Contract Number</td><td>Contract Officer</td></tr><tr><td>Return to Main</td><td>Project Officer</td></tr></table>		Owned Property	Contract Table Query	Leased Property	Contract Number	Master Item Cod	Contract Name	Contract Number	Contract Officer	Return to Main	Project Officer
Owned Property	Contract Table Query										
Leased Property	Contract Number										
Master Item Cod	Contract Name										
Contract Number	Contract Officer										
Return to Main	Project Officer										
Escape - Previous Window											

Figure 6-15 Contract Table Query Sub-Menu

These four options are described in 6.5.1 to 6.5.5. When you are viewing a query, you may press [F1], then [F4] to print it.

6.5.1 Contract Table Query - By Contract Number

To query the PPAS database by Contract Number, use the following steps:

1. Make sure the highlight is on the first option of the Contract Table Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Contract Number (10-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. The system returns to the sub-menu.)

2. Type in the desired Contract Number, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-16 shows what fields appear on this query.

CONTRACT NUMBER :	OLD CONTRACT # :
LOCATION CODE:	
BEGIN DATE:	END DATE:
CONTRACT OFFICER	PROJECT OFFICER

Figure 6-16 Contract Number Query

6.5.2 Contract Table Query - By Contract Name

To query the PPAS database by Contract Name, use the following steps:

1. Place the highlight on the second option of the Contract Table Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Contract Name (40-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. The system returns to the sub-menu.)

2. Type in the desired Contract Name, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-17 shows what fields appear on this query.

CONTRACTS FOR	
CONTRACT NUMBER :	OLD CONTRACT # :
LOCATION CODE:	
BEGIN DATE:	END DATE:
CONTRACT OFFICER	PROJECT OFFICER

Figure 6-17 Contract Name Query

6.5.3 Contract Table Query - By Contract Officer

To query the PPAS database by Contract Officer, use the following steps:

1. Place the highlight on the third option of the Contract Table Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Contract Officer (22-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. The system returns to the sub-menu.)

2. Type in the desired Contract Officer, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-18 shows what fields appear on this query.

CONTRACTS FOR CONTRACT OFFICER	
CONTRACT NUMBER :	OLD CONTRACT # :
LOCATION CODE:	
BEGIN DATE:	END DATE:
CONTRACT OFFICER	PROJECT OFFICER

Figure 6-18 Contract Officer Query

6.5.4 Contract Table Query - By Project Officer

To query the PPAS database by Project Officer, use the following steps:

1. Place the highlight on the fourth option of the Contract Table Query sub-menu, and press [ENTER]. The system displays a window that asks for the desired Project Officer (22-character limit).

(NOTE: If you DO NOT wish to query the database at this time, just press [ESC]. The system returns to the sub-menu.)

2. Type in the desired Project Officer, then press [ENTER]. The system displays a window that informs you "Query is Executing, Please Wait..." When the system has completed its search, the message "PAUSE.. HIT CARRIAGE RETURN TO CONTINUE" appears at the top of the screen.
3. Press [ENTER]. The system lists the records meeting the query criterion.
4. If there are additional pages, press [ENTER].

(NOTE: You may press [F3] to return to the sub-menu.)

If you have reached the last page, the system displays the message "END-OF-REPORT".

5. Press [ENTER] to return to the sub-menu.

Figure 6-19 shows what fields appear on this query.

CONTRACTS FOR PROJECT OFFICER	
CONTRACT NUMBER :	OLD CONTRACT # :
LOCATION CODE:	
BEGIN DATE:	END DATE:
CONTRACT OFFICER	PROJECT OFFICER

Figure 6-19 Project Officer Query

SECTION 7. HOW TO GENERATE PROPERTY ITEM REPORTS

7.1 THE REPORT MENU

The Local PPAS provides 15 standard printed reports. You can generate these reports by selecting the sixth option from the Main Menu and pressing [ENTER]. When you do so, you see the message: "Reports Module is Being Loaded..." Then the Report Menu appears (Figure 7-1).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window is a box labeled "Report Menu" containing a list of five options: "Accountable Area Reports", "Custodial Area Reports", "Miscellaneous Reports", "Master Item Code Table Reports", and "Return to Main Menu". The first option, "Accountable Area Reports", is highlighted with a shaded background.

```

      PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
            Thursday July 4, 1991

      Report Menu
      -----
      Accountable Area Reports
      Custodial Area Reports
      Miscellaneous Reports
      Master Item Code Table Reports
      Return to Main Menu

```

Figure 7-1 Report Menu

As you can see, the Report Menu displays five options. Using the arrow keys, place the highlight over the desired option, then press [ENTER]. Or you may type the first letter of the first word of the option and press [ENTER]. (For example, you can select Accounting Area Reports by typing "A", then pressing [ENTER].)

See Appendix B for samples of all these reports.

7.2 ACCOUNTABLE AREA REPORTS

NOTE: Since Accountable Area Reports print all records, running these reports can tie up your computer for long periods of time. Therefore, these reports should be run on the National PPAS level (see 9.3 for how to communicate with the mainframe for batch reports.)

If you still choose to run these reports on the Local PPAS, select the first option on the Report Menu and press [ENTER]. The Accountable Area Reports sub-menu appears (Figure 7-2).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a "Report Menu" box with four options: "Accountable Area", "Custodial Area", "Miscellaneous R", and "Master Item Cod". To the right of this menu is a box titled "Accountable Area Reports - Sorted by:" with five options: "Decal Number" (highlighted with a dotted pattern), "M.I.C. Nomenclature", "Contract Number", "Manufacturer's Name and Model", and "Serial Number". Below these boxes is a larger text box containing a warning: "Because of the amount of information that must be processed in generating a report, the time it takes to generate a report may be considerable. Therefore, it is recommended that these reports be run on the mainframe." At the bottom of the screen, it says "Escape - Previous Window".

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991								
<div>Report Menu</div> <table><tr><td>Accountable Area</td><td rowspan="4">Accountable Area Reports - Sorted by:</td></tr><tr><td>Custodial Area</td></tr><tr><td>Miscellaneous R</td></tr><tr><td>Master Item Cod</td></tr><tr><td>Return to Main</td><td></td></tr></table> <div>Decal Number M.I.C. Nomenclature Contract Number Manufacturer's Name and Model Serial Number</div>		Accountable Area	Accountable Area Reports - Sorted by:	Custodial Area	Miscellaneous R	Master Item Cod	Return to Main	
Accountable Area	Accountable Area Reports - Sorted by:							
Custodial Area								
Miscellaneous R								
Master Item Cod								
Return to Main								
<div>Because of the amount of information that must be processed in generating a report, the time it takes to generate a report may be considerable. Therefore, it is recommended that these reports be run on the mainframe.</div>								
Escape - Previous Window								

Figure 7-2 Accountable Areas Report Sub-Menu

Accountable Area reports for any of the sort options contain information for owned and leased property.

Take special note of the warning statement on this screen. Running an Accountable Area report for any of the sort options will be quite time-consuming.

7.2.1 Generating Accountable Area Reports

To generate any of the Accountable Area reports, place the highlight over the desired sort option. Then if you wish to generate the report, press the [ENTER] key. The system displays the message: "Generating Report...". When completed, the report will be sent directly to the assigned printer. The Accountable Areas Report sub-menu will be re-displayed.

7.3 CUSTODIAL AREA REPORTS

If you select the second option on the Report Menu and press [ENTER], the Custodial Area Reports sub-menu appears (Figure 7-3).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday, July 4, 1991

Report Menu

Accountable Area	Custodial Area Reports - Sorted by:
Custodial Area	Decal Number
Miscellaneous R	M.I.C. Nomenclature
Master Item Cod	Contract Number
Return to Main	Manufacturer's Name and Model
	Serial Number

Escape - Previous Window

Figure 7-3 Custodial Areas Reports Sub-Menu

All Custodial Area reports contain data for owned and leased property for each of the five report selections.

7.3.1 Generating Custodial Area Reports

To generate any of the Custodial Area reports:

1. Place the highlight over the desired sort option and press the [ENTER] key. The system displays a window asking you for the particular custodial area code to be selected and printed on the report.

(NOTE: You are advised against entering "ALL" in this field (unless this is explicitly desired) because of the time required to compile and print a report consisting of all the possible Custodial Area codes.)

2. Type in the desired Custodial Area code and press [ENTER]. The system displays the message: "Generating Report..." When completed, the report will be sent directly to the assigned printer. The Custodial Area Reports sub-menu will be re-displayed.

7.4 MISCELLANEOUS REPORTS

If you select the third option on the Report Menu and press [ENTER], the Miscellaneous Reports sub-menu appears (Figure 7-4).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a "Report Menu" box with the following options: "Accountable Area R", "Custodial Area Rep", "Miscellaneous Repo", "Master Item Code T", and "Return to Main Men". The "Miscellaneous Repo" option is highlighted. To the right of this menu is a "Miscellaneous Reports" box with the following options: "Personal Property Custody Report", "Dollar Value Summary Report", and "Range of Voucher Numbers". The "Personal Property Custody Report" option is highlighted. At the bottom of the window, it says "Escape - Previous Window".

Figure 7-4 Miscellaneous Reports Sub-Menu

All Miscellaneous Reports contain data for owned and leased property.

7.4.1 Generating A Personal Property Custody Report

To generate a Personal Property Custody Report:

1. Place the highlight over the first option on the Miscellaneous Report sub-menu and press [ENTER]. The system displays a window that asks you for an Employee ID.
2. Type in the desired Employee ID and press [ENTER]. The system displays the message: "Generating Report...". When completed, the report will be sent directly to the assigned printer. The Miscellaneous Reports sub-menu will be re-displayed.

7.4.2 Generating A Dollar Value Summary Report

To generate a Dollar Value Summary Report:

1. Place the highlight over the second option on the Miscellaneous Report sub-menu and press [ENTER]. The system displays a window that asks you for a Custodial Area as selection criteria for the report.
2. Type in the desired Custodial Area and press [ENTER]. The system displays the message: "Generating Report...". When completed, the report will be

sent directly to the assigned printer. The Miscellaneous Reports sub-menu will be re-displayed.

7.4.3 Generating A Range of Voucher Numbers Report

To generate a Range of Voucher Numbers Report:

- 1. Place the highlight over the third option on the Miscellaneous Report sub-menu and press [ENTER]. The system displays a window that asks you to enter the range for vouchers.**
- 2. Type in the desired First Voucher Number and press [ENTER].**
- 3. Type in the desired Last Voucher Number and press [ENTER]. The system displays the message: "Generating Report...".**

The system will only select those records within the Voucher Number range you specified. When completed, the report will be sent directly to the assigned printer. The Miscellaneous Reports sub-menu will be re-displayed.

7.5 Master Item Code Table Reports

If you select the fourth option on the Report Menu, the Master Item Code Table Reports sub-menu will appear (Figure 7-5).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a "Report Menu" box with the following options: "Accountable Area Reports", "Custodial Area", "Miscellaneous R", "Master Item Cod", and "Return to Main". The "Master Item Cod" option is highlighted, and a sub-menu is displayed to its right. This sub-menu is titled "Master Item Code Table Reports - Sorted by:" and contains two options: "Nomenclature" (which is highlighted with a dotted pattern) and "Master Item Code (M.I.C.)". At the bottom of the window, the text "Escape - Previous Window." is visible.

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Report Menu:	
Accountable Area Reports	
Custodial Area	
Miscellaneous R	
Master Item Cod	Master Item Code Table Reports - Sorted by:
Return to Main	Nomenclature
	Master Item Code (M.I.C.)

Escape - Previous Window.

Figure 7-5 Master Item Code Table Sub-Menu

Master Item Code Table reports are sorted either alphabetically by nomenclature, or numerically (in descending order) by Master Item Code.

7.5.1 Generating Master Item Code Table Reports

To generate either of the Master Item Code Table reports, place the highlight over the desired sort option and press [ENTER]. The system displays the message: "Generating Report..." When completed, the report will be sent directly to the assigned printer. The Master Item Code Table Reports sub-menu will be re-displayed.

SECTION 8. HOW TO USE THE UTILITIES

8.1 INTRODUCTION

The utilities supplied with the Local PPAS include the following:

- Backup capability to diskette or Bernoulli cartridge
- Restore capability from diskette or Bernoulli cartridge
- Adding/Updating PPAS tables
- Maintenance/Repair listing of property items
- The Barcode Inventory Subsystem
- Mass Change capability
- Rebuilding the PPAS Database
- Formatting a diskette or Bernoulli cartridge

To perform any of these utility functions, select the seventh option from the Main Menu and press [ENTER]. You see the message: "Utilities Module is Being Loaded..." Then you see the eight-option Utilities Menu (Figure 8-1).

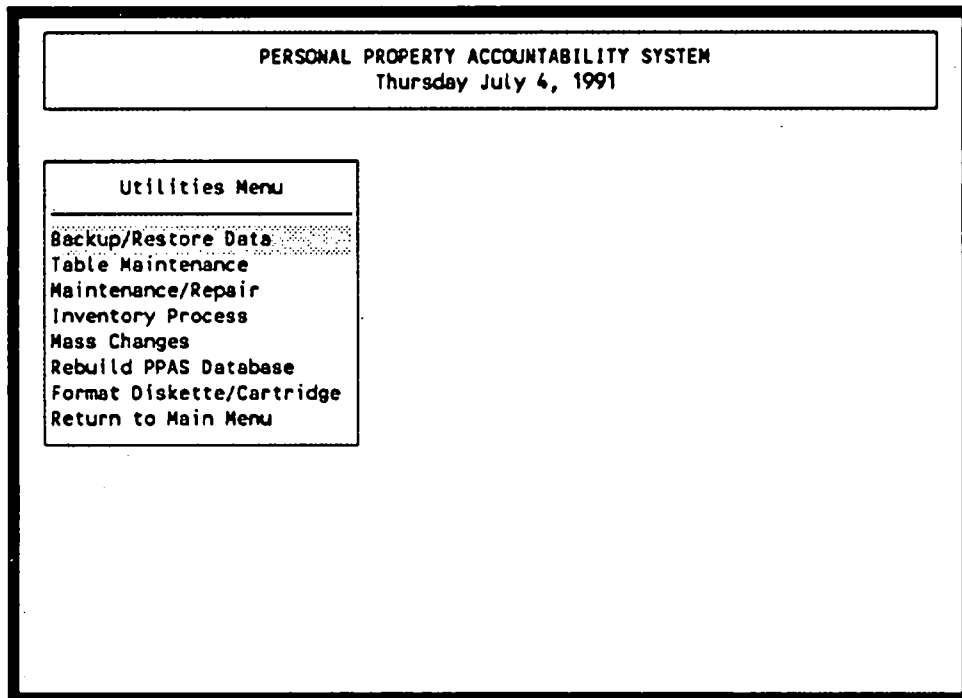


Figure 8-1 Utilities Menu

8.2 BACKUP/RESTORE DATA

To perform a backup or restore data, select the first option from the Utilities Menu and press [ENTER]. The Backup/Restore Utility sub-menu appears (Figure 8-2).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there are two main menu boxes. The first box, titled "Utilities Menu", lists several options: "Backup/Restore Data", "Table Maintenance", "Maintenance/Repair", "Inventory Process", "Mass Changes", "Rebuild PPAS Database", "Format Diskette/Cartridge", and "Return to Main Menu". The second box, titled "Backup/Restore Utility", is positioned to the right of the first and contains two options: "Backup Data to Diskette/Bernoulli" and "Restore Data from Diskette/Bernoulli". At the bottom of the window, there is a prompt "Escape - Previous Window".

```

      PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
            Thursday July 4, 1991

Utilities Menu
Backup/Restore Data
Table Maintenance
Maintenance/Repair
Inventory Process
Mass Changes
Rebuild PPAS Database
Format Diskette/Cartridge
Return to Main Menu

Backup/Restore Utility
Backup Data to Diskette/Bernoulli
Restore Data from Diskette/Bernoulli

Escape - Previous Window

```

Figure 8-2 Backup/Restore Utility Sub-Menu

8.2.1 Backup Data to Diskette/Bernoulli

To perform a backup, make sure the highlight is positioned over the first option on the Backup/Restore Utility sub-menu and press [ENTER]. The Backup Options window (Figure 8-3) shows you three possible drives for your backup.

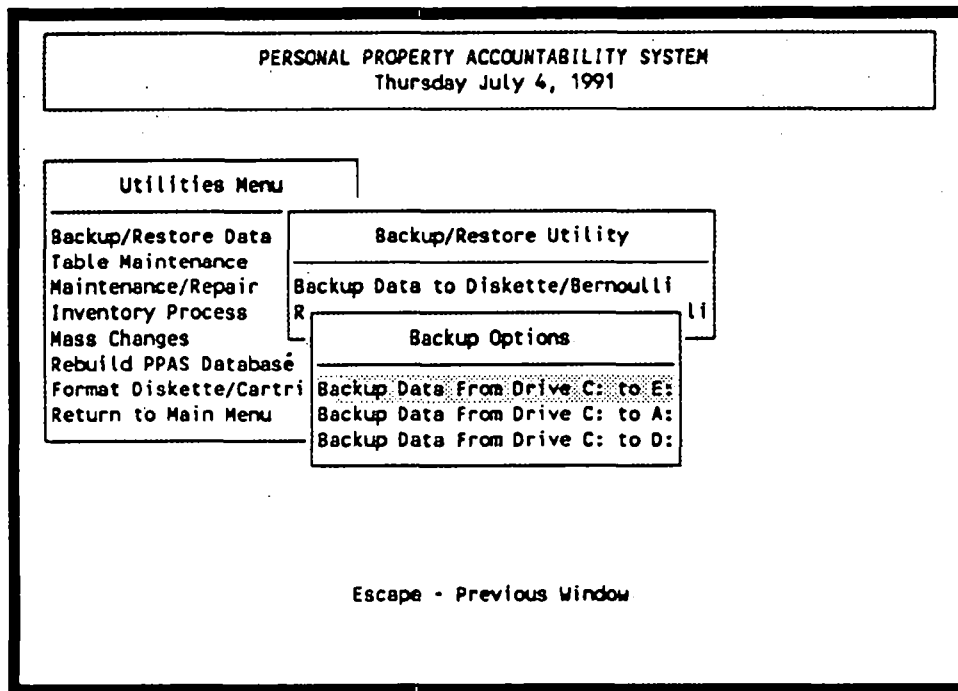


Figure 8-3 Backup Options Window

NOTE: The drives shown are for 286 computers, where drives D: and E: are the Bernoulli drives. For 386 computers, E: is the Bernoulli drive and drive D: is a partition of the hard drive (and there is no C: to D: option).

Select the option you want and press [ENTER].

NOTE: The following instructions are written as if you selected the second option: "Backup Data From Drive C: to A:". If you select other options, you see messages similar to those below. The exact wording of the messages will vary also depending on what version of DOS your computer has.

You see the message: "Place diskette in drive A for first part of backup. Strike a key when ready..." Place a formatted diskette in drive A and close the drive door. Press a key.

You see the message:

```
Warning!  Files in the target drive
A:\ root directory will be erased
Strike any key when ready
```

Press a key. You see the message:

```
*** Backing up files to drive A: ***
Diskette Number: 01
```

You now see a listing of the files as they are backed up. If more than one diskette is needed for the backup, you will be asked to change diskettes.

Next, you see the message: "Place diskette in drive A for second part of backup. Strike a key when ready..." Place a formatted diskette in drive A and close the drive door. Press a key.

You see the message:

```
Warning!  Files in the target drive
A:\ root directory will be erased
Strike any key when ready
```

Press a key. You see the message:

```
*** Backing up files to drive A: ***
Diskette Number: 01
```

You now see a listing of the files as they are backed up. If more than one diskette is needed for the backup, you will be asked to change diskettes.

Finally, you see the message: "Place diskette in drive A for third part of backup. Strike a key when ready..." Place a formatted diskette in drive A and close the drive door. Press a key.

You see the message:

```
Warning!  Files in the target drive
A:\ root directory will be erased
Strike any key when ready
```

Press a key. You see the message:

```
*** Backing up files to drive A: ***
Diskette Number: 01
```

You now see a listing of the files as they are backed up. If more than one diskette is needed for the backup, you will be asked to change diskettes.

When the backup is complete, you see the message: "Data Backup has completed. Press ENTER to Continue." Press [ENTER]. You are returned to the Utilities Menu.

The Backup utility allows you to make a copy of all necessary Local PPAS databases. This copy is used to protect against a loss of data due to hardware failure or operator error. Should a loss of data occur, use the backup diskette to restore the database to the structure that existed when the backup was made. Because the restored database does not reflect any changes made since the last backup, you should backup on a regular basis, especially when many changes are made.

Although it is possible to download data from the National PPAS, this method of recovering data should only be used when data cannot be recovered from a local backup. Do not rely on downloading to recover lost data since it can be time-consuming and cannot be used to recover local data elements.

Because of the differences in storage capacity between the hard disk drive and diskettes, a backup from the hard disk drive may require more than one diskette. PPAS indicates when this occurs, and instructs you to insert another diskette. For ease when restoring the database (should this be necessary) number the diskettes in the order they are created. Label your diskettes with a title, the date, then the number "01", "02", etc.

There should be two sets of backup diskettes or Bernoulli cartridges. Backup the system first on diskette set one. The second backup performed should use diskette set two. When you do the next backup, re-use the first diskette set. Backing-up data in this manner helps to ensure that if one diskette set is corrupted, you may be able to salvage most of the data by using the other diskette set.

8.2.2 Restore Data from Diskette/Bernoulli

This utility permits you to restore Local PPAS databases after a hardware failure or any serious error that results in a loss of data. To restore data, you need only have the backup Bernoulli cartridge or diskette(s) inserted in the proper drive.

First select the first option on the Utilities Menu and press [ENTER]. Then select the second option from the Backup/Restore Utility sub-menu (see Figure 8-2) and press [ENTER]. The Restore Options window in Figure 8-4 appears.

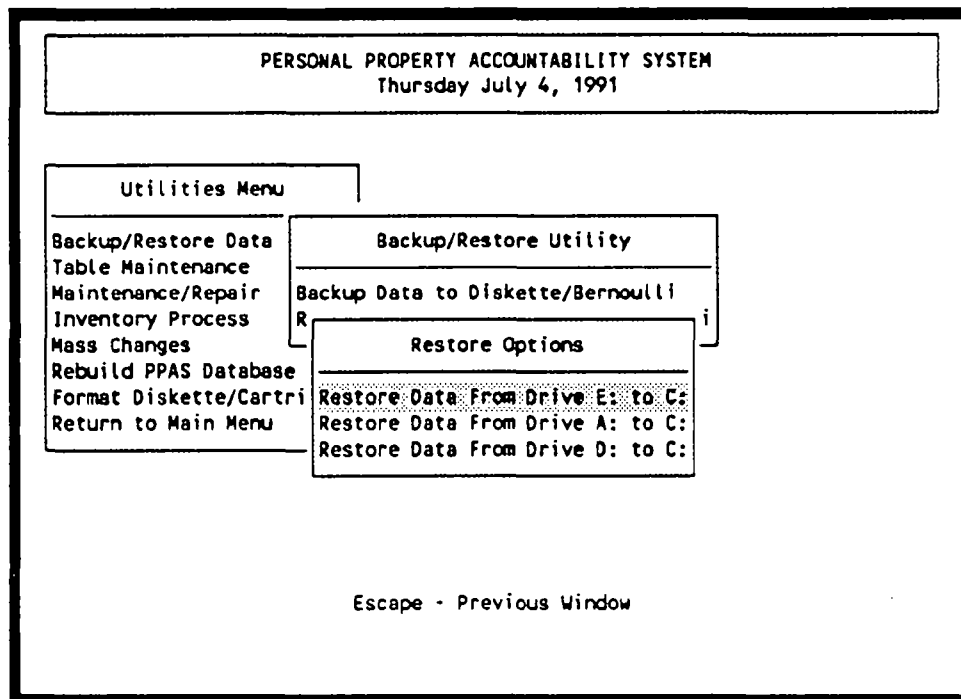


Figure 8-4 Restore Options Window

NOTE: The drives shown are for 286 computers, where drives D: and E: are the Bernoulli drives. For 386 computers, E: is the Bernoulli drive and drive D: is a partition of the hard drive (and there is no D: to C: option).

Select the drive you are restoring from and press [ENTER].

NOTE: The following instructions are written as if you selected the second option: "Restore Data From Drive A: to C:". If you select other options, you see messages similar to those below. The exact wording of the messages will vary also depending on what version of DOS your computer has.

You see the message; "Enter diskette for first part of restore. Strike a key when ready..." Press a key. You see the message: "Insert backup diskette 01 in drive A: Strike any key when ready"

Insert the backup diskette 01 of your most recent backup into Drive A and close the drive door. Press a key. You see the message: "*** Files were backed up MM-DD-YYYY ***" (where MM-DD-YYYY is the date you last backed up). You then see the message:

```
*** Restoring files from drive A: ***  
Diskette: 01
```

You see a list of the files as they are restored. If you need to change diskettes, you will asked to do so. When the restore is complete, you are returned to the Utilities Menu.

NOTE: When restoring data from drive A: to the hard disk, **YOU MUST RESTORE THE BACKUP DISKETTES IN THEIR PROPER ORDER** (if the backup required more than one diskette).

8.3 TABLE MAINTENANCE

To perform maintenance to the various tables in the Local PPAS, select the second option from the Utilities Menu and press [ENTER]. The Table Maintenance Menu appears (Figure 8-5).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<div> <div>Utilities Menu</div> <div> <div>Table Maintenance</div> <div> Custodial Area Contract Number Master Item Code Vulnerability Sensitive Item Employees </div> </div> </div> <div> Backup/Restore Table Maintenance/Rebuild Inventory Process Mass Changes Rebuild PPAS Format Diskette Return to Main Menu </div>	
Escape - Previous Window	

Figure 8-5 Table Maintenance Menu

There are four tables that can be maintained:

- Custodial Area table
- Contract Number table
- Master Item Code Vulnerability table
- Sensitive Item Employees table

Various edits performed in the Local PPAS require custodial area, contract number, and/or employee identification. If you try to enter a value that is not present in these tables, PPAS will not accept the value. In order to have the value accepted, you will have to add the value to the particular table associated with that edited field.

8.3.1 Custodial Area Table

If you wish to add, update, or delete data on the Custodial Area table, select the first option on the Table Maintenance Menu and press [ENTER]. A window appears that asks for the Custodial Area. Type the desired Custodial Area and press [ENTER] (or press [F3] to exit to the Table Maintenance Menu). The Custodial Area - Add window appears (Figure 8-6).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a "Utilities Menu" box containing a "Table Maintenance" box, which in turn contains a "Custodial Area" box. To the left of the "Custodial Area" box is a vertical list of options: "Backup/Restor", "Table Mainten", "Maintenance/R", "I", "M", "R", "F", and "R". The "Custodial Area" box is titled "Custodial Area - Add" and contains several input fields: "Custodial Area:", "Custodial Officer:", "Custodial Location:", "Custodial Org Code:", "Custodial Org Name:", and "Remarks:". At the bottom of the window, there are three instructions: "Enter - Add", "F2 - Cancel", and "F3 - Exit".

Figure 8-6 Custodial Area - Add Window

8.3.1.1 Adding Data to the Custodial Area Table

If the Custodial Area does not exist, you will be adding a Custodial Area to the table. Enter the appropriate data in the applicable fields of the window. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering the necessary data, press [ENTER] to add the data to the Custodial Area table. You are returned to the Custodial Area window.

Pressing [F2] will cancel and take you back to the Custodial Area window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.1.2 Updating or Deleting Data on the Custodial Area Table

If the Custodial Area you enter already exists in the PPAS database, you see the Custodial Area - Update window (Figure 8-7).

PERSONAL PROPERTY ACCOUNTABILITY SUBSYSTEM Thursday July 4, 1991																	
Utility Menu Backup/Restor Table Mainten Maintenance/R I M R F R	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Table Maintenance</td> </tr> <tr> <td style="padding: 5px;">Custodial Area</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Custodial Area - Update</td> </tr> <tr> <td style="width: 30%; padding: 5px;">Custodial Area:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Custodial Officer:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Custodial Location:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Custodial Org Code:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Custodial Org Name:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Remarks:</td> <td style="padding: 5px;"></td> </tr> </table>	Table Maintenance	Custodial Area	Custodial Area - Update		Custodial Area:		Custodial Officer:		Custodial Location:		Custodial Org Code:		Custodial Org Name:		Remarks:	
Table Maintenance																	
Custodial Area																	
Custodial Area - Update																	
Custodial Area:																	
Custodial Officer:																	
Custodial Location:																	
Custodial Org Code:																	
Custodial Org Name:																	
Remarks:																	
Enter - Update F1 - Delete F2 - Cancel F3 - Exit																	

Figure 8-7 Custodial Area - Update Window

You may update by making the necessary changes to any fields. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering or altering the necessary data, press [ENTER] to update the Custodial Area table. You are returned to the Custodial Area window.

You may also delete an existing custodial area record by pressing [F1]. (Be aware that this deletes the entire record, not just a single field of the record). A message will appear at the bottom of the screen that "DELETION OF CUSTODIAL AREA XXX IS COMPLETE." (where XXX is the Custodial Area).

Pressing [F2] will cancel and take you back to the Custodial Area window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.2 Contract Number Table

If you wish to add or update data on the Contract Number table, select the second option from the Table Maintenance Menu and press [ENTER]. A window appears that asks for the Contract Number. Type the desired Contract Number and press [ENTER] (or press [F3] to exit to the Table Maintenance Menu). The Contract Number - Add window appears (Figure 8-8).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM			
Thursday July 4, 1991			
- B T M I M R F R	Contract Number - Add		
	Old Contract Number:		Location:
	Contract Name:		
	Address:		
	City:	State:	Zip:
	Begin Date:	End Date:	
	Desc:		
	Contr Ofcr:	Proj Ofcr:	
	Contr Phone:	Proj Phone:	
	Contr Mail:	Proj Mail:	
	Rem:		
	Enter - Add F2 - Cancel F3 - Exit		

Figure 8-8 Contract Number - Add Window

8.3.2.1 Adding Data to the Contract Number Table

If the Contract Number does not exist, you will be adding a Contract Number to the table. Enter the appropriate data in the applicable fields of the window. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering the necessary data, press [ENTER] to add the data to the Contract Number table. You are returned to the Contract Number window.

Pressing [F2] will cancel and take you back to the Contract Number window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.2.2 Updating Data in a Contract Number Table

If the Contract Number you enter already exists in the PPAS database, you see the Contract Number - Update window (Figure 8-9).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Contract Number - Update

Old Contract Number: _____ Location: _____
 Contract Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Begin Date: _____ End Date: _____
 Desc: _____
 Contr Ofcr: _____ Proj Ofcr: _____
 Contr Phone: _____ Proj Phone: _____
 Contr Mail: _____ Proj Mail: _____
 Rem: _____

Enter - Update F2 - Cancel F3 - Exit

Figure 8-9 Contract Number - Update Window

You may update by making the necessary changes to any fields. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering or altering the necessary data, press [ENTER] to update the Contract Number table. You are returned to the Contract Number window.

Pressing [F2] will cancel and take you back to the Contract Number window.

Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.3 Master Item Code Vulnerability Table

If you wish to update the Master Item Code Vulnerability table, select the third option on the Table Maintenance Menu. A window appears that asks for the Master Item Code Number. Type the desired Master Item Code Number and press [ENTER] (or press [F3] to exit to the Table Maintenance Menu). The Master Item Code Vulnerability window appears (Figure 8-10).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Utilities Menu</th> </tr> <tr> <td style="width: 30%; padding: 5px;"> Backup/Restor Table Mainten Maintenance/R Inventory Pro Mass Changes R F R </td> <td style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Table Maintenance</th> </tr> <tr> <td style="padding: 5px;"> Custodial Area Contract Number Master Item Code Vulnerability </td> </tr> </table> </td> </tr> </table>		Utilities Menu		Backup/Restor Table Mainten Maintenance/R Inventory Pro Mass Changes R F R	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Table Maintenance</th> </tr> <tr> <td style="padding: 5px;"> Custodial Area Contract Number Master Item Code Vulnerability </td> </tr> </table>	Table Maintenance	Custodial Area Contract Number Master Item Code Vulnerability
Utilities Menu							
Backup/Restor Table Mainten Maintenance/R Inventory Pro Mass Changes R F R	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Table Maintenance</th> </tr> <tr> <td style="padding: 5px;"> Custodial Area Contract Number Master Item Code Vulnerability </td> </tr> </table>	Table Maintenance	Custodial Area Contract Number Master Item Code Vulnerability				
Table Maintenance							
Custodial Area Contract Number Master Item Code Vulnerability							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 5px;">Master Item Code Vulnerability</th> </tr> <tr> <td style="padding: 5px;"> Master Item Code: </td> </tr> <tr> <td style="padding: 5px;"> Vulnerability Code: </td> </tr> </table>		Master Item Code Vulnerability	Master Item Code:	Vulnerability Code:			
Master Item Code Vulnerability							
Master Item Code:							
Vulnerability Code:							
Enter - Process F2 - Cancel F3 - Exit							

Figure 8-10 Master Item Code Vulnerability Window

Type in the Vulnerability Code you wish to change to. Press [ENTER] to update the record. You are returned to the Master Item Code Number window. ,

NOTE: The Vulnerability Code can only be updated if the Master Item Code Number already exists (that is, if it has been downloaded from the National PPAS). Records cannot be added or deleted from the Master Item Code Vulnerability table at the Local PPAS level. The Vulnerability Codes are not listed here because they may differ from one accountable area to the next. See your Local System Administrator for the values.

Pressing [F2] will cancel and take you back to the Master Item Code Number window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.4 Sensitive Item Employees Table

If you wish to add, update, or delete data on the Sensitive Item Employee table, select the fourth option from the Table Maintenance Menu and press [ENTER]. A window appears that asks you for the Employee ID Number. Type the desired employee identification number and press [ENTER] (or press [F3] to exit to the Table Maintenance Menu). The Sensitive Item Employees - Add window appears (Figure 8-11):

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Utilities Menu Backup/Restor Table Mainten Maintenance/R Inventory Pro Mass Changes Rebuild PPAS Format Disket Return to Mai	Table Maintenance Custodial Area Contract Information Master Item Code Vulnerability Se	Sensitive Item Employees - Add Employee ID Number: Employee Last Name: Employee First Name: Sensitive Remarks:
---	--	---

Enter - Add F2 - Cancel F3 - Exit

Figure 8-11 Sensitive Item Employees - Add Window

8.3.4.1 Adding Data to the Sensitive Item Employees Table

If the employee identification number does not exist, you will be adding an Employee ID number to the table. Enter the appropriate data in the applicable fields of the window. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering the necessary data, press [ENTER] to add the data to the Sensitive Item Employees table.

Pressing [F2] will cancel and take you back to the Employee ID Number window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.3.4.2 Updating or Deleting Data on the Sensitive Item Employee Table

If the employee identification number you enter already exists in the PPAS database, you see the Sensitive Item Employees - Update window (Figure 8-12).

The screenshot shows the 'PERSONAL PROPERTY ACCOUNTABILITY SYSTEM' window with the date 'Thursday July 4, 1991'. On the left is a 'Utilities Menu' with options: Backup/Restor, Table Mainten, Maintenance/R, Inventory Pro, Mass Changes, Rebuild PPAS, Format Disket, and Return to Mai. The 'Table Maintenance' menu is open, showing options: Custodial Area, Contract Information, Master Item Code Vulnerability, and Se. The 'Sensitive Item Employees - Update' window is open, containing fields for: Employee ID Number, Employee Last Name, Employee First Name, and Sensitive Remarks. At the bottom, there are function key instructions: Enter - Update, F1 - Delete, F2 - Cancel, and F3 - Exit.

Figure 8-12 Sensitive Item Employees - Update Window

You may update by making the necessary changes to any field. Press [TAB] to advance the cursor to the next field (DO NOT press [ENTER]). When you have completed entering or altering the necessary data, press [ENTER] to update the Sensitive Item Employees table. You are returned to Employee ID Number window.

You may also delete an existing employee identification number record by pressing [F1]. (Be aware that this deletes the entire record, not just a single field of the record). A message will appear at the bottom of the screen that "DELETION OF EMPLOYEE ID # XXXXXXXXXXXX IS COMPLETE." (where XXXXXXXXXXXX is the Employee ID Number).

Pressing [F2] will cancel and take you back to the Employee ID Number window. Pressing [F3] will exit you to the Table Maintenance Menu.

8.4 MAINTENANCE/REPAIR

If a property item requires maintenance or repair, and you wish to record this data in the Local PPAS, select the third option on the Utilities Menu and press [ENTER]. A window appears that asks for the Maint/Repair - Decal Number (Figure 8-13).

The screenshot shows a window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there is a "Utilities Menu" box with the following options: "Backup/Restore Data", "Table Maintenance", "Maintenance/Repair", "Inventory Process", "Mass Changes", "Rebuild PPAS Database", "Format Diskette/Cartri", and "Return to Main Menu". To the right of the menu is a box labeled "Maint/Repair - Decal Number:" with a text input field. At the bottom of the window, there are two instructions: "Enter - Process" and "F3 - Exit".

Figure 8-13 Maintenance/Repair - Decal Number Window

Type the decal number and press [ENTER] (or press [F3] to return to the Utilities Menu).

If the decal exists in the Local PPAS database, the Maintenance Date window appears (Figure 8-14). Otherwise you see the error message: "Decal Number 999999 not found in database."

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". On the left is a "Utilities Menu" with options: Backup/Restore Data, Table Maintenance, Maintenance/Repair, Inventory Process, Mass Changes, Rebuild PPAS Database, Format Diskette/Cartri, and Return to Main Menu. A box labeled "Maint/Repair - Decal Number:" is positioned next to the menu. To the right of this is the "Maintenance Date" window, which contains a date field with a dotted pattern, the text "(MMDDYY)", and the instruction "Enter new date or existing to update information". At the bottom of the screen are three function key prompts: "Enter - Process", "F2 - Cancel", and "F3 - Exit".

```

      PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
      Thursday July 4, 1991

  Utilities Menu
  Backup/Restore Data
  Table Maintenance
  Maintenance/Repair
  Inventory Process
  Mass Changes
  Rebuild PPAS Database
  Format Diskette/Cartri
  Return to Main Menu

  Maint/Repair - Decal Number:

  Maintenance Date
  (MMDDYY)
  Enter new date or existing
  to update information

  Enter - Process      F2 - Cancel      F3 - Exit

```

Figure 8-14 Maintenance Date Window

8.4.1 Adding a Maintenance/Repair Record

To add a maintenance/repair record for an existing decal, type the new date and press [ENTER]. A window appears: Maintenance/Repair of Item - Add (Figure 8-15).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991		
<div style="border: 1px solid black; padding: 2px; text-align: center; margin-bottom: 5px;">Utilities Menu</div> <div style="border: 1px solid black; padding: 2px;"> Backup/Restore Data Table Maintenance Ma In Ma Re Fo Re </div>	<div style="border: 1px solid black; padding: 2px; text-align: center; margin-bottom: 5px;">Maintenance/Repair of Item - Add</div> <div style="border: 1px solid black; padding: 2px;"> Decal Number: Account Area: Custodial Area: Maintenance Date: (MMDDYY) Repair Cost: Remarks: </div>	
Enter - Save F2 - Cancel F3 - Exit		

Figure 8-15 Maintenance/Repair of Item - Add Window

Type the Repair Cost and any Remarks you have on this item. Press [TAB] to advance the cursor to the next field (DO NOT use [ENTER]). When you have completed entering the necessary data, press [ENTER] to save the record. You see the message "Repair has been saved."

Pressing [F2] will cancel and take you back to the Maint/Repair - Decal Number window. Pressing [F3] will exit you to the Utilities Menu.

8.4.2 Updating a Maintenance/Repair Record

To update a maintenance/repair record for an existing decal, type the date of the desired existing record and press [ENTER]. The Maintenance/Repair of Item - Update window appears (Figure 8-16).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM		
Thursday July 4, 1991		
Utilities Menu		
Backup/Restore Data		
Table Maintenance		
Ma	Maintenance/Repair of Item - Update	
In		
Ma		
Re	Decal Number:	Account Area: Custodial Area:
Re	Maintenance Date:	(MMDDYY)
Re	Repair Cost:	
	Remarks:	
Enter - Save F2 - Cancel F3 - Exit		

Figure 8-16 Maintenance/Repair of Item - Update Window

Change the data as needed. Press [TAB] to advance the cursor to the next field (DO NOT use [ENTER]). When you have completed changing the necessary data, press [ENTER] to save the record. You see the message "Repair has been saved."

Pressing [F2] will cancel and take you back to the Maint/Repair - Decal Number window. Pressing [F3] will exit you to the Utilities Menu.

If you want to view the maintenance/repair history of items, run the Repair History report.

8.5 INVENTORY PROCESS

To create an inventory you must follow three steps:

- Record property items with a Barcode Reader.
- Transfer this data from the Barcode Reader to a data file on your computer.
- Compare the data file created from the Barcode Reader with the PPAS database and reconcile the two.

8.5.1 Recording Property Items with a Barcode Reader

To record property items, follow these steps:

1. On the Barcode Reader, press the [ON] key. The words PERSONAL PROPERTY appear.

NOTE: The Barcode Reader automatically turns off after 45 seconds of non-use.

2. Press [ENTER]. The words CUSTODIAL AREA appear. In the space provided, type the custodial area you are going to inventory. Press [ENTER].
3. Next, you see the words ROOM No. and ITEM No. In the space provided, type the room number you are going to inventory. Press [ENTER].
4. To enter the ITEM No., scan with the laser (or hand enter) all barcode decals on all property items located in that room.

NOTE: If the decal is scanned properly, you will hear two beeps from the Barcode Reader. Otherwise, there is an error and you need to re-scan (or you may re-enter the decal by hand).

5. When you have inventoried all property in a room, press [FUNC] then [X]. This returns you to the CUSTODIAL AREA screen.
6. When you are finished with a custodial area (or just finished for now), press [FUNC] then [X]. Press [FUNC] then [X] again. This returns you to the PERSONAL PROPERTY screen.

The Barcode Reader file will contain your data in the following form:

XXX001	-	Custodial Area is 001
ROOM87	-	Room Number is 87
189360	-	Decal number is 189360
457219	-	Decal number is 457219
261407	-	Decal number is 261407
XXX002	-	Custodial Area is 002
123 WT	-	Room Number is 123 in the West Tower
678432	-	Decal number is 678432
917568	-	Decal number is 917568
etc.		

NOTES ON USING THE BARCODE READER:

1. When you enter the Custodial Area, you enter only three characters. However, in the actual Barcode Reader data file, the Custodial Area will show as three Xs then the Custodial Area.
2. The Room Number must be entered and must be six characters. However, you may use the [SPACE] key (also called the [SKIP] key). For example, you want to enter Room 123 in the West Tower. You press [1], [2], [3], [SPACE], [W] and [T].
3. Every time you go to another room to inventory, you must re-enter the Custodial Area as well as the new Room Number. To do this, remember to press [FUNC] then [X].
4. The MSI Barcode Reader will store approximately 3,500 six-character barcode entries.

WARNING: Enter your data carefully, making certain to put Custodial Areas and Room Numbers. Be careful to inventory each property item and to do each item only once.

8.5.2 Transferring Data from the Barcode Reader to a Data File

WARNING: Do not continue unless the printer is connected and ready, because three reports are automatically sent to the printer. If you do not run these three reports now (Duplicate Decal Report, Inventory Overage Report, and Area Discrepancy Report), you will not be able to get the full report at a later time.

Once all data is entered into the Barcode Reader, the data must be transferred to a data file on your computer. This is done in order to use the data with the Inventory Process utility in PPAS. This process allows you to compare the data of your Barcode Reader inventory to the data on your Local PPAS system and process the data into the reports that you need.

1. Make sure the Barcode Reader is on and at the PERSONAL PROPERTY screen.
2. Attach the cable from your Barcode Reader to a serial port of your computer.
3. If you want to save the data file from the Barcode Reader on a floppy diskette, place a formatted diskette (labeled with a title and date) in the A disk drive.
4. On your computer, exit to DOS.

C:\> appears on your computer monitor.

5. Type "INVNTORY" and press [ENTER]. (This command prepares the system to transfer the data from the Barcode file.) This gives you CrossTalk on your screen.
6. Next, a screen comes up automatically with a list of "Available command files". Type the option number for MSI. Press [ENTER].

MSI Ready. appears on your monitor.

7. Press [F4] on your keyboard to transfer the Barcode Reader data. This key automatically names the incoming file.

NOTE: This will turn on the capture file, and CrossTalk will show this in the status line at the bottom of the screen. If CrossTalk does not show that the capture file is on, start over with step 4.

8. Press the [SEND] button on the Barcode Reader three times to send the data to your computer. The Barcode Reader will beep three times and count the records as they are being processed and your computer monitor will scroll them.
9. Once all the data is transferred to your computer, the Barcode reader will beep twice and the following message appears on the Barcode Reader:

UPLOAD COMPLETE. HIT ANY KEY

and on the computer monitor the following message appears:

Command?

10. If you have data from more than one Barcode Reader, press [ENTER] on the computer. Then connect the cable of the next Barcode Reader to your computer and press the [SEND] button three times.
11. When data from all Barcode Readers is transferred to your computer, press [ESC] then [F5] on the computer to turn the capture off. The following message appears on your monitor:

Capture file successfully written. Press [ENTER]

Press [ENTER]. The Barcode Reader data is automatically transferred by PPAS to the CrossTalk (XTALK>) directory on your computer.

12. Press [F6] to exit CrossTalk. The PPAS Main Menu appears.
13. Select the last option "Exit System" and press [ENTER] to exit to DOS.
15. At the C:\> Type "CD XTALK".
14. At the C:\XTALK> Type "COPY BARCODER.DAT A:XXXXXXXX" (where XXXXXXXX is the name you choose for this file. Choose a name that is descriptive of up to eight characters.) Press [ENTER].
15. Next, type "DIR A:" to check that the file was copied and is now on your floppy diskette. You should see the file listed.
16. Type "PPAS" to re-enter the PPAS.

8.5.3 Comparing the Data File with the PPAS Database

Next, you must compare the data file from the Barcode Reader with the PPAS database to see if there are any differences between the two. You do this so that you know what changes have occurred since the last inventory and what items must be reconciled before the next inventory. The Inventory Process utility is used to help you do this.

From the Main Menu, select the seventh option and press [ENTER]. You see the message: "Utilities Subsystem is Being Loaded..." Then the Utilities Menu appears.

Select the fourth option from the Utilities Menu and press [ENTER]. The Inventory Menu appears (Figure 8-17).

The screenshot shows a terminal window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there is a "Utilities Menu" box on the left and an "Inventory Menu" box on the right. The "Utilities Menu" lists several options, with "Run Inventory (Process Barcode Data)" being the fourth option. The "Inventory Menu" lists several options, with "Run Inventory (Process Barcode Data)" being the first option. The "Run Inventory (Process Barcode Data)" option is highlighted in both menus. At the bottom of the window, there is a prompt "Escape - Previous Window".

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<div>Utilities Menu</div> <div>Inventory Menu</div>	
Backup/Restor	Run Inventory (Process Barcode Data)
Table Mainten	Inventory Overages Report
Maintenance/R	Inventory Date Reports Menu
Inventory Pro	Custodial Area Discrepancy Report
Mass Changes	Reconciliation Process
Rebuild PPAS	
Format Disket	
Return to Mai	

Escape - Previous Window

Figure 8-17 Inventory Menu

8.5.3.1 Run Inventory (Process Barcode Data)

When you select the first option on the Inventory Menu and press [ENTER], the Inventory Cycle Date window appears (Figure 8-18).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM
Thursday July 4, 1991

Utilities Menu

Backup/Restore
Table Maintenance
Maintenance/Repair
Inventory Process
Mass Changes
Rebuild PPAS
Format Disket
Return to Main

Inventory Menu

Run Inventory
Inventory
Inventory
Custodial
Reconcile

Active Inventory Cycle Date:
New Inventory Cycle Date :
Format: MMDDYY

Once entered, the Inventory Cycle Date must not be changed until a new cycle is start.

Press Enter To Begin Process

Escape - Previous Window

Figure 8-18 Inventory Cycle Date Window

You may use this window to:

1. Select the current active Inventory Cycle Date (just press [ENTER]), or
2. Type in a new Inventory Cycle Date. Dates are typed in MMDDYY format. (For example: July 4, 1991 becomes 070491.) Press [ENTER]. You should enter a new Inventory Cycle Date only if you are starting an inventory cycle. (You should not enter a new Inventory Cycle Date unless you are told to do so.)

Whatever date you enter remains on the records until the next inventory cycle.

WARNING: Do not change to a new Inventory Cycle Date until all decals have been read into Barcode Readers, processed, and reconciled for that inventory cycle. Any time this Inventory Cycle Date is changed, a new inventory cycle is begun and all old inventory data is overwritten.

Once you press [ENTER], you start the process that compares decals of the data file created from the Barcode Reader against the PPAS database and accumulates data for the following categories:

1. **Match** - the decal and custodial area in the database are the same as those in the Barcode Reader file.
2. **Duplicate** - the Barcode Reader file has more than one instance in which the decal number and the custodial area are the same. (The room numbers may differ.)

3. **Shortage** - a decal in the PPAS database is not in the Barcode Reader file.
4. **Overage** - a decal not in the PPAS database is included in the Barcode Reader file.
5. **Discrepancy** - a decal has different custodial areas in the PPAS database and the Barcode Reader file.

For all decal/custodial area matches (unless discrepancies are found) the process initiated by this option updates the following information: Inventory Date, Reconciliation Date, and Room Number.

Three reports are automatically generated and printed: the Duplicate Decal Report, the Inventory Overage Report, and the Area Discrepancy Report. The Duplicate Decal Report is created in a temporary file during the inventory process from Barcode decals read twice in either the same Barcode file or within the same inventory cycle. You cannot rerun the Duplicate Decal Report, but you can run the other reports from the Inventory Menu.

8.5.3.2 Inventory Overages Report

When you select the second option on the Inventory Menu and press [ENTER], the Inventory Overage Report will be printed.

This report lists all decals from the Barcode Reader file that are not in the database. In the process of the inventory you must reconcile these with the database. To reconcile you must go to the Purchase Order voucher and find out when the item was purchased. If it was purchased before the current Inventory Cycle Date, go to the Main Menu and choose the first option to update. Enter the current date in the Reconciliation Date field in the PPAS Optional Fields Screen.

8.5.3.3 Inventory Date Reports Menu

When you select the third option from the Inventory Menu and press [ENTER], the Inventory Date Reports Menu appears (Figure 8-19).

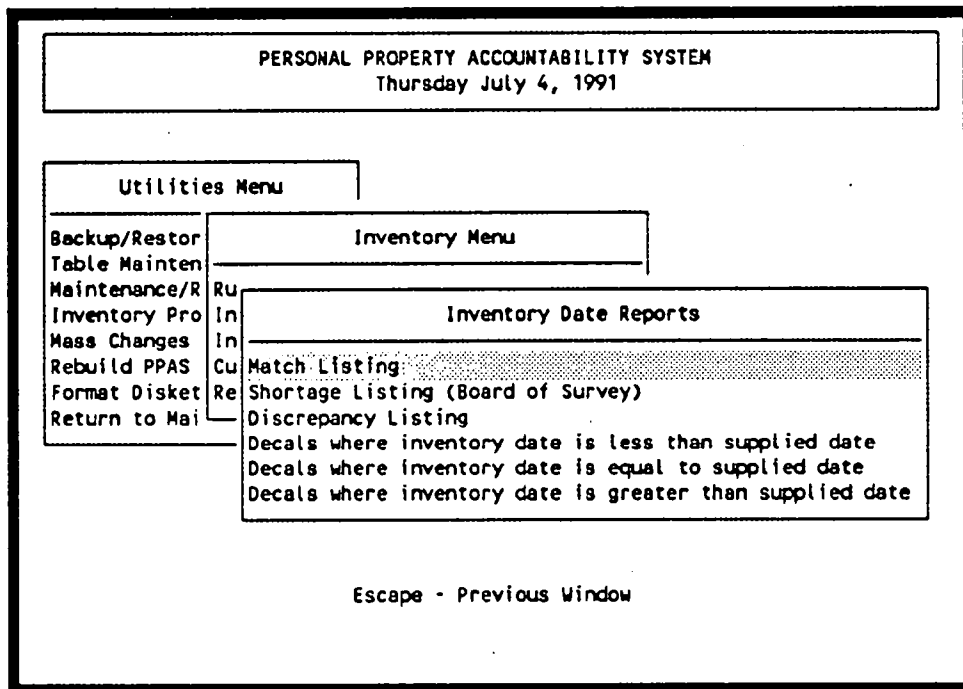


Figure 8-19 Inventory Date Reports Menu

This menu allows you to print listings for the following:

Match Listing

This report lists all decals in the PPAS database PPAS.FOC which contain an Inventory Date that equals the Reconciliation Date.

Shortage Listing (Board of Survey)

This report lists all decals in the PPAS database which are not contained in the Barcode Reader file.

Discrepancy Listing

This report lists those decals contained in the PPAS.FOC database and the Barcode Reader file which have the same Decal Number but different Custodial Areas.

Decals where Inventory Date is Less than Supplied Date

This report lists those decals in the PPAS.FOC database which contain an Inventory Date less than a date you supply.

Decals where Inventory Date is Equal to Supplied Date

This report lists those decals in the PPAS.FOC database which contain an Inventory Date which is equal to a date you supply.

Decals where Inventory Date is Greater than Supplied Date

This report lists those decals in the PPAS.FOC database which contain an Inventory Date which is greater than a date you supply.

NOTE: When you select any of these options and press [ENTER], a window asks you for the Custodial Area. Type in the desired Custodial Area, then press [ENTER]. (If you do not specify a particular Custodial Area, a report is generated for all Custodial Areas.) If you select any of the last three options, you see another window will ask you to supply a date. Type the date you want in MMDDYY format. (For example July 4, 1991 becomes 070491.) After specifying the date, press [ENTER]. Next, you see a message telling you that the report is being generated. The report will then be printed.

Now you can proceed to reconcile the discrepancies between the Barcode Reader data file and the PPAS database. This option also prints decal lists by inventory date and allows you to account for mistakes you may have made in entering different dates.

8.5.3.4 Custodial Area Discrepancy Report

When you select the fourth option of the Inventory Menu and press [ENTER], the Custodial Area Discrepancy Report will be printed. This report lists all decals that have custodial area discrepancies. This means that the decal number in the Barcode Read data file and the PPAS database match, but the two records contain different custodial areas. Now take each of these Custodial Area discrepancies and figure out which is the correct Custodial Area for each decal before you go on to use the Reconciliation Process option.

8.5.3.5 Reconciliation Process

After you print the Custodial Area Discrepancy Report, select the fifth option on the Inventory Menu and press [ENTER] to reconcile custodial area discrepancies for each decal on the report. The Custodial Area Discrepancy Reconciliation window appears (Figure 8-20).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Utilities</div> <div style="border: 1px solid black; padding: 2px;"> Backup/Restor Table Mainten Maintenance/R Inventory Pro Mass Changes Rebuild PPAS Format Disket Return to Mai </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Custodial Area Discrepancy Reconciliation</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Decal Number : </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Inventoried Custodial Area : Inventoried Room Number : </div> <div style="border: 1px solid black; padding: 5px;"> Database Inventory Data Current Custodial Area : <div style="background-color: #cccccc; width: 50px; height: 15px; display: inline-block;"></div> Current Room Number : <div style="background-color: #cccccc; width: 50px; height: 15px; display: inline-block;"></div> Reconciliation Date : <div style="background-color: #cccccc; width: 50px; height: 15px; display: inline-block;"></div> </div>
F3 - Exit	Enter - Process

Figure 8-20 Custodial Area Discrepancy Reconciliation Window

Each discrepancy from the report will appear. The custodial area and room number from the Barcode Reader appear in the upper portion of the window, while the custodial area and room number from the PPAS database appear in the lower portion of the window.

The opportunity is now presented to reconcile discrepancies. A record's custodial area, room number, and/or reconciliation date may be changed at this time as needed. (The reconciliation date should be the last Inventory Cycle Date or the current date in MMDDYY format.) Press [TAB] to advance the cursor between fields and press [ENTER] to reconcile the item. The next Decal record information for reconciliation will appear on the screen. This record reconciliation process should be performed for all decals contained in the Custodial Area Discrepancy Report.

8.6 MASS CHANGES

To perform mass changes in the Local PPAS, select the fifth option on the Utilities Menu and press [ENTER]. The Mass Change Utility Menu appears (Figure 8-21).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Utilities Menu	
Backup/Resto	Mass Change Utility
Table Mainte	
Maintenance/	By Custodial Area
Inventory Pr	By Contract Number
Mass Changes	Immediate - By Custodial Area
Rebuild PPAS	Immediate - By Contract Number
Format Diske	Immediate - By Master Item Code Number
Return to Ma	
Escape - Previous Window	

Figure 8-21 Mass Change Utility Menu

A mass change is very powerful. You can change property records from one value to another value for custodial area, contract number, or Master Item Code Number.

WARNING: IT IS STRONGLY RECOMMENDED THAT YOU FIRST BACKUP THE DATABASE (see 8.2).

Backing-up the database will allow a mistake to be rectified by restoring the old database. The Mass Changes option will change every record whose status is normal from the old code to the new code.

PLEASE BE VERY CAREFUL WHEN USING THIS OPTION.

Any of the immediate options will perform the mass change and then display each changed record for review and update. (This also allows you to change other fields when, for example, the Room Number changes as well as the Custodial Area.) The update function is identical to the update in the add/update (see Section 2) except that [F2] will give you the next decal in your mass change.

8.6.1 Custodial Area Mass Change

To perform the custodial area mass change, that is, to move all items from one custodial area to another, select the first option on the Mass Change Utility Menu and press [ENTER]. The Mass Change Custodial Area window appears (Figure 8-22).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Utilities Menu</div> <div style="display: flex;"> <div style="flex: 1;"> Backup/Resto Table Mainte Maintenance/ Inventory Pr Mass Changes Rebuild PPAS Format Diske Return to Ma </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> By Cust By Contr Immediat Immediat Immediat </div> </div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Mass Change Utility</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Mass Change - Custodial Area </div> <div style="text-align: center; margin-bottom: 10px;"> Old Custodial Area: <input style="width: 100px;" type="text"/> </div> <div style="text-align: center; margin-bottom: 10px;"> New Custodial Area: <input style="width: 100px;" type="text"/> </div> <div style="font-size: small; margin-bottom: 10px;"> Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function. </div>
Escape - Previous Window	

Figure 8-22 Mass Change Custodial Area Window

Type the Old Custodial Area and press [ENTER]. Then type the New Custodial Area and press [ENTER] to process the mass change. You see the messages: "Validating Please Wait..." and "Finding all records with the old Custodial Area..." and "Changing records to new Custodial Area..." When the mass change is completed, you are returned to the Mass Change Utility Menu.

NOTE: Mass Changes will not change records that were previously marked for transfer (STATUS = T) and will leave them in the old Custodial Area until the transfer is completed. This also applies to Excess and Surplus records.

8.6.2 Contract Number Mass Change

To perform the contract number mass change, select the second option on the Mass Change Utility Menu and press [ENTER]. This is done if a contract number is updated. The Mass Change - Contract Number window appears (Figure 8-23).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991																			
<table border="1"> <tr> <th colspan="2">Utilities Menu</th> </tr> <tr> <td>Backup/Resto</td> <td></td> </tr> <tr> <td>Table Mainte</td> <td></td> </tr> <tr> <td>Maintenance/</td> <td>By Custo</td> </tr> <tr> <td>Inventory Pr</td> <td>By Contr</td> </tr> <tr> <td>Mass Changes</td> <td>Immediat</td> </tr> <tr> <td>Rebuild PPAS</td> <td>Immediat</td> </tr> <tr> <td>Format Diske</td> <td>Immediat</td> </tr> <tr> <td>Return to Ma</td> <td></td> </tr> </table>		Utilities Menu		Backup/Resto		Table Mainte		Maintenance/	By Custo	Inventory Pr	By Contr	Mass Changes	Immediat	Rebuild PPAS	Immediat	Format Diske	Immediat	Return to Ma	
Utilities Menu																			
Backup/Resto																			
Table Mainte																			
Maintenance/	By Custo																		
Inventory Pr	By Contr																		
Mass Changes	Immediat																		
Rebuild PPAS	Immediat																		
Format Diske	Immediat																		
Return to Ma																			
<table border="1"> <tr> <th colspan="2">Mass Change Utility</th> </tr> <tr> <td colspan="2"> <table border="1"> <tr> <th colspan="2">Mass Change - Contract Number</th> </tr> <tr> <td>Old Contract Number:</td> <td><input type="text"/></td> </tr> <tr> <td>New Contract Number:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2"> Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function. </td> </tr> </table> </td> </tr> <tr> <td colspan="2">Escape - Previous Window</td> </tr> </table>		Mass Change Utility		<table border="1"> <tr> <th colspan="2">Mass Change - Contract Number</th> </tr> <tr> <td>Old Contract Number:</td> <td><input type="text"/></td> </tr> <tr> <td>New Contract Number:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2"> Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function. </td> </tr> </table>		Mass Change - Contract Number		Old Contract Number:	<input type="text"/>	New Contract Number:	<input type="text"/>	Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function.		Escape - Previous Window					
Mass Change Utility																			
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Mass Change - Contract Number																			
Old Contract Number:	<input type="text"/>																		
New Contract Number:	<input type="text"/>																		
Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function.																			
Escape - Previous Window																			

Figure 8-23 Mass Change - Contract Number Window

Type the Old Contract Number and press [ENTER]. Type the New Contract Number and press [ENTER]. You see the message: "Validating Please Wait..." and "Finding all records with the Old Contract Number..." When the mass change is completed, you are returned to the Mass Change - Contract Number window. Press [ESC] to return to the Mass Change Utility Menu.

8.6.3 Immediate Mass Changes

If you wish to make mass changes and to review each record that has been changed, select from the immediate options on the Mass Change Utility Menu. These options give you the capability to make mass changes, then modify any changes made. Modify a record immediately if you decide the record should not have been changed.

You can choose the following mass changes along with a review/update capability of each record modified:

- Custodial Area
- Contract Number
- Master Item Code Number

The immediate mass change windows for Custodial Area and Contract Number are the same as those used when making mass changes (see 8.6.1 and 8.6.2). After you have entered the old and new Custodial Areas or Contract Numbers, you see the message: "Validating Please Wait..." and "Loading update module with records..." Each record is then displayed after the mass change is made. Update any record as needed, press [F10] to save, then press [F2] to review the next record. Once you have reviewed all records, press [F3] to return to the Mass Change Utility Menu.

To perform the immediate mass change by Master Item Code, select the last option on the Mass Change Utility Menu. The Mass Change - Master Item Code window appears (Figure 8-24).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991																						
<div>Utilities Menu</div> <table> <tr> <td>Backup/Resto</td> <td colspan="2">Mass Change Utility</td> </tr> <tr> <td>Table Mainte</td> <td>By Custo</td> <td rowspan="5"> <div>Mass Change - Master Item Code</div> <hr/> <div>Old Master Item Code: <input type="text"/></div> <div>New Master Item Code: <input type="text"/></div> <div>Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function.</div> </td> </tr> <tr> <td>Maintenance/</td> <td>By Contr</td> </tr> <tr> <td>Inventory Pr</td> <td>Immediat</td> </tr> <tr> <td>Mass Changes</td> <td>Immediat</td> </tr> <tr> <td>Rebuild PPAS</td> <td>Immediat</td> </tr> <tr> <td>Format Diske</td> <td>Immediat</td> <td></td> </tr> <tr> <td>Return to Ma</td> <td></td> <td></td> </tr> </table>			Backup/Resto	Mass Change Utility		Table Mainte	By Custo	<div>Mass Change - Master Item Code</div> <hr/> <div>Old Master Item Code: <input type="text"/></div> <div>New Master Item Code: <input type="text"/></div> <div>Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function.</div>	Maintenance/	By Contr	Inventory Pr	Immediat	Mass Changes	Immediat	Rebuild PPAS	Immediat	Format Diske	Immediat		Return to Ma		
Backup/Resto	Mass Change Utility																					
Table Mainte	By Custo	<div>Mass Change - Master Item Code</div> <hr/> <div>Old Master Item Code: <input type="text"/></div> <div>New Master Item Code: <input type="text"/></div> <div>Caution: It is very difficult to recover from mass change mistakes. Therefore, backup the database before using this function.</div>																				
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Mass Changes	Immediat																					
Rebuild PPAS	Immediat																					
Format Diske	Immediat																					
Return to Ma																						
Escape - Previous Window																						

Figure 8-24 Mass Change - Master Item Code Window

Type the Old Master Item Code and press [ENTER]. Type the New Master Item Code and press [ENTER]. After you have entered the old and new Master Item Codes, you see the message: "Validating Please Wait..." and "Finding all records with the old Master Item Code..." and "Loading update module with records..." Each record is then displayed after the mass change is made. Update any record as needed, press [F10] to save, then press [F2] to review the next record. Once you have reviewed all records, press [F3] to return to the Mass Change Utility Menu.

8.7 REBUILD PPAS DATABASE

This utility allows you to rebuild the PPAS database in a correct physical and logical order, thereby improving its efficiency and performance. When records are added to the database, they are merely appended to the "end" (after the last added record). Likewise, a deleted record is merely flagged as deleted, and is still maintained in the database, thereby taking up storage space. Rebuilding the database rewrites the database by placing added records in proper sequence (thereby improving system speed) and permanently deletes records flagged as "deleted" (thereby freeing up valuable storage space in the database).

To rebuild the PPAS database, select the sixth option on the Utilities Menu and press [ENTER]. The Select Rebuild Destination window appears (Figure 8-25).

The screenshot shows a window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a "Utilities Menu" box with the following options: "Backup/Restore Data", "Table Maintenance", "Maintenance/Repair", "Inventory Process", "Mass Changes", "Rebuild PPAS Database", "Format Diskette/Cartr", and "Return to Main Menu". To the right of the "Rebuild PPAS Database" option is a "Select Rebuild Destination" box with "Hard Disk" selected. At the bottom of the window, it says "Escape - Previous Window".

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Utilities Menu	
Backup/Restore Data	
Table Maintenance	
Maintenance/Repair	
Inventory Process	
Mass Changes	
Rebuild PPAS Database	Select Rebuild Destination
Format Diskette/Cartr	
Return to Main Menu	Hard Disk

Escape - Previous Window

Figure 8-25 Select Rebuild Destination Window

To rebuild the PPAS database, press [ENTER].

NOTE: It is suggested that you rebuild the PPAS database monthly or as necessary due to system failure.

Next a warning window appears to remind you to backup your database (Figure 8-26).

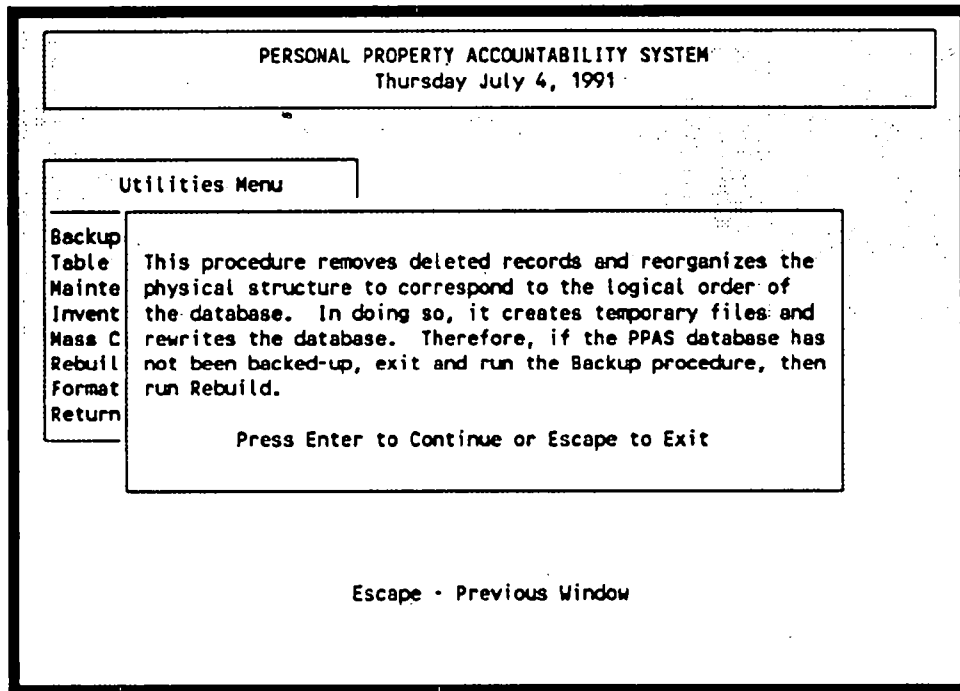


Figure 8-26 BackUp Warning Window

If you have not backed-up your Local PPAS database recently, DO SO NOW (see 8.2.1 for specific instructions). If you have backed-up, press [ENTER].

The system will ask you to please wait as it checks to determine if there is enough free disk or cartridge space to initiate the rebuild process.

If there is sufficient space, the screen shown in Figure 8-27 appears.

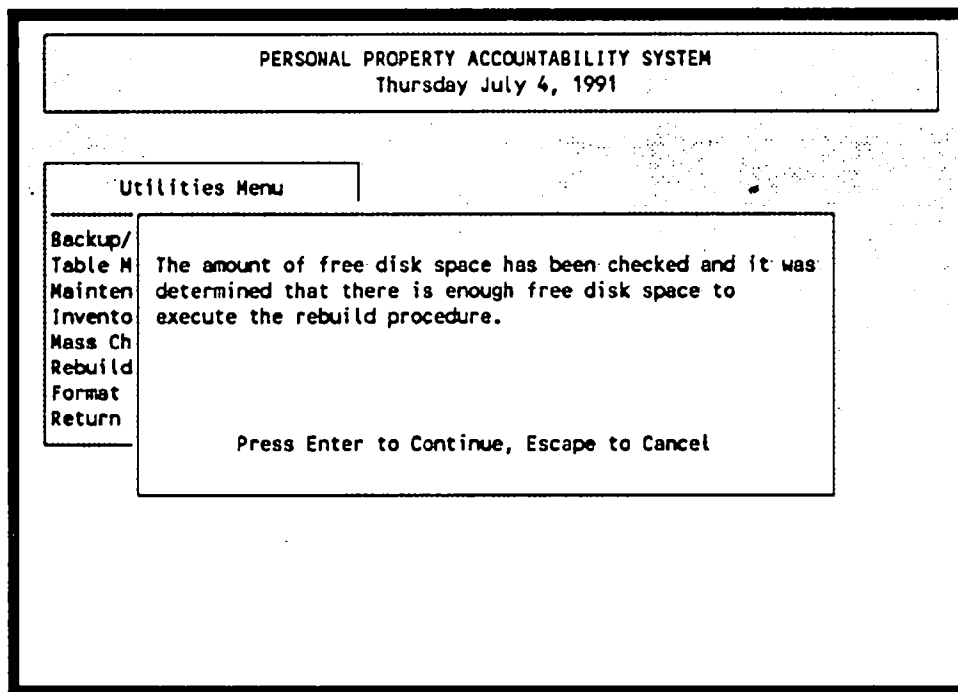


Figure 8-27 Enough Free Disk Space Window

With this screen displayed, press [ENTER]. You will see a message that PPAS is "Rebuilding the PPAS database on Hard Disk or Cartridge Please Wait...". When completed, you are returned to the Rebuild Destination window.

NOTE: If there is NOT sufficient storage space (remember, there must be space for the original database files and the temporary files created during the rebuilding process), you will see a message that informs you of this problem and suggests that you contact your System Administrator.

8.8 FORMAT DISKETTE/CARTRIDGE

This utility gives you the ability to format a diskette or Bernoulli cartridge without having to exit the PPAS.

To use the formatting utility, select the seventh option from the Utilities Menu and press [ENTER]. The PPAS Format Utility sub-menu appears (Figure 8-28).

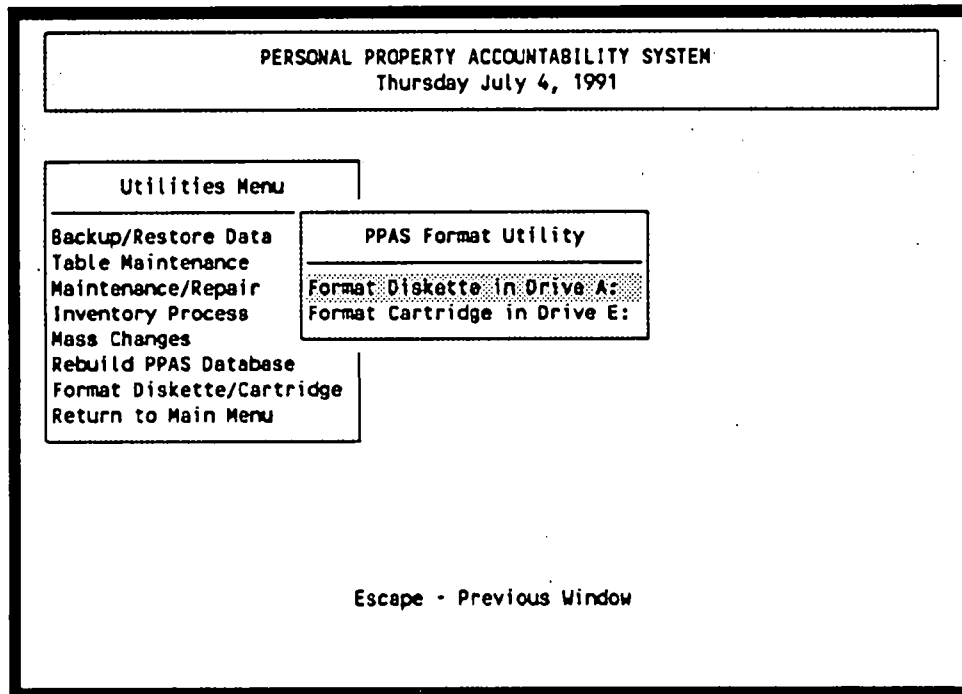


Figure 8-28 PPAS Format Utility Sub-Menu

8.8.1 Format Diskette in Drive A:

To format a 5 1/4-inch diskette in drive A, first insert the diskette in the proper disk drive. Then select the first option on the PPAS Format Utility sub-menu and press [ENTER]. You see the message:

```
Insert new diskette for drive A:
and strike ENTER when ready
```

Insert your diskette in drive A and press [ENTER]. Your diskette will be formatted. Next, you see the message:

```
Format complete
Format another (Y/N)?
```

Type "Y" and press [ENTER] if you want to format another diskette. Put the new diskette in drive A and press [ENTER].

Type "N" and press [ENTER] if you are finished. You are returned to the Main Menu.

8.8.2 Format Cartridge In Drive E:

When formatting Cartridges, you will see messages similar to those for formatting a diskette. Just follow the instructions on screen.

SECTION 9. HOW TO COMMUNICATE WITH THE NATIONAL PPAS MAINFRAME

To participate in the weekly National PPAS update, each Local PPAS contains programs to perform data upload and download. Uploading sends data files from the Local PPAS to the National PPAS. Downloading sends data files to the Local PPAS from the National PPAS. You should initiate communication between the Local and National PPAS at least twice a week.

It is recommended that you upload your local files to the National PPAS mainframe by Thursday, and that you download only after the National PPAS update has successfully completed. The National PPAS update is normally scheduled to run on Thursday evenings. The PPAS National System Administrator is responsible for conducting the National PPAS update. Instructions will appear on the National PPAS Message Board requesting that you not download from the National PPAS mainframe until further notice if the update has not successfully completed.

It is strongly suggested that a backup copy be made of your local database at least twice a week, although it may be conducted more frequently if preferred (see 8.2). Make your backups before every upload and after every download to the National PPAS mainframe.

Not all accountable areas utilize the same communications procedure to connect with the National PPAS mainframe. This chapter contains instructions given as a general guide for connecting to the National PPAS mainframe.

Communication with the National PPAS mainframe allows you to:

- Upload data transactions to the mainframe
- Download data transactions from the mainframe to your local system which may include transferred items, excess or surplus records
- Submit (request) batch reports
- Download the most current Master Item Code (MIC) Table to your local PPAS

9.1 HOW TO UPLOAD TO THE NATIONAL PPAS MAINFRAME

To upload to the National PPAS mainframe, you must know your: DIAL-UP PHONE NUMBER, USER ID, PASSWORD, ACCOUNT NUMBER, PROCEDURE NAME, FIMAS ID, BIN NUMBER, and REMOTE PRINTER ID. This information is available from your Local PPAS System Administrator or from the PPAS National System Administrator who may be contacted at (FTS) 260-2424.

To begin the communication process with the National PPAS mainframe, select the eighth option from the Main Menu and press [ENTER]. You see the message: "Communications Module is Being Loaded..." Then the Communications Menu appears (Figure 9-1).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
Last Successful Upload	
Date: 07/04/91	
Time: 18:00:00	
Communications Menu	
Direct Dial PC to Mainframe	
Ready Files and Dial Mainframe	
Return to Main Menu	

Figure 9-1 Communications Menu

As you can see, this screen displays a date/time stamp of the last successful upload, as well as the three-option Communications Menu.

WARNING: Make certain that you check the date and time stamp to be sure that it matches the last successful upload. If it does not, see your Local PPAS System Administrator. Errors may occur if this problem is not corrected.

You should select the second option and press [ENTER] if you have: added, updated, deleted, transferred, or entered data via the Barcode Reader since the last date/time stamp. This will ready your files for uploading (that is, convert them to standard ASCII format). (If you have already readied your files, select the first option to upload or run reports.)

You see the message: "Readying Decal Information For Upload..."
Next, a window appears: Print PPAS Exception Report? (Figure 9-2).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Last Successful Upload	
Date: 07/04/91	
Time: 18:00:00	
Communications	Print PPAS Exception Report?
Direct Dial PC to Mai	Yes
Ready Files and Dial Mainframe	No
Return to Main Menu	

Figure 9-2 Print PPAS Exception Report Window

If you wish to print the PPAS Exception Report at this time, select the "Yes" option and press [ENTER]. Your printer must be on-line. This report lists any stored Local PPAS records below \$1,000.

However, if you wish only to ready your files for uploading, select the "No" option, and press [ENTER].

Your files are now readied for uploading. You see messages informing you that the following is being readied: Accounting Information, Deleted Decal Information, Deleted Accounting Information, Transfer Property Information, and Excess/Surplus Property Information. Once this process is completed, you see a window telling you that the PPAS files have been prepared for uploading (Figure 9-3).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
<hr/>	
Last Success	PPAS file have been prepared for uploading to the mainframe. At this point, the upload process can be done now or at a later time.
Date: 07 Time: 18	
<hr/>	
Commun	Dial Mainframe and Transmit Data to National PPAS Return to Communications Menu
Direct Dial	
Ready Files	
Return to Main Menu	

Figure 9-3 PPAS Files Prepared for Uploading Window

Select the first option and press [ENTER].

Now you must make the connection from your computer to the National PPAS mainframe. Different accountable areas will have different DIAL-UP PHONE NUMBERS.

STEP 1. Type your DIAL-UP PHONE NUMBER (for example: ATDT5555555) and press [ENTER]. This will appear on-screen in double echo (for example: AATTDDTT55555555555555).

NOTE: You must have the [NUM LOCK] key off (for 286 computers) and the [CAPS LOCK] key on when dialing.

Connection is made when the number 10 (usually) appears in the first character spaces of the top left of your monitor.

STEP 2. Press [ENTER]. (It may be necessary to press [ENTER] several times.) You see the message: WELCOME TO THE ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS DATA SWITCH

STEP 3. When you see: YOUR SELECTION?> type "IBMPSI" (or whatever your Local System Administrator says to use to log-on to the mainframe) and press [ENTER]. (Double echo will appear on-screen.)

NOTE: Do STEP 3 immediately. If you delay, a message tells you that you took too much time. If this occurs, see 9.6.2 for further instructions.

Connected. will appear on the screen if you are successful.

Wait until the screen displays your U.S. EPA selections.

STEP 4. When you see: SELECTION? type the letter for the option TSO - NCC and press [ENTER]

STEP 5. Type your USER ID and press [ENTER]

STEP 6. Type your PASSWORD and press [ENTER]

STEP 7. Type your ACCOUNT NUMBER (or type "*" for PPAC) and press [ENTER]

STEP 8. Type your PROCEDURE NAME (or type "*" for \$EPATSO) and press [ENTER]

STEP 9. Type your FIMAS ID (or type "*" for PPSYP) and press [ENTER]

STEP 10. Type your BIN NUMBER (or type "*") and press [ENTER]

NOTE: If the asterisk key is struck incorrectly in STEP 7 through STEP 10, it may be necessary to enter all information manually.

A list of News Alerts will be displayed. To view a News Alert, see 9.6.3 for instructions. Please view News Alerts as they give you needed current information about PPAS.

NOTE: If your password is due to expire, a message will be displayed. To update your password, see 9.6.4 for instructions.

STEP 11. Type "PPAS" and press [ENTER] after you see the word READY.

The National PPAS Message Board will appear. The date and status of the last update will be displayed. You should read the message board and follow any special instructions given before continuing.

Next, a series of questions will be displayed one at a time. All of these questions must be answered before the system will begin to perform the selected function(s).

Certain users have been given the ability to query, by decal, National PPAS records. Those users that have been given this ability should note that the National PPAS will ask only those users to query National PPAS records.

Since you are uploading, answer the series of questions as follows:

STEP 12. Type "N" and press [ENTER] DO YOU WISH TO QUERY
if you are a user who can DECALS ON NAT PPAS?
query by decal

STEP 13. Type "N" and press [ENTER] DO YOU WISH TO SUBMIT ANY BATCH REPORTS?

STEP 14. Type "N" and press [ENTER] DO YOU WISH THE EXCESS/SURPLUS REPORTS?

STEP 15. Type "N" and press [ENTER] DO YOU WISH TO DOWNLOAD THE MIC TABLE?

STEP 16. Type "Y" and press [ENTER] DO YOU WISH TO UPLOAD AND/OR DOWNLOAD DATA?

You see the message: YOUR DATA WILL BE UPLOADED TO THE NATIONAL DATABASE AND/OR DOWNLOADED TO YOUR PC.

STEP 17. Type "N" and press [ENTER] DO YOU WISH TO TRANSFER DATA TO BE DOWNLOADED?

STEP 18. Type "N" and press [ENTER] DO YOU WISH SURPLUS DATA TO BE DOWNLOADED?

STEP 19. Type your ACCOUNTABLE AREA and press [ENTER]

You see the message: NOW UPLOADING YOUR DATA FOR NATIONAL PPAS UPDATE.

Depending on how large your database is and the number of records entered/updated, this process may be time consuming. Once completed, you see the message: THIS PPAS NATIONAL SESSION HAS ENDED.

STEP 20. Type "LOGOFF" and press [ENTER] after you see the word READY.

STEP 21. After you see ***** press and hold the [CTRL] key while you press [END] to exit the National PPAS mainframe and return to the Local PPAS.

The If Any Errors window appears (Figure 9-4).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday, July 4, 1991	
Last Success	If any errors occurred during this process, select 'Yes' to re-attempt transmitting. If no errors occurred, select the 'No' option.
Date: 07	
Time: 18	
Commun	Yes
Direct Dial	No
Ready Files	
Return to Main Menu	

Figure 9-4 If Any Errors Window

If you experienced any errors, select the "Yes" option and press [ENTER]. You will then have the opportunity to attempt to upload again. (See 9.6.5 for instructions.)

If you select "No" and press [ENTER], the upload is complete. You see the message: "Processing Any Available Data Files..." then the message: "Ready Printer for Accept/Reject Transfer Reports..." Make sure your printer is on-line. Two reports will be printed: Accepted Transfer Records Report by Highest Decal Number, and Rejected Transfer Records Report by Highest Decal Number. You will be returned to the Communications Menu.

If you have any questions or problems, contact the PPAS National System Administrator at (FTS) 260-2424.

WARNING: If you have errors and type "N", the date and time stamp will change, indicating that you had a successful update. This will cause you to miss sending data.

9.2 HOW TO DOWNLOAD FROM THE NATIONAL PPAS MAINFRAME

To download from the National PPAS mainframe, you must know your: DIAL-UP PHONE NUMBER, USER ID, PASSWORD, ACCOUNT NUMBER, PROCEDURE NAME, FIMAS ID, BIN NUMBER, and REMOTE PRINTER ID. This information is available from your Local PPAS System Administrator or from the PPAS National System Administrator who may be contacted at (FTS) 260-2424.

To begin the communication process with the National PPAS mainframe, select the eighth option from the Main Menu and press [ENTER]. You see the message: "Communications Module is Being Loaded...". Then the Communications Menu appears (Figure 9-5).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Last Successful Upload	
Date:	07/04/91
Time:	18:00:00
Communications Menu	
Direct Dial PC to Mainframe	
Ready Files and Dial Mainframe	
Return to Main Menu	

Figure 9-5 Communications Menu

As you can see, this screen displays a date/time stamp of the last successful upload, as well as the three-option Communications Menu.

You should select the second option and press [ENTER]. (NOTE: To do a download, you will first be uploading.) This will ready your files for uploading (that is, convert them to standard ASCII format. If you have already readied your files, select the first option.)

You see the message: "Readying Decal Information For Upload..."
Next, a window appears: Print PPAS Exception Report? (Figure 9-6).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
<hr/>	
Last Successful Upload	
<hr/>	
Date: 07/04/91	
Time: 18:00:00	
<hr/>	
Communications	Print PPAS Exception Report?
<hr/>	<hr/>
Direct Dial PC to Mai	Yes
Ready Files and Dial Mainframe	No
Return to Main Menu	

Figure 9-6 Print PPAS Exception Report Window

If you wish to print the PPAS Exception Report at this time, select the "Yes" option and press [ENTER]. Your printer must be on-line. This report lists any stored Local PPAS records below \$1,000.

However, if you wish only to ready your files for uploading and proceed to downloading, select the "No" option, and press [ENTER].

Your files are now readied for uploading. You see messages informing you that the following is being readied: Accounting Information, Deleted Decal Information, Deleted Accounting Information, Transfer Property Information, and Excess/Surplus Property Information. Once this process is completed, you see a window telling you that the PPAS files have been prepared for uploading (Figure 9-7).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
<hr/>	
Last Success	
Date: 07	PPAS file have been prepared for uploading to the mainframe. At this point, the upload process can be done now or at a later time.
Time: 18	
<hr/>	
Commun	Dial Mainframe and Transmit Data to National PPAS
Direct Dial	Return to Communications Menu
Ready Files	
Return to Main Menu	

Figure 9-7 PPAS Files Prepared for Uploading Window

Select the first option and press [ENTER].

Now you must make the connection from your computer to the National PPAS mainframe. Different accountable areas will have different DIAL-UP PHONE NUMBERS.

STEP 1. Type your DIAL-UP PHONE NUMBER (for example: ATDT5555555) and press [ENTER]. This will appear on-screen in double echo (for example: AATTDDTT55555555555555).

NOTE: You must have the [NUM LOCK] key off (for 286 computers) and the [CAPS LOCK] key on when dialing.

Connection is made when the number 10 (usually) appears in the first character spaces of the top left of your monitor.

STEP 2. Press [ENTER]. (It may be necessary to press [ENTER] several times.) You see the message: WELCOME TO THE ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS DATA SWITCH

STEP 3. When you see: YOUR SELECTION?> type "IBMPSI" (or whatever your Local System Administrator says to use to log-on to the mainframe) and press [ENTER]. (Double echo will appear on-screen.)

NOTE: Do STEP 3 immediately. If you delay, a message tells you that you took too much time. If this occurs, see 9.6.2 for further instructions.

Connected. will appear on the screen if you are successful.

Wait until the screen displays your U.S. EPA selections.

- STEP 4. When you see: SELECTION? type the letter for the option TSO - NCC and press [ENTER].
- STEP 5. Type your USER ID and press [ENTER]
- STEP 6. Type your PASSWORD and press [ENTER]
- STEP 7. Type your ACCOUNT NUMBER (or type "*" for PPAC) and press [ENTER]
- STEP 8. Type your PROCEDURE NAME (or type "*" for \$EPATSO) and press [ENTER]
- STEP 9. Type your FIMAS ID (or type "*" for PPSYP) and press [ENTER]
- STEP 10. Type your BIN NUMBER (or type "*") and press [ENTER]

NOTE: If the asterisk key is struck incorrectly in STEP 7 through STEP 10, it may be necessary to enter all information manually.

A list of News Alerts will be displayed. To view a News Alert, see 9.6.3 for instructions. Please view News Alerts as they give you needed current information about PPAS.

NOTE: If your password is due to expire, a message will be displayed. To update your password, see 9.6.4 for instructions.

- STEP 11. Type "PPAS" and press [ENTER] after you see the word READY.

The National PPAS Message Board will appear. The date and status of the last update will be displayed. You should read the message board and follow any special instructions given before continuing.

Next, a series of questions will be displayed one at a time. All of these questions must be answered before the system will begin to perform the selected function(s).

Certain users have been given the ability to query, by decal, National PPAS records. Those users that have been given this ability should note that the National PPAS will ask only those users to query National PPAS records.

Since you are downloading, answer the series of questions as follows:

- STEP 12. Type "N" and press [ENTER] DO YOU WISH TO QUERY
if you are a user who can DECALS ON NAT PPAS?
query by decal

STEP 13. Type "Y" and press [ENTER] DO YOU WISH TO SUBMIT
ANY BATCH REPORTS?

You see the message: YOU WILL HAVE THE OPPORTUNITY TO
CHOOSE WHICH REPORTS IN A MOMENT.

STEP 14. Type "Y" and press [ENTER] DO YOU WISH THE
EXCESS/SURPLUS REPORTS?

You see the message: YOU WILL HAVE THE OPPORTUNITY TO
CHOOSE WHICH REPORTS IN A MOMENT.

STEP 15. Type "N" and press [ENTER] DO YOU WISH TO DOWNLOAD THE
MIC TABLE?

STEP 16. Type "Y" and press [ENTER] DO YOU WISH TO UPLOAD AND/OR
DOWNLOAD DATA?

You see the message: YOUR DATA WILL BE UPLOADED TO THE
NATIONAL DATABASE AND/OR DOWNLOADED TO YOUR PC.

STEP 17. Type "Y" and press [ENTER] DO YOU WISH TRANSFER DATA
TO BE DOWNLOADED?

You see the message: TRANSFER RECORDS WILL BE DOWNLOADED TO
YOUR PC.

STEP 18. Type "Y" and press [ENTER] DO YOU WISH SURPLUS DATA TO
BE DOWNLOADED?

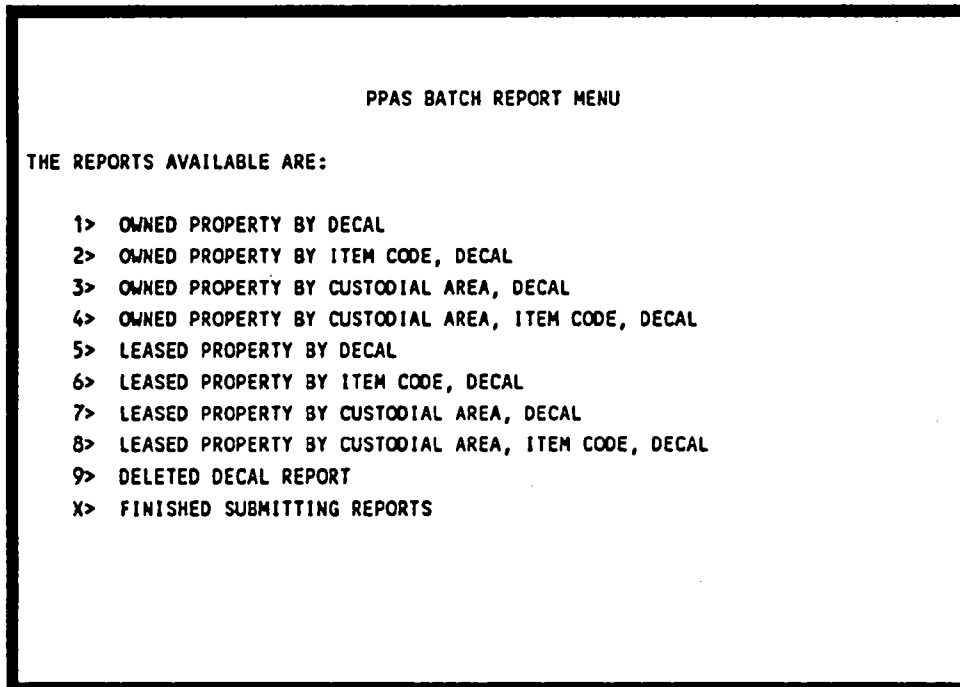
You see the message: EXCESS/SURPLUS DATA WILL BE DOWNLOADED
TO YOUR PC.

You see the message: THE FOLLOWING INFORMATION MUST BE
OBTAINED FOR PPAS REPORTS. ANSWER EACH QUESTION
FOLLOWED BY PRESSING THE ENTER KEY.

STEP 19. Type your ACCOUNTABLE AREA and press [ENTER]

STEP 20. Type your REMOTE PRINTER ID and press [ENTER]

STEP 21. Type your BIN NUMBER and press [ENTER]. The PPAS Batch Report Menu appears (Figure 9-8).



PPAS BATCH REPORT MENU

THE REPORTS AVAILABLE ARE:

- 1> OWNED PROPERTY BY DECAL
- 2> OWNED PROPERTY BY ITEM CODE, DECAL
- 3> OWNED PROPERTY BY CUSTODIAL AREA, DECAL
- 4> OWNED PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
- 5> LEASED PROPERTY BY DECAL
- 6> LEASED PROPERTY BY ITEM CODE, DECAL
- 7> LEASED PROPERTY BY CUSTODIAL AREA, DECAL
- 8> LEASED PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
- 9> DELETED DECAL REPORT
- X> FINISHED SUBMITTING REPORTS

Figure 9-8 PPAS Batch Report Menu

STEP 22. When you see: WHICH REPORT WOULD YOU LIKE?> type the option number and press [ENTER] for each desired batch report.

STEP 23. Type "X" and press [ENTER] when you are finished submitting batch reports.

STEP 24. Next, the PPAS Excess/Surplus Report Menu appears (Figure 9-9).

```
PPAS EXCESS/SURPLUS REPORT MENU

THE REPORTS AVAILABLE ARE:

1> EXCESS PROPERTY BY ITEM CODE, CUSTODIAL AREA, DECAL
2> EXCESS PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
3> SURPLUS PROPERTY BY ITEM CODE, CUSTODIAL AREA, DECAL
4> SURPLUS PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
X> FINISHED SUBMITTING REPORTS
```

Figure 9-9 PPAS Excess/Surplus Report Menu

STEP 25. When you see: WHICH REPORT WOULD YOU LIKE?> type the option number and press [ENTER] for each desired report.

STEP 26. Type "X" and press [ENTER] when you are finished submitting excess/surplus reports.

You see the message: NOW UPLOADING YOUR DATA FOR NATIONAL PPAS UPDATE.

Depending on how large your database is and the number of records entered/updated, this process may be time consuming. Once completed, you see the message: THIS NATIONAL PPAS SESSION HAS ENDED.

NOTE: You should not leave your computer while the download is processing.

STEP 27. Type "LOGOFF" and press [ENTER] after you see the word READY.

STEP 28. After you see ***** press and hold the [CTRL] key while you press [END] to exit the National PPAS mainframe and return to the Local PPAS.

The If Any Errors window appears (Figure 9-10).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday, July 4, 1991	
<hr/>	
Last Success	
Date: 07	If any errors occurred during this process, select 'Yes' to re-attempt transmitting. If no errors occurred, select the 'No' option.
Time: 18	
<hr/>	
Commun	Yes
Direct Dial	No
Ready Files	
Return to Main Menu	

Figure 9-10 If Any Errors Window

If you experienced any errors, select the "Yes" option and press [ENTER]. You will then have the opportunity to attempt to upload and download again. (See 9.6.5 for instructions.)

If you select the "No" option and press [ENTER], the download is complete. You see the message: "Processing Any Available Data Files..." then the message: "Ready Printer for Accept/Reject Transfer Reports..." Make sure your printer is on-line. Two reports will be printed: Accepted Transfer Records Report by Highest Decal Number, and Rejected Transfer Records Report by Highest Decal Number. However, any batch reports or excess/surplus reports you requested must be picked up at your remote printer site. You will be returned to the Communications Menu.

If you have any questions or problems, please contact the PPAS National System Administrator at (FTS) 260-2424.

WARNING: If you have errors and type "N", the date and time stamp will change, indicating that you had a successful update. This will cause you to miss sending data.

9.3 REQUESTING REPORTS FROM THE NATIONAL PPAS MAINFRAME

If you require additional reports other than those requested during the weekly download process, you may do so by simply dialing direct to the National PPAS mainframe. To request reports from the National PPAS mainframe use the following steps:

STEP 1. Select the first option from the Communications Menu "Direct Dial PC to Mainframe" and press [ENTER]. (It is not necessary to ready the files.)

You see the message: Readyng for Communications Connection...

STEP 2. Type your DIAL-UP PHONE NUMBER (for example: ATDT5555555) and press [ENTER]. This will appear on-screen in double echo (for example: AATTDDTT55555555555555).

NOTE: You must have the [NUM LOCK] key off (for 286 computers) and the [CAPS LOCK] key on when dialing.

Connection is made when the number 10 (usually) appears in the first character spaces of the top left of your monitor.

STEP 3. Press [ENTER]. (It may be necessary to press [ENTER] several times.) You see the message: WELCOME TO THE ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS DATA SWITCH

STEP 4. When you see: YOUR SELECTION?> type "IBMPSI" (or whatever your Local System Administrator says to use to log-on to the mainframe) and press [ENTER]. (Double echo will appear on-screen.)

NOTE: Do STEP 4 immediately. If you delay, a message tells you that you took too much time. If this occurs, see 9.6.2 for further instructions.

Connected. will appear on the screen if you are successful.

Wait until the screen displays your U.S. EPA selections.

STEP 5. When you see: SELECTION? type the letter for the option TSO - NCC and press [ENTER]

STEP 6. Type your USER ID and press [ENTER]

STEP 7. Type your PASSWORD and press [ENTER]

STEP 8. Type your ACCOUNT NUMBER (or type "*" for PPAC) and press [ENTER]

STEP 9. Type your PROCEDURE NAME (or type "*" for \$EPATSO) and press [ENTER]

STEP 10. Type your FIMAS ID (or type "*" for PPSYP) and press [ENTER]

STEP 11. Type your BIN NUMBER (or type "") and press [ENTER]

NOTE: If the asterisk key is struck incorrectly in STEP 8 through STEP 11, it may be necessary to enter all information manually.

A list of News Alerts will be displayed. To view a News Alert see 9.6.3 for instructions. Please view News Alerts as they give you needed current information about PPAS.

NOTE: If your password is due to expire, a message will be displayed. To update your password, see 9.6.4 for instructions.

STEP 12. Type "PPAS" and press [ENTER] after you see the word READY.

The National PPAS Message Board will appear. The date and status of the last update will be displayed. You should read the message board and follow any special instructions given before continuing.

Next, a series of questions will be displayed one at a time. All of these questions must be answered before the system will begin to perform the selected function(s).

Certain users have been given the ability to query, by decal, National PPAS records. Those users that have been given this ability should note that the National PPAS will ask only those users to query National PPAS records.

Answer the following questions in order to select the desired reports:

STEP 13. Type "N" and press [ENTER] DO YOU WISH TO QUERY
if you are a user who can DECALS ON NAT PPAS?
query by decal

STEP 14. Type "Y" and press [ENTER] DO YOU WISH TO SUBMIT ANY
BATCH REPORTS?

You see the message: YOU WILL HAVE THE OPPORTUNITY TO
CHOOSE WHICH REPORTS IN A MOMENT.

STEP 15. Type "Y" and press [ENTER] DO YOU WISH THE
EXCESS/SURPLUS REPORTS?

You see the message: YOU WILL HAVE THE OPPORTUNITY TO
CHOOSE WHICH REPORTS IN A MOMENT.

STEP 16. Type "N" and press [ENTER] DO YOU WISH TO DOWNLOAD THE
MIC TABLE?

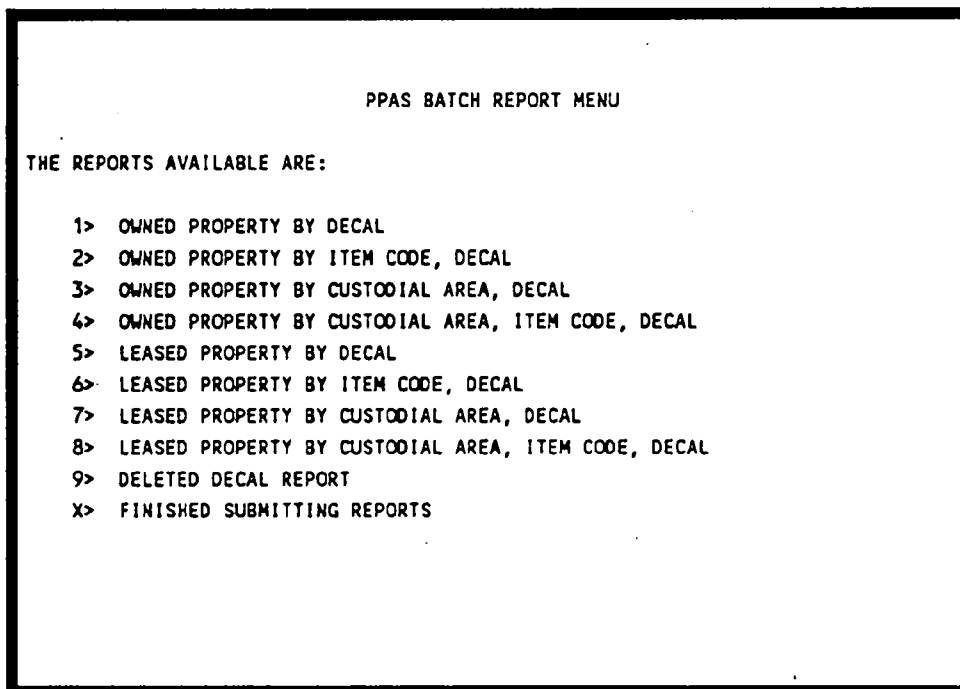
STEP 17. Type "N" and press [ENTER] DO YOU WISH TO UPLOAD AND/OR
DOWNLOAD DATA?

You see the message: THE FOLLOWING INFORMATION MUST BE
OBTAINED FOR PPAS REPORTS. ANSWER EACH QUESTION
FOLLOWED BY PRESSING THE ENTER KEY.

STEP 18. Type YOUR ACCOUNTABLE AREA and press [ENTER]

STEP 19. Type your REMOTE PRINTER ID and press [ENTER]

STEP 20. Type your BIN NUMBER and press [ENTER]. The PPAS Batch Report Menu appears (Figure 9-11).



```

PPAS BATCH REPORT MENU

THE REPORTS AVAILABLE ARE:

1> OWNED PROPERTY BY DECAL
2> OWNED PROPERTY BY ITEM CODE, DECAL
3> OWNED PROPERTY BY CUSTODIAL AREA, DECAL
4> OWNED PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
5> LEASED PROPERTY BY DECAL
6> LEASED PROPERTY BY ITEM CODE, DECAL
7> LEASED PROPERTY BY CUSTODIAL AREA, DECAL
8> LEASED PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
9> DELETED DECAL REPORT
X> FINISHED SUBMITTING REPORTS

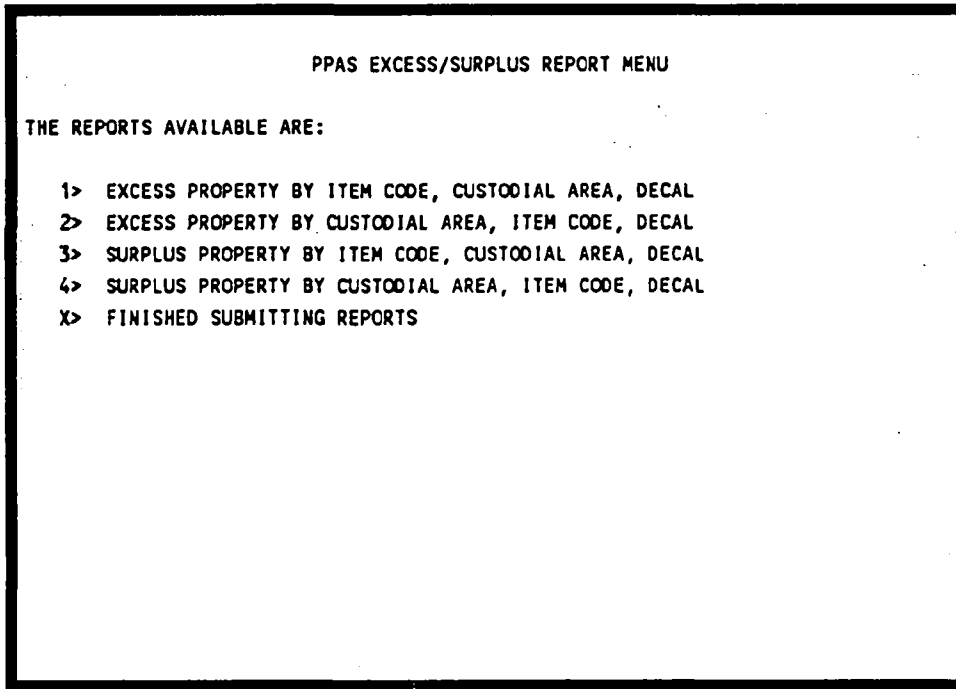
```

Figure 9-11 PPAS Batch Report Menu

STEP 21. When you see: WHICH REPORT WOULD YOU LIKE?> type the option number and press [ENTER] for each desired batch report.

STEP 22. Type "X" and press [ENTER] when you are finished submitting batch reports.

STEP 23. Next, the PPAS Excess/Surplus Report Menu appears (Figure 9-12).



```
PPAS EXCESS/SURPLUS REPORT MENU

THE REPORTS AVAILABLE ARE:

1> EXCESS PROPERTY BY ITEM CODE, CUSTODIAL AREA, DECAL
2> EXCESS PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
3> SURPLUS PROPERTY BY ITEM CODE, CUSTODIAL AREA, DECAL
4> SURPLUS PROPERTY BY CUSTODIAL AREA, ITEM CODE, DECAL
X> FINISHED SUBMITTING REPORTS
```

Figure 9-12 PPAS Excess/Surplus Report Menu

STEP 24. When you see: WHICH REPORT WOULD YOU LIKE?> type the option number and press [ENTER] for each desired report.

STEP 25. Type "X" and press [ENTER] when you are finished submitting excess/surplus reports. You see the message: THIS PPAS NATIONAL SESSION HAS ENDED.

STEP 25. Type "LOGOFF" and press [ENTER] after you see the word READY.

STEP 26. After you see ***** press and hold the [CTRL] key while you press [END] to exit the National PPAS mainframe and return to the Local PPAS.

A window appears: Did you upload data during this session? (Figure 9-13).

The screenshot shows a main window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside, there is a box for "Last Successful Upload" showing "Date: 07/04/91" and "Time: 18:00:00". Below that is a "Communications Menu" with options: "Direct Dial PC to Mainframe", "Ready Files and D", and "Return to Main Me". A dialog box is open over the menu, asking "Did you upload data during this session?". It has two options: "No" (which is highlighted with a shaded background) and "Yes".

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Last Successful Upload	
Date: 07/04/91	
Time: 18:00:00	
Communications Menu	
Direct Dial PC to Mainframe	
Ready Files and D	
Return to Main Me	
Did you upload data during this session?	
No	Yes

Figure 9-13 Did You Upload Data During This Session? Window
Select the "No" option and press [ENTER].

Next, the Download Information window appears (Figure 9-14).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM	
Thursday July 4, 1991	
Last Success	<ul style="list-style-type: none">* If batch reports were run, they will be printed at your remote printer when processing is complete.* If the M.I.C. Table was downloaded it processed for use by the PPAS system at this time. <p>Press Enter to Continue</p>
Date: 07 Time: 18	
Commun	
Direct Dial Ready Files Return to Main Me	
Did you upload data during this session?	
No Yes	

Figure 9-14 Download Information Window

STEP 27. Press [ENTER]. Any batch reports or excess/surplus reports you requested must be picked up at your remote printer site. You will be returned to the Communications Menu.

If you have any questions or problems, contact the PPAS National System Administrator at (FTS) 260-2424.

9.4 DOWNLOADING THE MASTER ITEM CODE (MIC) TABLE

IT IS ONLY NECESSARY TO DOWNLOAD THE MASTER ITEM CODE TABLE WHEN INSTRUCTED BY THE PPAS NATIONAL SYSTEM ADMINISTRATOR THROUGH THE NATIONAL PPAS MESSAGE BOARD.

The process of downloading the Master Item Code Table results in updating your local PPAS database with the most current Master Item Code Table available.

After downloading the Master Item Code table, you may receive an error when trying to access the local PPAS. If this occurs, it may be necessary to recompile your database. Contact the PPAS National System Administrator for instructions before proceeding.

To download the Master Item Code Table, you may do so by simply dialing direct to the National PPAS mainframe. To do this:

STEP 1. Select the first option from the Communications Menu "Direct Dial PC to Mainframe" and press [ENTER]. (It is not necessary to ready the files.)

You see the message: **Readying for Communications Connection...**

STEP 2. Type your DIAL-UP PHONE NUMBER (for example: ATDT5555555) and press [ENTER]. This will appear on-screen in double echo (for example: AATTDDTT55555555555555).

NOTE: You must have the [NUM LOCK] key off (for 286 computers) and the [CAPS LOCK] key on when dialing.

Connection is made when the number 10 (usually) appears in the first character spaces of the top left of your monitor.

STEP 3. Press [ENTER]. (It may be necessary to press [ENTER] several times.) You see the message: **WELCOME TO THE ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS DATA SWITCH**

STEP 4. When you see: **YOUR SELECTION?>** type "IBMPSI" (or whatever your Local System Administrator says to use to log-on to the mainframe) and press [ENTER]. (Double echo will appear on-screen.)

NOTE: Do STEP 4 immediately. If you delay, a message tells you that you took too much time. If this occurs, see 9.6.2 for further instructions.

Connected. will appear on the screen if you are successful.

Wait until the screen displays your U.S. EPA selections.

STEP 5. When you see: **SELECTION?** type the letter for the option **TSO - NCC** and press [ENTER]

STEP 6. Type your **USER ID** and press [ENTER]

STEP 7. Type your **PASSWORD** and press [ENTER]

STEP 8. Type your ACCOUNT NUMBER (or type "*" for PPAC) and press [ENTER]

STEP 9. Type your PROCEDURE NAME (or type "*" for \$EPATSO) and press [ENTER]

STEP 10. Type your FIMAS ID (or type "*" for PPSYP) and press [ENTER]

STEP 11. Type your BIN NUMBER (or type "*") and press [ENTER]

NOTE: If the asterisk key is struck incorrectly in STEP 8 through STEP 11, it may be necessary to enter all information manually.

A list of News Alerts will be displayed. To view a News Alert see 9.6.3 for instructions. Please view News Alerts as they give you needed current information about PPAS.

NOTE: If your password is due to expire, a message will be displayed. To update your password, see 9.6.4 for instructions.

STEP 12. Type "PPAS" and press [ENTER] after you see the word READY.

The National PPAS Message Board will appear. The date and status of the last update will be displayed. You should read the message board and follow any special instructions given before continuing.

Next, a series of questions will be displayed one at a time. All of these questions must be answered before the system will begin to perform the selected function(s).

Certain users have been given the ability to query, by decal, National PPAS records. Those users that have been given this ability should note that the National PPAS will ask only those users to query National PPAS records.

Answer the following questions in order to download the Master Item Code Table:

STEP 13. Type "N" and press [ENTER] DO YOU WISH TO QUERY
if you are a user who can DECALS ON NAT PPAS?
query by decal

STEP 14. Type "N" and press [ENTER] DO YOU WISH TO SUBMIT ANY
BATCH REPORTS?

STEP 15. Type "N" and press [ENTER] DO YOU WISH THE
EXCESS/SURPLUS REPORTS?

STEP 16. Type "Y" and press [ENTER] DO YOU WISH TO DOWNLOAD THE
MIC TABLE?

You see the message: THE ITEM CODE TABLE WILL BE DOWNLOADED
TO YOUR PC

STEP 17. Type "N" and press [ENTER] DO YOU WISH TO UPLOAD AND/OR
DOWNLOAD DATA?

You see the message: NOW DOWNLOADING THE ITEM CODE TABLE TO YOUR LOCAL PPAS

Downloading the Master Item Code Table takes a while. When it is completed, you see the message: DOWNLOAD OF ITEM CODE TABLE NOW COMPLETE. THIS PPAS NATIONAL SESSION HAS ENDED.

STEP 25. Type "LOGOFF" and press [ENTER] after you see the word READY.

STEP 26. After you see ***** press and hold the [CTRL] key while you press [END] to exit the National PPAS mainframe and return to the Local PPAS. A window appears: Did you upload data during this session? (Figure 9-15).

The screenshot shows a window titled "PERSONAL PROPERTY ACCOUNTABILITY SYSTEM" with the date "Thursday July 4, 1991". Inside the window, there are several panels. On the left, a "Last Successful Upload" panel shows "Date: 07/04/91" and "Time: 18:00:00". Below it is a "Communications Menu" panel with options: "Direct Dial PC to Mainframe", "Ready Files and D", and "Return to Main Me". Overlaid on the right side of the window is a dialog box titled "Did you upload data during this session?". It has two radio button options: "No" (which is selected) and "Yes".

Figure 9-15 Did You Upload Data During This Session? Window
Select the "No" option and press [ENTER].

Next, the following window appears (Figure 9-16).

PERSONAL PROPERTY ACCOUNTABILITY SYSTEM Thursday July 4, 1991	
Last Success	<ul style="list-style-type: none">* If batch reports were run, they will be printed at your remote printer when processing is complete.* If the M.I.C. Table was downloaded it processed for use by the PPAS system at this time. <p>Press Enter to Continue</p>
Date: 07 Time: 18	
Commun	
Direct Dial Ready Files Return to Main Me	
Did you upload data during this session?	
No Yes	

Figure 9-16 Master Item Code Information Window

STEP 27. Press [ENTER]. You see the message: "Processing MIC File Data Files..." You will be returned to the Communications Menu.

If you have any questions or problems, contact the PPAS National System Administrator at (FTS) 260-2424.

9.5 SCANNING THE MAINFRAME DATABASE

You have the capability of scanning (viewing) any record on the National PPAS mainframe. Do not change these records unless you contact the National PPAS System Administrator. To view the the information they contain, follow these steps:

- STEP 1.** Select the first option from the Communications Menu "Direct Dial PC to Mainframe" and press [ENTER]. (It is not necessary to ready the files.)

You see the message: **Readying for Communications Connection...**

- STEP 2.** Type your DIAL-UP PHONE NUMBER (for example: ATDT5555555) and press [ENTER]. This will appear on-screen in double echo (for example: AATTDDTT55555555555555).

NOTE: You must have the [NUM LOCK] key off (for 286 computers) and the [CAPS LOCK] key on when dialing.

Connection is made when the number 10 (usually) appears in the first character spaces of the top left of your monitor.

- STEP 3.** Press [ENTER]. (It may be necessary to press [ENTER] several times.) You see the message: **WELCOME TO THE ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS DATA SWITCH**

- STEP 4.** When you see: **YOUR SELECTION?>** type "IBMPSI" (or whatever your Local System Administrator says to use to log-on to the mainframe) and press [ENTER]. (Double echo will appear on-screen.)

NOTE: Do STEP 4 immediately. If you delay, a message tells you that you took too much time. If this occurs, see 9.6.2 for further instructions.

Connected. will appear on the screen if you are successful.

Wait until the screen displays your U.S. EPA selections.

- STEP 5.** When you see: **SELECTION?** type the letter for the option **TSO - NCC** and press [ENTER]

- STEP 6.** Type your **USER ID** and press [ENTER]

- STEP 7.** Type your **PASSWORD** and press [ENTER]

- STEP 8.** Type your **ACCOUNT NUMBER** (or type "*" for PPAC) and press [ENTER]

- STEP 9.** Type your **PROCEDURE NAME** (or type "*" for \$EPATSO) and press [ENTER]

- STEP 10.** Type your **FIMAS ID** (or type "*" for PPSYP) and press [ENTER]

- STEP 11.** Type your **BIN NUMBER** (or type "*") and press [ENTER]

NOTE: If the asterisk key is struck incorrectly in STEP 8 through STEP 11, it may be necessary to enter all information manually.

A list of News Alerts will be displayed. To view a News Alert see 9.6.3 for instructions. Please view News Alerts as they give you needed current information about PPAS.

NOTE: If your password is due to expire, a message will be displayed. To update your password, see 9.6.4 for instructions.

STEP 12. Type "PPASCH" and press [ENTER] after you see the word READY. You see the screen in Figure 9-17.

```
*****
*               P P A S S C A N B O A R D               *
*      PERSONAL PROPERTY ACCOUNTING SCAN SYSTEM.          *
*                                                         *
*      *****                                           *
*                                                         *
* THE SCAN PROCESS ALLOWS USERS TO SEARCH THE PROPERTY DATABASE *
* FOR ITEMS WITHOUT AFFECTING THE CURRENT OPERATION OF THE PPAS *
* SYSTEM. THIS DATABASE IS NOT CONNECTED TO THE PROPERTY SYSTEM *
* AND CAN NOT BE MODIFIED THROUGH THIS DATABASE. ANY ADDITIONS, *
* DELETES OR MODIFIES TO RECORDS WILL BE OVERLAYED AFTER EACH *
* SUCCESSFUL PPAS UPDATE. USERS WHO ARE COMFORTABLE WITH FOCUS *
* COMMAND CODES MAY RUN "TABLE FILE REPORTS" ONLINE OR OFFLINE. *
*****
ENTER Y FOR MENU OR Q TO QUIT>
```

Figure 9-17 PPAS Scan Board

STEP 13. At the: ENTER Y FOR MENU OR Q TO QUIT> type "Y" and press [ENTER].

The menu in Figure 9-18 appears.

```
*****
* PERSONAL PROPERTY ACCOUNTING SYSTEM *
*****

1. FOCUS          FOCUS COMMAND MODE
2. MESSAGE BOARD  PPAS SCAN BOARD
3. INSTRUCTIONS   USING SCAN * TABLE FILE * EXIT
4. EXIT           EXIT FROM FOCUS

ENTER THE OPTION NUMBER YOU WANT:>
```

Figure 9-18 PPAS Scan System Menu

STEP 14. At the: ENTER THE OPTION NUMBER YOU WANT:> type "1" and press [ENTER].

STEP 15. When you see: >>, type "SCAN FILE PPCHECK" and press [ENTER].

STEP 16. When you see: >, you are in scan.

9.5.1 Scanning Records

Type "?F" and press [ENTER] to display the fieldnames that you may scan on.

To scan for a particular value within that field, at the > type "TLOCATE XXXXXXXXXXXX=XXXX" (where XXXXXXXXXXXX is the fieldname and XXXX is the value that you want the field to be equal to). This command allows you to scan from the top of the PPCHECK file down. You will be shown the mandatory fields of the first record that meets your specified value.

Or you may type "LOCATE XXXXXXXXXXXX=XXXX" instead if you want to scan the PPCHECK file from your current location in the PPCHECK file to the end.

NOTE: You may use any of the following between your fieldname and the value to display a record with a value:

=	Equal to the one you specify
GE	Greater than or equal to the one you specify
GT	Greater than the one you specify
LE	Less than or equal to the one you specify
LT	Less than the one you specify
NE	Not equal to the one you specify
CO	That contains the character string you specify
OM	That omits the character string you specify

To continue scanning, type "N" for NEXT to scan to the next record down that meets the value you specified.

When you are scanning, you may use the following commands at the > to move around within the PPCHECK file:

TOP	To go to the top of the PPCHECK file.
TLOCATE XXXXXXXXXXXX=XXXX	To locate from the top down of the PPCHECK file.
LOCATE XXXXXXXXXXXX=XXXX	To locate from the current record down in the PPCHECK file.
NEXT	Displays the next record down in the PPCHECK file that meets the value you specified.
AGAIN	Repeats the last command again.
SHOW	Allows you to select which mandatory fields you want to show on the screen for any records that meet the value you specified. (That is, if you do not want all the mandatory fields to show.)

To use SHOW, at the > type "SHOW" then the fieldnames you want to show and press [ENTER]. Then type your TLOCATE or LOCATE command and press [ENTER].

For example: You want to see only the decal numbers and the manufacturer's serial numbers of the records for the custodial area 121. At the > type "SHOW DECAL NUMBER MTG SERIAL" and press [ENTER]. Then type "TLOCATE CUSTODIAL=121" and press [ENTER]. The first record will appear. Type "N" to continue to the next record.

You will see EOF: when you are at the bottom of the PPCHECK file.

When you are done scanning, type "QUIT" to return to FOCUS. Then type "FIN" to return to the READY.

9.5.2 Printing Table Reports

To print, you must first leave scan by typing "QUIT" at the > and pressing [ENTER]. (Or, if you are just entering at the PPAS Scan Board, you may type "1" at the menu for FOCUS.)

At the >> type "OFFLINE" and press [ENTER]. Next, type "TABLE FILE PPCHECK" and press [ENTER]. An example of a report follows:

You decide to print a report that lists decal numbers and manufacturer's serial numbers for the custodial area 121 if the account number equals 98.

At the > type "PRINT DECAL_NUMBER MFG_SERIAL BY CUSTODIAL" and press [ENTER].

At the > type "IF CUSTODIAL=121" and press [ENTER].

At the > type "IF ACCOUNT_AREA=98" and press [ENTER].

At the > type "QUIT" and press [ENTER].

At the >> type "OFFLINE CLOSE"

At the >> type "TSO PRINTOFF FOCUS.OFFLINE DXXXX DEST(XXXXX) and press [ENTER] (where XXXX is your bin number and XXXXX is your destination). The report will be printed at your remote printer site.

Next, type "FIN". You are returned to the READY.

NOTE: See your FOCUS Users Manual Release 5.5 (beginning on page 2-1 of Chapter 2) for extensive information on commands you can use in reports.

9.6 SUPPLEMENTAL INFORMATION

9.6.1 If the System "Locks Up"

If the system "locks up" at any time during processing, you can exit the system by pressing and holding [CTRL] while pressing [END]. This will return you to the Local PPAS. From this point, you can start over. It is not necessary to re-ready the files if you have already done so. Use this only when there is no other way to terminate the process.

9.6.2 To Re-Connect to the National PPAS Mainframe

If you receive the message that you have taken too much time entering "IBMPST," (or whatever your Local System Administrator says to use to log-on to the mainframe) the system will disconnect you. Attempt to re-type your DIAL-UP PHONE NUMBER at this time, if your system requires you to do so to connect with the National PPAS mainframe. If this is unsuccessful, it is necessary to press and hold the [CTRL] key while you press [END]. A window asks "Did you upload data during this session?" Select "No" and press [ENTER] twice. Then you are returned to the Communications Menu where you select the first option and press [ENTER]. (Direct Dial PC to Mainframe) It is not necessary to re-ready your files since you have already done so.

9.6.3 To View A News Alert

Once you are on the mainframe and see the word READY after the listing of News Alerts, type "NEWS X" and press [ENTER] (where X is the number of the desired News Alert Message). For example: NEWS 3

If you want to view the list of News Alert titles and their corresponding numbers, Type "L" and press [ENTER]. The system displays the list and asks for a News Alert number. Type only the number and press [ENTER].

To exit the News Alert module, Type "0", (ZERO) and press [ENTER]. Type "PPAS" and press [ENTER] at the word READY.

9.6.4 To Update Your Password

If you noted a News Alert that your password is due to expire soon, complete your communications session before attempting to change your password.

To change your password:

From the Communications Menu, select the first option and press [ENTER]. When asked, type your old password/new password (for example: Passwrd4/Passwrd5). Press [ENTER].

NOTE: Your password must be at least six to eight characters. You must have one character that is numeric.

At this point, you can either exit the system by pressing and holding [CTRL] while you press [END], or you can continue to communicate with the National PPAS mainframe.

9.6.5 If Any Errors

If you experienced any errors during the communication process with the National PPAS mainframe, select the "Yes" option and press [ENTER]. The system will ask you to try again. It is not necessary to re-ready your files.

SECTION 10. HOW TO USE TABLETALK

10.1 INTRODUCTION

TableTalk offers you a way to create reports using only the specific data you want. In this way, you can make ad hoc reports to suit your different needs. You just review the options and then select those that meet your report requirements.

TableTalk divides your screen into windows that display either lists or phrases from which you make selections, or fields where you supply information. To make selections, position the highlight on the desired option and press [ENTER]. When the system asks you to supply information, just enter it in the field provided and press [ENTER].

10.2 STARTING TABLETALK

On the Main Menu, place the highlight on the TalkTalk option and press [ENTER]. The system displays the message "TableTalk Module is Being Loaded...", then a screen similar to Figure 10-1 appears:

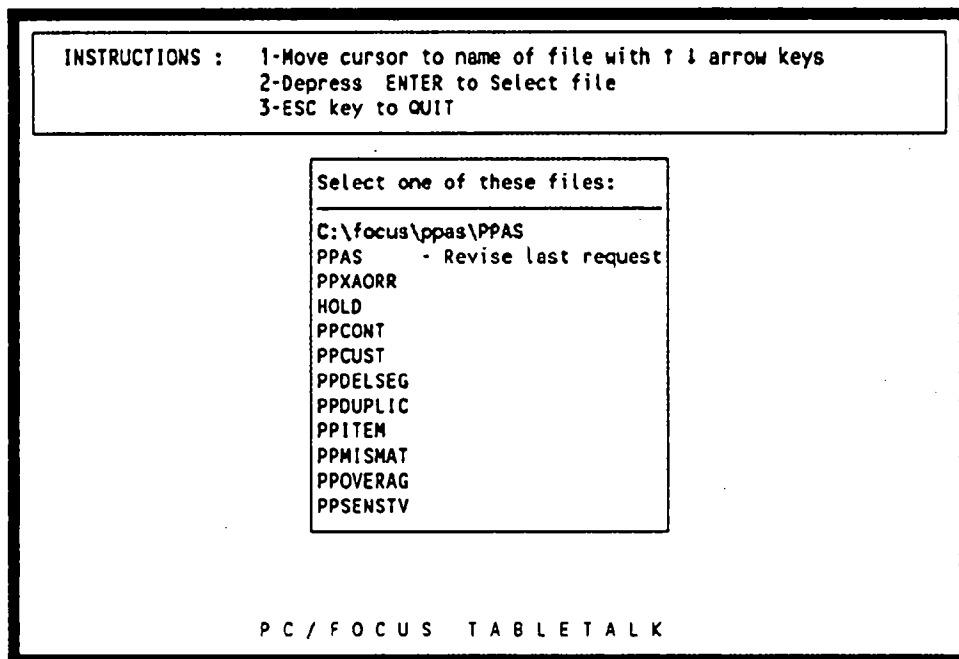


Figure 10-1 Initial TableTalk Screen

In the center window of the screen, you are presented with a list of files to choose from. These files and the contents of each are described in the Data Definition Dictionary. Choose the file that contains the data you want to use to create your report. To make TableTalk easier to understand, an example will be used. For this example, select the first option on the list. Press [ENTER].

The screen in Figure 10-2 appears:

Keys: ↑ Cursor up				↵ Select	F1 Definitions
↓ Cursor down				Esc Erase	F2 Revise

In the first report column: ↓	Select a data field
PRINT the individual values of	DECAL_NUMBER
PRINT all fields	ACCOUNT_AREA
SUM the values of	CUSTOIAL
COUNT the instances of	M.I.C.#
COUNT the instances of all fields	ITEM_STATUS
WRITE the PERCENT of	VOUCHER
WRITE the AVERAGE of	DESCITEM
	CONTRACT_#

TABLE FILE PPAS

Figure 10-2 Second TableTalk Screen

At the top of the screen is a window that tells you what keys to use in TableTalk. These are described below:

- [↑] Moves highlight up.
- [↓] Moves highlight down.
- [ENTER] Selects an option.
- [ESC] Erases your last entry, thereby allowing you to "back up" one step in your work each time you press [ESC].
- [F1] Information (definitions) about the contents of data fields may have been provided by your file designer. If so, you can press [F1] to view these definitions when the highlight is on the data field name. As you move the highlight to each data field, its definition appears in the HELP window. Pressing [F1] again removes the HELP information.
- [F2] Allows you to revise what options you have selected for the report.

At the bottom of the screen is another window. This window will display the options you select for your report as you create it. You will notice that this window already lists "FILE PPAS" because you selected that file at the initial TableTalk screen.

In the middle of the screen, different windows will be displayed as you create your report. These windows show all the options that can be used to create your report.

When the screen in Figure 10-2 is first displayed, you see two windows in the middle. In the right window you see the data fields within the file you selected. The data in those fields may be printed out on your report. The left window is used to enter how you want the data in these fields to be printed. You see "In the first report column:" followed by a list of options. You will select one of these options to indicate how you want the data to be displayed. You will then select a data field from the right window. You continue to select from the left and right windows for all the columns of your report.

You will also notice a small arrow in the left corner of these windows when the highlight is present. This indicates that more options exist on that list. Using the [↑] or [↓] keys, you can move the highlight through all the options on these lists. The options are also first-letter keyed, so that when you press the initial letter of an option, the highlight is positioned at the first option on the list that begins with that letter.

10.3 CREATING A REPORT

For the purposes of the example, you decide to place the highlight on the option:

PRINT the individual values of

Now press [ENTER]. The highlight moves to the right window. Now you can select the first data field you want printed in your report.

You decide the first data field you want printed is the ACCOUNTABLE AREA. Position the highlight on the

ACCOUNT_AREA

option and press [ENTER]. When you do so, the highlight returns to the left window.

You decide to print additional data fields. Position the highlight on the option:

And PRINT the individual values of

then press [ENTER]. The highlight moves back to the right window.

Now move the highlight to the

M.I.C.#

option, then press [ENTER]. Finally, move the highlight to the

And PRINT the individual values of

option, then press [ENTER]. Next, select the

ITEM_STATUS

option from the data fields window, then press [ENTER].

You will now have the data from three data fields on your report. ACCOUNT_AREA will be in the first column, M.I.C.# will be in the second column, and ITEM_STATUS will be in the last column.

The options you select for this report appear in the bottom window of the screen as soon as you make them (Figure 10-3):

Keys: ↑ Cursor up ↓ Cursor down	↵ Select Esc Erase	F1 Definitions F2 Revise
---	-----------------------	-----------------------------

And in the next report column ↓

No more

And PRINT the individual values of

And WRITE the PERCENT of

And COMPUTE the RATIO of

And COMPUTE the PRODUCT of

And COMPUTE the DIFFERENCE between

Select a data field

DECAL_NUMBER

ACCOUNT_AREA

CUSTODIAL

M.I.C.#

ITEM_STATUS

VOUCHER

DESCITEM

CONTRACT_#

TABLE FILE PPAS

PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS

Figure 10-3 Table Window (Bottom Window of TableTalk Screen)

You decide you are now finished with selecting the data fields and report columns. So, in the left window select:

No more

and press [ENTER].

10.3.1 Select a Sort Order Action

Once you select "No more", the left window is replaced. Now you see a window with the heading "Select a sort order action" followed by a list (Figure 10-4). You will use these options to indicate how you want the records within a data field sorted on your report. (Within a data field, there are many records, each one unique.)

Keys: ↑ Cursor up ⌵ Select F1 Definitions ↓ Cursor down Esc Erase F2 Revise			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Select a sort order action <hr/> None or no more Sort the rows ALPHABETICALLY BY field... Sort the rows HIGH to LOW (Z-A 9-0) Sort the columns ACROSS the page Sort the columns ACROSS high to low Sort and RANK the rows for top nnn values Skip to the END </div> <div style="border: 1px solid black; padding: 5px;"> TABLE FILE PPAS PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS BY HIGHEST M.I.C.# </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Select a data field <hr/> DECAL_NUMBER ACCOUNT_AREA CUSTODIAL M.I.C.# ITEM_STATUS VOUCHER DESCITEM CONTRACT_# </div>		

Figure 10-4 Select a Sort Order Action Window

You decide to sort only the M.I.C.# high to low. You select the option:

Sort the rows HIGH to LOW (Z to A 9-0)

and press [ENTER]. You are returned to the right window, where you must specify the data field to be sorted. Select:

M. I. C. #

and press [ENTER].

Again, in the bottom window, you will see these options displayed.

Next, a window appears in the middle of the screen that asks you to "Select an option when sort order changes" (Figure 10-5).

Keys: ↑ Cursor up J Select F1 Definitions ↓ Cursor down Esc Erase F2 Revise		
Select a sort order None or no more Sort the rows ALPH Sort the rows HIGH Sort the columns A Sort the columns A Sort and RANK the Skip to the END	Select an option when sort order changes None or no more Dont print the sort field value (NOPRINT) SKIP one LINE Skip to a new PAGE SUB TOTAL the numerical fields Draw an UNDER LINE across page FOLD the print LINE into two lines Write a SUBHEADING Write a SUBFOOTING	data field ER EA S
TABLE FILE PPAS PRINT ACCOUNT AREA AND M.I.C.# AND ITEM_STATUS BY HIGHEST M.I.C.#		

Figure 10-5 Select an Option When Sort Order Changes Window

This window offers several options that are available with a data field to be sorted. While you decide not to use any of these, it might be helpful to look over the options. For this example, select the option:

None or no more

and press [ENTER].

You will then be returned to the previous window (refer to Figure 10-4, Select a Sort Order Action Window). Since you are only sorting one data field in the example, select the option:

None or no more

and press [ENTER].

10.3.2 Select Record Selection Conditions

You now see the left window that asks "Any record selection conditions?" (Figure 10-6).

Keys:			
↑	Cursor up	↵	Select
↓	Cursor down	Esc	Erase
		F1	Definitions
		F2	Revise

Any record selection conditions ?
No
Yes...IF field value...

Select a data field
DECAL_NUMBER
ACCOUNT_AREA
CUSTODIAL
M.I.C.#
ITEM_STATUS
VOUCHER
DESCITEM
CONTRACT_#

TABLE FILE PPAS
PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS
BY HIGHEST M.I.C.#

Figure 10-6 Any Record Selection Conditions? Window

This windows allows you to set up conditions which certain records within data fields must meet in order to appear on your report.

Select the second option:

Yes... IF field value...

and press [ENTER].

Now you must select a data field against which the conditions will be applied. Again, you decide to select:

M.I.C.#

and press [ENTER].

A window pops up on the right asking you to "Select a Relation:" (Figure 10-7).

Keys: ↑ Cursor up ↓ Cursor down	↵ Select Esc Erase	F1 Definitions F2 Revise
--	-----------------------	-----------------------------

Select a relation:

- Is EQUAL to
- Is NOT EQUAL to
- Is GREATER THAN
- Is LESS THAN
- Is GREATER THAN or EQUAL to
- Is LESS THAN or EQUAL to
- CONTAINS the characters
- OMITS the characters

field

TABLE FILE PPAS
 PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS
 BY HIGHEST M.I.C.#
 IF M.I.C.#

Figure 10-7 Select a Relation Window

You decide to move the highlight to:

Is LESS THAN

Now press [ENTER].

Next, another window pops up in the middle and asks you to "Enter a value:" (Figure 10-8). (For this example, this is the number that the M.I.C.# must be less than.)

Keys: ↑ Cursor up ↵ Select F1 Definitions			
↓ Cursor down Esc Erase F2 Revise			

Enter a value: 70350000	field
----------------------------	-------

Is LESS THAN Is GREATER THAN or EQUAL to Is LESS THAN or EQUAL to CONTAINS the characters OMITS the characters
--

TABLE FILE PPAS PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS BY HIGHEST M.I.C.# IF M.I.C.# LT
--

Figure 10-8 Enter a Value Window

You decide you want only those records with an M.I.C.# of less than 70350000. Type this number and press [ENTER].

The next window replaces the last one (Figure 10-9) and asks you to "Enter your additional selection criteria..."

Keys: ↑ Cursor up ⏎ Select F1 Definitions ↓ Cursor down Esc Erase F2 Revise		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Enter your additional selection criteria... </div> <div style="border: 1px solid black; padding: 5px;"> None IF... </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Is LESS THAN Is GREATER THAN or EQUAL to Is LESS THAN or EQUAL to CONTAINS the characters OMITS the characters </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> field </div>	
<pre>TABLE FILE PPAS PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS BY HIGHEST M.I.C.# IF M.I.C.# LT '70350000'</pre>		

Figure 10-9 Enter Your Additional Selection Criteria Window

You decide there are no additional conditions that the record needs to meet. So you select:

NONE

and press [ENTER].

10.3.3 Select a Page Heading or Footing

In the left window (Figure 10-10), you are now asked "Do you want a page HEADING or FOOTING?" on the report.

Keys: ↑	Cursor up	↓	Select	F1	Definitions
↓	Cursor down	Esc	Erase	F2	Revise

Do you want a page HEADING or FOOTING ?

NO... OR NO MORE

Yes , HEADING

Yes , and CENTER the HEADING

Yes , a FOOTING

Yes , a CENTERED FOOTING

Yes , a FOOTING at the page BOTTOM

Yes , a CENTERED FOOTING at page BOTTOM

TABLE FILE PPAS

PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS

BY HIGHEST M.I.C.#

IF M.I.C.# LT '70350000'

**Figure 10-10 Do You Want a Page HEADING or FOOTING?
Window**

You decide you want a heading. Select the option:

Yes, HEADING

and press [ENTER].

A window appears under the last window that asks you to "Enter your text:" for the heading (Figure 10-11).

Keys: ↑	Cursor up	↓	Select	F1	Definitions
↓	Cursor down	Esc	Erase	F2	Revise

Do you want a page HEADING or FOOTING ?

No... OR NO MORE
 Yes , HEADING
 Yes , and CENTER the HEADING
 Yes , a FOOTING
 Yes , a CENTERED FOOTING
 Yes , a FOOTING at the page BOTTOM
 Yes , a CENTERED FOOTING at page BOTTOM

Enter your text:

.....

PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS
 BY HIGHEST M.I.C.#
 IF M.I.C.# LT '70350000'
 HEADING

Figure 10-11 Enter Your Text Window

You choose the title. In this case you decide to call this report "Items Listed by Accountable Area and Item_Status Sorted by M.I.C." So type this and press [ENTER].

Another window appears that asks "Any more text lines?" You decide that you do not need a longer heading. Select:

No

and press [ENTER].

You are returned to the window that asks "Do you want a page HEADING or FOOTING?" Select:

No... or NO MORE

and press [ENTER].

10.3.4 Select Execute, Save, or Clear Request

You must now decide what you wish to do with the report.

The left window is replaced with another that asks "Do you want to - " (Figure 10-12) and lists options you may choose from:

Keys: ↑	Cursor up	↓	Cursor down	↵	Select	F1	Definitions
				Esc	Erase	F2	Revise

Do you want to -

Execute this request?

Execute with limited records?

Save this request?

Clear this request?

QUIT

PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS
BY HIGHEST M.I.C.#
IF M.I.C.# LT '70350000'
HEADING
"ITEMS LISTED BY ACCOUNTABLE AREA AND ITEM_STATUS SORTED BY M.I.C."

Figure 10-12 Do You Want To Window

In this example, you decide to execute this request. To do this, select the option:

Execute this request?

and press [ENTER]. Another window asks "Execute where?" You select the option:

On your local PC?

and press [ENTER].

10.3.5 Select Type of Output

A window in the middle of your screen then asks you for the "Type of output - " (Figure 10-13).

Keys: ↑	Cursor up	↓	Cursor down	↵	Select	Esc	Erase	F1	Definitions	F2	Revise
---------	-----------	---	-------------	---	--------	-----	-------	----	-------------	----	--------

Do you want to -

Execute this request?

Execute with

Save this re

Clear this r

QUIT

Execute where?

On your loc

On your Hos

Type of output -

Screen

Printer

Retrieve the data but HOLD it in a file

PRINT ACCOUNT_AREA AND M.I.C.# AND ITEM_STATUS
BY HIGHEST M.I.C.#
IF M.I.C.# LT '70350000'
HEADING
"ITEMS LISTED BY ACCOUNTABLE AREA AND ITEM_STATUS SORTED BY M.I.C."

Figure 10-13 Type of Output Window

As you can see, you can send your report to the screen, to a printer, or to a HOLD file. (The HOLD file can be read by most applications programs, including word processors and spreadsheets). You decide to select

Screen

option, and press [ENTER].

The message "RUNNING..." is displayed in the upper left corner of the screen.

When the system has completed compiling the report, the following message is displayed:

PAUSE.. HIT CARRIAGE RETURN TO CONTINUE

Press [ENTER].

The first page of your report will be displayed (Figure 10-14 is an example).

ITEMS LISTED BY ACCOUNTABLE AREA AND ITEM_STATUS SORTED BY M.I.C.			
ITEM CODE	AA	ITEM CODE	STATUS
-----	--	-----	-----
70250000	98	70250000	T
	98	70250000	N
	98	70250000	N
	98	70250000	N
	98	70250000	N
66701030	98	66701030	N
16300000	98	16300000	N
	98	16300000	N
	98	16300000	N
	98	16300000	N
	98	16300000	N
	98	16300000	N
	98	16300000	N
	98	16300000	T
	98	16300000	N
	98	16300000	N
	98	16300000	N

10-14 Example of a Report Page

Use [ENTER] to advance through the report (you may also use the [PAGE UP] and [PAGE DOWN] keys). Press [F3] to exit the report. When you have reached the last page, the words "END-OF-REPORT" appear at the bottom of the screen. Press [ENTER] to return to the window that asks "Do you want to -" (see Figure 10-12).

At this point, you may execute another request, save the request, or clear the request and start again. If you select:

QUIT

and press [ENTER], you are returned to the Main Menu.¹

¹ Large portions of this chapter have been paraphrased from: PC/FOCUS Getting Started, Information Builders, Inc., 1990, New York, New York.

APPENDIX A

LIST OF DATA ELEMENTS IN ALPHABETICAL ORDER BY DATA ELEMENT NAME

APPENDIX A

LIST OF DATA ELEMENTS IN ALPHABETICAL ORDER BY DATA ELEMENT NAME

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
ACCOUNT AMOUNT	ACCT_AMOUNT	PPAS.MAS PPTRANDN.MAS
	ACOST_DEL	PPDELETE.MAS
ACCOUNT NUMBER	ACCOUNT	PPAS.MAS PPTRANDN.MAS
	ACCNT_DEL	PPDELETE.MAS
ACCOUNTABLE AREA CODE	ACCOUNT_AREA AAREA_DEL AAREA_TRN	PPAS.MAS PPDELETE.MAS PPTRANUP.MAS
ACQUISITION COST	ACQ_COST	PPAS.MAS PPTRANDN.MAS
ACQUISITION DATE	ACQ_DATE	PPAS.MAS PPTRANDN.MAS
ACQUISITION DOCUMENT NUMBER	PURCHASE	PPAS.MAS
ACQUISITION SOURCE	ACQ_SOURCE	PPAS.MAS PPTRANDN.MAS
CATEGORY OF PROPERTY	CATEGORY CATGY_DEL	PPAS.MAS PPTRANDN.MAS PPDELETE.MAS
CITY OF CONTRACTOR	CONT_CITY	PPCONT.MAS
CONDITION CODE	COND_CODE CCODE_DEL	PPAS.MAS PPDELETE.MAS
CONTRACT END DATE	COEND_DAT	PPCONT.MAS
CONTRACT OFFICER	CONTR_OFFR	PPCONT.MAS
CONTRACT OFFICER MAIL STOP	CONT_MAIL	PPCONT.MAS
CONTRACT OFFICER PHONE NUMBER	CONT_PHONE	PPCONTR.MAS
CONTRACT REMARKS	CONTR_REM	PPCONT.MAS
CONTRACT START DATE	COBEG_DAT	PPCONT.MAS

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
CONTRACTOR LOCATION CODE	CONTR-LOC	PPCONT.MAS
CONTRACTOR NAME	CONT_NAME	PPCONT.MAS
CONTRACT NUMBER	CONTRACTOR # CONTR_DEL S_CONTRACT	PPAS.MAS PPCONT.MAS PPDELETE.MAS PPTRANDNMAS
CONTRACTOR REPRESENTATIVE	CONTACT	PPCONT.MAS
CONTRACTOR REPRESENTATIVE PHONE NUMBER	PHONE	PPCONT.MAS
CURRENT LOCATION	CURNT_LOC	PPAS.MAS
CUSTODIAL AREA CODE	CUSTODIAL CUST_ARA CAREA_DEL	PPAS.MAS PPCUST.MAS PPDUPLIC.MAS PPMISMAT.MAS PPOVERAG.MAS PPDELETE.MAS
CUSTODIAL AREA CODE VARIABLE	CUSTO_VAR	PPMISMAT.MAS
CUSTODIAL AREA DATE STAMP	C_DATE_ST	PPCUST.MAS
CUSTODIAL AREA LOCATION	CLOCATION	PPCUST.MAS
CUSTODIAL AREA OFFICER	C_OFFICER	PPCUST.MAS
CUSTODIAL AREA ORGANIZATION CODE	C_ORG_CODE	PPCUST.MAS
CUSTODIAL AREA ORGANIZATION NAME	C_ORG_NAME	PPCUST.MAS
CUSTODIAL AREA REMARKS	C_REMARK	PPCUST.MAS
CUSTODIAL AREA TIME STAMP	C_TIME_ST	PPCUST.MAS
DATE STAMP ONE	DATE_01	PPAS.MAS
DATE STAMP TWO	DATE_02	PPAS.MAS

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
DECAL NUMBER	DECAL_NUMBER	PPAS.MAS
	DECAL_DEL	PPSURPLS.MAS
	DECAL_NUM	PPDELETE.MAS
		PPDUPLIA.MAS
		PPMISMAT.MAS
		PPOVERAG.MAS
	DECAL_TRN	PPTRANUP.MAS
DECAL NUMBER VARIABLE	DECAL_VAR	PPMISMAT.MAS
DECAL REMARKS	DECAL_REM	PPAS.MAS
DELETE DECAL DATE STAMP	DATE_DEL	PPDELETE.MAS
DELETE DECAL TIME STAMP	TIME_DEL	PPDELETE.MAS
DELETE VOUCHER NUMBER	DELETE_V	PPDELETE.MAS
DESCRIPTION OF ITEM	IDESC_DEL	PPDELETE.MAS
	IDESC	PPTRANDN.MAS
		PPAS.MAS
DESCRIPTION OF CONTRACT	CONTR_DES	PPCONTR.MAS
DOCUMENT CONTROL NUMBER	DOC_CONTROL	PPAS.MAS
	DCNUM_DEL	PPTRANDN.MAS
		PPDELETE.MAS
DUMMY KEY FOR ACCOUNTING DATA	DUMMY_KEY	PPAS.MAS
EMPLOYEE IDENTIFICATION NUMBER	EMPLOYEE_ID	PPAS.MAS
		PPSENSTV.MAS
EPA REPORT NUMBER	EPAREPORT	PPSUPPLS.MAS
EXCESS DATE STAMP	EXCESSDT	PPSURPLS.MAS
FIRST NAME OF PERSON ASSIGNED TO SENSITIVE ITEM	FIRST_NAME	PPSENSTV.MAS
FROM ACCUNTABLE AREA	FROM_AAREA	PPTRANDN.MAS
GSA REPORT NUMBER	GSAREORT	PPSURPLS.MAS
INVENTORY DATE	INVENTORY	PPAS.MAS
ITEM STATUS CODE	ITEM_STATUS	PPAS.MAS

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
LAST NAME OF PERSON ASSIGNED TO SENSITIVE ITEM	LAST_NAME	PPSENSTV.MAS
LEASE END DATE	LEASE_EXP	PPAS.MAS PPTRANDNMAS
MAJOR DECAL NUMBER	MAJOR_DECAL MAJ_DECAL	PPASMAS PPTRANDNMAS
MANUFACTURER MODEL NUMBER	MFG_MODEL MFMDL_DEL MANU_MODEL	PPAS.MAS PPTRANDNMAS PPDELETE.MAS PPDUPLIC.MAS PPMISMAT.MAS
MANUFACTURER NAME	MFG_NAME MFGNM_DEL MANUFACT	PPAS.MAS PPTRANDNMAS PPDELETE.MAS PPDUPLIC.MAS PPMISMAT.MAS
MANUFACTURER SERIAL NUMBER	MFG_SERIAL MFSER_DEL SERIAL_NO	PPAS.MAS PPTRANDNMAS PPDELETE.MAS PPDUPLIC.MAS PPMISMAT.MAS
MASTER ITEM CODE	M.I.C. # ICODE_DEL	PPAS.MAS PPITEM.MAS PPDUPLIC.MAS PPMISMAT.MAS PPDELETE.MAS
MASTER ITEM CODE NOMENCLATURE	NOMENCLATURE NOMENCLAT	PPITEM.MAS PPDUPLIC.MAS PPMISMAT.MAS
MASTER ITEM CODE VULNERABILITY CODE	VULNERABILIT	PPITEM.MAS
OBJECT CLASS CODE	OBJ_CLASS OBJCT_DEL	PPAS.MAS PPTRANDNMAS PPDELETE.MAS
OPTIONAL DATA ELEMENT #1	OPTION_1	PPAS.MAS
OPTIONAL DATA ELEMENT #2	OPTION_2	PPAS.MAS
OPTIONAL DATA ELEMENT #3	OPTION_3	PPAS.MAS
OPTIONAL DATA ELEMENT #4	OPTION_4	PPAS.MAS
OPTIONAL DATA ELEMENT #5	OPTION_5	PPAS.MAS

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
OPTIONAL DATA ELEMENT #6	OPTION_6	PPAS.MAS
PREVIOUS CONTRACT NUMBER	OLD_CONT	PPCONT.MAS
PREVIOUS LOCATION	PREVS_LOC	PPAS.MAS
PROJECT OFFICER	PROJ_OFFR	PPCONT.MAS
PROJECT OFFICER MAIL STOP	PROJ_MAIL	PPCONT.MAS
PROJECT OFFICER PHONE NUMBER	PROJ_PHON	PPCONT.MAS
PURCHASE CREDITS	LEASE_CRDT	PPAS.MAS PPTRANDNMAS
PURCHASE ORDER NUMBER	ORDER_DEL PURCH_ORD PURCHASE	PPDELETE.MAS PPDUPLIC.MAS PPMISMAT.MAS PPTRANDNMAS
REASON FOR DELETE	REASN_DEL	PPDELETE.MAS
RECONCILIATION DATE OF LAST INVENTORY	RECONCILE	PPAS.MAS
REPAIR MAINTENANCE COST	SM_REPAIR	PPAS.MAS
REPAIR MAINTENANCE DATE	SGMDT_STP	PPAS.MAS
REPAIR MAINTENANCE REMARKS	SMAIN_REM	PPAS.MAS
ROOM NUMBER	ROOM_NUM	PPAS.MAS PPDUPLIC.MAS PPMISMAT.MAS PPOVERAGMAS
ROOM NUMBER VARIABLE	ROOM_VAR	PPMISMAT.MAS
SENSITIVE ITEM REMARKS	SENS_REMARKS	PPSENSTV.MAS
SINGLE DECAL NUMBER	SIN_DECAL	PPTRANDNMAS
SINGLE ITEM CODE	SIN_ICODE	PPTRANDNMAS
SHORT RECORD OPTIONAL DATA ELEMENT #1	SUMMARY_1	PPAS.MAS

<u>Data Element Name</u>	<u>Field Name</u>	<u>File Name</u>
SHORT RECORD OPTIONAL DATA ELEMENT #2	SUMMARY_2	PPASMAS
STATE OF CONTRACTOR	CONT_STAT	PPCONT.MAS
STREET ADDRESS OF CONTRACTOR #1	C_STREET1	PPCONT.MAS
STREET ADDRESS OF CONTRACTOR #2	C_STREET2	PPCONT.MAS
SUMMARY OF DETAIL RECORD FLAG	SUMRY_DETAIL	PPAS.MAS
SUPERFUND AMOUNT	SFUND_AMT	PPAS.MAS PPTRANDN.MAS
SUPERFUND DESIGNATION	SUPERFUND SUPER_DEL	PPAS.MAS PPTRANDN.MAS PPDELETE.MAS
SURPLUS DATE STAMP	SURPLUSDT	PPSURPLS.MAS
SURPLUS RELEASE DATE	SURPLSRDT	PPSURPLS.MAS
SURPLUS UPDATE DATE STAMP	S_DATE_ST	PPSURPLS.MAS
SURPLUS UPDATE TIME STAMP	S_TIME_ST	PPSURPLS.MAS
TIME STAMP ONE	TIME_01	PAS.MAS
TIME STAMP TWO	TIME_02	PPAS.MAS
TO ACCOUNTABLE AREA	TO_AA_TRN	PPTRANUP.MAS
TRANSFER DATE STAMP	TRAN_DATE	PPTRANUP.MAS
TRANSFER TIME STAMP	TRAN_TIME	PPTRANUP.MAS
TRANSFER VOUCHER NUMBER	TRANSFER	PPAS.MAS
USAGE CODE	USAGE_CODE	PPAS.MAS
VOUCHER NUMBER	VOUCHER VOUCH_DEL VOUCHER_NO TVOUCHER	PPAS.MAS PPDELETE.MAS PPDUPLIC.MAS PPMISMAT.MAS PPTRANDN.MAS
ZIP CODE OF CONTRACTOR	CONTR_ZIP	PPCONT.MAS

APPENDIX B

REPORT SAMPLES

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ENVIRONMENTAL PROTECTION SYSTEM
PERSONAL PROPERTY ACCOUNT

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OWNED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/DECAL NUMBER

 DECAL M.I.C. # DESCRIPTION MFG.NAME ACQ.DOC# CURRNT LOC
 MDECAL VOUCHER STATUS TVOUCHER ACC # MODEL # ACQ.COST ROOM NO.
 ACQ.DATE INV.DATE RDATE LASTUPDATE ENTRY DATE CONTRACT# SERIAL SUPERFUND\$ ACCOUNT AMT ACCOUNT

ACCOUNTABLE AREA: 32

CUSTODIAL AREA : 519

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684322	66655045	NO REMARKS				OXYGEN	1730-1	
	8320183	N		0		261		\$1,135
05/01/88		89/10/06	68017351	N/A	\$1,135		\$1,135	8QGB81A400
684314	66300546	11.7 EV LAMP ANALYZER				HNU	1730-1	
	8320183	N		0		PI-101		\$4,542
05/01/88		89/10/06	68017351	801333	\$4,542		\$4,542	8QGB81A400
684312	70255045	NO REMARKS				EPSON	1730-1	
	8320183	N		0		LQ-1050		\$800
05/01/88		89/10/06	68017351	04006832	\$800		\$800	8QGB81A400
684310	70422500	MODEM*				IBM	1730-1	
	8320183	N		0		1800		\$2,943
05/01/88		89/10/06	68017351	AME-0025	\$2,943		\$2,943	8QGB81A400
684304	67204500	NO REMARKS				MINOLTA	1730-1	
	8320183	N		0		X700		\$492
05/01/88		89/10/06	68017351	2591217	\$492		\$492	8QGB81A400
684301	66300542	NO REMARKS				FOXBORO	1730-1	
	8320183	N		0		128		\$5,992
05/01/88		89/10/06	68017351	40446	\$5,992		\$5,992	8QGB81A400
646561	36102020	W/AUTO DOCUMENT FEEDER*W/STAND				PITNEY BOWES	1730-1	
	8320180	N		0		L317		\$3,149
07/01/87		90/01/10	68017351	L3176060	\$3,149		\$3,149	PSFA72E900

TOTALS FOR CUSTODIAL AREA 519

TOTAL ACQUISITION COSTS : \$19,053
 TOTAL SUPERFUND CONTRIBUTIONS: \$19,053

ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

LEASED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/DECAL NUMBER

CUSTODIAL AREA : .

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LEASED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/NOMENCLATURE

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*****
DECAL      M.I.C. #  DESCRIPTION                      MFG.NAME      ACQ.DOC#      CURRNT LOC
MDECAL     VOUCHER      STATUS          TVOUCHER      ACC #          MODEL #       ACQ.COST      ROOM NO.
ACQ.DATE   INV.DATE   RDATE      LASTUPDATE  ENTRY DATE   CONTRACT#    SERIAL        SUPERFUND$    ACCOUNT AMT   ACCOUNT
*****

```

ACCOUNTABLE AREA: *

CUSTODIAL AREA : *

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

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OWNED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/CONTRACT NUMBER

```
*****
DECAL      M.I.C. #  DESCRIPTION                      MFG.NAME      ACQ.DOC#      CURRNT LOC
MDECAL     VOUCHER      STATUS      TVOUCHER      ACC #        MODEL #      ACQ.COST      ROOM NO.
ACQ.DATE   INV.DATE   RDATE      LASTUPDATE   ENTRY DATE   CONTRACT#    SERIAL      SUPERFUNDS$   ACCOUNT AMT   ACCOUNT
*****
```

ACCOUNTABLE AREA: 32

CUSTODIAL AREA : 519

684322	66655045	NO REMARKS					OXYGEN	1730-1	
	8320183	N	0				261	\$1,135	
05/01/88		89/10/06	68017351	N/A		\$1,135		\$1,135	8QGB81A400
684314	66300546	11.7 EV LAMP ANALYZER					ENU	1730-1	
	8320183	N	0				PI-101	\$4,542	
05/01/88		89/10/06	68017351	801333		\$4,542		\$4,542	8QGB81A400
684312	70255045	NO REMARKS					EPSON	1730-1	
	8320183	N	0				LQ-1050	\$800	
05/01/88		89/10/06	68017351	04006832		\$800		\$800	8QGB81A400
684310	70422500	MODEM*					IBM	1730-1	
	8320183	N	0				1800	\$2,943	
05/01/88		89/10/06	68017351	AWE-0025		\$2,943		\$2,943	8QGB81A400
684304	67204500	NO REMARKS					MINOLTA	1730-1	
	8320183	N	0				X700	\$492	
05/01/88		89/10/06	68017351	2591217		\$492		\$492	8QGB81A400
684301	66300542	NO REMARKS					FOXBORO	1730-1	
	8320183	N	0				128	\$5,992	
05/01/88		89/10/06	68017351	40446		\$5,992		\$5,992	8QGB81A400
646561	36102020	W/AUTO DOCUMENT FEEDER*W/STAND					PITNEY BOWES	1730-1	
	8320180	N	0				L317	\$3,149	
07/01/87		90/01/10	68017351	L3176060		\$3,149		\$3,149	PSFA72E900

TOTALS FOR CONTRACT NUMBER 68017351

TOTAL ACQUISITION COSTS : \$19,053
TOTAL SUPERFUND CONTRIBUTIONS: \$19,053

OWNED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/NOMENCLATURE

```

*****
DECAL      M.I.C. #  DESCRIPTION                      MFG.NAME      ACQ.DOC#      CURRNT LOC
MDECAL     VOUCHER      STATUS      TVOUCHER      ACC #        MODEL #      ACQ.COST      ROOM NO.
ACQ.DATE   INV.DATE   RDATE      LASTUPDATE   ENTRY DATE   CONTRACT#    SERIAL      SUPERFUND$    ACCOUNT AMT  ACCOUNT
*****

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ACCOUNTABLE AREA: 32

CUSTODIAL AREA : 519

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684301    66300542    NO REMARKS                      FOXBORO      1730-1
          8320183      N                                128          $5,992
05/01/88                                0            40446      $5,992      $5,992 8QGB81A400
          89/10/06      68017351

```

TOTALS FOR NOMENCLATURE ANALYZER ORGANIC VAPOR

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TOTAL ACQUISITION COSTS      :      $5,992
TOTAL SUPERFUND CONTRIBUTIONS:      $5,992

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

PAGE *

LEASED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/CONTRACT NUMBER

DECAL M.I.C. # DESCRIPTION MFG.NAME ACQ.DOC# CURRENT LOC
MDECAL VOUCHER STATUS TVOUCHER ACC # MODEL # ACQ.COST ROOM NO.
ACQ.DATE INV.DATE RDATE LASTUPDATE ENTRY DATE CONTRACT# SERIAL SUPERFUND\$ ACCOUNT AMT ACCOUNT

ACCOUNTABLE AREA: *

CUSTODIAL AREA : *

OWNED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/MANUFACTURER NAME AND MODEL

 DECAL M.I.C. # DESCRIPTION MFG.NAME ACQ.DOC# CURRNT LOC
 MDECAL VOUCHER STATUS TVOUCHER ACC # MODEL # ACQ.COST ROOM NO.
 ACQ.DATE INV.DATE RDATE LASTUPDATE ENTRY DATE CONTRACT# SERIAL SUPERFUND\$ ACCOUNT AMT ACCOUNT

ACCOUNTABLE AREA: 32

CUSTODIAL AREA : 519

684312	70255045	NO REMARKS				EPSON	1730-1
	8320183	N		0		LQ-1050	\$800
05/01/88		89/10/06	68017351	04006832	\$800		\$800 8QGB81A400

TOTALS FOR MANUFACTURER EPSON MODEL LQ-1050

TOTAL ACQUISITION COSTS :	\$800
TOTAL SUPERFUND CONTRIBUTIONS:	\$800

TOTALS FOR MANUFACTURER EPSON

TOTAL ACQUISITION COSTS :	\$800
TOTAL SUPERFUND CONTRIBUTIONS:	\$800

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

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LEASED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/MANUFACTURER NAME AND

MODEL

DECAL	M.I.C. #	DESCRIPTION				MFG. NAME	ACQ. DOC#	CURRNT LOC
MDECAL	VOUCHER	STATUS	TVOUCHER	ACC #		MODEL #	ACQ. COST	ROOM NO.
ACQ. DATE	INV. DATE	RDATE	LASTUPDATE	ENTRY DATE	CONTRACT#	SERIAL	SUPERFUND\$	ACCOUNT AMT

ACCOUNTABLE AREA:

CUSTODIAL AREA :

ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

OWNED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/SERIAL NUMBER

 DECAL M.I.C. # DESCRIPTION MFG.NAME ACQ.DOC# CURRNT LOC
 MDECAL VOUCHER STATUS TVOUCHER ACC # MODEL # .ACQ.COST ROOM NO.
 ACQ.DATE INV.DATE RDATE LASTUPDATE ENTRY DATE CONTRACT# SERIAL SUPERFUND\$ ACCOUNT AMT ACCOUNT

ACCOUNTABLE AREA: 32

CUSTODIAL AREA : 519

684312	70255045	NO REMARKS				EPSON	1730-1	
	8320183	N		0		LQ-1050		\$800
05/01/88		89/10/06		68017351	04006832	\$800		\$800 8QGB81A400

TOTALS FOR SERIAL NUMBER 04006832

TOTAL ACQUISITION COSTS :	\$800
TOTAL SUPERFUND CONTRIBUTIONS:	\$800

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

PAGE

LEASED PROPERTY BY ACCOUNT AREA/CUSTODIAL AREA/SERIAL NUMBER

DECAL M.I.C. # DESCRIPTION MFG.NAME ACQ.DOC# CURRNT LOC
MDECAL VOUCHER STATUS TVOUCHER ACC # MODEL # ACQ.COST ROOM NO.
ACQ.DATE INV.DATE RDATE LASTUPDATE ENTRY DATE CONTRACT# SERIAL SUPERFUND\$ ACCOUNT AMT ACCOUNT

ACCOUNTABLE AREA:

CUSTODIAL AREA :

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM
PERSONAL PROPERTY CUSTODY REPORT

PAGE: 1

NAME:

ID NUMBER:

CUSTODIAL AREA:

DECAL -----	NOMENCLATURE -----	MFG. NAME -----	MODEL# -----	MFG. SER# -----
936524	ADP & SUPPORT EQUIPMENT	XEROX	DDD	888

STATEMENT OF RESPONSIBILITY:

I ACCEPT RESPONSIBILITY FOR THE EQUIPMENT LISTED ABOVE. I WILL EXERCISE REASONABLE CARE IN PROTECTING IT. IF THE EQUIPMENT IS LOST, DAMAGED, OR DESTROYED BECAUSE OF MY NEGLIGENCE, I UNDERSTAND THAT I MAY BE REQUIRED TO REIMBURSE EPA FOR PART OR ALL OF THE ACQUISITION COST.

SIGNATURE OF USER

TELEPHONE NUMBER

DATE RECEIVED

PERSONAL PROPERTY ACCOUNTING SYSTEM
DOLLAR VALUE SUMMARY - OWNED PROPERTY

ACCOUNTABLE AREA 32

ACCOUNTABLE AREA	CA	ACQ.COST\$	COUNT
32	192	\$500,007	2
	206	\$55,000,006,875	5
	263	\$297,588	100
	284	\$1,114,359	254
	287	\$1,317,569	387
	503	\$29,137	16
	504	\$113,969	55
	506	\$470	1
	511	\$4,015,700	597
	512	\$2,107,264	648
	513	\$3,919,187	1228
	514	\$3,841,835	605
	516	\$206,054	85
	517	\$240,116	82
	518	\$145,061	57
	519	\$20,053	8
	522	\$178,562	61
	523	\$8,876	3
	525	\$46,436	16
	526	\$6,500	2
	527	\$8,988	3
	528	\$49,316	8
	529	\$137,961	27
	530	\$49,740	22
	532	\$2,608	2
	533	\$639,952	180
	534	\$348,987	116
	535	\$79,333	23
	536	\$234,225	46
	537	\$67,395	29
	538	\$50,169	6
	539	\$11,695	3
	540	\$1,042	1
	541	\$105,528	29
	542	\$360,854	62
	543	\$595,384	161
	544	\$177,467	57
	545	\$142,409	35
	546	\$138,865	44
	547	\$3,800	1
	548	\$88,887	16
	549	\$50,706	22
	550	\$274,146	64

PERSONAL PROPERTY ACCOUNTING SYSTEM
DOLLAR VALUE SUMMARY - OWNED PROPERTY

ACCOUNTABLE AREA 32

ACCOUNTABLE AREA	CA	ACQ.COST\$	COUNT
-----	--	-----	-----
32	551	\$101,710	33
	552	\$30,473	11
	553	\$147,175	33
	554	\$51,098	9
	555	\$443,770	132
	556	\$10,044	5
	557	\$142,482	38
	559	\$47,685	14
	560	\$113,172	25
	561	\$74,304	17
	562	\$34,872	13
	563	\$96,010	33
	565	\$34,753	12
	567	\$5,564	2
	568	\$30,079	14
	569	\$197,066	35
	570	\$42,811	6
	571	\$89,949	30
	572	\$101,924	16
	574	\$18,536	10
	575	\$114,407	51
	576	\$1,670,201	334
	581	\$121,954	13

TOTAL FOR ACCOUNTABLE AREA 32

\$55,025,455,114 6055

ACCOUNTABLE AREA

ACCOUNTABLE AREA	CA	MO.COST\$	CREDIT\$	COUNT
-----	--	-----	-----	-----

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ENVIRONMENTAL PROTECTION AGENCY
PERSONAL PROPERTY ACCOUNTING SYSTEM

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OWNED PROPERTY WITH VOUCHER NUMBERS BETWEEN 8320180 AND 8320183

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*****
DEC'      M.I.C. #  NOMENCLATURE                      MDECAL  CONTRACT #  ACQ.DOC.#  STATUS
MFG..      MODEL#           MFG.SER#           VOUCHER#  TVOUCHER#  INV.DATE  RECONDATE  SUPERFUND$
ACQ.COST$   ACQ.DATE       SOURCE             DESCRIPTION
EMP.ID.     LAST NAME      FIRST NAME      SENSITIVE REMARKS          CURRENT LOC.
*****

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ACCOUNTABLE AREA 32

CUSTODIAL AREA 519

646561	36102020	COPIER DESK/TABLE			68017351	1730-1	N
PITNEY BOWES	L317	L3176060394	8320180				\$3,149
\$3,1	07/01/87	J	W/AUTO DOCUMENT FEEDER*W/STAND				
684322	66655045	EXPLOSIMETER			68017351	1730-1	N
OXYGEN	261	N/A	8320183				\$1,135
\$1,1	05/01/88	J	NO REMARKS				
684314	66300546	ANALYZER PHOTOIONIZATION			68017351	1730-1	N
HNU	PI-101	801333	8320183				\$4,542
\$4,5	05/01/88	J	11.7 EV LAMP ANALYZER				
684	70255045	PRINTER ADP			68017351	1730-1	N
EP	LQ-1050	04006832	8320183				\$800
\$8	05/01/88	J	NO REMARKS				
684310	70422500	COMPUTER MICRO PERSONAL NON PORTABLE			68017351	1730-1	N
IBM	1800	AME-002592	8320183				\$2,943
\$2,9	05/01/88	J	MODEM*				
684304	67204500	CAMERA STILL 35MM			68017351	1730-1	N
MINOLTA	X700	2591217	8320183				\$492
\$4	05/01/88	J	NO REMARKS				
684301	66300542	ANALYZER ORGANIC VAPOR			68017351	1730-1	N
FOXBORO	128	40446	8320183				\$5,992
\$5,9	05/01/88	J	NO REMARKS				

TOTALS FOR ACCOUNTABLE AREA 32

TOTAL ACQUISITION COSTS : \$19,053
TOTAL SUPERFUND CONTRIBUTIONS: \$19,053

LEASED PROPERTY WITH VOUCHER NUMBERS BETWEEN 8320180 AND 8320183

DECAL	M.I.C. #	NOMENCLATURE				MDECAL	CONTRACT #	ACQ.DOC.#	STATUS
MFG.NAME		MODEL#	MFG.SER#	VOUCHER#	TVOUCHER#	INV.DATE	RECONDATE	SUPERFUND\$	
MO.COST\$	BEGIN	END	CREDIT\$		DESCRIPTION				
EMPLOYEE ID	LAST NAME	FIRST NAME			SENSITIVE REMARKS		CLOCATION		

ACCOUNTABLE AREA

CUSTODIAL AREA

APPENDIX C
TROUBLESHOOTING

APPENDIX C

TROUBLESHOOTING

C.1 SYSTEM MESSAGES

The Local PPAS is invoked through the DOS operating system which calls PC/FOCUS to execute the PPAS programs.

Error messages can be displayed from DOS or from PC/FOCUS. Refer to the IBM-DOS manual provided with your computer for DOS error messages.

The FOCUS error messages are by-passed by the PPAS programs unless incorrect keys are pressed during execution. The most common error is pressing a function key at the incorrect time. This will usually produce the prompt ">" or "> >". At this point you should type "FIN" and press [ENTER]. Next, re-enter the PPAS.

PRINT ALL ERRORS AND FORWARD TO YOUR LOCAL PPAS SYSTEM ADINISTRATOR.

C.2 HARDWARE PROBLEMS

If you encounter any hardware problems (that is, keyboard, printer, monitor, or Bernoulli box), the following steps should be taken:

1. Make sure that the hardware device is on.
2. Check all of the connections.
3. Contact your appropriate hardware support personnel.

C.3 REPORT PRINTING PROBLEMS

If you have attempted to print a report without turning on the printer, the following message will be displayed:

PRINTER ERROR. TYPE ANY KEY TO RETRY OR "Q" TO QUIT

After the message has been displayed, take the following corrective action:

1. Turn on the printer.
2. Strike any key to re-attempt printing the report.
3. Attempt to run the report again.
4. If problems persist, exit the PPAS, return to DOS, and re-enter PPAS. If problems still persist, leave the PPAS, turn the computer off, wait 2-3 minutes, turn the computer back on, and try again.

C.4 PROBLEMS COMMUNICATING WITH THE NATIONAL PPAS MAINFRAME

When uploading or downloading data, the transfer of data may produce errors. When problems occur while communicating with the National PPAS mainframe, the following steps should be taken:

1. Attempt to logoff if you have completed the logon sequence.
2. Only when there is no other way to terminate the current process, press and hold [CTRL] while you press [END].
3. Type "Y" and press [ENTER] when the following window is displayed:

If any errors occurred during this process, select 'Yes' to re-attempt transmitting. If no errors occurred, select the 'No' option.

4. The system will ask you to try again. It is not necessary to re-ready your files.
5. If problems persist, exit the PPAS, return to DOS, and re-enter PPAS. If problems still persist, leave the PPAS, turn the computer off, wait 2-3 minutes, turn the computer back on, and try again.
6. If the problem is still not resolved, contact your Local PPAS System Administrator or call the IBM/NCC user support staff.

C.5 RE-BOOTING THE SYSTEM

When it becomes necessary to re-boot the system, perform the following steps.

1. Turn off the computer.
2. Wait 2-3 minutes.
3. Turn the computer back on.

If problems still persist after re-booting the system, contact your Local PPAS System Administrator.

APPENDIX D
GLOSSARY OF TERMS

APPENDIX D

GLOSSARY OF TERMS

HARDWARE/SOFTWARE TERMS

Architecture	Somewhat like a blueprint of a computer system, architecture refers to the set up and relationship between the different parts of the computer.
AT	Advanced Technology. Term used to refer to a microcomputer that has a RAM capable of working with more than 640,000 (640K) characters of information. The AT machines are also capable of processing information at a faster rate.
CPU	Central Processing Unit. The "brains" of a computer. The CPU contains the ROM, RAM, and electrical circuits that make a computer work.
Disk	Where information typed on the computer is placed for future use. Similar to a record, a disk is a magnetized recording medium that can record computer signals.
Disk Drive	The portion of the computer where floppy disks are inserted or hard disks are built.
Dumb Terminal	A terminal which must be connected to a computer to work. A dumb terminal passes information to a computer but cannot process information without the computer's help.
Floppy Disk	A disk that looks like a square record and can be inserted and removed from the computer. Currently floppy disks can store anywhere from 196,000 (196K) to 1.2 million (1.2 meg).
Hard Disk	A disk that is built into or permanently installed in a computer. Hard disks can store anywhere from 5 to 100 million bytes of information.
Hardware	Physical computer components.
Mainframe	Term used to refer to the largest and most powerful computer available. More than 200 people can use the computer simultaneously and as data is sent to the computer, the computer controls how the information is processed. Examples of mainframe computers include the IBM 3081 and the Sperry UNIVAC 1183.
Microcomputer	Microcomputers are computers that usually only accommodate one user at a time. Some familiar microcomputers include IBM Personal Computers, Commodore 64, and Radio Shack TRS-80.

Minicomputer	Middleman in computers. A minicomputer functions like a mainframe but is not quite as powerful. Usually minicomputers can accommodate between 32 and 64 users at one time and are more limited than the mainframe in the amount of information they can process and retain. PRIME computer systems are examples of minicomputers.
PC	Personal computer. Same as a microcomputer.
Program	A list of instructions that are performed by a computer.
RAM	Random Access Memory. The working memory of a computer. When you turn on the computer the information you retrieve is brought into the RAM area which allows work to be performed on the data. RAM is frequently referred to as the temporary memory area because all information in the RAM is erased if the power to the computer is interrupted.
ROM	Read Only Memory. Instructions that were stored in the circuitry of the computer at the time the computer was manufactured. The instructions control how the computer reacts when it is first turned on.
Smart Terminal	A terminal that can perform by itself (without being connected to a computer). A smart terminal can be programmed to accomplish certain task on its own.
Software	Computer programs.
Terminal	A device used to send information to or receive information from a computer. A terminal is usually equipped with a keyboard and a monitor.
Wide Carriage Printer	A printer that can use paper up to 17 inches in width.
XT	Extended Technology. Term used to refer to microcomputers that have one floppy disk drive and one hard disk drive.

OPERATING SYSTEMS AND APPLICATION PROGRAMS TERMS

Application Program	A program (that is, a set of instructions) which applies the computer to a particular problem, for example: a mailing list program.
"Boot the System"	Refers to the transfer of the operating system program into the computer's where the operating system takes control of the computer.
DOS	Disk Operating System. One type of operating system for microcomputers. The IBM PC and IBM PC compatibles use DOS.

Operating System The program that controls all the basic functions of the computer, for example: reading and writing data to disks, printers, or monitors; executing application programs, etc.

MAINFRAME TERMS

Batch A complete set of instructions that are processed by the computer and require no interaction from the user.

CICS Customer Information Control System. A program on the IBM mainframe that allows information entered through terminals to be used at the same type by user-written programs. Although somewhat complex to set up, it greatly simplifies terminal use for end-users.

FOCUS One of the four-generation languages, that is, a program that allows you to build a data base and/or produce reports from a data base using a few simple English-like commands.

Interactive A set of instructions that are processed by the computer and require interaction from the user. As the computer processes a program, the user is periodically prompted for information. The computer reacts in a certain way based on the information supplied.

JCL Job Control Language. A computer language designed to tell the computer which steps to take when running a job.

Job A complete set of computer programs, files, and instructions that are sent to the operating system and processed.

Remote Job Entry (RJE) The sending of data to a computer that is removed from the office environment by can be accessed through telephone lines.

TSO Time Sharing Option. An operating system on the IBM mainframe that controls interactive terminal sessions. TSO commands allow you to retrieve, edit, and store data; you may also execute application programs (for example: report writers and statistical programs) in a TSO session.

COMMUNICATIONS TERMS

Baud Rate The speed that information can be transmitted over a telephone line. Usually measured in Bits per second.

Communicate Transfer information between two computers.

Dial-up The use of a dial or push button telephone to initiate a station-to-station telephone call, for example: to connect a terminal to a mainframe by telephone.

Download	The transfer of information from one computer to another. Downloading usually refers to the transfer of data from a large (mainframe) computer to a smaller (micro) computer.
Modem	A device that is used to transfer information from computer to computer using standard telephone lines. The modem converts a signal emitted from the computer into a signal suitable for a telephone line and in turn converts a telephone signal into a signal that can be understood by the computer.
On-line	Connected to a computer. You dial a computer, the computer answers and responds to instructions you type at your computer's keyboard. An "on-line data set or file" is information stored in a computer system that is accessible from the terminal or can be printed out.
Uploading	The transfer of information from one computer to another. Uploading usually refers to the transfer of data from a small (micro) computer to a large (mainframe) computer.

DATA BASES AND FILES TERMS

Data Base	A collection of data. A data base is typically used for information retrieval and reporting purposes.
DBMS	Data Base Management System. A DBMS assists a user in the creation and maintenance of a data base and in the processing of the computer programs which access and use the information contained in the data base.
Fixed-Length Records	Record within a data base that all have the same number of characters. If the length of a record has been designated as 80 characters, and the data entered is only 20 characters in length, the computer inserts 60 blank spaces. A space is a character as far as the computer is concerned.
Record	The information that comprises one complete set of data in a data base. For example, a record in a mailing list might consist of a last name, first name, and an address.
Variable Length Records	Records within a data base that have different numbers of characters. If a record is 20 characters in length, only 20 characters are recorded by the computer. No blank spaces are inserted in the file.

MISCELLANEOUS TERMS

Byte	A character of information. The letter A is a byte, the number 1 is a byte, and the pound sign - # is a single byte of information. Also used to specify the amount of storage space available in a computers memory (RAM) or on a computers disk. Ten megabytes (10MB or 10 MEG) of memory indicates that 10 million text characters can be stored.
Compatible	Refers to two computers or pieces of equipment that are alike (even through they are manufactured by different companies). Information entered using one computer can be accessed and used in another computer without adapting the material in any way.
Default	A condition that is automatically in effect when a computer is turned on or when a program is processed.
Edit	Type, change, rearrange, or delete information.
Emulate	To make one type of computer imitate another. A personal computer (PC), if equipped properly, can imitate a terminal that is used with a mainframe. The PC can then accept and send information to the mainframe.
End-User	A person who analyzes and uses the information generated by a computer.
Enter	Type information into a computer.
Process	The computer reads through a program (list of instructions) and responds to the directions it is given.
Programmer	A person who designs and writes programs for a computer.
Spreadsheet	A computerized representation of a ledger sheet. Usually designed to resemble the standard rows and columns that are printed on accounting paper. Also referred to as an electronic spreadsheet.
Store	Save information on the computer, a diskette, or a tape so it can be accessed at a later time.
Retrieve	Access information that has previously been entered and now needs to be edited.

APPENDIX E

PPAS INSTALLATION PROCEDURES

APPENDIX E

PPAS INSTALLATION PROCEDURES

Be sure you have the following:

PC/FOCUS
CROSSTALK ON C:\XTALK
BERNOULLI BOX (OPTIONAL)
640K RAM MEMORY (2 MB EXTENDED RAM OPTIONAL)

1. Turn on the computer and go to DOS.
2. Place the Bernoulli cartridge, un-write protected in upper Bernoulli drive (D:) if you are installing PPAS there.
3. Place the PPAS installation disk in disk drive A.
4. At the C:\> type "A:" and press [ENTER].
5. At the A:\> type "INSTALL", press the space bar, the memory you have available (640 or EXT), press the space bar, and the destination drive for the installation (B for Bernoulli, C for the C hard disk and D for the D hard disk).

Example: You are installing to a computer that has 640K RAM and want to install on the C hard disk, you type "INSTALL 640 C" and press [ENTER].

Example: You are installing to a computer that has 2 MB RAM and want to install on the D hard disk, you type "INSTALL EXT D" and press [ENTER].

Example: You are installing to a computer that has 640K RAM and want to install on the Bernoulli cartridge, you type "INSTALL 640 B" and press [ENTER].

6. You see the message: "Modifying appropriate files. Please wait..." PPAS will be installed. This will take some time.
7. When installation is complete, you see the message: "PPAS has been installed."
8. To start PPAS, at the C:\> type "PPAS". You see the PPAS Main Menu.