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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM USER'S GUIDE

Science and Engineering Directorate
Systems Analysis Integration Laboratory
Configuration Management Division (EL31)



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USER'S GUIDE

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SECTION 3.0 MENU SELECTIONS

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1.0 INTRODUCTION

1.1 Identification

The Change Processing, Tracking, and Accounting System (CPTAS) was developed by the computational mission services contractor (CMSC) for Marshall Space Flight Center (MSFC), Science and Engineering Directorate, Systems Analysis and Integration Laboratory, Configuration Management Division (EL31). This system is an interactive data processing system that provides configuration management (CM) information, change accountability, engineering documentation control, consistent processing of documentation, and conformity to all applicable standards. CPTAS encompasses the scope of the legacy Standard Change Integration and Tracking (SCIT) system and the Configuration Management Accounting (CMA) system, and provides user requested enhancements. (Refer to MSFC-RQMT-1830, *Functional Requirements for Change, Processing, Tracking, and Accounting System [CPTAS]*, for specifics about user requested enhancements.) CPTAS uses the ORACLE Relational Database Management System and is presently located on an IBM 3090 mainframe computer. The *Change Processing, Tracking, and Accounting System User's Guide* was created to assist all users who wish to use the system to accomplish the following:

- (a) Record, schedule, and report the status of a change in progress.
- (b) Maintain accounting information resulting from a change to any configuration baseline.
- (c) Store and manage engineering and configuration management change data.
- (d) Establish and maintain the contract end item (CEI) information required for tracking and accounting of a change request against a CEI.

1.2 Purpose

The *Change Processing, Tracking, and Accounting System User's Guide* is a reference and guide for the use of system online processes for the collection, storage, tracking, managing, and reporting of change package information. This guide describes program menu features, provides directions for using those features, and also describes procedures for producing reports.

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1.3 Scope

This User's Guide describes how to use the following CPTAS processes:

- (a) Online Maintenance.
 - (1) Program Control Number Maintenance.
 - (2) Contract End Item Maintenance.
 - (3) Document Maintenance.
 - (4) Related Document Maintenance.
 - (5) Contract End Item & Mod Kit Maintenance.
 - (6) PCN Scan.
- (b) Online Query.
- (c) Standard Reports.
- (d) User Generated Reports.
- (e) Job Queue Display.
- (f) Administrative Facilities.
- (g) Specialized Online Maintenance.
 - (1) PCN/Engineering Change Information.
 - (2) Contract End Item/Mod Kit Status.
 - (3) Information Management.
 - (4) Document Release List.
 - (5) Serialized Parts.
 - (6) Review Item Discrepancy.
 - (7) Technical Questionnaires.
- (h) Specialized Online Query.
- (i) Specialized Reports.

For an overview of these processes and a description of the CPTAS flow, see Appendix A, Operational Description.

For a list of references, acronyms, and abbreviations, refer to Appendix F, References, Acronyms, and Abbreviations.

1.4 Assistance

This document was prepared by EL32, Policy and Automation Branch, Configuration Management Division. Suggestions for improvements, questions, and requests to receive distribution of this document should be directed to the EL32 Representative, (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

2.0 USER INTERFACE

2.1 Logon/Logoff Procedures

Appendix B explains logon and logoff procedures for CPTAS. This system may be accessed from a variety of terminal equipment. Each type of supported terminal has individual characteristics, but all may be used to perform any CPTAS function. In order to access this system, first obtain a user account number (user ID) through EL32. Every terminal is not directly connected to the Management Information System (MIS) IBM Network. If your terminal is not directly connected, access the local computer system (the one directly connected to the terminal); then, connect this system to the MIS IBM Host using the instructions provided in Appendix B. After logging on to CPTAS, refer to Section 3 of this guide for user instructions.

2.2 User Access

The computational mission services contractor (CMSC) assigns an IBM user ID and temporary password once your request for access to CPTAS has been approved. You will receive an information packet from CMSC with instructions for first-time use of the system. This information includes instructions to change your temporary password the first time you log on to the system. Every thirty days the system will prompt you to change your password. Locate your type of terminal and follow the appropriate instructions to change your password.

- Macintosh Computer
- DG Terminal
- IBM PC Compatible with Ungermann-Bass 3270 Emulation through IAN
- WIN Turbo AT through CEO Connection

Step	Your Action	Computer Reaction
1	Follow your terminal logon procedure until the MSFC Computer Network Banner appears. (Reference Appendix B.)	<i>MSFC Computer Network Enter selection or use the equivalent programmable function key (PFK)</i>
2	Enter O (letter) for ORACLE.	<i>Enter LOGON ID</i>
3	Enter CMSC-assigned user ID and press the ENTER key (or the appropriate key for your specific type of keyboard).	<i>Enter PASSWORD</i>

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4	Key in the assigned password followed by a "/", followed by a new password. Press the ENTER key (or the appropriate key for your specific type of keyboard). NOTE: The password will not be displayed as it is typed. A password must be a combination of five to eight alpha and numeric characters.	<i>Re-enter new password for verification</i>
5	Re-enter your new password and press the ENTER key (or the appropriate key for your specific type of keyboard).	<i>Password successfully altered</i> ***
6	Press the ENTER key (or the appropriate key for your specific type of keyboard) to continue.	***
7	Press the ENTER key (or the appropriate key for your specific type of keyboard) to continue.	IBM ORACLE APPLICATIONS
8	Enter 2 for CPTAS.	CPTAS MAIN MENU

- IBM PC Compatible with WPS through IAN

Step	Your Action	Computer Reaction
1	Modify the WPS host set-up to synchronize your IBM password with your WPS password. Refer to your WPS documentation for assistance.	

- IBM PC Compatible with DynaComm/Open Connect through IAN
- Intergraph Stand-alone Workstation (InterPro/InterAct)
- VAX Terminals and IBM PC Compatible with VAX Emulation

Step	Your Action	Computer Reaction
1	Follow your terminal logon procedure until the MSFC Computer Network Banner appears. (Reference Appendix B.)	<i>MSFC Computer Network</i> <i>Press <ENTER> to go to Main Menu</i>
2	Press the ENTER key.	<i>Userid . . .</i>
3	Enter CMSC-assigned user ID and press the TAB key.	<i>PASSWORD . . .</i>
4	Key in the assigned password and press the TAB key.	<i>Change Password?</i> <i>(Y or N)</i>
5	Enter "Y" and press the ENTER key.	<i>Enter new password . . .</i>

6	Enter a new password and press the TAB key. NOTE: The password will not be displayed as it is typed. A password must be a combination of five to eight alpha and numeric characters.	<i>Verify new password . . .</i>
7	Re-enter your new password and press the ENTER key.	IBM System selection screen
8	Enter a "/" next to DRS in the Session ID column and press the ENTER key.	ACTION CODE MENU
9	Enter an "S" on the Action Code Menu to begin or resume a session.	***
10	Press the ENTER key.	<i>This is the MIS IBM 3090. . .</i> ***
11	Press the ENTER key.	IBM ORACLE APPLICATIONS
12	Enter 2 for CPTAS	CPTAS MAIN MENU

2.3 Security

CPTAS security is in accordance with Marshall Management Instruction (MMI) 2410.10A, *Assuring the Security and Integrity of MSFC Automated Information Resources*, and MMI 2410.9A, *Computer Asset Protection*.

CPTAS includes information considered to be nonsensitive and available to anyone associated with MSFC projects. This system shall not be used for information considered as sensitive or secure.

The responsibility for the security and integrity of data collected and generated in the operation of CPTAS rests with you, the user of the system. The security and data integrity requirements of CPTAS are met through a combination of physical security measures, computer system/network (system-based) controls, and information management practices.

2.4 ORACLE Function Keys

2.4.1 Keyboard Configuration

ORACLE commands consistently perform the same operation regardless of the type of computer equipment used to access the system. ORACLE function keys, as defined in Appendix C, are significant only when used with the CPTAS software application program or when used with other systems that employ the ORACLE Relational Database Management System. Because MSFC devices use various keyboard configurations, different key combinations are needed to perform the same ORACLE function. For example, the ORACLE "Help" key is produced by the "PF1" key on a VAX terminal and by the "Shift-F1" key on a Data General (DG) terminal. Because of these key stroke differences, the instructions throughout this

guide reference the ORACLE functions to be performed rather than the specific keys to be pressed. Appendix C describes the ORACLE function keys applicable to various terminals used at MSFC. Appendix D describes the IBM function keys.

2.4.2 System Response to Function Keys

The IBM computer system is unable to recognize a response entered at interactive terminals until the ORACLE <ENTER> key or an ORACLE function key, such as <NEXT BLOCK>, is pressed. Although you may use <NEW LINE>, <TAB>, or <CR> to maneuver the cursor, no data will be processed and no system response will occur.

2.4.3 Usage of Block Function Keys

Three ORACLE block function keys are available to you: the ORACLE <NEXT BLOCK> key, the ORACLE <PREVIOUS BLOCK> key, and the ORACLE <CLEAR BLOCK> key. The ORACLE <NEXT BLOCK> key positions the screen and/or the cursor to the next block of information. The ORACLE <PREVIOUS BLOCK> key positions the screen and/or cursor on the preceding block of information. The ORACLE <CLEAR BLOCK> key sets all fields for all records in a block to null.

2.5 Screen Function and Format

Screen Function - CPTAS screens are used to query, create, modify, or delete specific records or a subset of specific records within CPTAS. To determine a screen's particular CPTAS function, refer to Section 3 of this guide.

Screen Format - Each screen consists of multiple fields and one or more blocks that are used to enter related data. A block consists of a set of fields that reference related information for a specific record. One example of a block is the control information for PD/PCN data located on the PCN Control Information Screen. This block displays the PD, PCN, Assign Date, Type of Equipment, Board Level, Originating Organization/Name, Responsible Organization/Name, Close Date and Last Revision Date fields.

2.6 Usage of CPTAS Modes

CPTAS uses two modes to view or access data: the query mode and the update mode. The query mode is used only to view data within the CPTAS database; the update mode is used to enter or delete data from that database. The Online Maintenance and Specialized Online Maintenance options from the CPTAS Main Menu automatically come up in the query mode. Before data is created or updated, you should query the CPTAS database to verify the existence or non-existence of

specific data. If a record is retrieved, the system will shift from query mode to update mode automatically. If a record is not retrieved, you will need to press the ORACLE <EXIT/CANCEL> key to shift to update mode.

Users with query-only capability will not be able to query the database using the maintenance screens. They must use the Online and Specialized Online Query screens. These screens automatically come up in query mode and will not allow update mode.

2.7 Wildcard Function

The wildcard function may be used during the query mode to quickly access multiple data selections. The percent sign (%) and the underscore (_) are the two wildcard characters used to query data. When the percent sign is entered in a specific position within a field, all possible numbers/characters for that position or for any of the remaining positions in that field will be queried. However, each underscore will query only the numbers/characters represented by that specific underscore position.

These examples demonstrate how to use the percent sign and the underscore:

- % To query all numbers beginning with a specific prefix, enter that prefix followed by a percent sign (%) and press the return key; for example: "EP65%".
- _ To query all second digits for a specific character, enter the underscore (_) in place of the missing character and press the return key; for example: "E_650260".

2.8 Print Capabilities

CPTAS reports are printed by the system printer located in MSFC Building 4663 unless specifically queued to another printer by the user. A list of accessible printers and their location (building and room number) may be displayed from the CPTAS report screens using the ORACLE <LIST OF VALUES> key.

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3.0 MENU SELECTIONS

Menu selections 0 and 1 are standard on all submenus.

After you log on to CPTAS, you will view the CPTAS MAIN MENU shown in Figure 3-1. If some of the options shown below do not appear on your menu, you do not have clearance to use those functions.

Date:		Time:	
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM			
CPTAS MAIN MENU			
0	RETURN TO SYSTEM		
1	RETURN TO SYSTEM		
2	Online Maintenance Menu		
3	Online Query Menu		
4	Standard Report Request Menu		
5	User Generated Report Menu		
6	Job Queue Display		
7	Administrative Facilities Menu		
8	Specialized Online Maintenance Menu		
9	Specialized Online Query Menu		
10	Specialized Report Request Menu		
11	Enhancement/Discrepancy System		
ENTER SELECTION: 1		MIS-3090-PROD	
(VALID RANGE IS THRU 11)		CP165SM0	
Page 1		Count: *0	

Figure 3-1. CPTAS MAIN MENU

Options

Option 0, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE APPLICATIONS Menu.

Option 1, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE APPLICATIONS Menu.

Option 2, Online Maintenance Menu, is used to query, create, modify, or delete program control number (PCN), contract end item (CEI), and document data information. See paragraph 3.1.

Option 3, Online Query Menu, is used to query PCN and CEI information. See paragraph 3.2.

Option 4, Standard Report Request Menu, is used to select and execute CPTAS Standard Reports. See paragraph 3.3.

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Option 5, User Generated Report Menu, is used to create, modify, or execute User Generated Reports. See paragraph 3.4.

Option 6, Job Queue Display, is used to track a batch job once it is submitted. See paragraph 3.5.

Option 7, Administrative Facilities Menu, is used to query, create, modify, or delete table maintenance information. See paragraph 3.6.

Option 8, Specialized Online Maintenance Menu, is restricted to users with access to certain program designators (PD's). This menu is used to query, create, modify, or delete PCN, CEI, engineering change, Document Release List (DRL), Review Item Discrepancy (RID), serialized parts, CEI modification kit (mod kit) status, and information management data. See paragraph 3.7.

Option 9, Specialized Online Query Menu, is restricted to users with access to certain PD's. This menu is used to query PCN, CEI, engineering change, DRL, RID, serialized parts, CEI mod kit status, and information management data. See paragraph 3.8.

Option 10, Specialized Report Request Menu, is restricted to users with access to certain PD's and is used to select and execute CPTAS Specialized Reports. See paragraph 3.9.

Option 11, Enhancement/Discrepancy System, is used to access the Enhancement/Discrepancy System. Refer to *Enhancement/Discrepancy System User's Guide*, MSFC-MNL-2061.

3.1 Online Maintenance Menu

Use the Online Maintenance Menu to access screens for querying, creating, modifying, and deleting program control number (PCN), contract end item (CEI) data, and document data. Figure 3-2 shows the CPTAS Online Maintenance Menu.

Date: _____	Time: _____
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
ONLINE MAINTENANCE MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS MAIN MENU
2	PCN Maintenance
3	CEI Maintenance
4	Document Maintenance
5	Related Document Maintenance
6	CEI & Mod Kit Maintenance
7	PCN Scan
ENTER SELECTION: 1	
(VALID RANGE IS THRU 5_)	
Page 1	Count: *0

Figure 3-2. Online Maintenance Menu

Accessing the Online Maintenance Screens

To query, create, modify, or delete data on the Online Maintenance screens, select Option 2 from the CPTAS MAIN MENU; then, select Options 2, 3, 4, 5, 6, or 7 as applicable, from the Online Maintenance Menu, and enter the data elements specified for each screen.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the MIS ORACLE APPLICATIONS MENU.

Option 1, RETURN TO CPTAS MAIN MENU, automatically returns the screen to the CPTAS MAIN MENU.

Option 2, PCN Maintenance, is used to query, create, modify, or delete PCN information. See paragraph 3.1.1.

Option 3, CEI Maintenance, is used to query, create, modify, or delete contract end item information. See paragraph 3.1.2.

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Option 4, Document Maintenance, is used to query, create, modify, or delete document information. See paragraph 3.1.3.

Option 5, Related Document Maintenance, is used to query, create, modify, or delete related document information. See paragraph 3.1.4.

Option 6, CEI & Mod Kit Maintenance, is used to query, create, modify, or delete CEI and Mod Kit information. See paragraph 3.1.5.

Option 7, PCN Scan, is used to query a PCN and its associated document and related document information. See paragraph 3.1.6.

3.1.1 PCN Maintenance

To access the PCN Control Information screen for PCN Maintenance, select Option 2, PCN Maintenance, from the CPTAS Online Maintenance Menu.

PCN CONTROL INFORMATION SCREEN

OPTION: Once you have accessed the PCN Control Information screen from the CPTAS Online Maintenance Menu, you can also access the Document Data, Related Document Data, CEI & Mod Kit Data, and PCN Scan screens by utilizing the ORACLE <NEXT PAGE> <NEXT BLOCK> or <PREVIOUS PAGE> <PREVIOUS BLOCK> keys. Reference Appendix A, Figure A-1, Online Maintenance Menu Process Options, for an overview of the process.

Screen Functions

Use the PCN Control Information screen to establish and track a change package. Entry of a program control number (PCN) on this screen will initiate the tracking of a change package. Figure 3-3 depicts the PCN Control Information screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM
PCN Control Information

PD: _____ PCN: _____ Assign Date: _____ Type Equip: _ Board Lvl: _____

Orgn _____ Name _____

Originating: _____
Responsible: _____

Close Date: _____
Last Rev Date: _____

Proj ID	Effectivity(s)	PCN Description	Last Rev Date:
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____
_____	_____ - _____	_____	_____

020

Page 1 ENTER QUERY Count: *0

Figure 3-3. PCN Control Information Screen

PCN Control Information Screen Input

Before attempting to enter data into the CPTAS database using the PCN Control Information screen, you should first query the database by entering at least the

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program designator (PD) and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen, except the PD, Project ID, and Effectivity fields (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying an existing PCN, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying a PCN that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create a new PCN, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of PCN data. Modify the PCN data by entering only the changed data into the PCN Control Information screen. To create a new PCN, complete steps 1 through 15 as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 16 or commit after each block by pressing the ORACLE <COMMIT> key. To access the next screen or return to the CPTAS Online Maintenance Menu, follow step 17.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the program control number (PCN).
3	Assign Date	Enter the date the PCN was assigned to the change integration package using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.
4	Type Equip	Enter the type of equipment being tracked.
5	Board Lvl	Enter the configuration control board level. This field is validated against the PCN Category/Board Level Code (PCC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.

Originating:

- 6 Orgn Enter the organization of the engineer originating the change.
- 7 Name Enter the name of the individual/engineer originating the change.

Responsible:

- 8 Orgn Enter the organization of the individual responsible for processing the change.
- 9 Name Enter the name of the individual responsible for processing the change.
- 10 Last Rev Date This date is automatically generated on this screen. The date will be the current system date.
- 11 Proj ID This field is display only. It may be updated on the Document Data screen.
- 12 Effectivity(s) This field is display only. It may be updated on the Document Data screen.
- 13 PCN Description Press the ORACLE <NEXT BLOCK> key to position the cursor in the PCN description field. Enter a brief description of the change including the reason for the change.
- 14 Close Date Enter the date the PCN was closed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.
- 15 PCN Comments Press the ORACLE <NEXT BLOCK> key to position the cursor in the PCN comments field. Enter any comments concerning this PCN.

Data Committal

- 16 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

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Proceed to the Document Data Screen or Return to CPTAS Online Maintenance Menu

- 17 To proceed to the Document Data screen from the PCN Control Information screen, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the PCN Control Information screen to the first block on the Document Data screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Document Data screen. To return to the PCN Control Information screen press the ORACLE <PREVIOUS PAGE> or <PREVIOUS BLOCK> keys, or press the ORACLE <EXIT/CANCEL> key which returns you to the CPTAS Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.1.2 Contract End Item Maintenance

To access the Contract End Item (CEI) Data screen, select Option 3, CEI Maintenance, from the CPTAS Online Maintenance Menu.

CONTRACT END ITEM (CEI) DATA SCREEN

Screen Functions

Use the Contract End Item (CEI) Data screen to establish and maintain the CEI information required for the tracking and accounting of a change request against a CEI. Figure 3-4 shows the Contract End Item (CEI) Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM						
Contract End Item (CEI) Data						
PD: _____	CEI: _____	Part No: _____	Sup: _____			
CEI Title: _____						
Orgn Name						
Custodian: _____						
Preparer: _____						
CEI Spec No: _____	CEI Cont No: _____					
Contractor Ident: _____	Tot Qty: _____	Cat: _____	CCB: _____			
Sched Issue: _____	Act Issue: _____					
Serial No. _____	Location _____	Veh No. _____	Type _____	Life Cycle Value _____	Start _____	
<div>===== Mission Data =====</div> <div>Flight Date</div> <div>_____</div> <div>_____</div>						
Enter a query. Press ENTER to execute, PF3 to cancel.						010
Page 1		ENTER QUERY		Count: *0		

Figure 3-4. Contract End Item (CEI) Data Screen

Contract End Item (CEI) Data Screen Input

Before attempting to enter data into the CPTAS database using the Contract End Item (CEI) Data screen, you should first query the database by entering at least the program designator (PD) and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying an existing contract end item (CEI), CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying a CEI that has not been established in the CPTAS database, you will receive the message "Query caused no

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records to be retrieved. Re-enter." If you want to create a new CEI, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of CEI data. Modify the CEI data by entering only the changed data into the Contract End Item (CEI) Data screen. To create a new CEI, complete steps 1 through 25, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 26, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Online Maintenance Menu, follow step 27.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	CEI	Enter the contract end item (CEI) number.
3	Part No	Enter the part number of the contract end item.
4	Sup	Enter the suppression code which will suppress the current data line for print. An "S" indicates the current data line will be suppressed. A blank or space indicates the current data line will be selected.
5	CEI Title	Enter the title of the contract end item.
	Custodian:	
6	Orgn	Enter the organization responsible for the release of the contract end item specification.
7	Name	Enter the name of the person in the custodian organization.
	Preparer:	
8	Orgn	Enter the organization of the preparer.
9	Name	Enter the name of the specification preparer if it is different from the specification custodian.

- | | | |
|----|------------------|---|
| 10 | CEI Spec No | Enter the CEI specification number. |
| 11 | CEI Cont No | Enter the CEI contract number. |
| 12 | Contractor Ident | Enter the code number for the contractor, government organization, or major subdivision responsible for fabrication of the CEI number. |
| 13 | Tot Qty | Enter the total number of units of the CEI number. This is a numeric field. |
| 14 | Cat | Enter the code to identify the CEI specification number. The field is validated against the CEI Category Code (CCC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 15 | CCB | Enter the number that represents the configuration control board (CCB) responsible for the CEI number. |
| 16 | Sched Issue | Enter the scheduled issue date of the contract end item using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 17 | Act Issue | Enter the actual issue date of the contract end item using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 18 | Serial No. | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Serial No. field. Enter the contract end item serial number of each unit of the contract end item number. |
| 19 | Location | Enter the CEI location for the CEI serial number. |
| 20 | Veh No. | Enter the affected flight vehicle effectivity or other identifying code for the CEI serial number. |

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Life Cycle:

- | | | |
|----|-------|---|
| 21 | Type | Enter a code for the type of life cycle for re-flown equipment, such as the following: number of missions, elapse time, or the limiting factor before overhaul. |
| 22 | Value | Enter the value of the life cycle indicating the maximum value of the limiting factor, such as the maximum number of missions. |
| 23 | Start | Enter the initial value of the re-flown equipment. |

Mission Data:

- | | | |
|----|--------|---|
| 24 | Flight | Enter the flight. |
| 25 | Date | Enter the date of the mission using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

Data Committal

- | | |
|----|---|
| 26 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Return to CPTAS Online Maintenance Menu

- | | |
|----|---|
| 27 | To exit the Contract End Item (CEI) Data screen, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Maintenance Menu. |
|----|---|

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.1.3 Document Maintenance

To access the Document Data screen for Document Maintenance, select Option 4, Document Data Maintenance, from the CPTAS Online Maintenance Menu. The Related Document Data, PCN Control Information, and the CEI & Mod Kit Data screens can also be accessed through this option. Press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Data screen to the Related Document Data screen and then to the CEI & Mod Kit Data screen or press the ORACLE <NEXT PAGE> key, in update mode only, to proceed directly to the Related Document Data screen and then to the CEI & Mod Kit Data screen.

You can "back into" the PCN Control Information screen from the Document Data screen by pressing the ORACLE <PREVIOUS PAGE> or <PREVIOUS BLOCK> keys from the first block on the Document Data screen. To return to the Document Data screen, press the ORACLE <NEXT PAGE> or <NEXT BLOCK> keys.

DOCUMENT DATA SCREEN

Screen Functions

Use this screen to enter and maintain data which defines all documents by type, number, and descriptive information related to the program control number (PCN) package for a change request. Figure 3-5 depicts the Document Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Document Data									
PD: _____		PCN: _____		Code: _____		Document Number: _____			
Document Date	Received Date	Doc Sta	Type	S	L	P	Contract Auth No.	Contract Auth Date	
				u	v	r			
Doc Contract No: _____							Mission Eff: _____		
Drawing Number: _____							Part Serial No: _____		
RefCD	Ref	Doc Number	Ref Date		Act	NxtDoc	ClsDoc?		
Doc Title: _____									
Doc Remarks: _____									
Proj ID	Effectivity(s)		Name/Orgn		Lead Engineer		CMA Comments		
									022
Enter a query; press ENTER to execute, PF3 to cancel.									
Page 1				ENTER QUERY		Count: *0			

Figure 3-5. Document Data Screen

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Document Data Screen Input

Before attempting to enter data into the CPTAS database using the Document Data screen, you should first query the database by entering at least the program designator (PD) and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD, Action (Act), and Next Document fields (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing document data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying document data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new document data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of document data. Modify the document data by entering only the changed data into the Document Data screen. To create new document data, complete steps 1 through 31, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

If you need to access the PCN Control Information screen, it is not necessary to return to the menu to get there. You can accomplish this by pressing the ORACLE <PREVIOUS BLOCK> key from the first block on the Document Data screen. To return to the Document Data screen from the PCN Control Information screen, press the ORACLE <EXIT/CANCEL> key.

Commit entries to the CPTAS database by completing step 32, or commit after each block by pressing the ORACLE <COMMIT> key. To access the next screen or return to the CPTAS Online Maintenance Menu, follow step 33.

Closing Multiple Actions

The second block on the Document Data screen, which consists of six data elements (RefCD, Ref Doc Number, Ref Date, Act, Nxt Doc, and Cls Doc), is used for creating a closing document such as a Configuration Control Board Directive (CCBD) for an existing document such as an Engineering Change Request (ECR).

When querying a document, the first three elements, RefCD, Ref Doc Number, and Ref Date, will be displayed if there is a document within the PCN that names the current document in any of its actions (Related Document Code and Related Document Number). Act and NxtDoc will appear only when all of the referencing document's actions have the same value.

To close all of the open items (open items are defined as having a document code in the Next Action field and nothing in the Complete Date field), query the desired document and press the ORACLE <NEXT BLOCK> key to move the cursor to the RefCD field which will have "CCBD" already displayed. Type over this value if your closing document is not a CCBD; otherwise, press <TAB> to move to the Ref Doc Number field. Enter the document number for the closing document; then tab to the Ref Date field to enter the closing document's document date. The next two data elements, Act and NxtDoc, are the values you wish to be defaulted into the actions that will be generated within the closing document that addresses the open actions. Enter a "Y" in the ClsDoc field if you want to automatically close all of the open items for the target document.

With either a "Y" or an "N" in the ClsDoc field, the system will create the document specified in the RefCD and Ref Doc Number fields by duplicating the target document (except for action and CEI/mod kit data) using the RefCD, Ref Doc Number and Ref Date fields in the place of the target document's document code, document number, and document date. Entering a "Y" in the ClsDoc field directs the computer to generate an action in the closing document for every open action in the target document. The screen will automatically redisplay the closing document as the current document so you can make any overrides that are required to the defaulted data in the closing document.

Entering an "N" in the ClsDoc field creates the closing document without any actions. Use the ORACLE <LIST OF VALUES> key to switch to the Open Items screen. Reference Figure 3-6 for detailed instructions on the use of the Open Items screen. This screen will list only the open items for the target document. Select the line items to be closed by entering an "X" in the Sel column to the left of the desired item. You may also update data elements from this screen. Use the ORACLE <COMMIT> and ORACLE <EXIT/CANCEL> keys to return to the Document Data screen. To redisplay the closing document as the current document for making any overrides that are required to the defaulted data, press the ORACLE <PREV-BLOCK> key then the ORACLE <EXEC-QUERY> key. Pressing the ORACLE <LIST OF VALUES> key on the RefCD line without having a reference document number will result in the error message "ERROR - Must have Closing Document Here and Document To Be Closed Above!" You can only select open items for closure if you have created a closing document.

If no items are selected for the closing document, it will not appear as a referencing document for the target document in subsequent queries. You must have at least one related document data record for the referencing document that names the target document.

No error message will be generated if you exit the screen without making this reference. If you exit the screen and later need to link the closing document to an open item, you should query the closing document on the top part of the Document

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Data screen, then press the ORACLE <NEXT PAGE> key to change to the Related Document Data screen. If the screen is not blank, press the ORACLE <CREATE-RECORD> key, then tab to the Related Document Number field and press the ORACLE <LIST OF VALUES> key. This will change to the Open Items screen showing all open items within the PCN. Choose one or more items from the list with an "X" in the Sel column, press the ORACLE <COMMIT> key and the ORACLE <EXIT/CANCEL> key to return to the Related Document Data screen. This mode is generally used when closing a number of actions from more than one "target" document. More than one target document may be selected from the list of open items, but only the last item's document code and document number will be referenced in the closing action's Related Document Code and Related Document Number fields.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the program control number (PCN). If you press the ORACLE <LIST OF VALUES> key from this field, the system will display the PCN Control Information Query screen. If you press the ORACLE <EXIT/CANCEL> key from the PCN Control Information Query screen, the system will return the PCN to the Document Data screen.
Document:		
3	Code	Enter the code used to identify the type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.
4	Number	Enter the document number that identifies the data.
5	Document Date	Enter the date of the document using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.
6	Received Date	Enter the date the document was received using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

- | | | |
|----|--------------------|--|
| 7 | Doc Sta | Enter the document status code. |
| 8 | Type | <p>Enter the one character type change code for this document. Valid values for this field are as follows:</p> <p>F - Funds
 D - Documentation
 H - Hardware and Documentation
 S - Software and Documentation
 W - Combination of Hardware, Software, and Documentation.</p> <p>This field is validated against the Document Type Change Code (DTC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.</p> |
| 9 | Su | Enter a code that you can use in a User Generated Report definition to suppress selected data from the report output. This is an optional entry. |
| 10 | Lv | Make an entry only if the document code is an Interface Control Document (ICD), Interface Requirements Notice (IRN), or Preliminary Interface Revision Notice (PIRN). Enter an "A" if the Document code is a Level A ICD, IRN, or PIRN. Enter a "B" if the document code is a Level B ICD, IRN, or PIRN. |
| 11 | Pr | Enter the change priority code such as "R" for "routine," "U" for "urgent," or "E" for "emergency." |
| 12 | Sys | Enter the code that identifies the system affected by the change as specified by the document. |
| 13 | Contract Auth No. | Enter the MSFC contracting officer's authorization approving the document number. |
| 14 | Contract Auth Date | Enter the contractual authorization date using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations. |
| 15 | Doc Contract No | Enter the contract number for the contractor in charge of the document which is affected by the change. |

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- | | | |
|----|----------------|---|
| 16 | Mission Eff | Enter the effectivity of the flight number. If you press the ORACLE <LIST OF VALUES> key from this field, the system will display the User Defined Values Table screen. This entry will allow you to query the values which are allowed for entry into this field. If you press the ORACLE <EXIT/CANCEL> key from the User Defined Values Table screen, the system will return you to the Document Data Screen. The field is validated against the Mission Effectivity Code (EFF) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 17 | Drawing Number | Enter the number of the drawing or part. |
| 18 | Part Serial No | Enter the part serial number. |
| | NOTE: | <p>The following six data elements are for creating a closing document such as a CCBD, for an existing document with open actions. Do not make any entries in these fields when creating a new document.</p> <p>The document being closed must be complete, including actions. Even when you know the CCBD number, complete the ECR on all screens and press the ORACLE <COMMIT> key to commit the data to the CPTAS database. Then return to the RefCD field and enter the CCBD information. If you attempt to create a closure for a document that does not exist or has no open actions, the system will display the error message "No Open Action For This Document". Press the ORACLE <DELETE RECORD> key to continue.</p> |
| 19 | RefCD | Enter the referencing document code. This code will appear in the document code of the generated document and is defaulted to "CCBD." This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |

- | | | |
|----|----------------|--|
| 20 | Ref Doc Number | Enter the referencing document number. This will appear in the document number of the generated document. |
| | NOTE: | When querying a document, the Action Code (Act) and the Next Document Code (NxtDoc) fields will not display output unless all of the referenced document's actions are the same. |
| 21 | Ref Date | Enter the reference document's document date using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 22 | Act | Enter the value to be defaulted in the Action field of the automatically generated actions. This value can be overridden for a specific line item by querying it on the Related Document Data screen for the generated document and entering the change there. This field is validated against the Document Action Code (DAC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 23 | NxtDoc | Enter the next document code to be defaulted in the Next Action field of the automatically generated actions. This value can be overridden for a specific line item by querying it on the Related Document Data screen for a generated document and entering the change there. This field is validated against the Next Action Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 24 | ClsDoc? | Enter a "Y" to automatically close all open actions of the currently displayed document and generate corresponding actions in the referencing document.
Enter an "N" to select the specific actions to be closed with this referencing document. |
| 25 | Doc Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Document Title field. Enter the title of the document. |
| 26 | Doc Remarks | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Document Remarks field. Enter the remarks pertaining to the document. |

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- | | | | | | |
|------------|----------------|---|--|------------|------------|
| 27 | Proj ID | <p>Press the ORACLE <NEXT BLOCK> key to position the cursor in the Proj ID field. Enter the prefix of the CCB Board responsible for the document and associated activities. This field is validated against the Document Project Code Table (see Paragraph 3.6.1). To query valid Proj ID values, press the ORACLE <LIST OF VALUES> key from this field, then press ORACLE <EXIT/CANCEL> to return to the Document Data screen. If the project ID has associated effectivities, use the ORACLE <TAB> key to position the cursor in the Effectivity(s) field. If the project ID does not have any associated effectivity, use the ORACLE <NEXT RECORD> key to position the cursor on the next Proj ID field.</p> | <table border="0"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">DCN
008</td> <td style="border-left: 1px solid black; padding-left: 5px;">DCN
010</td> </tr> </table> | DCN
008 | DCN
010 |
| DCN
008 | DCN
010 | | | | |
| 28 | Effectivity(s) | <p>Enter the code that identifies the effectivity of the change. An effectivity can include "+", indicating an "and" condition, or "-", indicating a "through" condition. To indicate all subsequent effectivities, enter the literal string "SUBS", i.e., "+ MG01 - SUBS". This field is validated against the Document Effectivity Code (DEF) Table, refer to paragraph 3.6.1. To query valid Effectivity(s) values, press the ORACLE <LIST OF VALUES> key from this field, then press ORACLE <EXIT/CANCEL> to return to the Document Data screen. If you need to enter more than three effectivities, use the ORACLE <NEXT RECORD> key.</p> | <table border="0"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">DCN
008</td> <td style="border-left: 1px solid black; padding-left: 5px;">DCN
010</td> </tr> </table> | DCN
008 | DCN
010 |
| DCN
008 | DCN
010 | | | | |
| 29 | Lead Engineer: | | | | |
| | Name | <p>Press the ORACLE <NEXT BLOCK> key to position the cursor in the Lead Engineer Name field. Enter the name of the engineer assigned responsibility for processing the change within a PCN.</p> | | | |
| 30 | Orgn | <p>Enter the organization responsible for the change.</p> | | | |

- 31 CMA Comments Press the ORACLE <NEXT BLOCK> key to position the cursor in the CMA Comments field. Enter any pertinent information related to the document. If you need more than three CMA comment lines, use the ORACLE <NEXT RECORD> key.

Data Committal

- 32 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the Related Document Data Screen or Return to the CPTAS Online Maintenance Menu

- 33 To continue processing the Document Data Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Data screen to the first block on the Related Document Data screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Related Document Data screen. To return to the Document Data screen, press the ORACLE <PREVIOUS BLOCK> or <PREVIOUS PAGE> key or press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Maintenance Menu.

OPTION: You can "back into" the PCN Control Information screen, if necessary, from the Document Data screen. You can accomplish this by pressing the ORACLE <PREVIOUS BLOCK> or <PREVIOUS PAGE> key from the first block on the Document Data screen. To return to the Document Data screen from the PCN Control Information screen, press the ORACLE <NEXT BLOCK> or <NEXT PAGE> key.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

OPEN ITEMS SCREEN

Screen Functions

Use the Open Items screen to view, modify, or close data that defines all open items associated to a particular document. You can access this screen from the Document Data and the Related Document Data screens. Figure 3-6 shows the Open Items screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM												
Open Items												
PD: FWI		PCN: _____		Code: _____		Number: _____						
			Rel	Rel		Rel	A	Rel	Next			
Sel	Doc	Code	Seq	Doc	Doc	Doc	c	Doc	Doc	Complete		
	/Doc	Number		Code	Number		Sys	t	Sup	Code	Date	
					/Actn	Org	/Actionee	Name				
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

028

Page 1

Count: *0

Figure 3-6. Open Items Screen

Open Items Screen Input

When you access this screen from the Document Data screen, you will use this screen to view, modify, and selectively close open items associated to a particular "target" document that you have queried. When you access this screen from the Related Document Data screen, you will use this screen to reference more than one target document or to link the closing document to open actions.

When you select the Open Items screen from the Document Data screen, all open items related to the target document will be displayed. When you select the Open Items screen from the Related Document Data screen, all open actions within the PCN are displayed. Select an item or multiple items from the list with an "X" in the Sel field. Press the ORACLE <COMMIT> key and the ORACLE <EXIT/CANCEL> key to return to the Document Data or Related Document Data screen. Use the Open Items screen any time you need to cancel a number, but not all, of the open items for an existing target document, or if the closing document is closing actions on more than one target document.



Data Entry Instructions

Use the Open Items screen to modify/input values for some fields on the screen. The fields on the Open Items screen that you can update include:

- (a) Item Seq,
- (b) Rel Doc Code,
- (c) Rel Doc Number,
- (d) Rel Doc Sys,
- (e) Act,
- (f) Rel Doc Sup,
- (g) Next Doc Code,
- (h) Complete Date,
- (i) Actn Org,
- (j) Actionee Name.

To use the Open Items screen for database update, enter the data or overwrite the existing data in any of the previously mentioned fields and then press the ORACLE <COMMIT> key to commit the entries to the CPTAS database.

To exit the Open Items screen, press the ORACLE <EXIT/CANCEL> key to return to the Document Data or Related Document Data screen.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

document data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode.

Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of related document data. Modify the related document data by entering only the changed data into the Related Document Data screen. To create new related document data, complete steps 1 through 18, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 19, or commit after each block by pressing the ORACLE <COMMIT> key. To access the next screen or return to the Document Data screen, follow step 20.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	If the Related Document Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> or <PREVIOUS PAGE> <PREVIOUS BLOCK> key, the program designator (PD) is automatically generated for the Related Document Data screen. If the Related Document Data screen is accessed from the Online Maintenance Menu, the PD must be entered from the Related Document Data screen.
2	PCN	If the Related Document Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> or <PREVIOUS PAGE> <PREVIOUS BLOCK> key, the program control number (PCN) is automatically generated for the Related Document Data screen. If the Related Document Data screen is accessed from the Online Maintenance Menu, the PCN must be entered or queried from the Related Document Data screen.

Document:

- | | | |
|---|----------|---|
| 3 | Code | If the Related Document Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> or <PREVIOUS PAGE> <PREVIOUS BLOCK> key, the document code is automatically generated for the Related Document Data screen. If the Related Document Data screen is accessed from the Online Maintenance Menu, the document code must be entered or queried from the Related Document Data screen. |
| 4 | Number | If the Related Document Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> or <PREVIOUS PAGE> <PREVIOUS BLOCK> key, the document number is automatically generated for the Related Document Data screen. If the Related Document Data screen is accessed from the Online Maintenance Menu, the document number must be entered or queried from the Related Document Data screen. |
| 5 | Item Seq | Enter the line number entry for each document action. This is a numeric field. |

Related Document:

- | | | |
|---|------|--|
| 6 | Code | Enter the code to identify the type document related to this change package. This field is validated against the Related Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
|---|------|--|

- | | | |
|----|---------------|--|
| 7 | Number | Enter the number that identifies the document related to this change package. If you wish to close open actions, you can access the Open Items screen from this field by pressing the ORACLE <LIST OF VALUES> key. When you access the screen from this field, the Open Items screen will close the selected action and pass back the document code and document number to the Related Document Data screen. The document date of the closing document is automatically copied into the Complete Date field of each action that is selected with an "X" in the Sel field. Reference paragraph 3.1.3 for a detailed discussion of open item closings. Figure 3-6 depicts the Open Items screen. |
| 8 | Rel Doc Sup | Enter a code that you can use in a User Generated Report definition to suppress selected data from the report output. This is an optional entry. |
| 9 | Act | Enter the document action code, which identifies the required action associated with the document being changed. This field is validated against the Document Action Code (DAC) Table which is a User Defined Values Table; refer to paragraph 3.6.1. |
| 10 | Rel Doc Sys | Enter the system that the related document action is associated with. This entry can be used to separate actions by different boards/projects. |
| 11 | Next Action | Enter the document code which identifies the next action for the change package. This field is validated against the Next Action Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 12 | Schedule Date | Enter the schedule date for the next action using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 13 | Complete Date | Enter the date the next action document was signed using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

- Actionee:**
- 14 **Orgn** Enter the organization of the individual responsible for the next action. If the organization is longer than 5 characters, the abbreviated Delta Report Generation will break at a "/" and print everything after a "/" on the second line. If there is no "/", everything after 5 characters will print on the second line.
- 15 **Name** Enter the name of the individual responsible for the next action.
- 16 **Action Comments** Press the ORACLE <NEXT BLOCK> key to position the cursor in the Action Comments field. Enter the comments pertaining to this action.

OPTION: To enter another next action item against the same document number, press the ORACLE <PREVIOUS BLOCK> key from the action comments. Then press the ORACLE <CREATE RECORD> key to place the screen in create mode. Position the cursor in the Item Sequence field, and repeat steps 1 through 11, or press the ORACLE <DUPLICATE RECORD> key to duplicate data that was previously entered in steps 1 through 11 from the preceding action item. You can then modify the duplicated data for the new next action item.

NOTE: The last block on the Related Document Data screen will show the values of the related document code and related document number on the corresponding action of the related document. You cannot enter or modify data in this block. The cursor will stop in this block to allow you to scroll the window in the event that this action closed multiple actions on the related document.

Previous Action's Related

- 17 **Code** This is a **display only** field which will show the related document code on the corresponding action of the related document.
- 18 **Number** This is a **display only** field which will show the related document number on the corresponding action of the related document.

Data Committal

- 19 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the CEI & Mod Kit Data Screen, Return to the Document Data Screen, or Return to the CPTAS Online Maintenance Menu

- 20 To continue processing the Document Data Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Related Document Data screen to the first block on the CEI & Mod Kit Data screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the CEI & Mod Kit Data screen. If you entered the Related Document Data screen from the Document Data screen, press the ORACLE <PREVIOUS PAGE> <PREVIOUS BLOCK> key to return to the Document Data screen or press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Maintenance Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.1.5. CEI & Mod Kit Maintenance

To access the CEI & Mod Kit Data screen for CEI & Mod Kit Maintenance, select Option 6, CEI & Mod Kit Maintenance, from the CPTAS Online Maintenance Menu.

Screen Functions

Use the CEI & Mod Kit Data screen to query, create, modify, and delete contract end item (CEI) and modification kit (mod kit) information. Figure 3-8 shows the CEI & Mod Kit Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
CEI & Mod Kit Data									
Document									
PD: _____	PCN: _____	Code: _____		Number: _____					
CEI Number		Serial Number(s)							
_____		From	To	CP	M/K	TYP			
Mod Kit No.		Flight/ Mission	Man	Mod Loc	Mod Req Event	Est M/Hrs			
Date	Ship	Install	Test	Launch	Launch				
Sched	_____	_____	_____	_____	Loc				
Actual	_____	_____	_____	_____	_____				
Title		Remarks							
_____		_____							
_____		_____							
_____		_____							
026									

DCN
008

Figure 3-8. CEI & Mod Kit Data Screen

CEI & Mod Kit Data Screen Input

Before attempting to enter data into the CPTAS database using the CEI & Mod Kit Data screen, you should first query the database. You can query any field on this screen except the Program Designator (PD) (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing CEI and mod kit data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying CEI and mod kit data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create CEI and mod kit data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of CEI and mod kit data. Modify the CEI and mod kit data by entering only the changed data into the CEI & Mod Kit Data screen.

To create new CEI and mod kit data, complete steps 1 through 27, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key. **The CEI must have been previously created on the CEI Data screen.** If you wish to access the CEI Data Query Screen from the CEI and Mod Kit Data screen, press the ORACLE <LIST OF VALUES> key from the CEI number field on this screen. If you wish to access the CEI Data screen from the CEI & Mod Kit Data screen, press the ORACLE <NEXT PAGE> key from the CEI Number field on this screen. To return to the CEI & Mod Kit Data screen from the CEI Data screen, press the ORACLE <EXIT/CANCEL> key.

Commit entries to the CPTAS database by completing step 28, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the Document Data screen, follow step 29.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	If the CEI & Mod Kit Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> key, the program designator (PD) is automatically generated for the CEI & Mod Kit Data screen. If the CEI & Mod Kit Data screen is accessed from the Online Maintenance Menu, the PD must be entered from the CEI & Mod Kit Data screen.
2	PCN	If the CEI & Mod Kit Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> key, the program control number (PCN) is automatically generated for the CEI & Mod Kit Data screen. If the CEI & Mod Kit Data screen is accessed from the Online Maintenance Menu, the PCN must be entered or queried from the CEI & Mod Kit Data screen.

Document:

- | | | |
|---|------------|--|
| 3 | Code | If the CEI & Mod Kit Data screen is accessed from the Related Document Data screen using the ORACLE <NEXT PAGE> <NEXT BLOCK> key, the document code is automatically generated for the CEI & Mod Kit Data screen. If the CEI & Mod Kit Data screen is accessed from the Online Maintenance Menu, the document code must be entered or queried from the CEI & Mod Kit Data screen. |
| 4 | Number | If the CEI & Mod Kit Data screen is accessed using the ORACLE <NEXT PAGE> <NEXT BLOCK> key, the document number is automatically generated for the CEI & Mod Kit Data screen. If the CEI & Mod Kit Data screen is accessed from the Online Maintenance Menu, the document number must be entered or queried from the CEI & Mod Kit Data screen. |
| 5 | CEI Number | Enter the contract end item (CEI) number. The CEI must be created on the Contract End Item (CEI) Data screen prior to access from the CEI & Mod Kit Data screen. Refer to paragraph 3.1.2. If you press the ORACLE <LIST OF VALUES> key from this field, the system will display the CEI Query screen. If you press the ORACLE <EXIT/CANCEL> key from the CEI Query screen, the system will return the CEI number to the CEI & Mod Kit Data screen. If you press the ORACLE <NEXT PAGE> key for this field, the Contract End Item (CEI) Data screen will be displayed. You can create a CEI and then return to the CEI & Mod Kit Data screen by pressing the ORACLE <PREVIOUS PAGE> or <EXIT/CANCEL> key. |

Serial Number(s):

- | | | |
|---|------|---|
| 6 | From | Enter the serial number of the beginning unit affected by the change. |
|---|------|---|

- | | | |
|--------------------|----------------|--|
| 7 | To | Enter the serial number of the ending unit affected by the change. |
| 8 | CP | Enter the approved change point during which the associated change is supposed to be incorporated. |
| 9 | M/K | An entry is required if the change is to be incorporated by the modification kit for any of the serial numbers. |
| 10 | TYP | Enter the modification kit type. |
| 11 | Mod Kit No. | Enter the identification number assigned to the modification kit. |
| 12 | Flight/Mission | Enter the flight/mission number/designator on which equipment has been or will be flown. |
| 13 | Man | Enter the indicator for a mandatory change. |
| 14 | Mod Loc | Enter the modification location code where the modification kit will be installed. This field is validated against the Modification Location Code (MLC) Table, which is a User Defined Values Table; refer to paragraph 3.6.1. |
| 15 | Mod Req Event | Enter the event that identifies the change requirement for the implementation of a modification kit. |
| 16 | Est M/Hrs | Enter the estimated number of man-hours required to install the modification kit. This is a numeric field. |
| Date Sched: | | |
| 17 | Ship | Enter the date the modification kit is scheduled to be shipped using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

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- | | | |
|----|---------|---|
| 18 | Install | Enter the date the modification kit is scheduled to be installed using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 19 | Test | Enter the date the modification kit is scheduled to be tested using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 20 | Launch | Enter the date the modification kit is scheduled to be launched using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

Date Actual:

- | | | |
|----|------------|--|
| 21 | Ship | Enter the date the modification kit is actually shipped using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 22 | Install | Enter the date the modification kit is actually installed using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 23 | Test | Enter the date the modification kit is actually tested using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 24 | Launch | Enter the date the modification kit was actually launched using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 25 | Launch Loc | Enter the launch location from which the modification kit was actually launched. |
| 26 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Title field. Enter the modification kit title. |

- 27 Remarks Press the ORACLE <NEXT BLOCK> key to position the cursor in the Remarks field. Enter the remarks pertaining to this modification kit.

Data Committal

- 28 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Return to the Document Data Screen or the CPTAS Online Maintenance Menu

- 29 To continue processing the CEI & Mod Kit Data screen, press the ORACLE <NEXT BLOCK> key to proceed through the blocks. If you entered the CEI & Mod Kit Data screen from the Related Document Data screen, press the ORACLE <PREVIOUS PAGE> key to return to the Document Data screen or press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.1.6 PCN Scan

To access the PCN Scan screen, select the Option 7, PCN Scan, from the CPTAS Online Maintenance Menu.

PCN SCAN SCREEN

Screen Function

Use the PCN Scan screen to query data associated to a program control number (PCN). Figure 3-9 depicts the PCN Scan screen.

CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM PCN SCAN							
PD: _____		PCN: _____					
Assigned Date	Orig Org	Cat Respon/Engineer			Closed Date	Revised Date	
PCN	Proj	Item Seq	Doc Code	Doc Number	Rel Code	Rel Doc Number	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	

Enter a query; press ENTER to execute, PF3 to cancel. _____

Page 1 ENTER QUERY Count: *0

Figure 3-9. PCN Scan Screen

Querying the PCN Scan Screen

The PCN Scan screen functions in query mode only. You may query any field on this screen except the Program Designator (PD) field. You may issue a query for a specific PCN by entering the PD and the full PCN. A partial entry into the PCN field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may issue a generic query with no entry in the PCN field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

NOTE: If you press the ORACLE <LIST OF VALUES> key from the PCN field in the first or second block on this screen, the system will display the PCN Control Information screen. Press the ORACLE <EXIT/CANCEL> key to return to the PCN Scan screen. If you press the ORACLE <NEXT

PAGE> or <NEXT BLOCK> key from any field in the second block on this screen, the system will display the Document Data screen. Press the ORACLE <EXIT/CANCEL> key to return to the PCN Scan screen. Reference Appendix A, Figure A-1, Online Maintenance Menu Process Options, for an overview of the process.

Return to the CPTAS Online Maintenance Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.2 Online Query Menu

Use the Online Query Menu to access screens for querying program control numbers (PCN's) and contract end items (CEI's). Figure 3-10 shows the Online Query Menu.

Date: _ _ - _ - _	Time: _ : _
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
ONLINE QUERY MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS MAIN MENU
2	PCN Query
3	CEI Query
4	PCN Scan
5	User Defined Value Query
ENTER SELECTION: 1	
(VALID RANGE IS THRU 5)	
Page 1	Count: *0

Figure 3-10. Online Query Menu

Accessing the Online Query Screens

To query data on the Online Query screens, select Option 3 from the CPTAS MAIN MENU; then, select Options 2, 3, 4, or 5, as applicable, from the Online Query Menu, and enter the data elements specified for each screen.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE APPLICATIONS menu.

Option 1, RETURN TO CPTAS MAIN MENU, automatically returns the screen to the CPTAS MAIN MENU.

Option 2, PCN Query, is used to query PCN information. See paragraph 3.2.1.

Option 3, CEI Query, is used to query CEI information. See paragraph 3.2.2.

Option 4, PCN Scan, is used to query a PCN and its associated document and related document information. See paragraph 3.2.3.

Option 5, User Defined Value Query, is used to query the User Defined Values Tables. See paragraph 3.2.4.

3.2.1 PCN Query

To access the PCN Query screens, select Option 2 from the CPTAS Online Query Menu. Four screens are available through this option:

- (a) PCN Control Information Query screen,
- (b) Document Data Query screen,
- (c) Related Document Data Query screen,
- (d) CEI & Mod Kit Data Query screen.

3.2.1.1 PCN Control Information Query Screen

Screen Function

Use the PCN Control Information Query screen to query the program control number (PCN) change package information. Figure 3-11 shows the PCN Control Information Query screen. Refer to paragraph 3.1.1 for a description of the data elements on the PCN Control Information Query screen.

[illegible]

Figure 3-11. PCN Control Information Query Screen

Querying the PCN Control Information Query Screen

The PCN Control Information Query screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) field. You

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may issue a query for a specific PCN and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. A partial entry into a field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the PCN field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Document Data Query Screen or Return to the CPTAS Online Query Menu Access

To continue processing the PCN Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the PCN Control Information Query screen to the first block on the Document Data screen, or press the ORACLE <NEXT PAGE> key after you query a record to proceed to the Document Data Query screen. To exit the PCN Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.2.1.2 Document Data Query Screen

Screen Function

Use the Document Data Query screen to query change request data related to the program control number (PCN) package. This data defines all change request documents by code, number, and descriptive information. Figure 3-12 shows the Document Data Query screen. Refer to paragraph 3.1.3 for a description of the data elements on the Document Data Query screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Document Data Query									
PD: _____		PCN: _____		Code: _____		Document Number: _____			
Document Date	Received Date	Doc Sta	Type	S u	L v	Sys	Contract Auth No.	Contract Auth Date	
Doc Contract No:						Mission Eff:			
Drawing Number:						Part Serial No:			
Doc Title: _____									
Doc Remarks: _____									
Proj ID	Effectivity(s)	===== Lead Engineer =====				CMA Comments			
		Name/Orgn /Mail Code							
Page 1					Count: *0				

Figure 3-12. Document Data Query Screen

Querying the Document Data Query Screen

The Document Data Query screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) and PCN fields. The PD and the PCN from the previous screen will be entered automatically on this screen. You may issue a query for a specific document by entering the full document code and the full document number. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the Document Code or the Document Number fields. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

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Proceed to the Related Document Data Query Screen or Return to the CPTAS Online Query Menu

To continue processing the PCN Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Data Query screen to the first block on the Related Document Data Query screen, or press the ORACLE <NEXT PAGE> key after you query a record to proceed to the Related Document Data Query screen. To exit the PCN Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.2.1.3 Related Document Data Query Screen

Screen Function

Use the Related Document Data Query screen to query data for documents related to this change request by document code and number related to the program control number (PCN) package. This data defines all related documents by code, number, and descriptive information. Figure 3-13 shows the Related Document Data Query screen. Refer to paragraph 3.1.3 for a description of data elements on the Related Document Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Related Document Data Query									
PD: _____		PCN: _____		===== Document =====					
				Code: _____		Number: _____			
Item Seq	==== Code	Related Document Number	====	Disp	Act	Next Action	Schedule Date	Complete Date	
	Orgn	Name					Mail Code		
Actionee: _____									
Action Comments									

020									
ENTER QUERY Count: *0									

Figure 3-13. Related Document Data Query Screen

Querying the Related Document Data Query Screen

The Related Document Data Query screen functions only in query mode. You may query any field on this screen except the Program Designator (PD), PCN, Document Code, and Document Number fields. You must query for or enter the PD, PCN, document code, and document number on the previous screens so that CPTAS will automatically enter the PD, PCN, document code, and document number on this screen. You may issue a query for a specific related document by entering the item sequence or full related document code and the full related document number. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the related Document Code or the related Document Number fields. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

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Proceed to the CEI & Mod Kit Query Screen or Return to the CPTAS Online Query Menu

To continue processing the PCN Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Related Document Data Query screen to the first block on the CEI & Mod Kit Data Query screen, or press the ORACLE <NEXT PAGE> key after you query a record to proceed to the CEI and Mod Kit Query screen. To exit the PCN Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.2.1.4 CEI & Mod Kit Data Query Screen

Screen Function

Use the CEI & Mod Kit Data Query screen to query contract end item (CEI) and modification kit (mod kit) information. Figure 3-14 shows the CEI & Mod Kit Data Query screen. Refer to paragraph 3.1.5 for a description of the data elements on the CEI & Mod Kit Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
CEI & Mod Kit Data Query									
PD: _____		PCN: _____		Code: DOC _____		Number: _____		Document: _____	
CEI Number _____		Serial Number(s) _____		From _____ To _____		CP _____		M/K _____ TYP _____	
Mod Kit No. _____		Flight/Mission _____		Man Mod Loc _____		Mod Req _____		Est M/Hrs _____	
Date _____		Ship _____		Install _____		Test _____		Launch _____	
Sched _____		Actual _____		_____		_____		Launch Loc _____	
Title _____				Remarks _____					
_____				_____					
_____				_____					
_____				_____					

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DCN
008

Figure 3-14. CEI & Mod Kit Data Query Screen

Querying the CEI & Mod Kit Data Query Screen

The CEI & Mod Kit Data Query screen functions only in query mode. You may query any field on this screen except the Program Designator (PD), Program Control Number (PCN), Document Code, and Document Number fields. You must query for or enter the PD, PCN, document code, and document number on the previous screens so that CPTAS will automatically enter the PD, PCN, document code, and document number on this screen. You may issue a query for a CEI by entering the full CEI number. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the CEI number field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

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Proceed to the PCN Control Information Query Screen or Return to the CPTAS Online Query Menu

To continue processing the PCN Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the CEI & Mod Kit Data Query screen to the first block on the PCN Control Information Query screen. To exit the PCN Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.2.2 CEI Query

To access the Contract End Item (CEI) Query screen, select Option 3, CEI Query, from the CPTAS Online Query Menu.

CONTRACT END ITEM (CEI) QUERY SCREEN

Screen Function

Use the Contract End Item (CEI) Query screen to query the contract end item information required for tracking and accounting of a request against a CEI. Figure 3-15 shows the Contract End Item (CEI) Query screen. Refer to paragraph 3.1.2 for a description of data elements on the Contract End Item (CEI) Data screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM						
Contract End Item (CEI) Query						
PD: _____	CEI: _____	Part No: _____	Sup: _____			
CEI Title: _____						
Orgn	Name	Mail Code				
Custodian: _____						
Preparer: _____						
CEI Spec No: _____	CEI Cont No: _____					
Contractor Ident: _____	Tot Qty: _____	Cat: _____	CCB: _____			
Sched Issue: _____	Act Issue: _____					
Serial No.	Location	Veh No.	Type	Life Cycle	Value	Start
_____	_____	_____	_____	_____	_____	_____
===== Mission Data =====						
Flight		Date				
_____		_____				
_____		_____				
Enter a query. Press ENTER to execute, PF3 to cancel.						010
Page 1		ENTER QUERY		Count: *0		

Figure 3-15. Contract End Item (CEI) Query Screen

Querying the Contract End Item (CEI) Query Screen

The Contract End Item (CEI) Query screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) field. You may issue a query for contract end item data by entering the PD and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

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Return to the CPTAS Online Query Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.2.3 PCN Scan

To access the PCN Scan screen, select Option 4, PCN Scan, from the CPTAS Online Query Menu.

PCN SCAN SCREEN

Screen Function

Use the PCN Scan screen to query data associated to a program control number (PCN). Figure 3-16 depicts the PCN Scan screen.

```

CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM
PCN SCAN

PD: ____ PCN: _____
Assigned Orig Brd Closed Revised
Date Org Lvl Respon/Engineer Date Date

PCN Proj Item Doc Doc Rel Rel Doc
Seq Code Number Code Number

Enter a query; press ENTER to execute, PF3 to cancel.
Page 1 ENTER QUERY Count: *0

```

Figure 3-16. PCN Scan Screen

Querying the PCN Scan Screen

The PCN Scan screen functions in query mode only. You may query any field on this screen. You may issue a query for a specific PCN by entering the program designator (PD) and the full PCN. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key, the ORACLE <PREVIOUS RECORD> key, or the ORACLE <NEXT SET OF RECORDS> key.

Return to the CPTAS Online Query Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.

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Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

To access the User Defined Values Table screen, select Option 5, User Defined Value Query, from the CPTAS Online Query Menu.

Screen Function

Use the User Defined Values Table screen to query any of the User Defined Tables. Figure 3-17 depicts the User Defined Values Table screen. Refer to paragraph 3.6.1 for a description of data elements on the User Defined Values Table screen.

[illegible]

Figure 3-17. User Defined Values Table Screen

Querying the User Defined Values Table Screen

The User Defined Values Table screen functions in query mode only. You may query any field on this screen except the Program Designator (PD) field. You may issue a query for a specific User Defined Values Table by entering the PD and the full element. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

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Return to the CPTAS Online Query Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.3 Standard Report Request Menu

Use the Standard Report Request Menu to access screens for generating Standard Report requests. Figure 3-18 shows the Standard Report Request Menu.

Date: _____	Time: _____
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
STANDARD REPORT REQUEST MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS MAIN MENU
2	PCN Assignment and Status Report
3	CPTAS Extended Master Report - Delta Items Only
4	CPTAS Abbreviated Master Report - Delta Items Only
5	Configuration Management Accounting Report
6	Configuration Identification Index Report
7	ICD/IRN Configuration Identification Index Report
ENTER SELECTION: 1	
(VALID RANGE IS THRU 7)	
Page 1	Count: *0

Figure 3-18. Standard Report Request Menu

Accessing the Standard Report Request Menu

To access the Standard Report Request Menu, select Option 4 from the CPTAS Main Menu. Then, select Options 2 through 7, as applicable, from the Standard Report Request Menu and enter the data elements specified for each screen to initiate a report request.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE APPLICATIONS MENU.

Option 1, RETURN TO CPTAS MAIN MENU, automatically returns the screen to the CPTAS Main Menu.

Option 2, PCN Assignment and Status Report, is used to initiate PCN Assignment and Status Report requests. See paragraph 3.3.1.

Option 3, CPTAS Extended Master Report - Delta Items Only, is used to initiate CPTAS Extended Master Report - Delta Items Only requests. See paragraph 3.3.2.

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Option 4, CPTAS Abbreviated Master Report - Delta Items Only, is used to initiate the CPTAS Abbreviated Master Report - Delta Items Only requests. See paragraph 3.3.3.

Option 5, Configuration Management Accounting Report, is used to initiate Configuration Management Accounting Report requests. See paragraph 3.3.4.

Option 6, Configuration Identification Index Report, is used to initiate Configuration Identification Index Report requests. See paragraph 3.3.5.

Option 7, ICD/IRN Configuration Identification Index Report, is used to initiate ICD/IRN Configuration Identification Index Report requests. See paragraph 3.3.6.

3.3.1 PCN Assignment and Status Report

Screen Function

Use the Program Control Number Assignment and Status Report screen to request a CPTAS Program Control Number Assignment and Status Report by selecting Option 2 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the PCN Control Information screen accessed through the Online Maintenance Menu. Figure 3-19 shows the Program Control Number Assignment and Status Report screen. Figure 3-20 depicts the Program Control Number Assignment and Status Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM Program Control Number Assignment And Status Report							
This report provides information and status for Program Control Numbers (PCN) for the entered Program Designator (PD) codes.							
User Name: _____							
Printer Name	Bin	Copies	PD 1	PD 2	PD 3	PD 4	PD 5
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
SYSTEM	---	---	---	---	---	---	---
							030
Page 1				Count: *0			

Figure 3-19. Program Control Number Assignment and Status Report Screen

Program Control Number Assignment and Status Report Screen Input

To create a report request, complete steps 1 through 9 as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 10. To return to the Standard Report Request Menu, follow step 11.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Program Control Number Assignment and Status Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD 1	To receive information for a specific program designator (PD), enter the first PD.
6	PD 2	Enter a second PD, if desired.
7	PD 3	Enter a third PD, if desired.
8	PD 4	Enter a fourth PD, if desired.
9	PD 5	Enter a fifth PD, if desired.

OPTION: You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD 1 field of the next available record.

Data Committal

10 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to Standard Report Request Menu

11 Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The CPTAS Program Control Number Assignment and Status Report will print all program control numbers (PCN's) assigned to a PD, along with the control information entered in the PCN Control Information and Document Data Maintenance screens. You must initiate this report by completing the required data fields on the Program Control Number Assignment and Status Report screen. Figure 3-20 depicts the Program Control Number Assignment and Status Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
**** PROGRAM CONTROL NUMBER ASSIGNMENT AND STATUS REPORT****									
AS OF DD MON YR									
REPORT ID NUMBER XXXXXXXX									
PAGE XXX									
P/D	PRE	PCN	ASSIGN DATE	ORIGIN	BRD LVL	LEAD ENGINEER	CLOSED DATE	REVISED DATE	PROGRAMS
---	---	-----	-----	-----	---	-----	-----	-----	-----
xxx	xxx	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxxxxxxxxxx
xxx	xxx	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxxxxxxxxxx
.
xxx	xxx	xxxxxxx	xxxxxxxxx	xxxxxxxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxxxxxxxxxx

Figure 3-20. Program Control Number Assignment and Status Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.3.2 CPTAS Extended Master Report - Delta Items Only

Screen Function

Use the CPTAS Extended Master Report - Delta Items Only screen to request the CPTAS Extended Master Report - Delta Items Only Report by selecting Option 3 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the PCN Control Information screen and Document Data Maintenance screens accessed through the Online Maintenance Menu. Figure 3-21 shows the CPTAS Extended Master Report - Delta Items Only screen. Figure 3-22 depicts the CPTAS Extended Master Report - Delta Items Only Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
CPTAS Extended Master Report - Delta Items Only				
This report provides PD, PCN, and document information for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, a %, or the word ALL to print the entire log for the designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---

045

Page 1

Count: *0

Figure 3-21. CPTAS Extended Master Report - Delta Items Only Screen

CPTAS Extended Master Report - Delta Items Only Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Standard Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entry	Instructions
1	User Name	The user name is automatically generated on the CPTAS Extended Master Report - Delta Items Only screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	To receive information for a specific program designator (PD), enter the PD. This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's) within a specific PD that have been modified since the last print, enter the word "ALL" in the PCN field or leave the PCN field blank. This will generate a report consisting of all PCN's modified since the last print of the report.
6	PCN	To receive information for a specific PCN, enter the PCN.

OPTION: You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Standard Report Request Menu

8 Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The CPTAS Extended Master Report - Delta Items Only will print only PCN's that have been created or updated since the last time the report was run. If only the PD is specified, the report will print the document and related document information that was input since the last CPTAS Extended Master Report - Delta Items Only was run, along with the control information for the PD and PCN. The report will be sorted by PCN within PD. The system processes this report at the close of each business day. You may also initiate this report by completing the required data fields on the CPTAS Extended Master Report - Delta Items Only screen. Figure 3-22 depicts the CPTAS Extended Master Report - Delta Items Only layout.

CPTAS EXTENDED MASTER REPORT DELTA ITEMS ONLY						REPORT ID NUMBER XXXXXXXX PAGE XXX AS OF DATE: DD-MON-YR		
PD PCN XX XXXXXX								
ASSIGNED DATE XX-XX-XX	ORIGINATE ORG XXXX	ORIGINATOR NAME XXXXXX	RESPONSIBLE ORG XXXX	RESPONSIBLE INDIVIDUAL XXXXXX	PCN BRD X	REVISED DATE XX-XX-XX	CLOSED DATE XX-XX-XX	
DESCRIPTION:								
COMMENTS:								
AFFECTED ELEMENTS:								
PROJ ID XXX	I-----DOCUMENT----- CODE NUMBER XXX XXXXX-XXX		L V ---	TYPE CHNG ---	P R ---	DOC DATE XX-XX-XX	CONTRACTUAL AUTHORIZATION XXXXXX-XXXX	CA DATE XX-XX-XX
DOC RMKS:								
I----- ITEM SEQ XXXX	RELATED DOCUMENT----- CODE NUMBER XXXX XXXXX-XXX		EFFECTIVITY XXXXXX-XXXXX		I-----PART----- DRAWING NUMBER SERIAL NO. XXXXXX-XXX-XXXXX XXXXX-XXX		MISSION EFFECTIVITY XXXXXX	D A X
I-----NEXT ACTION-----								
CODE XXXX	COMMENTS		ORG XXXX	NAME XXXXXX		SCH COMP XX-XX-XX	ACT COMP	DISP
I----- ITEM SEQ XXXX	RELATED DOCUMENT----- CODE NUMBER XXXX XXXXX-XXX		EFFECTIVITY XXXXXX-XXXXX		I-----PART----- DRAWING NUMBER SERIAL NO. XXXXXX-XXX-XXXXX XXXXX-XXX		MISSION EFFECTIVITY XXXXXX	D A X
I-----NEXT ACTION-----								
CODE XXXX	COMMENTS		ORG XXXX	NAME XXXXXX		SCH COMP XX-XX-XX	ACT COMP	DISP
I----- ITEM SEQ XXXX	RELATED DOCUMENT----- CODE NUMBER XXXX XXXXX-XXX		EFFECTIVITY XXXXXX-XXXXX		I-----PART----- DRAWING NUMBER SERIAL NO. XXXXXX-XXX-XXXXX XXXXX-XXX		MISSION EFFECTIVITY XXXXXX	D A X
I-----NEXT ACTION-----								
CODE XXXX	COMMENTS		ORG XXXX	NAME XXXXXX		SCH COMP XX-XX-XX	ACT COMP	DISP

Figure 3-22. CPTAS Extended Master Report - Delta Items Only



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.3.3 CPTAS Abbreviated Master Report - Delta Items Only

Screen Function

Use the CPTAS Abbreviated Master Report - Delta Items Only screen to request the CPTAS Abbreviated Master Report - Delta Items Only by selecting Option 4 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the PCN Control Information screen and Document Data Maintenance screens accessed through the Online Maintenance Menu. Figure 3-23 shows the CPTAS Abbreviated Master Report - Delta Items Only screen. Figure 3-24 depicts the CPTAS Abbreviated Master Report - Delta Items Only Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
CPTAS Abbreviated Master Report - Delta Items Only				
This report provides PD, PCN, and document information for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, a %, or the word ALL to print the entire log for the designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
				370
Page 1		Count: *0		

Figure 3-23. CPTAS Abbreviated Master Report - Delta Items Only Screen

CPTAS Abbreviated Master Report - Delta Items Only Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Standard Report Request Menu, follow step 8.

Data Entry Instructions

Step	Data Entry	Instructions
1	User Name	The user name is automatically generated on the CPTAS Abbreviated Master Report - Delta Items Only screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	To receive information for a specific program designator (PD), enter the PD. This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's) within a specific PD that have been modified since the last print, enter the word "ALL" in the PCN field or leave the PCN field blank. This will generate a report consisting of all PCN's modified since the last print of the report.
6	PCN	To receive information for a specific PCN, enter the PCN.

OPTION:

You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7

Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Standard Report Request Menu

8

Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The CPTAS Abbreviated Master Report - Deltas Items Only is a shortened version of the CPTAS Extended Master Report - Delta Items Only. The CPTAS Abbreviated Master Report - Delta Items Only will print only PCN's that have been created or updated since the last time the report was run. If only the PD is specified, the report will print the document and related document information that was input since the last CPTAS Abbreviated Master Report - Delta Items Only was run, along with the control information on the PD and the PCN. The system processes this report at the close of each business day. You may also initiate this report by completing the required data fields on the CPTAS Abbreviated Master Report - Delta Items Only screen. Figure 3-24 depicts the CPTAS Abbreviated Master Report - Delta Items Only layout.

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CPTAS ABBREVIATED MASTER REPORT DELTA ITEMS ONLY AS OF DD MON YR										REPORT ID NUMBER _____	
PD	PCN									PAGE	XX
PE	N10001										
ASSIGNED	ORG/TNT	BRD	LVL	ORG/CPE	CLOSED	REVISED					
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				XX-XXX-XX	XX-XXX-XX					
DESCRIPTION	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
COMMENTS	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
PROJ	ITEM	DOCUMENT CODE NUMBER	RELATED INFORMATION CODE NUMBER	T A S L Y C U V	DOC. DATE	EFFECTIVITY	SY	NEXT ACT.	RESP ORG.	SCHEDULE DATE	COMPLETE DATE
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				CE	EJ33 MSFC	XX-XXX-XX	
REMARKS						ACTIONEE NAME: TERRY			XX-XXX-XX		
CHANGE DETAILED CAPTURE REQUIREMENTS											
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				RECP	TRWXX XXXXX	XX-XXX-XX	
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				RECP	CSC	XX-XXX-XX	
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				CE	EJ33	XX-XXX-XX	
						ACTIONEE NAME: TERRY					
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				CCBD	TA21	XX-XXX-XX	
XXX	XXXX	XXX XXXXX	XXX XXXXXX-XXX	XXXX				LTR	AP54	XX-XXX-XX	
								LTR	AP54	XX-XXX-XX	

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Figure 3-24. CPTAS Abbreviated Master Report - Delta Items Only

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.3.4 Configuration Management Accounting Report

Screen Function

Use the Configuration Management Accounting Report screen to request a CPTAS Configuration Management Accounting Report by selecting Option 5 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the Contract End Item Maintenance screens accessed through the Online Maintenance Menu. Figure 3-25 shows the Configuration Management Accounting Report screen. Figure 3-26 depicts the Configuration Management Accounting Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM			
Configuration Management Accounting Report			
This report prints Mod-Kit information for the entered Program Designator, Mod-Kit Number, ECP Number, or CEI Number. If you do not specify any additional parameters other than PD, all Mod-Kits will be printed for the PD entered.			
User Name: _____			
Printer	Name	Bin Copies	
SYSTEM	_____	_____	
PD	MOD KIT Number	ECP Number	CEI Number
SYSTEM	_____	_____	_____
PD	MOD KIT Number	ECP Number	CEI Number
SYSTEM	_____	_____	_____
PD	MOD KIT Number	ECP Number	CEI Number
_____	_____	_____	_____
			025
Page 1		Count: *0	

Figure 3-25. Configuration Management Accounting Report Screen

Configuration Management Accounting Report Screen Input

To create a report request, complete steps 1 through 8, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 9. To return to the Standard Report Request Menu, follow step 10.

Data Entry Instructions

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Configuration Management Accounting Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	To receive information for a specific program designator (PD), enter the PD. This is a mandatory field.
	OPTION:	To receive information on all modification kits (mod kits), leave the Mod Kit Number, Engineering Change Proposal (ECP) Number, and contract end item (CEI) Number fields blank. This action will generate a report consisting of all mod kits.
6	Mod Kit Number	To receive information for a specific mod kit, enter the mod kit number.

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- 7 ECP Number To receive information for a specific ECP, enter the ECP number.
- 8 CEI Number To receive information for a specific CEI, enter the CEI number.

OPTION: You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

- 9 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Standard Report Request Menu

- 10 Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The Configuration Management Accounting Report will print mod kit information for the PD, CEI, ECP, and mod kit number or any combination of these. You must initiate this report by completing the required data fields on the Configuration Management Accounting Report screen. The report will be sorted in PD, contractor identification, configuration control board (CCB), and TEST/FLIGHT/GSE order. Figure 3-26 depicts the Configuration Management Accounting Report layout.

CONFIGURATION MANAGEMENT ACCOUNTING REPORT											REPORT ID NUMBER XXXXXXXX	
											PAGE XXX	
											AS OF DATE XX-XXX-XXXX	
CONTRACTOR IDENT XX TEST/FLIGHT/GSE XX			MODIFICATION STATUS PROGRAM XX					CONFIGURATION CONTROL BOARD XX				
CONTRACT END ITEM NUMBER	VEHICLE NUMBER	CURRENT CHANGE/ MODIFICATION KIT NUMBER	SERIAL NUMBER FROM THRU	PCN	FIRST FLIGHT	ESH M/H	T Y KIT P LOCATION	SHIP/ ACTUAL DATE	PART I COMPL DATE	PART II COMPL DATE		
XXXXXX	XXX	XXXXXX XXX	XXXX XXX	XXXXXX	XXXXXXXX	XX	X XXXX	XX-XXX-XX XX-XXX-XX	XX-XXX-XX XX-XXX-XX	XX-XXX-XX XX-XXX-XX		

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Figure 3-26. Configuration Management Accounting Report

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.3.5 Configuration Identification Index Report

Screen Function

Use the CMA Report - Configuration Identification Index screen to request Configuration Identification Index Report by selecting Option 6 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. Figure 3-27 shows the CMA Report - Configuration Identification Index Report screen. The control information for Report is entered on the CEI Maintenance and Document Data screens accessed through the the Online Maintenance Menu. Figure 3-28 depicts the CMA Report - Configuration Identification Index Report layout.

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CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM					
CMA Report - Configuration Identification Index					
This report prints activity lists of all CEI's and ECP's in the database for the specified PD, or for the CEI or ECP entered below.					
User Name: _____					
Printer Name SYSTEM	Bin	Copies	PD	CEI Number	ECP Number
_____	_____	_____	_____	_____	_____
					035
Page 1			Count: *0		

Figure 3-27. CMA Report - Configuration Identification Index Screen

CMA Report - Configuration Identification Index Screen Input

To create a report request, complete steps 1 through 7, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 8. To return to the Standard Report Request Menu, follow step 9.

Data Entry Instructions

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the CMA Report - Configuration Identification Index screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all contract end items (CEI's) and Engineering Change Proposals (ECP's), leave the CEI Number and the ECP Number fields blank. This action will generate a report consisting of all CEI's and ECP's.
6	CEI Number	To receive information for a specific CEI, enter the CEI number.
7	ECP Number	To receive information for a specific ECP, enter the ECP number.

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Data Committal

- 8 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Standard Report Request Menu

- 9 Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The Configuration Identification Index Report will print configuration management accounting (CMA) and ECP information for a CEI or ECP number. You must initiate this report by completing the required data fields on the CMA Report - Configuration Identification Index screen. Remarks are entered on the Document Data Screen. The report will be sorted in PD, contractor identification, configuration control board, and TEST/FLIGHT/GSE order. Figure 3-28 depicts the CMA Report - Configuration Identification Index Report layout.

CONFIGURATION MANAGEMENT ACCOUNTING REPORT CONFIGURATION IDENTIFICATION INDEX										REPORT ID NUMBER XXXXXXXX PAGE XXX AS OF DATE XX-XXX-XXXX	
CEI NUMBER XXXXXX		CEI NOMENCLATURE XX				PROGRAM PE					
SPEC NUMBER X						CEI PART NUMBER X		TEST/FLIGHT/GSE X		QUANTITY XX	
SPEC PREPARED BY		CONTRACT NUMBER X				TEST/FLIGHT/GSE X		QUANTITY XX			
SPEC CUSTODIAN		CONTRACTOR IDENT X				CONFIGURATION CONTROL BOARD X					
SPEC SCHED ISSUE DATE											
SPEC ACTUAL ISSUE DATE											
----- CEI -----			----- CEI -----			----- CEI -----					
LOCATION	SERIAL	FLT. VEH.	LOCATION	SERIAL	FLT. VEH.	LOCATION	SERIAL	FLT. VEH.			
-----	-----	-----	-----	-----	-----	-----	-----	-----			
----- CHANGE DATA -----											
DOC	SERIAL NUMBER	CCRD	A	M	T	R					
CODE CHANGE NUMBER	CHANGE TITLE	FROM THRU	NUMBER	DATE	C	/ CONTRACT	Y	PCN	/		
					T	K AUTH NO.	P	NUMBER	N		
ECR	EJ33-93-T017	ADD DETAILED CAPTURE RQMT'S TO AMO-2000	001	001	TA21-00-0020	15094	C	N	000151	N	
										REMARKS: CAPTURE RQMT'S TO XXX-XXXX	

Figure 3-28. CMA Report - Configuration Identification Index Report

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.3.6 ICD/IRN Configuration Identification Index Report

Screen Function

Use the ICD/IRN Configuration Identification Index Report screen to request the ICD/IRN Configuration Identification Index Report by selecting Option 7 from the Standard Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The control information for this report is entered on the Contract End Item Maintenance screen accessed through the Online Maintenance Menu. Figure 3-29 shows the ICD/IRN Configuration Identification Index Report screen. Figure 3-30 depicts the ICD/IRN Configuration Identification Index Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM ICD/IRN Configuration Identification Index Report							
This report prints activity lists of all ICD/IRN's in the database, or for the CEI or ICD/IRN number entered below. If a 'Y' is entered for R/N, only newly added or revised ICD/IRN's will be printed. If a 'Y' is entered for Reset R/N, all R/N indicators will be reset.							
User Name: CTFRA46 _____							
Printer Name SYSTEM	Bin	Copies	PD	CEI Number	ICD/IRN Number	R / N Y	Res R/N N
						CP040	
Page 1				Count: *0			

Figure 3-29. ICD/IRN Configuration Identification Index Report Screen

ICD/IRN Configuration Identification Index Report Screen Input

To create a report request, complete steps 1 through 9, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 10. To return to the Standard Report Request Menu, follow step 11.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the ICD/IRN Configuration Identification Index Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all Interface Control Documents (ICD's) and Interface Revision Notices (IRN's), leave the Project and ICD/IRN Number fields blank. This action will generate a report consisting of all ICD's and IRN's.
6	Project	To receive information for a specific project, enter the project.
7	ICD/IRN Number	To receive information for a specific ICD/IRN, enter the ICD/IRN number.

- 8 R/N Enter "Y" to print projects with ICD's/IRN's that have been revised (R) or newly added (N) since the last publication of a project's document. Enter "N" to print all project information.
- 9 Res R/N Enter "Y" to reset all R/N indicators. Enter "N" to not modify the R/N indicators.

Data Committal

- 10 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Standard Report Request Menu

- 11 Press the ORACLE <EXIT/CANCEL> key to return to the Standard Report Request Menu.

Generated Output

The ICD/IRN Configuration Identification Index Report will print Configuration Management Accounting (CMA) and ICD information for a PD. The report will be sorted in PD and project order. You must initiate this report by completing the required data fields on the ICD/IRN Configuration Identification Index Report screen. Figure 3-30 depicts the ICD/IRN Configuration Identification Index Report layout.

<p>REPORT ID NUMBER CP026PRO CEI NR: AAD1196A PAGE 1 AS OF DATE 19 SEP 1994</p> <p>CONFIGURATION MANAGEMENT ACCOUNTING REPORT ICD/IRN CONFIGURATION IDENTIFICATION INDEX</p> <p>CEI TITLE: ADVANCED AUTOMATED DIRECTIONAL SOLIDIFICATION FURNACE</p>									
ICD/IRN NO.	ICD/IRN TITLE	EFFECTIVITY FROM THRU	LEVEL 2 CCRD LEVEL 3 CCRD	DATE	CA/DATE	PCN	COM	CONTRACTOR ACGN/DATE	R / N
ICD-3-60033	AADSF EXPERIMENT MUFFLE TO F01 INTERFACE TO THE AADSF FUR NACE ASSY EXP ASD SF-A1	F03	MD3-01-0248	05-MAR-92		AD00002	Y		R
ICD-3-60034	AADSF SUB-SYSTEM INTERFACE F01	F03	MD3-01-0268	26-APR-93	CA12345 09-JAN-92	AD00024		ACKN2345 01-JAN-92	R

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Figure 3-30. ICD/IRN Configuration Identification Index Report

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+ **Messages**

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.4 User Generated Report Menu

Use the User Generated Report Menu to access the User Generated Reports screens. These screens are used to query, create, modify, delete, or request User Generated Reports. Figure 3-31 depicts the User Generated Report Menu.

Date: _____	Time: _____
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
USER GENERATED REPORT MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS MAIN MENU
2	Add or Modify User Generated Report
3	Run a User Generated Report
4	Copy User Generated Report

ENTER SELECTION: 1	
(VALID RANGE IS THRU 4)	
Page 1	Count: *0

Figure 3-31. User Generated Report Menu

Accessing the User Generated Report Menu

To access the User Generated Report Menu, select Option 5 from the CPTAS Main Menu; then, select Options 2, 3, or 4, as applicable, from the User Generated Report Menu and enter the data elements specified for each screen.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE Applications Menu.

Option 1, RETURN TO CPTAS Main Menu, automatically returns the screen to the CPTAS Main Menu.

Option 2, Add or Modify User Generated Report, is used to query, create, modify, or delete User Generated Report request information. See paragraph 3.4.1.

Option 3, Run a User Generated Report, is used to initiate User Generated Report requests. See paragraph 3.4.2.

Option 4, Copy User Generated Report, is used to duplicate an existing User Generated Report. See paragraph 3.4.3.

**Data Entry Instructions**

Step	Data Entry	Instructions
1	Report No	Enter the report number of the report you wish to create or modify. This is a mandatory field. After positioning the cursor in this field, you may view a display of all existing reports by pressing the ORACLE <LIST OF VALUES> key.
2	PD	Enter the program designator (PD). This is a mandatory field.
3	Userid	Enter your logon user ID. This is a mandatory field.
4	Org	Enter your organization. This is a mandatory field.
5	Mail/Phone	Enter your mail code and phone number.
6	Report Title	Enter the report title you wish to have printed on your report.
7	Col Hdg	Enter the titles of the columns you wish to have printed on your report. You must decide how many spaces you need between each column heading title and manually enter the correct number of spaces between each column heading title by pressing the space bar. The sum of the number of characters in all column heading titles, plus the number of spaces between each title, cannot exceed 132 characters.

The next two blocks are the Selection Criteria and the Column Selection blocks. The first block, Selection Criteria, defines the criteria used to select data for the resulting User Generated Report. The second block, Column Selection, defines the layout for your User Generated Report. Your entries in these two blocks must be left justified. Once you create a User Generated Report, you may save this User Generated Report for future report processing.

In the first block, Selection Criteria, the information in the four fields, C, Fld, Oper, and Field/Value, together make up one record. The C field, or the Connector field, links each record to the next record to define your selection criteria for the data in your User Generated Report.

The Oper field, or Operator field, links the field number entered in the Fld field to the Field/'Value' field to which you want to limit your User Generated Report data. (The field number is a number assigned to each data element on each screen and can be found by using the ORACLE <LIST OF VALUES> key from the Fld field.)

Selection Criteria:

- 8 C Press the ORACLE <NEXT BLOCK> key to position the cursor in the C field. Enter the connector to be applied to the field. You may select one of the following connectors:

"+" and,
 "-" through,
 "/" or,
 "#" and/or.

In logical mathematics, the "/" connector (or) is called the logical sum, meaning results of each value are added together. The "+" connector (and) is called the intersection. That means only those records meeting all the criteria connected with the "+" connector will meet the meaning of the expression. If all the "+" conditions are met except one, the item meeting all but one "+" condition is excluded from the list; CPTAS is told to find all the items meeting the first "+" condition, and then, from that list, eliminate all of the items not meeting any of the other following "+" conditions.

In using connectors, you are setting up a way to ask CPTAS to search for certain conditions. For example, if you want your User Generated Report to include a collection of items that has the properties of A, B, or both properties, then you must ask CPTAS for A or B. If you want the collection to contain those items which have properties of A and B at the same time and not the property of A without B or B without A, then you must ask CPTAS for A and B.

- 9 Fld Enter the field number for the fields you want to use for selecting the specific data you want to print out on your User Generated Report. You can obtain the field numbers assigned to each data element on each screen by using the ORACLE <LIST OF VALUES> key from this field.

- 10 Oper Enter the conditional operator to be applied to the field. The list below indicates valid operators and explains how each is used in the search criteria:

"<" searches a value less than,
 "<=" searches a value less than or equal to,
 "=" searches a value equal to,
 "<>" searches a value not equal to,
 ">=" searches a value greater than or equal to,
 ">" searches a value greater than,
 "IS" Enter this value when you wish to search for a text field that is blank. Also, enter "NULL" in the Values field. An example of a record with entries for these conditions is as follows:

C	Fld	Oper	Field/'Value'
<u>+</u>	<u>84</u>	<u>IS</u>	<u>NULL</u>

- 11 Field/'Value' Enter the value enclosed within single quotation marks with which the field is to be compared. For example, to select all ECR documents, enter " 'ECR' " within single quotation marks. An example of a record designed to select only documents with the document code of ECR is as follows:

C	Fld	Oper	Field/'Value'
<u>+</u>	<u>150</u>	<u>=</u>	<u>'ECR'</u>

When you wish to search for a text field that is blank and you have already entered the word "IS" in the Oper field, enter "NULL", without single quotation marks, in the Field/'Values' field. See the previous paragraph for an example of these entries.

Press the ORACLE <NEXT RECORD> or ORACLE <TAB> key to continue to the next record in the Selection Criteria block.

The second block, Column Selection, enables you to design your User Generated Report layout by indicating the fields you want on your report, along with the size, columns, totaling, sequence, and other criteria.

Column Selection:

- | | | |
|----|------|--|
| 12 | Fld | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Fld field. Enter the field number of the particular fields you want in your User Generated Report. You can obtain the field numbers assigned to each data element on each screen by using the ORACLE <LIST OF VALUES> key from this field. |
| 13 | Size | This field is automatically generated from the Fld field and indicates the actual size of the field on the reference screen. After entering the field number, press the ORACLE <ENTER> key and the field size will appear on the screen. You can override this automatic entry by entering your own value determined by the size you want displayed for that field on your User Generated Report. The total of the field sizes and the spaces should not exceed 132 characters. If you exceed 132 characters CPTAS will return a warning message and, if you save the report truncation will occur when the report is run. |
| 14 | Wrp | Enter "y" to indicate if you want the characters in this field to word wrap. Enter "n" if you do not want word wrap to occur. Word wrap will only occur for 60 character fields, for example, the Title, Description, and Comment fields. When the Size field indicates "60" and you have determined on your User Generated Report that you only have space to print a certain number of characters or simply prefer a limited number of characters, enter your preferred number in the Size field, place a "y" in the Wrp field, and the system will wrap the line automatically after it prints the number of characters based on the number you entered in the Size field. If you enter an "n" for "no" in the Wrp field after entering your preferred number of characters in the Size field, the line will truncate after printing only the number of characters based on the number you entered in the Size field. |

- 15 Col Enter a number to indicate in what order you want this column to print on your User Generated Report. This enables you to arrange your columns in the order of your choice. For example, enter "1" if you want this column to print first.
- 16 Tot Enter a value to indicate if the field is to be totaled. The values for this are: "1" indicating the lowest level total, "2" indicating the next higher level, or "3" indicating the highest level. Only three levels of totaling are available. NOTE: If you want only 2 levels of totaling, the lowest level, or minor total, is indicated as such with a "1" and the highest level, or major total, is indicated by a "2."
- 17 Sp Enter a number to specify the number of spaces that will follow that field. This is a numeric field. The total of the spaces and the field sizes should not exceed 132 characters. If you exceed 132 characters CPTAS will return a warning message to you and, if you save the report truncation will occur when the report is run. The default for this field is "1."
- 18 Seq If your report is to be sorted by the data element entered in the Fld field, enter a number to indicate the sort order by which the data will sort for your User Generated Report. Values for sort orders are as follows:
- "1" - primary sort
"2" - secondary sort
"3" - tertiary sort

Data Committal

- 19 Review the entered data for accuracy and completeness, then press the ORACLE <COMMIT> key while the cursor is in the Column Selection block to create the report.

DCN
008Return to the User Generated Report Menu

- 20 Press the ORACLE <EXIT/CANCEL> key to return to the User Generated Report Menu, then select Option 3 to run your User Generated Report.

Example of How to Produce a User Generated Report:

You want to create your own User Generated Report, and you want this report to contain only data with Engineering Change Requests (ECR's) that have been approved by a Level IV CCB. You desire your data to be sorted by PCN. You want your User Generated Report to display PCN, Engineering Change Proposal (ECP), ECR number, ECR title, and CCBD number. Figure 3-33 shows an example of how your screen would look properly filled out.

```
CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM
```

Add or Modify User Generated Report

Report No: ABAA001
PD: AB Userid: GILLRRW Orgn: FWI_ Mail/Phone: 4610/544-1234____
Report Title: ECR Report_____

Col Hdg: PCN ECR Number ECR Title CCBD Number _____

	Selection Criteria				Column Selection						
C	Fld	Oper	Field/'Value'		Fld	Size	Wrp	Col	Tot	Sp	Seq
#	150	=	'ECP'_____		266	7	-	1	-	1	1
+	150	=	'ECR'_____		266	7	-	1	-	1	1
+	206	>=	'AF3'_____		151	21	-	2	-	1	-
+	206	<=	'AF3-03-9999'		250	60	-	3	-	1	-
+	277	IS	NULL		206	22	-	4	-	1	-
-	---	--	-----		---	---	-	---	-	---	---
-	---	--	-----		---	---	-	---	-	---	---
-	---	--	-----		---	---	-	---	-	---	---
					---	---	-	---	-	---	---
					---	---	-	---	-	---	---
					---	---	-	---	-	---	---
					---	---	-	---	-	---	---

Page 1 Count: *0

Figure 3-33. Example of User Generated Report Screen

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.4.2 Run a User Generated Report Screen

Screen Function

Use the Run a User Generated Report screen to submit User Generated Report requests. You may access this screen by selecting Option 3 from the User Generated Report Menu and entering the data elements specified on the screen. Figure 3-34 shows the Run a User Generated Report screen.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Run a User Generated Report				
This report generates a previously defined User Generated Report. Enter the Printer Name, Report ID, specify if you wish to view the output via CRT, and press <COMMIT>.				
User Name: _____				
Printer Name	User Generated Report Id	Crt Output?	Bin	Copies
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____
SYSTEM_	_____	N	_____	_____

Page 1

Count: *0

Figure 3-34. Run a User Generated Report Screen

Run a User Generated Report Screen Input

To create a report request, complete steps 1 through 6 as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the User Generated Report Menu, follow step 10.



Data Entry Instructions

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Run a User Generated Report screen by the system. The user name is the user ID of the user who is logged on.

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- | | | |
|---|--------------------------|---|
| 2 | Printer Name | The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by editing the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key. |
| 3 | User Generated Report ID | Enter the report identification of the User Generated Report you want to request. Use the ORACLE <LIST OF VALUES> key for a list of report ID's. |
| 4 | Crt Output? | Enter "Y" to view the report on the screen or enter "N" to send the report directly to the printer upon completion. The default is "N" which directs the output to print. |
| 5 | Bin | Enter the bin number, if applicable, where you wish to have your output delivered. |
| 6 | Copies | Enter the number of report copies you wish to have printed. |

Data Committal

- | | |
|---|--|
| 7 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be processed when current system demands allow. |
|---|--|

8

After the report request has been completed, if you selected to view the report results on the screen, the report data will display. Access to the data set is browse only. You may view the data by using the IBM TSO/ISPF function keys, as determined by device type, to scroll the data. Refer to Appendix D for a list of IBM function keys. When you have finished viewing the data, press the TSO/ISPF <END> key, or type "END" or "end" in the COMMAND INPUT field, to continue processing. For more information concerning TSO/ISPF, consult the appropriate IBM manual or refer to paragraph 3.5 of this document. Figure 3-35 shows a sample report using the Browse screen.

NOTE:

The report data produced by the User Generated Report will appear between the TOP OF DATA line and the BOTTOM OF DATA line. The reports are limited to 132 characters per line.

```

BROWSE -- username.ADHOC.RPT ----- LINE 00000000 COL 001 080
COMMAND ==>                               SCROLL ==> PAGE
***** TOP OF DATA *****

***** BOTTOM OF DATA *****

```

Figure 3-35. Browse Screen

9

After viewing the report, you may elect to print the report. Enter "Y" to print the report or "N" not to print the report. Figure 3-36 shows the Print Selection screen.

```

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM
User Generated Report Print

Do You Wish To Print The Report? _

```

Figure 3-36. Print Selection Screen

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Return to the User Generated Report Menu

10

Press the ORACLE <EXIT/CANCEL> key to return to the User Generated Report Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.4.3 Copy User Generated Report Screen

Screen Function

Use the Copy User Generated Report screen to create a new User Generated Report by copying an existing User Generated Report. You may access this screen by selecting Option 4, Copy User Generated Report, from the User Generated Report Menu and entering the data elements specified on the screen. Figure 3-37 shows the Copy User Generated Report screen.

<p>CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM Copy User Generated Report</p> <p>This screen copies from a previously defined User Generated Report to a newly defined Report ID. You must go to the 'ADD OR MODIFY USER GENERATED' screen to make other modifications.</p> <p>Copy from Report ID: _____ To Report ID: _____</p> <p>Page 1 Count: *0</p>	
---	--

Figure 3-37. Copy User Generated Report Screen

Copy User Generated Report Screen Input

To create a new User Generated Report, complete steps 1 and 2. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the new report by completing step 3. To return to the User Generated Report Menu, follow step 4.



Data Entry Instructions

Step	Data Entries	Instructions
1	Copy from Report ID	Enter the report identification of the existing user generated report to be copied.

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- 2 To Report ID Enter the report identification of the new User Generated Report.

Data Committal

- 3 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to create the new report.

Return to the User Generated Report Menu

- 4 Press the ORACLE <EXIT/CANCEL> key to return to the User Generated Report Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.5 Job Queue Display

Use Option 6, Job Queue Display, to access the System Display and Search Facility (SDSF) Primary Option Menu.

SDSF PRIMARY OPTION MENU

Use the SDSF Primary Option Menu to monitor jobs in the Job Entry Subsystem 2 (JES2) batch queues. JES2 serves as the entry point for jobs in the IBM operating system. JES2 is responsible for reading jobs into the system, scheduling the jobs, executing them, and handling their output from the system. SDSF is a system management aid that allows designated users to analyze and control the operation of the JES2 system. **Not all of the SDSF facilities are available to you.**

The jobs in the JES2 batch queues may be in the input, output, or held output queue mode. You can use the SDSF Primary Option Menu to manage jobs that are waiting to be processed, manage output that is being created or ready to be printed, and monitor the rotation of held output. The input queue displays information about jobs that are actively running in the system or that are waiting to run. The output queue displays information about data sets for jobs that have already run and are actively printing or waiting to print. The held output queue displays information about data sets for jobs that have already run and for which the print output is being held. You can browse held output, but jobs will not print until they are released.

For more information about SDSF and how to use its capabilities, you can use the Tutor Option, ORACLE <HELP> key, or refer to IBM Manual SC23-0408-2, *IBM System Display and Search Facility Guide and Reference*. Figure 3-38 depicts the SDSF Primary Option Menu.

```

V1R2----- SDSF PRIMARY OPTION MENU -----
COMMAND INPUT ===>                                SCROLL ===> PAGE

Type an option or command and press Enter.

I      - Display jobs in the JES2 input queue
O      - Display jobs in the JES2 output queue
H      - Display jobs in the JES2 held output queue

TUTOR  - Short course on SDSF (ISPF only)
END    - Exit SDSF

Use Help key for more information.

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```

Figure 3-38. SDSF Primary Option Menu

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Accessing the SDSF Primary Option Menu

To monitor and control batch jobs from the SDSF Primary Option Menu screens, select Option 6 from the CPTAS Main Menu; then, enter Options I, O, H, TUTOR, or END in the COMMAND INPUT on the SDSF Primary Option Menu.

Option I, Display jobs in the JES2 input queue, automatically displays jobs in the JES2 input queue. See paragraph 3.5.1.

Option O, Display jobs in the JES2 output queue, automatically displays jobs in the JES2 output queue. See paragraph 3.5.2.

Option H, Display jobs in the JES2 held output queue, automatically displays jobs in the JES2 held output queue. See paragraph 3.5.3.

Option TUTOR, Short course on SDSF (Interactive System Productivity Facility [ISPF] only), will put you into the tutorial system for SDSF. See paragraph 3.5.4.

Option END, Exit SDSF, will exit SDSF and return you to the ISPF/PDF Primary Option Menu. Figure 3-39 depicts the ISPF/PDF Primary Option Menu. Enter "X" in the COMMAND INPUT field, and you will return to CPTAS.

NOTE: To return directly to CPTAS from the SDSF Primary Option Menu, enter "=x" in the COMMAND INPUT field.



Messages

Messages encountered on this screen should be addressed to the appropriate IBM Error Message (ISPF or SDSF) manual or the MSFC Help Desk.

----- ISPF/PDF PRIMARY OPTION MENU -----		TIME - _____	TERMINAL - 3278
OPTION	====>	USERID - _____	KEYS - 24
0	ISPF PARMS	- Specify terminal and user parameters	
6	COMMAND	- Enter TSO Command or CLIST	
S	SDSF	- Scroll Syslog and spooled output	
T	TUTORIAL	- Display information about ISPF/PDF	
X	EXIT	- Terminate ISPF using log and list defaults	
Enter END command to terminate ISPF.			

Figure 3-39. ISPF/PDF Primary Option Menu

3.5.1 SDSF Input Queue Screen

Screen Function

Use the SDSF Input Queue screen to monitor jobs submitted from CPTAS in the JES2 input queue. The SDSF Input Queue screen provides information about each job and started task that are in the JES2 input queue, jobs in the input queue waiting to run, or jobs currently being processed by the system. Some of the information available from the panel is the job's name, number, class, and position in the queue; date and time the system began processing the job; and the job's JES2 print destination name. You may access the SDSF Input Queue screen by entering Option I in the COMMAND INPUT field on the SDSF Primary Option Menu. Figure 3-40 shows the SDSF Input Queue screen.

SDSF INPUT QUEUE DISPLAY ALL CLASSES										LINE 1-1 (1)	
COMMAND INPUT ==>										SCROLL ==> PAGE	
NP	JOBNAME	TYPE	JNUM	PRTY	C	POS	DEST	RMT	NODE	SAFF	ASYS STAT
---	-----	---	---	---	---	---	-----	---	-----	---	-----

Figure 3-40. SDSF Input Queue Screen

SDSF Input Queue Screen Input

The input queue screen displays information about jobs and started tasks in the JES2 input queue or jobs that are currently processing. SDSF commands are entered in the COMMAND INPUT field. Action characters allow the user a limited number of JES2 commands for specific jobs. You use action characters by pressing the ORACLE <TAB> key from the COMMAND INPUT field and entering an action character beside JOBNAME in the NP column on the Input Queue, Output Queue, and Held Output Queue screens. You can obtain a discussion of action characters, their results, which screens are affected, and what function each action character performs by typing "TUTOR" in the COMMAND INPUT field. Select Options 4 or 5 from the Tutor Menu. Figure 3-48 shows the Tutor Menu. The summary of these discussions provides a table of the available action characters. Figure 3-47 shows the action characters.

NOTE: After you type an action character and get the message "COMMAND ISSUED," you may need to press the ORACLE <ENTER> key one more time to see the results of the action character. Not all action characters are available to all users. The user ID controls the access.

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For more information about SDSF and how to use its commands and options, you can use the Tutor Option, ORACLE <HELP> key, or refer to IBM Manual SC23-0408-2, *IBM System Display and Search Facility Guide and Reference*.

To return to the SDSF Primary Option Menu, enter "END" in the COMMAND INPUT field or press the appropriate PF key, as determined by device type. Reference Appendix D, IBM Function Keys, for PF key by device type.



Data Entry Instructions

Step	Data Entries	Instructions
1	COMMAND INPUT	<p>SDSF input commands are separated into three groups as follows:</p> <ol style="list-style-type: none"> 1. commands to search, 2. commands to control, 3. commands to scroll. <p>You will use the search and scroll commands most often. To find more information about the three command groupings, use the appropriate Help PF key and select Options 12, 13, and 14 from the HELP Table of Contents screen. The commands and options available to SDSF users are too numerous to include in the <i>CPTAS User's Guide</i>, but you may refer to IBM Manual SC23-040802, <i>IBM System Display and Search Facility Guide and Reference</i>. Figures 3-41 through 3-44 show the Help: SDSF -- Table of Contents screen and the three command groupings screens.</p>

```

                                HELP: SDSF -- Table of Contents
COMMAND INPUT ==>

Select a topic by number, or press Enter to view topics in sequence.

Display functions:                Other functions:
1 - LOG      System log          12 - Commands to search
2 - DA       Active users        (FIND, FINDLIM, LOCATE)
3 - I        Input queue         13 - Commands to control
4 - O        Output queue        (PREFIX, DEST, ACTION, etc.)
5 - H        Held output queue   14 - Commands to scroll
6 - ST       Status of jobs      (UP, DOWN, LEFT, RIGHT, etc.)
7 - PR       Printers            15 - Action characters
8 - INIT     Initiators          16 - Overtypable fields
9 - s        Output in line mode 17 - JES2 and MVS commands
10 - v       Output in page mode 18 - SDSF messages and codes
11 - ?       Data sets           19 - What's new in this release

                                TUTOR - A short course on SDSF (ISPF only)

PF01 = Using help      I = Index (ISPF only)      Enter = Topic 1
PF03 = Exit help

```

Figure 3-41. HELP: SDSF -- Table of Contents Screen

```

                                HELP: Commands to Search Panels
COMMAND INPUT ==>

Select a command by number, or press Enter to view them in sequence.

1 - FIND      Find a character string
2 - FINDLIM   Set the number of lines searched
3 - LOCATE    Locate a specific line

                                PF01 = Using help      PF10 = Backward      Enter = Topic 1
                                PF03 = Exit help        PF07 = Previous menu  T = Table of contents

```

Figure 3-42. HELP: Commands to Search Panels Screen

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```

                                HELP: Commands to Control Panels
COMMAND INPUT ==>

Select a command by number, or press Enter to view them in sequence.

1 - &      Reissue a command
2 - ?      Display alternative fields
3 - ABEND   Abend SDSF and take a dump
4 - ACTION  Control display of WTORs on the SYSLOG
5 - COLS    Display a scale line or columns information
6 - DEST    Limit jobs displayed by destination
7 - END     Return to the previous panel
8 - INPUT   Control the display of input data sets
9 - PREFIX  Limit jobs displayed by job name
10 - PRINT  Print portions of panels
11 - RESET  Reset a COLS command
12 - RETRIEVE Retrieve the previous command
13 - SET    Set hex formatting, or colors
14 - SYSID  Specify the SYSLOG data set for the LOG panel
15 - TRACE  Control the trace facility
16 - WHO    Display user information

PF01 = Using help      PF10 = Backward      Enter = Topic 1
PF03 = Exit help       PF07 = Previous menu   T = Table of contents

```

Figure 3-43. HELP: Commands to Control Panels Screen

```

                                HELP: Commands to Scroll Panels
COMMAND INPUT ==>

Select a topic by number, or press Enter to view them in sequence.

1 - UP      Scroll up
2 - DOWN    Scroll down
3 - LEFT    Scroll left
4 - RIGHT   Scroll right
5 - TOP     Scroll to the top
6 - BOTTOM  Scroll to the bottom
7 - NEXT    Scroll to the next output data set
8 - PREV    Scroll to the previous output data set
9 - Using PF keys to scroll panels

PF01 = Using help      PF10 = Backward      Enter = Topic 1
PF03 = Exit help       PF07 = Previous menu   T = Table of contents

```

Figure 3-44. HELP: Commands to Scroll Panels Screen

- 2 NP
- SDSF provides a means to purge output, print all or portions of held output, display user information, and other limited functions through the use of action characters. To enter action characters, press the ORACLE <TAB> key from the COMMAND INPUT field to advance to the NP field, then refer to the TUTOR facilities or IBM Manual SC23-040802, *IBM System and Search Facility Guide and Reference*, for a full explanation of action character capabilities. You can also use the ORACLE <TAB> key to return to the COMMAND INPUT field. Figure 3-47 shows the action characters.

Return to the SDSF Primary Option Menu

- 3 Enter "END" in the COMMAND INPUT field and press the ORACLE <ENTER> key to return to the SDSF Primary Option Menu.



Messages

Messages encountered on this screen should be addressed to the appropriate IBM Error Message (ISPF or SDSF) manual or the MSFC Help desk.

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3.5.2 SDSF Output Queue Screen

Screen Function

Use the SDSF Output Queue screen to monitor jobs submitted from the CPTAS in the JES2 output queue. The SDSF Output Queue screen provides information about the output data sets for jobs and started tasks that are currently running, or have completed running, and the output data sets waiting to print, or printing. Some of the information available from this screen is a job's name, number output class, form number, remote destination (if any), and total number of records. You may access this screen by entering Option O in the COMMAND INPUT field on the SDSF Primary Option Menu. Figure 3-45 shows the SDSF Output Queue screen.

SDSF OUTPUT ALL CLASSES ALL FORMS LINES 1,585,842 INVALID CLASS \ ENTERED											
COMMAND INPUT ==> SCROLL ==> PAGE											
NP	JOBNAME	TYPE	JNUM	PRTY	C	FORM	FCB	DEST	TOT-REC	PRT-REC	DEVICE ST
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Figure 3-45. SDSF Output Queue Screen

SDSF Output Queue Screen Input

The SDSF Output Queue screen allows you to display information about output data sets for jobs and started tasks for any nonheld output. SDSF commands are entered in the COMMAND INPUT field. Action characters allow the user a limited number of JES2 commands for specific jobs. You use action characters by pressing the ORACLE <TAB> key from the COMMAND INPUT field and entering an action character beside JOBNAME in the NP column on the Input Queue, Output Queue, and Held Output Queue screens. You can obtain a discussion of action characters, their results, which screens are affected, and what function each action character performs by typing "TUTOR" in the COMMAND INPUT field. Select Options 4 or 5 from the Tutor Menu. Figure 3-48 shows the Tutor Menu. The summary of these discussions provides a table of the available action characters. Figure 3-47 shows the action characters.

NOTE: After you type an action character and get the message "COMMAND ISSUED," you may need to press the ORACLE <ENTER> key one more time to see the results of the action character. Not all action characters are available to all users. The user ID controls the access. .

For more information about SDSF and how to use its commands and options, you can use the Tutor Option, ORACLE <HELP> key, or refer to IBM Manual SC23-0408-2, *IBM System Display and Search Facility Guide and Reference*.

To return to the SDSF Primary Option Menu, enter "END" in the COMMAND INPUT field or press the appropriate PF key, as determined by device type. Reference Appendix D, IBM Function Keys, for PF key by device type.



Data Entry Instructions

Step	Data Entries	Instructions
1	COMMAND INPUT	<p>SDSF input commands are separated into three groups as follows:</p> <ol style="list-style-type: none"> 1. commands to search, 2. commands to control, 3. commands to scroll. <p>You will use the search and scroll commands most often. The three command groupings are found by using the appropriate Help PF key and selecting Options 12, 13, and 14 from the HELP Table of Contents screen. The series of commands and options available to SDSF users are too numerous to include in <i>CPTAS User's Guide</i>, but you may refer to IBM Manual SC23-040802, <i>IBM System Display and Search Facility Guide and Reference</i>. Figures 3-41 through 3-44 show the Help: SDSF -- Table of Contents screen and the three command groupings screens.</p>

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2 NP

SDSF provides a means to purge output, print all or portions of held output, display user information, and perform other limited functions through the use of action characters. To enter action characters, press the ORACLE <TAB> key from the COMMAND INPUT field to advance to the NP field, then refer to the TUTOR facilities or IBM Manual SC23-040802, *IBM System and Search Facility Guide and Reference*, for a full explanation of action character capabilities. You can also use the ORACLE <TAB> key to return to the COMMAND INPUT field. Figure 3-47 shows the action characters.

Return to the SDSF Primary Option Menu

- 3 Enter "END" in the COMMAND INPUT field and press the ORACLE <ENTER> key to return to the SDSF Primary Option Menu.



Messages

Messages encountered on this screen should be addressed to the appropriate IBM Error Message (ISPF or SDSF) manual or the MSFC Help desk.

3.5.3 SDSF Held Output Queue Screen

Screen Function

Use the SDSF Held Output Queue screen to monitor jobs submitted from the CPTAS in the JES2 held output queue. The SDSF Held Output screen provides information about output data sets from jobs and started tasks in the JES2 held output queue. Jobs in the held output queue have run, but their output is being held from print. The held output may be released for print by the user through the use of action characters. Some of the information available from this screen is a job's name, number, output class, form number, remote destination, and total number of records. You may access this screen by entering Option H in the COMMAND INPUT field on the SDSF Primary Option Menu. Figure 3-46 shows the SDSF Held Output Queue screen.

+												
SDSF HELD OUTPUT DISPLAY ALL CLASSES										0 LINES LINE 0-0 (0)		
COMMAND INPUT ==>										SCROLL ==> PAGE		
NP	JOBNAME	TYPE	JNUM	DN	CRDATE	C	FORM	FCB	DEST	RMT	NODE	TOT-REC RNUM

Figure 3-46. SDSF Held Output Queue Screen

SDSF Held Output Queue Screen Input

The SDSF Held Output Queue screen allows you to display information about data sets for jobs and started tasks in the JES2 held output queue. Action characters allow the user a limited number of JES2 commands for specific jobs. You use action characters by pressing the ORACLE <TAB> key from the COMMAND INPUT field and entering an action character beside the JOBNAME field in the NP column on the Input Queue, Output Queue, and Held Output Queue screens. You can obtain a discussion of action characters, their results, which screens are affected, and what function each action character performs by typing "TUTOR" in the COMMAND INPUT field. Select Options 4 or 5 from the Tutor Menu. Figure 3-48 shows the Tutor Menu. The summary of these discussions provides a table of the available action characters. Figure 3-47 shows the action characters.

NOTE: After you type an action character and get the message "COMMAND ISSUED," you may need to press the ORACLE <ENTER> key one more time to see the results of the action character. Not all action characters are available to all users. The user ID controls the access.

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For more information about SDSF and how to use its commands and options, you can use the Tutor Option, ORACLE <HELP> key, or refer to IBM Manual SC23-0408-2, *IBM System Display and Search Facility Guide and Reference*.

To return to the SDSF Primary Option Menu, enter "END" in the COMMAND INPUT field or press the appropriate PF key, as determined by device type. Reference Appendix D, IBM Function Keys, for PF key by device type.



Data Entry Instructions

Step	Data Entries	Instructions
1	COMMAND INPUT	<p>SDSF input commands are separated into three groups as follows:</p> <ol style="list-style-type: none"> 1. commands to search, 2. commands to control, 3. commands to scroll. <p>You will use the search and scroll commands most often. The three command groupings are found by using the appropriate Help PF key and selecting Options 12, 13, and 14 from the HELP Table of Contents screen. The series of commands and options available to SDSF users are too numerous to include in <i>CPTAS User's Guide</i>, but you may refer to IBM Manual SC23-040802, <i>IBM System Display and Search Facility Guide and Reference</i>. Figures 3-41 through 3-44 show the Help: SDSF -- Table of Contents screen and the three command groupings screens.</p>

- 2 NP
- SDSF provides a means to purge output, print all or portions of held output, display user information, and perform other limited functions through the use of action characters. To enter action characters, press the ORACLE <TAB> key from the COMMAND INPUT field to advance to the NP field, then refer to the TUTOR facilities or IBM Manual SC23-040802, *IBM System and Search Facility Guide and Reference*, for a full explanation of action character capabilities. You can also use the ORACLE <TAB> key to return to the COMMAND INPUT field. Figure 3-47 shows the action characters.

Return to the SDSF Primary Option Menu

- 3 Enter "END" in the COMMAND INPUT field and press the ORACLE <ENTER> key to return to the SDSF Primary Option Menu.



Messages

Messages encountered on this screen should be addressed to the appropriate IBM Error Message (ISPF or SDSF) manual or the MSFC Help desk.

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TUTOR: Action Characters

The table below lists the action characters. For each action character, the function it performs, the JES2 command it issues, and the panels on which it is valid, are listed. You may not be authorized to issue all of the action characters.

AC	Function	JES2 Cmd.	Panels
?	Display data sets for a job	none	DA, I, O, H, ST
A	Select output	\$TO	O
A	Release a held job, output, or queue	\$A	DA, I, ST
Bx	Backspace a printer, where x is: nnn - number of pages D - top of the current data set C - most recent checkpoint nnC - nn pages before the most recent checkpoint	\$B	PR
C.	Cancel a job or purge output	\$C	DA, I, O, ST, PR
C	Cancel a job	\$O	H
CD	Cancel and dump an active job	\$C	DA, I, ST
D	Display jobs, printers, or initiators on the SYSLOG	\$D	DA, I, ST, PR, INIT
E	Start a job or printer again	\$E	DA, I, ST, PR
Fx	Space a printer forward, where x is: nnn - number of pages D - bottom of the current data set nnC - nn pages forward from the most recent checkpoint	\$F	PR
H	Hold a job, output, or queue	\$H	DA, I, O, ST
H	Hold a selected portion of output	\$TO	H
I	Interrupt a printer	\$I	PR
L	List the output status for a job on the SYSLOG	\$L	DA, I, O, ST
N	Print a portion of output	\$N	PR
O	Release output and make it eligible for printing	\$O	ST
O	Release output and make it eligible for printing Note: When the O action character is issued at the same time an output class is overtyped, an SSI request is used to release the output.	(see note)	H
P	Purge output data sets	\$C	DA, I, O, ST
P	Purge output data sets	\$O	H
P	Stop a printer or initiator	\$P	INIT, PR
S	Select output data sets for display	none	DA, I, O, H, ST Job Data Set
S	Start a printer or initiator	\$S	PR, INIT
V	View page-mode output	none	Job Data Set
Z	Halt a printer or initiator	\$Z	PR, INIT

Figure 3-47. Action Characters

3.5.4 "Tutor - System Display and Search Facility" Menu

Screen Function

Use the "Tutor - System Display and Search Facility" Menu to provide instruction to you on how to use SDSF. You may access this menu by entering Option TUTOR in the COMMAND INPUT field on the SDSF Primary Option Menu. Figure 3-48 shows the "Tutor - System Display and Search Facility" Menu.

```

                                TUTOR - System Display and Search Facility
COMMAND INPUT ==>

This is the SDSF tutorial.  It introduces SDSF and lets you
try some of SDSF's most useful functions.  For detailed
information such as command syntax, use the help facility.

The whole tutorial takes about 20 minutes.  Press Enter to
begin viewing it.  Or, begin with a particular topic by
typing one of the numbers below:

1 - Using the tutorial          4 - Displaying and printing output
2 - SDSF panels                5 - Purging output
3 - Monitoring jobs            6 - Limiting the jobs shown

                                7 - Quick summary

PF01 = Help                    I = Index                      Enter = Topic 1
PF03 = Exit                    T = Help contents

```

Figure 3-48. "Tutor - System Display and Search Facility" Menu

"Tutor - System Display and Search Facility" Menu Input

To use the tutorial, press the appropriate programmable function (PF) keys indicated on the screen or enter the appropriate Options (1 - 7) in the COMMAND INPUT field, or press the ORACLE <ENTER> key.

To return to the SDSF Primary Option Menu, enter "END" in the COMMAND INPUT field or press the appropriate PF key, as determined by device type. Reference Appendix D, IBM Function Keys, for PF key by device type.



Data Entry Instructions

Step	Data Entries	Instructions
1	COMMAND INPUT	Enter Options (1 - 7) in the COMMAND INPUT field to view information about the SDSF system.

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Return to the SDSF Primary Option Menu

- 2 Enter "END" in the COMMAND INPUT field and press the ORACLE <ENTER> key to return to the SDSF Primary Option Menu.



Messages

Messages encountered on this screen should be addressed to the appropriate IBM Error Message (ISPF or SDSF) manual or the MSFC Help desk.

3.6 Administrative Facilities Menu

Only selected users can use the Administrative Facilities Menu to access the Administrative Facilities screens. **If you do not see this option on your menu, then you are not allowed access.** Currently, the Administrative Facilities Menu consists of two options, User Defined Table Maintenance and PCN Delete. Figure 3-49 depicts the Administrative Facilities Menu.

Date: _____	Time: _____
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
ADMINISTRATIVE FACILITIES MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS Main Menu
2	User Defined Table Maintenance
3	PCN Delete
ENTER SELECTION: 1	
(VALID RANGE IS THRU)	
Page 1	Count: *0

Figure 3-49. Administrative Facilities Menu

Accessing the Administrative Facilities Menu

To access the Administrative Facilities Menu screen, select Option 7 from the CPTAS Main Menu; then, select Options 2 or 3 from the Administrative Facilities Menu and enter the data elements specified.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the MIS IBM.

Option 1, RETURN TO CPTAS Main Menu, automatically returns the screen to the CPTAS Main Menu.

Option 2, User Defined Table Maintenance, is used to query, create, modify, or delete User Defined Values Table information. See paragraph 3.6.1.

Option 3, PCN Delete, is used to delete a PCN and all associated information from the CPTAS database. See paragraph 3.6.2.

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3.6.1 User Defined Table Maintenance

Use Option 2, User Defined Table Maintenance, to access the User Defined Values Table screen. **Only selected users** will have access to the User Defined Values Table screen.

USER DEFINED VALUES TABLE SCREEN

Screen Function

Use the User Defined Values Table screen to establish and maintain information used in the validation of specific data fields. CPTAS uses these tables for edit criteria associated with a particular program designator (PD). **When a PD is used for the first time or if a new PD is introduced to the system, EL32 must establish the User Defined Values Tables prior to using that PD.** Figure 3-50 shows the User Defined Values Table screen.

```

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM
      User Defined Values Table

PD: ____ Element: ____ Description: _____

Value                                     Description
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____

```

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Enter a query; press ENTER to execute, PF3 to cancel.

Page 1 ENTER QUERY Count: *0

Figure 3-50. User Defined Values Table Screen

User Defined Values Table Screen Input

Before attempting to enter or modify data using the User Defined Values Table screen, you should first query the database by entering the PD and the element. The PD and element fields are mandatory entries for querying this screen.

To modify User Defined Values Table data using the User Defined Values Table screen, enter the changed data in the affected data field(s). To add data to a User Defined Values Table, complete steps 1 through 5, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the data by completing step 6. To return to the Administrative Facilities Menu, follow step 7.

Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	Element	Enter the appropriate code which indicates the User Defined Values Table being accessed. This is a mandatory field. The current values available for this field are listed in Table 3-1.
3	Description	Enter the description of the element.
4	Value	Press the ORACLE <NEXT BLOCK> key to position the cursor in the Value field. Enter the value to be used for data field validation. For example, with element "DOC," the Value field may contain "ECR," "ECP," and so forth.
5	Description	Enter the description of the value entered.
	OPTION:	To define another element, press the ORACLE <PREVIOUS BLOCK> key. Then press the ORACLE <CREATE RECORD> key to place the screen in create mode. Position the cursor in the PD field and repeat steps 1 through 5.

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Table 3-1. User Defined Values Table Codes

Value	Tables	Screen	Field
DOC	Document Code, Related Document Code, Next Action Document Code	Document Data screen	Document Code
		Related Document Data screen	Related Document Code; Next Action
		Engineering Change Information screen	Document Code; Related Document Code; Next Action
		CEI Mod Kit Status screen	Document Code
		Information Management screen	Document Code
		Document Release List (Detail Data) screen	Document Code; Initiating Document Code
		Review Item Discrepancy (Detail Data) screen	Next Action
RDS	Related Document System	Engineering Change Information screen	Sys
PCC	PCN Category Code	PCN Control Information screen	Board Lvl
		PCN Information screen	Cat Code
		Serialized Parts (Base Data) screen	Cat Code
		Review Item Discrepancy (Base Data) screen	Cat Code
		Document Release List (Base Data) screen	Cat Code
MLC	Modification Location Code	CEI & Mod Kit Data screen	Mod Loc
DTC	Document Type Change Code	Document Data screen	Type
		Engineer Change Information screen	TY
DAC	Document Action Code	Related Document Data screen	Act
CCC	CEI Category Code	Contract End Item (CEI) Data screen	Cat
EFF	Mission Effectivity Code	Document Data screen	Mission Eff
DPC	Document Project Code	Document Data screen	Proj ID
DEF	Document Effectivity	Document Data screen	Effectivity(s)

DCN
008

Data Committal

- 6 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the data.

Return to the Administrative Facilities Menu

- 7 Press the ORACLE <EXIT/CANCEL> key to return to the Administrative Facilities Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.6.2 PCN Delete

Use Option 3, PCN Delete, to access the PCN Delete screen. **Only selected users** can access the PCN Delete screen.

PCN DELETE SCREEN

Screen Function

Use the PCN Delete screen to remove a program control number (PCN) and all associated data from the CPTAS database. **Great care should be exercised in the use of this function. When a PCN is deleted, all associated records in the CPTAS database are also deleted.** Figure 3-51 shows the PCN Delete screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM	
Date: _____	PCN Delete Screen
PD ____	PCN _____
Document Count _____	
WARNING: Committing this action will delete this PCN and ALL related records!!	
Enter a query; press ENTER to execute, PF3 to cancel. _____	
Page 1	ENTER QUERY Count: *0

Figure 3-51. PCN Delete Screen

PCN Delete Screen Input

Before attempting to delete a PCN and its associated records from the CPTAS database, you should first query the database by entering at least the program designator (PD). If the PCN is known, it can also be entered.

Press the ORACLE <RETURN> key. If you are querying an existing PCN, CPTAS will return a count of the documents that will be removed by deletion of the PCN. If you are querying a PCN that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter."

Querying not only verifies that the PCN to be deleted actually resides within the database, but it also indicates the number of documents that will be removed when the PCN is deleted. To delete a PCN from the CPTAS database, complete steps 1 and 2. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key. Then press the ORACLE <DELETE> key.

Commit your entry by completing step 4. To return to the Administrative Facilities Menu, follow step 5.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the program control number (PCN) that you wish to remove from the CPTAS database. All documents associated to the PCN will also be removed.
3	Document Count	No input is accepted in this field. This field is for query output only and tells you how many documents will be removed if you commit this entry.

Data Committal

4		Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to delete the data.
---	--	--

Return to the Administrative Facilities Menu

5		Press the ORACLE <EXIT/CANCEL> key to return to the Administrative Facilities Menu.
---	--	---



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7 Specialized Online Maintenance Menu

The screens described in paragraphs 3.7 through 3.7.7.2 are **intended for restricted use only** and are designed to accommodate specialized tracking requirements. The CPTAS Specialized Online Maintenance Menu provides access to these screens for querying, creating, modifying, and deleting data. Figure 3-52 depicts the Specialized Online Maintenance Menu.

Date: _ _ _	Time: _ _ _
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM	
SPECIALIZED ONLINE MAINTENANCE MENU	
0	RETURN TO SYSTEM
1	RETURN TO CPTAS MAIN MENU
2	PCN/Engineering Change Information
3	Contract End Item/Mod Kit Status
4	Information Management
5	Document Release List
6	Serialized Parts
7	Review Item Discrepancy
8	Technical Questionnaires
ENTER SELECTION: _ _ _	
(VALID RANGE IS THRU 8_)	
Page 1	Count: *0

Figure 3-52. Specialized Online Maintenance Menu

Accessing the Specialized Online Maintenance Screens

To query, create, modify, or delete data on the Specialized Online Maintenance screens, select Option 8 from the CPTAS MAIN MENU; then, select Options 2 through 8, as applicable, from the Specialized Online Maintenance Menu and enter the data elements specified for each screen.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the MIS IBM ORACLE Applications Menu.

Option 1, RETURN TO CPTAS MAIN MENU, automatically returns the screen to the CPTAS MAIN MENU.

Option 2, PCN/Engineering Change Information, is used to query, create, modify, or delete program control number (PCN) and engineering change information. **You can use this option only if you have access to the program designator (PD) "AK."** See paragraph 3.7.1.

Option 3, Contract End Item/Mod Kit Status, is used to query, create, modify, or delete contract end item (CEI) and modification kit (mod kit) status information. **You can use this option only if you have access to the PD "AK."** See paragraph 3.7.2.

Option 4, Information Management, is used to query, create, modify, or delete information management information. **You can use this option only if you have access to the PD "BI."** See paragraph 3.7.3.

Option 5, Document Release List, is used to query, create, modify, or delete Document Release List (DRL) information. **You can use this option only if you have access to the PD's "DR" and "AN."** See paragraph 3.7.4.

Option 6, Serialized Parts, is used to query, create, modify, or delete serialized parts information. **You can use this option only if you have access to the PD "MA."** See paragraph 3.7.5.

Option 7, Review Item Discrepancy, is used to query, create, modify, or delete Review Item Discrepancy (RID) information. **You can use this option only if you have access to the PD "RI."** See paragraph 3.7.6.

Option 8, Technical Questionnaires, is used to establish and track questions and responses regarding specifications received from contractors. **You can use this option only if you have access to the PD "QA."** See paragraph 3.7.7.

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3.7.1 PCN/Engineering Change Information

To access the PCN/Engineering Change Information screens, select Option 2 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designator (PD) "AK."** This will take you to the Engineering Change Information screen (see paragraph 3.7.1.2). If you wish to access the PCN Information screen, press the ORACLE <PREVIOUS PAGE> key.

3.7.1.1 PCN Information Screen

Screen Functions

Use the PCN Information screen to define and maintain baseline documents. Entry of a program control number (PCN) on this screen will initiate the tracking process. Figure 3-53 depicts the PCN Information screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
PCN Information				
PD: _____	PCN: _____	CEI Number: _____		
Assigned Date	=====	Responsible Orgn	=====	
_____	_____	Individual	_____	
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
_____	_____	_____	____-____-____	_____
Description:	Comments:	Project/Effectivity(s)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				100
Page 1		Count: *1		

Figure 3-53. PCN Information Screen

PCN Information Screen Input

Before attempting to enter data into the CPTAS database using the PCN Information screen, you should first query the database by entering at least the program designator (PD) and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying an existing PCN, CPTAS will return the associated information to the screen, and the screen will switch to

update mode. If you are querying PCN data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create a new PCN, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of PCN data. Modify the PCN data by entering only the changed data into the PCN Information screen. To create a new PCN, complete steps 1 through 14, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 15, or commit after each block by pressing the ORACLE <COMMIT> key. To access the Engineering Change Information screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 16.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered in the Engineering Change Information screen and is automatically generated for the PCN Information screen.
2	PCN	The program control number (PCN) must be queried or entered in the Engineering Change Information screen and is automatically generated for the PCN Information screen.
3	CEI Number	Enter the contract end item (CEI) number. If the CEI number has not previously been established in the database via the Contract End Item screen, the system will notify you and give you the opportunity to establish the CEI number by pressing the ORACLE <LIST OF VALUES> key or by pressing <ENTER>.
4	Assigned Date	Enter the date the PCN was assigned as a change package using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

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Responsible:

- | | | |
|----|------------------------|---|
| 5 | Orgn | Enter the organization of the individual responsible for the technical content of the PCN. |
| 6 | Individual | Enter the name of the individual responsible for the technical content of the PCN. |
| 7 | Configuration Manager | Enter the name of the configuration manager responsible for the PCN folder. |
| 8 | Cat Code | <p>Enter the category code for the PCN. This field is validated against the PCN Category Code (PCC) Table, which is a User Defined Values Table; refer to paragraph 3.6.1. The values for the PCN category code may be as follows:</p> <p>MPE - Mission Peculiar Equipment
MDE - Mission Dependent Equipment
EXP - Experiment</p> |
| 9 | Type Equip | Enter the code for the type of equipment. The valid values for this field are "F" - flight, "G" - ground, or "T" - test. |
| 10 | Revised Date | The revised date is automatically generated by the system. The date will be the current system date. |
| 11 | Closed Date | Enter the date the PCN was closed (all actions complete) using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 12 | Description | Press the ORACLE <NEXT BLOCK> key to position the cursor in the PCN description field. Enter a brief description for the change initiating the PCN. |
| 13 | Comments | Press the ORACLE <NEXT BLOCK> key to position the cursor in the PCN Comments field. Enter the comments concerning this PCN. |
| 14 | Project/Effectivity(s) | The effectivity(s) is automatically generated from information entered on the Engineering Change Information screen. |

Data Committal

- 15 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the Engineering Change Information Screen or Return to the CPTAS Specialized Online Maintenance Menu

- 16 To continue processing the PCN/Engineering Change Information screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the PCN Information screen to the first block on the Engineering Change Information screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Engineering Change Information screen. To exit the PCN/Engineering Change Information screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.1.2 Engineering Change Information Screen

Screen Functions

Use the Engineering Change Information screen to track and maintain changes to baseline documents. Figure 3-54 depicts the Engineering Change Information screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Engineering Change Information									
PD:	PCN:	===== Document =====		T	A	P	Document	Received	
		Code	Number	Y	C	R	Date	Date	
====	Reference	Data	====	Title:			Project	Effectivity(s)	
Code	Number								
Date	Act	Next	Cls						
===== Related Document/Next Action Information =====									
====	Related	Document	====	S	Next	Schedule	Received		
Code	Number			U	Sys	Action	Date	Date	
=	Related	Documents	Actions =		=====	Actionee	=====		
Code	Number					Orgn	Name		
						Comments:			
									102
Enter a query; press ENTER to execute, PF3 to cancel.									
Page 1				ENTER QUERY		Count: *0			

Figure 3-54. Engineering Change Information Screen

Engineering Change Information Screen Input

Before attempting to enter data into the CPTAS database using the Engineering Change Information screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the Program Designator (PD) and Program Control Number (PCN) fields (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing engineering change information, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying engineering change information that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new engineering change information, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of engineering change data.

Modify the engineering change data by entering only the changed data into the Engineering Change Information screen. To create new engineering change data, complete steps 1 through 30, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 31, or commit after each block by pressing the ORACLE <COMMIT> key. To access the PCN Information screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 32.

Closing Multiple Actions

The Reference block on the Engineering Change Information screen, which consists of six data elements (Code, Number, Date, Act, Next, and Cls), is used for creating a closing document such as a Configuration Control Board Directive (CCBD) for an existing document such as an Engineering Change Request (ECR).

When querying a document, the first three elements, Code, Number, and Date, will be displayed if there is a document within the PCN that names the current document in any of its actions (Related Document Code and Related Document Number). Act and Next will appear only when all of the referencing document's actions have the same value.

To close all of the open items, query the desired document and press the ORACLE <NEXT BLOCK> key to move the cursor to the Code field which will have "CCBD" already displayed. Type over this value if your closing document is not a CCBD; otherwise, press <TAB> to move to the Number field. Enter the document number for the closing document; then tab to the Date field to enter the closing document's document date. The next two data elements, Act and Next, are the values you wish to be defaulted into the actions that will be generated within the closing document that addresses the open actions. Enter a "Y" in the Cls field if you want to automatically close all of the open items for the target document.

With either a "Y" or an "N" in the ClsDoc field, the system will create the document specified in the Code and Number fields by duplicating the target document using the Code, Number and Date fields in the place of the target document's document code, document number, and document date.

Entering a "Y" in the Cls field directs the computer to generate an action in the closing document for every open action in the target document. The screen will automatically redisplay the closing document as the current document for making any overrides that are required to the defaulted data in the closing document.

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Entering an "N" in the Cls field creates the closing document without any actions. Use the ORACLE <LIST OF VALUES> key to switch to the Open Items screen. Reference paragraph 3.7.1.3 for detailed instructions on the use of the Open Items screen. This screen will list only the open items for the target document. Select the line items to be closed by entering an "X" in the Sel column to the left of the desired item. You may also update data elements from this screen. Use the ORACLE <COMMIT> and ORACLE <EXIT/CANCEL> keys to return to the Engineering Change Information screen. To redisplay the closing document as the current document for making any overrides that are required to the defaulted data, press the ORACLE <PREV-BLOCK> key, then the ORACLE <EXEC-QUERY> key. Pressing the ORACLE <LIST OF VALUES> key on the Code line without having a reference document number will result in the error message "ERROR - Must have Closing Document Here and Document To Be Closed Above!" You can only select open items for closure if you have created a closing document.

If no items are selected for the closing document, it will not appear as a referencing document for the target document in subsequent queries. You must have at least one related document data record for the referencing document that names the target document.

No error message will be generated if you exit the program without making this reference. If you exit the program and later need to link the closing document to an open item, you should query the closing document on the top part of the Engineering Change Information screen, then press the ORACLE <NEXT BLOCK> key to get to the Related Document/Next Action Information block. If the block is not blank, press the ORACLE <CREATE-RECORD> key, then tab to the Related Document Number field and press the ORACLE <LIST OF VALUES> key. This will change to the Open Items screen showing all open items within the PCN. Choose one or more items from the list with an "X" in the Sel column, press the ORACLE <COMMIT> key and the ORACLE <EXIT/CANCEL> key to return to the Engineering Change Information screen. This mode is generally used when closing a number of actions from more than one "target" document. More than one target document may be selected from the list of open items, but only the last item's document code and document number will be referenced in the closing action's Related Document Code and Related Document Number fields.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.

2 PCN Enter the program control number (PCN). This is a mandatory field.

Document:

3 Code Enter the code used to identify the type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. This is a mandatory field.

4 Number Enter the number which identifies the document. This is a mandatory field.

5 TY Enter the document type change code for this document, such as "H" - Hardware, "D" - Document, or "S" - Software. This field is validated against the Document Type Change Code (DTC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.

6 AC Enter the action code, such as "A" - approved, "D" - disapproved, and "C" - approved with changes. This field is validated against the Document Action Code (DAC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.

7 PR Enter the change priority code, such as "R" - Routine, "U" - Urgent, or "E" - Emergency.

8 Document Date Enter the document date using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

9 Received Date Enter the date the document was received by Configuration Management using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

NOTE:

The following six data elements are for creating a closing document, such as a CCBD, for an existing document with open actions. **Do not make any entries in these fields when creating a document such as an ECR.**

The document being closed must be complete, including actions. Even when you know the CCBD number, complete the ECR on all screens and press the ORACLE <COMMIT> key to commit the data to the CPTAS database. Then return to the Code field and enter the CCBD information. If you attempt to create a closure for a document that does not exist or has no open actions, the system will display the error "No Open Action For This Document! Enter <DELETE RECORD> to Continue."

Reference Data:

10	Code	Enter the referencing document code. This code will appear in the document code of the generated document and is defaulted to "CCBD." This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.
11	Number	Enter the referencing document number. This will appear in the document number of the generated document.
12	Date	Enter the date the change was dispositioned (CCBD number was assigned by the CCB) using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

NOTE:

When querying a document, the Action (Act) and the Next Document Code (Next) fields will not display output unless all of the referenced document's actions are the same.

- | | | |
|----|----------------|---|
| 13 | Act | Enter the value to be defaulted in the Action field of the automatically generated actions. This field is validated against the Document Action Code (DAC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 14 | Next | Enter the next action document code to be defaulted in the Next Action field of the automatically generated actions. This value can be overridden for a specific line item by querying it on the Related Document/Next Action Information block for a generated document and entering the change there. This field is validated against the Next Action Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 15 | Cls | Enter "Y" to automatically close all open actions of the currently displayed document and generate corresponding actions in the referencing document. Enter "N" to select the specific actions to be closed with this referencing document. |
| 16 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Title field. Enter the change title or description. |
| 17 | Project | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Project field. Enter the code that indicates the project office or discipline responsible for the change. If the project has associated effectivities, use the ORACLE <TAB> key to position the cursor in the Effectivity(s) field. If the project does not have any associated effectivities, use the ORACLE <NEXT RECORD> key to position the cursor in the next Project field. |
| 18 | Effectivity(s) | Enter the code which identifies the effectivity of the change. An effectivity can include "+" meaning "and", or "-" meaning "through." |

Related Document:

- | | | |
|----|---------------|---|
| 19 | Code | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Related Document Code field. Enter the code to identify the type of document affected by this change. This field is validated against the Related Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 20 | Number | Enter the number of the document affected by this change. |
| 21 | SU | Enter the suppression code which provides the capability to suppress or select the current data line for print. Enter an "X" if the document should be selected for printing. A blank, which requires no entry by you, will prevent the document from printing. |
| 22 | Sys | Enter the code which identifies the system the document affects. You can use this field for sorting on some reports. This field is validated against the Related Document System (RDS) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 23 | Next Action | Enter the next action document code for the processing of the change. This field is validated against the Next Action Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 24 | Schedule Date | Enter the suspense date for the next action to be accomplished using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 25 | Received Date | Enter the date the next action was received using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

**Related Documents
Actions:**

- | | | |
|----|--------|--|
| 26 | Code | This is a display only field which displays the related document code for the corresponding action of the related document. |
| 27 | Number | This is a display only field which displays the related document number for the corresponding action of the related document. |

Actionee:

- | | | |
|----|----------|---|
| 28 | Orgn | Enter the organization code of the person responsible for the next action. |
| 29 | Name | Enter the name of the person responsible for the next action. |
| 30 | Comments | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Comments field. Enter the comments pertaining to this action. |

OPTION:

To enter another next action item against the same document number, press the ORACLE <PREVIOUS BLOCK> key from the Comments block. Then press the ORACLE <CREATE RECORD> key to place the screen in create mode. Position the cursor in the Related Document Code field, and repeat steps 19 through 28, or press the ORACLE <DUPLICATE RECORD> key to duplicate data that was previously entered in steps 19 through 28 from the preceding action. You can then modify the new next action item.

Data Committal

- | | |
|----|---|
| 31 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

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Proceed to the PCN Information Screen or Return to the CPTAS Specialized Online Maintenance Menu

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To continue processing the PCN/Engineering Change Information screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Engineering Change Information screen. To access the PCN Information screen, press the ORACLE <PREVIOUS PAGE> key or, from the first block on the Engineering Change Information screen, press the ORACLE <PREVIOUS BLOCK> key. To exit the PCN/Engineering Change Information screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.7.1.3 Open Items Screen

Screen Functions

Use the Open Items screen to view, modify, or close data that defines all open items associated to a particular document. You can access this screen from the Engineering Change Information screen. Figure 3-55 shows the Open Items screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM												
Open Items												
PD:	PWI	PCN:		Code:		Number:						
Sel	Doc	Code	Seq	Rel	Doc	Rel	Doc	Rel	A	Rel	Next	Complete
	/Doc	Number		Code	Number			Sys	t	Sup	Code	Date
					/Actn	Org	/Actionee	Name				
-												
-												
-												
-												
-												
-												

028

Page 1

Count: *0

Figure 3-55. Open Items Screen

Open Items Screen Input

You can access the Open Items screen from the Engineering Change Information screen. When you access this screen from the Reference Data block, you will use this screen to view, modify, and selectively close open items associated with a particular document that you have queried. When you access this screen from the Related Document/Next Action Information block on the Engineering Change Information screen, you will use this screen to reference more than one target document or to link the closing document to open actions.

When you select the Open Items screen from the Reference Data block on the Engineering Change Information screen, all open items related to the target document will be displayed. When you select the Open Items screen from the Related Document/Next Action Information block, all open actions within the PCN are displayed. Select an item or multiple items from the list with an "X" in the Sel field. Press the ORACLE <COMMIT> key and the ORACLE <EXIT/CANCEL> key to return to the Engineering Change Information screen.

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Use the Open Items screen any time you need to cancel some, but not all, of the open items for an existing document, or if the closing document is closing actions on more than one target document.



Data Entry Instructions

The Open Items screen is not intended for use as an input screen, but you can use it to modify/input values for some fields on the screen. The fields on the Open Items screen that you can update include:

- (a) Item Seq,
- (b) Rel Doc Code,
- (c) Rel Doc Number,
- (d) Rel Doc Sys,
- (e) Act,
- (f) Rel Doc Sup,
- (g) Next Doc Code,
- (h) Complete Date,
- (i) Actn Org,
- (j) Actionee Name.

To use the Open Items screen for database update, enter the data or overwrite the existing data in any of the previously mentioned fields and then press the ORACLE <COMMIT> key to commit the entries to the CPTAS database.

To exit the Open Items screen, press the ORACLE <EXIT/CANCEL> key to return to the Engineering Change Information screen.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.7.2 Contract End Item/Mod Kit Status

To initiate the Contract End Item/Mod Kit Status process, select Option 3 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designator (PD) "AK."** Two screens are available through this option:

- (1) Contract End Item screen,
- (2) CEI Mod Kit Status screen.

3.7.2.1 Contract End Item Screen

Screen Functions

Use the Contract End Item screen to define and maintain information for a contract end item (CEI). Figure 3-56 depicts the Contract End Item screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM																																	
Contract End Item																																	
PD: ____	CEI Number: _____																																
Pt I Spec No. _____	CEI Part Number: _____																																
Pt II Spec No. _____	Contract Number: _____																																
Spec Preparer: _____		Cont CAGE No.: _____																															
Contract Qty: ____	Type: _	CCB: _____	S&E Disp: _____																														
CEI Nomen: _____																																	

<table border="1"> <thead> <tr> <th rowspan="2">Serial No.</th> <th rowspan="2">Location</th> <th colspan="2">== Life Cycle ==</th> <th colspan="2">=== Mission Data ===</th> </tr> <tr> <th>Type</th> <th>Value</th> <th>Date</th> <th>Mission</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>						Serial No.	Location	== Life Cycle ==		=== Mission Data ===		Type	Value	Date	Mission	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<div style="text-align: right;">Page 1 ENTER QUERY Count: *0</div>																																	

Figure 3-56. Contract End Item Screen.

Contract End Item Screen Input

Before attempting to enter data into the CPTAS database using the Contract End Item screen, you should first query the database by entering at least the PD and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying an existing contract end item (CEI), CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying a CEI that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create a new CEI, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of CEI data. Modify the CEI data by entering only the changed data into the Contract End Item screen. To create new CEI data, complete steps 1 through 19, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 20, or commit after each block by pressing the ORACLE <COMMIT> key. To access the CEI Mod Kit Status screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 21.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	CEI Number	Enter the contract end item (CEI) number. This is a mandatory field.
3	Pt I Spec No.	Enter the Part I CEI specification number.
4	CEI Part Number	Enter the CEI part number assigned to the top assembly.
5	Pt II Spec No.	Enter the Part II CEI specification number.
6	Contract Number	Enter the CEI contract number.

- | | | |
|----|---------------|--|
| 7 | Spec Preparer | Enter the code number of the specification preparer if it is different from the specification custodian. |
| 8 | Cont CAGE No. | Enter the contractor or government agency identifier number. |
| 9 | Contract Qty | Enter the total number of CEI units to be provided by the contract. |
| 10 | Type | Enter the type of contract deliverable. |
| 11 | CCB | Enter the number that represents the CCB responsible for the CEI. |
| 12 | S&E Disp | Enter the technical discipline responsible for the CEI. |
| 13 | CEI Nomen | Enter the complete nomenclature of the CEI as specified in the applicable CEI specification. |
| 14 | Serial No. | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Serial No. field. Enter the CEI serial number for each unit. |
| 15 | Location | Enter the location code for each serialized unit. |

Life Cycle:

- | | | |
|----|-------|---|
| 16 | Type | Enter the type of the life cycle for re-flown equipment, such as years or number of missions. |
| 17 | Value | Enter the value of the life cycle indicating the maximum value of the limiting factor. |

Mission Data:

- | | | |
|----|------|---|
| 18 | Date | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Life Cycle Date field. Enter the date of the life cycle or mission using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
|----|------|---|

- 19 Mission Enter the mission identifier of the life cycle.
- OPTION: To enter another serial number for the same document number, press the ORACLE <PREVIOUS BLOCK> key from the Mission Data block. Then press the ORACLE <CREATE RECORD> key to place the screen in create mode. Position the cursor in the Serial Number field, and repeat steps 15 through 18.

Data Committal

- 20 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the CEI Mod Kit Status Screen or Return to the CPTAS Specialized Online Maintenance Menu

- 21 To continue processing the Contract End Item/CEI Mod Kit Status screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Contract End Item screen to the first block on the CEI Mod Kit Status screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the CEI Mod Kit Status screen. To exit the Contract End Item/CEI Mod Kit Status screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.

 Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.7.2.2 CEI Mod Kit Status Screen

Screen Functions

Use the CEI Mod Kit Status screen to account for all changes dispositioned against a contract end item (CEI). Such accounting starts at change dispositioning and continues through implementation. Figure 3-57 depicts the CEI Mod Kit Status screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM						
CEI Mod Kit Status						
PD: _____		CEI Number: _____		Mod Kit Data		
===== Document =====		=====		Serial Number =====		
Code	Number	PCN	From	Thru	M	K
CEI S/N	Mod Kit No.	T	Est	Kit Instl		
		Y	M/Hrs	Location		
* Ship	Part I	Part II				
Date	* Inc Date	* Inc Date	* = Actual Date			
Mod Kit Title:	Remarks/Notes:					
_____	_____					
_____	_____					
_____	_____					
Enter a query; press ENTER to execute, PF3 to cancel.						110
Page 2		ENTER QUERY		Count: *0		

Figure 3-57. CEI Mod Kit Status Screen

CEI Mod Kit Status Screen Input

Before attempting to enter data into the CPTAS database using the CEI Mod Kit Status screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the Program Designator (PD), CEI Number, and Program Control Number (PCN) fields (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing CEI and modification kit (mod kit) data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying CEI and mod kit data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new CEI and mod kit data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of CEI and mod kit data.

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Modify the CEI and mod kit data by entering only the changed data into the CEI Mod Kit Status screen. To create new CEI mod kit data, complete steps 1 through 21, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 22, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 23.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered on the Contract End Item screen and is automatically generated for the CEI Mod Kit Status screen.
2	CEI Number	The contract end item (CEI) number must be queried or entered on the Contract End Item screen and is automatically generated for the CEI Mod Kit Status screen.

Document:

3	Code	Enter the code to identify type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.
4	Number	Enter the document number which identifies the data.
5	PCN	The program control number (PCN) must be created on the PCN Information screen. See paragraph 3.7.1.1. If there is a valid PCN associated with the PD and CEI number, the system will return the PCN to the screen when you perform a query.

Serial Number:

- | | | |
|----|--------------------|---|
| 6 | From | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Serial number From field. Enter the serial number of the beginning unit affected by the change. |
| 7 | Thru | Enter the serial number of the ending unit affected by the change. |
| 8 | MK | An entry is required if the change is to be incorporated by the mod kit for any of the serial numbers. |
| 9 | CEI S/N | Enter the CEI serial number for the mod kit. |
| 10 | Mod Kit No. | Enter the identification number assigned to the mod kit. |
| 11 | TY | Enter the mod kit type code. |
| 12 | Est M/Hrs | Enter the estimated number of man hours required to install the mod kit. |
| 13 | Kit Instl Location | Enter the installation location where the mod kit is to be installed. |
| 14 | * | Enter an "*" indicating the date in the Ship Date field is the date the mod kit is actually shipped, rather than the scheduled ship date. |
| 15 | Ship Date | Enter the date the mod kit is scheduled to be shipped using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 16 | * | Enter an "*" indicating the date in the Part I Inc Date field that the mod kit is actually installed, rather than the scheduled installation date. |
| 17 | Part I Inc Date | Enter the date from the Installation Notice Card that the mod kit is scheduled to be installed using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

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- | | | |
|----|------------------|--|
| 18 | * | Enter an "*" indicating the date in the Part II Inc Date field that the test is actually performed, rather than the scheduled test date. |
| 19 | Part II Inc Date | Enter the date from the Installation Notice Card that the test is scheduled to be performed using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 20 | Mod Kit Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Mod Kit Title field. Enter the descriptive title for the mod kit. |
| 21 | Remarks/Notes | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Remarks/Notes field. Enter the remarks and notes pertaining to this mod kit. |

Data Committal

- | | |
|----|---|
| 22 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Return to the CPTAS Specialized Online Maintenance Menu

- | | |
|----|--|
| 23 | To exit the Contract End Item/CEI Mod Kit Status screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu. |
|----|--|

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.7.3 Information Management

To access the Information Management screen, select Option 4 from the CPTAS Specialized Online Maintenance Menu. **You can only use this screen if you have access to the program designator (PD) "BI."**

INFORMATION MANAGEMENT SCREEN

Screen Functions

Use the Information Management screen to establish and maintain the information required for tracking and accounting for all documents received and stored. This screen provides information relative to the document such as status, title, remarks/notes, and payload effectivities. Figure 3-58 depicts the Information Management screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM Information Management						
PD: ____		ICN: _____				
=====	Document	=====		S	Document	Media
Code	Number		REV	T	Date	Type
_____	_____	_____	_____	_____	_____	_____
Payload						
Mission/Eff						
Document Title: _____						
Remarks/Notes: _____						

120						
Page 1				Count: 0		

Figure 3-58. Information Management Screen

Information Management Screen Input

Before attempting to enter data into the CPTAS database using the Information Management screen, you should first query the database by entering at least the PD and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing information management data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying information management data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new information management data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of information management data. Modify the information management data by entering only the changed data into the Information Management screen. To create new information management data, complete steps 1 through 11, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 12, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 13.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	ICN	Enter the information control number (ICN). This is a mandatory field.
Document:		
3	Code	Press the ORACLE <NEXT BLOCK> key to position the cursor in the Document Code field. Enter the code used to identify the type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.
4	Number	Enter the number which identifies the document.
5	REV	Enter the revision indicator for the document. The revision indicator is alphanumeric.

- | | | |
|----|---------------------|--|
| 6 | ST | Enter the code to identify the status of the document. |
| 7 | Document Date | Enter the date of the document using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. This is a mandatory field. |
| 8 | Media Type | Enter the type media the document is stored in, for example: "H" - Hard copy, "F" - Microfiche. |
| 9 | Payload Mission/Eff | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Payload Mission/Eff field. Enter the code that identifies the effectivity of the payload or mission. |
| 10 | Document Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Document Title field. Enter the title of the document. |
| 11 | Remarks/Notes | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Remarks/Notes field. Enter the remarks and notes pertaining to the document. |

Data Committal

- | | |
|----|---|
| 12 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Return to the CPTAS Specialized Online Maintenance Menu

- | | |
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| 13 | To exit the Information Management screen, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu. |
|----|---|



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.4 Document Release List Maintenance

To access the Document Release List screens, select Option 5 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designators (PD's) "DR" and "AN."** Two screens are available through this option:

- (1) Document Release List (Base Data) screen,
- (2) Document Release List (Detail Data) screen.

3.7.4.1 Document Release List (Base Data) Screen

Screen Functions

Use the Document Release List (Base Data) screen to establish and define the information required for releasing a drawing or procedure. It also identifies the project manager and configuration manager responsible for this program control number (PCN). Figure 3-59 depicts the Document Release List (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
Document Release List (Base Data)				
PD: _____	PCN: _____	Pkg#: _____		
Assigned Date	=====	Responsible Orgn	=====	
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
Description:	Effectivity(s)		CEI Number	
_____	-	-	-	_____
_____	-	-	-	_____
_____	-	-	-	_____
_____	-	-	-	_____
_____	-	-	-	_____
Enter a query; press ENTER to execute, PF3 to cancel.				130
Page 1		ENTER QUERY	Count: *0	

Figure 3-59. Document Release List (Base Data) Screen

Document Release List (Base Data) Screen Input

Before attempting to enter data into the CPTAS database using the Document Release List (Base Data) screen, you should first query the database by entering at least the PD and, if you wish to narrow the search, enter additional data in any single one, or combination, of the fields on this screen.

You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions). Press the ORACLE <RETURN> key. If you are querying existing Document Release List (DRL) data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying DRL data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new DRL data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of DRL data. Modify the DRL data by entering only the changed data into the Document Release List (Base Data) screen. To create new DRL data, complete steps 1 through 14, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 15, or commit after each block by pressing the ORACLE <COMMIT> key. To access the Document Release List (Detail Data) screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 16.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the root drawing number for the program control number (PCN). This is a mandatory field.
3	Pkg#	Enter the package number which contains the drawing or drawing revision. This is an optional field.
4	Assigned Date	Enter the date the PCN was assigned to the drawing or procedure using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. This is a mandatory field.

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Responsible:

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| 5 | Orgn | Enter the organization of the project manager responsible for the PCN. |
| 6 | Name | Enter the name of the project manager responsible for the PCN. |
| 7 | Configuration Manager | Enter the name of the configuration manager responsible for the control of the PCN. |
| 8 | Cat Code | <p>Enter the category code for the PCN. This field is validated against the PCN Category Code (PCC) Table, which is a User Defined Values Table; refer to paragraph 3.6.1. The values for the PCN category code may be as follows:</p> <p>MPE - Mission Peculiar Equipment
MDE - Mission Dependent Equipment</p> |
| 9 | Type Equip | Enter the type of equipment being manufactured, such as flight, ground, or test. |
| 10 | Revised Date | Enter the date the PCN was revised. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 11 | Closed Date | Enter the date the PCN was closed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 12 | Description | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Description field. Enter the drawing title of the PCN description. |
| 13 | Effectivity(s) | The effectivity(s) entered on the Document Release List (Detail Data) screen are automatically generated on the Document Release List (Base Data) screen. |
| 14 | CEI Number | The contract end item (CEI) numbers entered on the Document Release List (Detail Data) screen are automatically generated on the Document Release List (Base Data) screen. |

Data Committal

- 15 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the Document Release List (Detail Data) Screen or Return to the CPTAS Specialized Online Maintenance Menu

- 16 To continue processing the Document Release List Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Release List (Base Data) screen to the first block on the Document Release List (Detail Data) screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Document Release List (Detail Data) screen. To exit the Document Release List Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.4.2 Document Release List (Detail Data) Screen

Screen Functions

Use the Document Release List (Detail Data) screen to enter and maintain the information required for released drawings, parts lists, procedures and associated change papers (for example, Document Change Notices). Figure 3-60 depicts the Document Release List (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Document Release List									
(Detail Data)									
PD: _____	PCN: _____					Pkg#: _____			
===== Document =====		T	P	S	S	===== CCBD =====			
Code	Pref Number	Y	L	U	Z	Number			Date
_____	_____	_____	_____	_____	_____	_____			_____
==== Initiating Document ====									
Code	Number	Effectivity(s)				CBI Number			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Title: _____		Remarks: _____							
_____		_____							
_____		_____							
_____		_____							
Enter a query; press ENTER to execute, PF3 to cancel. _____									
Page 2 ENTER QUERY Count: *0									

Figure 3-60. Document Release List (Detail Data) Screen

Document Release List (Detail Data) Screen Input

The Document Release List (Detail Data) screen differs from other system (Detail Data) screens because it initially displays in query mode. You can query all of the fields on this screen except the Program Designator (PD) and Program Control Number (PCN) fields (refer to the Data Entry Instructions).

Before attempting to enter data into the CPTAS database using the Document Release List (Detail Data) screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen.

Press the ORACLE <RETURN> key. If you are querying an existing Document Release List (DRL), CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying DRL data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter."

If you want to create new DRL data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of DRL data. Modify the DRL data by entering only the changed data into the Document Release List (Detail Data) screen. To create new DRL data, complete steps 1 through 18, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 19, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 20.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered in the Document Release List (Base Data) screen and is automatically generated for the Document Release List (Detail Data) screen.
2	PCN	The program control number (PCN) must be queried or entered in the Document Release List (Base Data) screen and is automatically generated for the Document Release List (Detail Data) screen.
3	Pkg#	The package number must be queried or entered in the Document Release List (Base Data) screen and is automatically generated for the Document Release List (Detail Data) screen.
Document:		
4	Code	Enter the code used to identify the type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. This is a mandatory field.
5	Pref	Enter the drawing prefix for the drawing or leave blank for a procedure. New drawings will not have prefixes.

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| 6 | Number | Enter the document/drawing number that identifies the drawing, procedure or associated change paper (for example, a document change notice). This is a mandatory field. |
| 7 | TY | Enter the code to identify the type of document, drawing, or associated change, such as: "D" - documentation, "H" - hardware, "S" - software. |
| 8 | PL | Enter an "X" to indicate the presence of a parts list. |
| 9 | SU | Enter a code to indicate whether the drawing should be suppressed. A blank indicates the current baseline drawing. A non-blank entry indicates the drawing has had at least one revision. |
| 10 | SZ | Enter the size of the drawing. |

CCBD:

- | | | |
|----|--------|---|
| 11 | Number | Enter the Configuration Control Board Directive (CCBD) number authorizing the release of the drawing/document/associated change papers. |
| 12 | Date | Enter the Configuration Control Board Directive date using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

**Initiating
Document:**

- | | | |
|----|--------|--|
| 13 | Code | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Initiating Document Code field. Enter the code used to identify the type of the initiating document, such as: "ELR" - Engineering Liaison Request or "FEC" - Field Engineering Change. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 14 | Number | Enter the number of the document initiating the change. |

- | | | |
|----|----------------|---|
| 15 | Effectivity(s) | Press the ORACLE <NEXT BLOCK> key to position the cursor in the effectivity(s) field. Enter the codes that identify the effectivity of the change. A "+" in the first position indicates the mission is added to the list of affected missions. A "-" in the third position indicates the missions in series that are affected by this drawing. |
| 16 | CEI Number | Enter the contract end item numbers for each item affected or defined by the drawing/document. |
| 17 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Document Title field. Enter the title of the drawing/document or description of the change. |
| 18 | Remarks | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Remarks field. Enter the remarks and notes pertaining to the drawing/document/associated change paper. |

Data Committal

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|----|---|
| 19 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Return to the CPTAS Specialized Online Maintenance Menu

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|----|---|
| 20 | To exit the Document Release List Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu. |
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Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.5 Serialized Parts Maintenance

To access the Serialized Parts screens, select Option 6 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designator (PD) "MA."** Two screens are available through this option:

- (1) Serialized Parts (Base Data) screen,
- (2) Serialized Parts (Detail Data) screen.

3.7.5.1 Serialized Parts (Base Data) Screen

Screen Functions

Use the Serialized Parts (Base Data) Screen to establish and maintain the information for all parts and assemblies requiring serialization. Entry of a program control number (PCN) on this screen will initiate the tracking of the serialized part. Figure 3-61 depicts the Serialized Parts (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Serialized Parts					
(Base Data)					
PD: _____	PCN: _____				
Assigned Date	=====	Responsible	=====		
	Orgn	Name			
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date	
Description:		Effectivity(s)	CEI Number		
_____		- _____	_____		
_____		- _____	_____		
_____		- _____	_____		
_____		- _____	_____		

140

Page 1 ENTER QUERY Count: *0

Figure 3-61. Serialized Parts (Base Data) Screen

Serialized Parts (Base Data) Screen Input

Before attempting to enter data into the CPTAS database using the Serialized Parts (Base Data) screen, you should first query the database by entering at least the PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen. You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing serialized parts data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying serialized parts data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new serialized parts data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of serialized parts data. Modify the serialized parts data by entering only the changed data into the Serialized Parts (Base Data) screen. To create new serialized parts data, complete steps 1 through 13, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 14, or commit after each block by pressing the ORACLE <COMMIT> key. To access the Serialized Parts (Detail Data) screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 15.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the root drawing number. For new drawings, the root drawing number and the drawing number are the same. For old drawings, the root drawing number is the drawing number without the drawing prefix.
3	Assigned Date	Enter the date the program control number (PCN) was assigned to the serialized part or assembly using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.
Responsible:		
4	Orgn	Enter the organization of the project manager responsible for the PCN.

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|----|-----------------------|---|
| 5 | Name | Enter the name of the project manager responsible for the PCN. |
| 6 | Configuration Manager | Enter the name of the configuration manager responsible for the PCN. |
| 7 | Cat Code | Enter the serialized part or assembly prefix code. This is a mandatory field. This field is validated against the PCN Category Code (PCC) Table, which is a User Defined Values Table; refer to paragraph 3.6.1. The values for the PCN category code may be as follows:

MPE - Mission Peculiar Equipment
MDE - Mission Dependent Equipment |
| 8 | Type Equip | Enter the type of part or assembly being manufactured. |
| 9 | Revised Date | The revised date is automatically generated. The date is the current system date. |
| 10 | Closed Date | Enter the date the PCN was closed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 11 | Description | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Description field. Enter a brief description for this serialized part or assembly. |
| 12 | Effectivity(s) | The effectivity(s) entered on the Serialized Parts (Detail Data) screen are automatically generated on the Serialized Parts (Base Data) screen. |
| 13 | CEI Number | The CEI numbers entered on the Serialized Parts (Detail Data) screen are automatically generated on the Serialized Parts (Base Data) screen. |

Data Committal

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|----|---|
| 14 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Proceed to the Serialized Parts (Detail Data) Screen or Return to the CPTAS Specialized Online Maintenance Menu

- 15 To continue processing the Serialized Parts Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Serialized Parts (Base Data) screen to the first block on the Serialized Parts (Detail Data) screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Serialized Parts (Detail Data) screen. To exit the Serialized Parts Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.5.2 Serialized Parts (Detail Data) Screen

Screen Functions

Use the Serialized Parts (Detail Data) Screen to enter and maintain the detailed information required for tracking manufactured serialized parts. Figure 3-62 depicts the Serialized Parts (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Serialized Parts (Detail Data)					
PD: ____	PCN: _____				
Dash Number	Serial Number	Type Item	Next Higher Assembly	Assigned Date	
===== Responsible =====		EEE		Doc	
Orgn	Name	Reqd		Prefix	
Contract Number	Oper. Dir. Number	Effectivity(s)	CEI Number		
_____		_____	_____		
_____		_____	_____		
_____		_____	_____		
Title: _____		Remarks: _____			
_____		_____			
_____		_____			
_____		_____			
Enter a query; press ENTER to execute, PF3 to cancel.					140
Page 2 ENTER QUERY					Count: *0

Figure 3-62. Serialized Parts (Detail Data) Screen

Serialized Parts (Detail Data) Screen Input

The Serialized Parts (Detail Data) screen differs from other system (Detail Data) screens because it initially displays in query mode. You can query all of the fields on this screen except the Program Designator (PD) and Program Control Number (PCN) fields (refer to Data Entry Instructions).

Before attempting to enter data into the CPTAS database using the Serialized Parts (Detail Data) screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen.

Press the ORACLE <RETURN> key. If you are querying existing serialized parts data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying serialized parts data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new serialized parts data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode.

Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of serialized parts data. Modify the serialized parts data by entering only the changed data into the Serialized Parts (Detail Data) screen. To create new serialized parts data, complete steps 1 through 17, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 18, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 19.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered in the Serialized Parts (Base Data) screen and is automatically generated for the Serialized Parts (Detail Data) screen.
2	PCN	The program control number (PCN) must be queried or entered in the Serialized Parts (Base Data) screen and is automatically generated for the Serialized Parts (Detail Data) screen.
3	Dash Number	Enter the dash number for the part or assembly.
4	Serial Number	Enter the serial number of the manufactured serialized parts.
5	Type Item	Enter the type usage of this part or assembly being serialized, such as: flight, spare, qualification, etc.
6	Next Higher Assembly	Enter the assembly number in which the serialized part is to be installed.
7	Assigned Date	Enter the date that the serial number was assigned to the part or assembly using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

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Responsible:

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|----|-------------------|--|
| 8 | Orgn | Enter the organization requesting and responsible for the assignment of the serial number to the part or assembly. |
| 9 | Name | Enter the name of the engineer assigned responsibility for the serialized parts or assembly. |
| 10 | EEE Req'd | Enter "Y" if the serialized parts or assembly requires a triple E parts list or "N" if not required. This is a mandatory field. |
| 11 | Doc Prefix | The category code entered in the Serialized Parts (Base Data) screen is automatically generated for the Serialized Parts (Detail Data) screen in the Doc Prefix field. |
| 12 | Contract Number | Enter the number of the contract the part or assembly is being manufactured under. |
| 13 | Oper. Dir. Number | Enter the number of the directive authorizing the building of the part or assembly. |
| 14 | Effectivity(s) | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Effectivity(s) field. Enter the code that identifies the effectivity of the part or assembly. |
| 15 | CEI Number | Enter the contract end item (CEI) number approved by the responsible MSFC office. |
| 16 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Title field. Enter the title pertaining to the part or assembly. |
| 17 | Remarks | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Remarks field. Enter any pertinent information related to the part or assembly. |

Data Committal

- 18 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Return to the CPTAS Specialized Online Maintenance Menu

- 19 To exit the Serialized Parts Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.6 Review Item Discrepancy Maintenance

To access the Review Item Discrepancy screens, select Option 7 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designator (PD) "RI."** Two screens are available through this option:

- (1) Review Item Discrepancy (Base Data) screen,
- (2) Review Item Discrepancy (Detail Data) screen.

3.7.6.1 Review Item Discrepancy (Base Data) Screen

Screen Functions

Use the Review Item Discrepancy (Base Data) screen to establish and define information required for the Configuration Design Review. Entry of a program control number (PCN) on this screen will initiate the tracking for a design review. Figure 3-63 depicts the Review Item Discrepancy (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
Review Item Discrepancy (Base Data)				
PD: _____	PCN: _____			
Assigned Date	=====	Responsible Individual	=====	
_____	Orgn	_____	_____	
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
_____	_____	_____	_____	_____
Description:	Comments:		Mission/ Project	
_____	_____		_____	
_____	_____		_____	
_____	_____		_____	
150				
Page 1 ENTER QUERY Count: *0				

Figure 3-63. Review Item Discrepancy (Base Data) Screen

Review Item Discrepancy (Base Data) Screen Input

Before attempting to enter data into the CPTAS database using the Review Item Discrepancy (Base Data) screen, you should first query the database by entering at least the program designator (PD) and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen.

You can query all of the fields on this screen except the PD field (refer to the Data Entry Instructions). Press the ORACLE <RETURN> key. If you are querying existing Review Item Discrepancy (RID) data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying RID data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new RID data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of RID data. Modify the RID data by entering only the changed data into the Review Item Discrepancy (Base Data) screen. To create new RID data, complete steps 1 through 13, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 14, or commit after each block by pressing the ORACLE <COMMIT> key. To access the Review Item Discrepancy (Detail Data) screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 15.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the program control number (PCN) representative of the mission or project. This is a mandatory field.
3	Assigned Date	Enter the date the PCN was assigned to the mission or project for conducting design reviews using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.
Responsible:		
4	Orgn	Enter the organization of the project manager responsible for conducting the mission or project design review.
5	Individual	Enter the name of the project manager responsible for conducting the mission or project design review.

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|----|-----------------------|--|
| 6 | Configuration Manager | Enter the name of the configuration manager responsible for conducting the mission or project design review. |
| 7 | Cat Code | <p>Enter the category code for the PCN. This field is validated against the PCN Category Code (PCC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. Some sample values for the PCN category code may be as follows:</p> <p>MPE - Mission Peculiar Equipment
MDE - Mission Dependent Equipment
IPL - Integrated Payload</p> |
| 8 | Type Equip | Enter the type of equipment, either flight or ground, being reviewed. |
| 9 | Revised Date | The revised date is automatically generated. The date is the current system date. |
| 10 | Closed Date | Enter the date the PCN was closed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 11 | Description | Press the ORACLE <NEXT BLOCK> key to position the cursor in the description field. Enter the design review description, such as "CDR" - Critical Design Review. |
| 12 | Comments | Press the ORACLE <NEXT BLOCK> key to position the cursor in the comments field. Enter any comments concerning a design review. |
| 13 | Mission/Project | The mission/project(s) entered on the Review Item Discrepancy (Detail Data) screen is automatically generated on the Review Item Discrepancy (Base Data) screen. |

Data Committal

- | | |
|----|---|
| 14 | Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database. |
|----|---|

Proceed to the Review Item Discrepancy (Detail Data) Screen or Return to the CPTAS Specialized Online Maintenance Menu

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To continue processing the Review Item Discrepancy Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Review Item Discrepancy (Base Data) screen to the first block on the Review Item Discrepancy (Detail Data) screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Review Item Discrepancy (Detail Data) screen. To exit the Review Item Discrepancy Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.6.2 Review Item Discrepancy (Detail Data) Screen

Screen Functions

Use the Review Item Discrepancy (Detail Data) screen to enter and maintain the information required for tracking Review Item Discrepancy (RID) data. Figure 3-64 depicts the Review Item Discrepancy (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Review Item Discrepancy (Detail Data)					
PD: ____ PCN: ____					
Design	RID	===== Initiator =====			
Review	Number	Orgn	Name		
T A	Title: _____	Mission/Project: _____			
Y C	_____				
- -	_____				
Next	===== Actionee =====	Schedule	Received		
Action	Orgn Name	Date	Date		
Comments: _____					

Enter a query; press ENTER to execute, PF3 to cancel.					150
Page 2 ENTER QUERY					Count: *0

Figure 3-64. Review Item Discrepancy (Detail Data) Screen

Review Item Discrepancy (Detail Data) Screen Input

The Review Item Discrepancy (Detail Data) screen differs from other system (Detail Data) screens because it initially displays in query mode. You can query all of the fields on this screen except the Program Designator (PD) field (refer to the Data Entry Instructions).

Before attempting to enter data into the CPTAS database using the Review Item Discrepancy (Detail Data) screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen.

Press the ORACLE <RETURN> key. If you are querying existing RID data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying RID data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new RID data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode.

Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of RID data. Modify the RID data by entering only the changed data into the Review Item Discrepancy (Detail Data) screen. To create new RID data, complete steps 1 through 16, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 17, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 18.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered in the Review Item Discrepancy (Base Data) screen and is automatically generated for the Review Item Discrepancy (Detail Data) screen.
2	PCN	The program control number (PCN) is automatically generated for the Review Item Discrepancy (Detail Data) screen. You may also query the PCN from this screen.
3	Design Review	Enter the code used to identify the type of review, such as: "RR" - Requirements Review, "PDR" - Preliminary Design Review, "CDR" - Critical Design Review, and so forth.
4	RID Number	Enter the number which identifies the Review Item Discrepancy (RID).
Initiator:		
5	Orgn	Enter the code of the organization which initiated the RID.
6	Name	Enter the name of the person who initiated the RID.

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- | | | |
|----|-----------------|--|
| 7 | Ty | Enter the RID type code for the group dispositioning the RID, such as: "1" - Board, "2" - Preboard, or "3" - Team. |
| 8 | Ac | Enter the code of the action taken on the RID, such as: "A" - Approved, "C" - Approved with Change, "W" - Withdrawn, and so forth. |
| 9 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Title field. Enter the RID title. |
| 10 | Mission/Project | Press the ORACLE <NEXT BLOCK> key to position the cursor in the field. Enter the code which identifies the effectivity of the RID. |
| 11 | Next Action | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Next Action field. Enter the code to identify the next action required in processing the RID or implementing the RID. This field is validated against the Next Action Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |

Actionee:

- | | | |
|----|---------------|--|
| 12 | Orgn | Enter the organization responsible for accomplishing the next action. |
| 13 | Name | Enter the name of the person responsible for accomplishing the next action. |
| 14 | Schedule Date | Enter the date by which the next action is to be completed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 15 | Received Date | Enter the date that the next action was accomplished. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 16 | Comments | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Comments field. Enter any pertinent information related to the RID. |

Data Committal

- 17 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Return to the CPTAS Specialized Online Maintenance Menu

- 18 To exit the Review Item Discrepancy Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.7 Technical Questionnaires Maintenance

To access the Technical Questionnaires screens, select Option 8 from the CPTAS Specialized Online Maintenance Menu. **You can only use these screens if you have access to the program designator (PD) "QA."** Two screens are available through this option:

- (1) Technical Questionnaires (Base Data) screen,
- (2) Technical Questionnaires (Detail Data) screen.

3.7.7.1 Technical Questionnaires (Base Data) Screen

Screen Functions

Use the Technical Questionnaires (Base Data) screen to establish and track questions/responses regarding specifications received from contractors. Figure 3-65 depicts the Technical Questionnaires (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
Technical Questionnaires				
(Base Data)				
PD: ____	PCN: _____			
Assigned Date	=====	Responsible	=====	
	Orgn	Individual		
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
Description:		Comments:		
_____		_____		
_____		_____		
_____		_____		
Query caused no records to be retrieved. Re-enter.			155	
Page 1 ENTER QUERY			Count: *0	

Figure 3-65. Technical Questionnaires (Base Data) Screen

Technical Questionnaires (Base Data) Screen Input

Before attempting to enter data into the CPTAS database using the Technical Questionnaires (Base Data) screen, you should first query the database by entering at least the PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen (refer to Data Entry Instructions). You can query all fields on this screen except the PD field (refer to the Data Entry Instructions).

Press the ORACLE <RETURN> key. If you are querying existing Technical Questionnaires data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying technical questionnaires data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter." If you want to create new technical questionnaires data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of technical questionnaires data. Modify the technical questionnaires data by entering only the changed data into the Technical Questionnaires (Base Data) screen. To create new technical questionnaires data, complete steps 1 through 12, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 13, or commit after each block by pressing the ORACLE <COMMIT> key. To access the Technical Questionnaires (Detail Data) screen or return to the CPTAS Specialized Online Maintenance Menu, follow step 14.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	Enter the program designator (PD). This is a mandatory field.
2	PCN	Enter the program control number (PCN) representative of the mission or project. This is a mandatory field.
3	Assigned Date	Enter the date the PCN was assigned to the technical questionnaire using the date format DD-MON-YY. Appendix E lists the standard ORACLE abbreviations for the months.

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Responsible:

- | | | |
|----|-----------------------|---|
| 4 | Orgn | Enter the organization of the project manager responsible for the PCN. |
| 5 | Individual | Enter the name of the project manager responsible for the PCN. |
| 6 | Configuration Manager | Enter the name of the configuration manager responsible for the PCN. |
| 7 | Cat Code | <p>Enter the serialized part or assembly prefix code. This is a mandatory field. This field is validated against the PCN Category Code (PCC) Table, which is a User Defined Values Table; refer to paragraph 3.6.1. The values for the PCN category code may be as follows:</p> <p>MPE - Mission Peculiar Equipment
MDE - Mission Dependent Equipment</p> |
| 8 | Type Equip | Enter the type of equipment being manufactured, such as: flight, ground, or test. |
| 9 | Revised Date | The revised date is automatically generated. The date is the current system date. |
| 10 | Closed Date | Enter the date the PCN was closed. The format for this field is DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 11 | Description | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Description field. Enter a brief description for the technical questionnaire. |
| 12 | Comments | The comments entered on the Technical Questionnaires (Detail Data) screen are automatically generated on the Technical Questionnaires (Base Data) screen. |

Data Committal

- 13 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Proceed to the Technical Questionnaires (Detail Data) Screen or Return to the CPTAS Specialized Online Maintenance Menu

- 14 To continue processing the Technical Questionnaires Maintenance screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Technical Questionnaires (Base Data) screen to the first block on the Technical Questionnaires (Detail Data) screen, or press the ORACLE <NEXT PAGE> key in update mode only to proceed directly to the Technical Questionnaires (Detail Data) screen. To exit the Technical Questionnaires Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.7.7.2 Technical Questionnaires (Detail Data) Screen

Screen Functions

Use the Technical Questionnaires (Detail Data) screen to assign and track document number, title, and initiator information in a manner similar to processing an Engineering Change Request (ECR) or Engineering Change Proposal (ECP). Actions are also assigned and tracked from the Technical Questionnaires (Base Data) screen. Figure 3-66 depicts the Technical Questionnaires (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Technical Questionnaires									
(Detail Data)									
PD: ____		PCN: _____							
		===== Document =====			===== Initiator =====				
Proj	Code	Number	Date	Orgn	Name		Type	Act	
_____	_____	_____	_____	_____	_____		_____	_____	
Title: _____									

Next	===== Actionee =====			Schedule		Received			
Action	Orgn	Name			Date		Date		
_____	_____	_____			_____		_____		
Comments: _____									

Enter a query; press ENTER to execute, PF3 to cancel.								155	
Page 2				ENTER QUERY		Count: *0			

Figure 3-66. Technical Questionnaires (Detail Data) Screen

Technical Questionnaires (Detail Data) Screen Input

The Technical Questionnaires (Detail Data) screen differs from other system (Detail Data) screens because it initially displays in query mode. You can query all of the fields on this screen except the Program Designator (PD) field.

Before attempting to enter data into the CPTAS database using the Technical Questionnaires (Detail Data) screen, you should first query the database by entering data in any single one, or combination, of the fields on this screen.

Press the ORACLE <RETURN> key. If you are querying existing Technical Questionnaires data, CPTAS will return the associated information to the screen, and the screen will switch to update mode. If you are querying technical questionnaires data that has not been established in the CPTAS database, you will receive the message "Query caused no records to be retrieved. Re-enter."

If you want to create new technical questionnaires data, then you must press the ORACLE <EXIT/CANCEL> key to switch the screen to update mode. Querying not only verifies that the information to be modified actually resides within the database, but it also prevents accidental duplication of technical questionnaires data. Modify the technical questionnaires data by entering only the changed data into the Technical Questionnaires (Detail Data) screen. To create new technical questionnaires data, complete steps 1 through 17, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit entries to the CPTAS database by completing step 18, or commit after each block by pressing the ORACLE <COMMIT> key. To return to the CPTAS Specialized Online Maintenance Menu, follow step 19.



Data Entry Instructions

Step	Data Entries	Instructions
1	PD	The program designator (PD) must be entered in the Technical Questionnaires (Base Data) screen and is automatically generated for the Technical Questionnaires (Detail Data) screen.
2	PCN	The program control number (PCN) is automatically generated for the Technical Questionnaires (Detail Data) screen. You may also query the PCN from this screen.
3	Proj	Enter the code that indicates the project office of discipline responsible for the questionnaire.
Document:		
4	Code	Enter the code used to identify the type of document. This field is validated against the Document Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1.
5	Number	Enter the number which identifies the document.
6	Date	Enter the date the document was received using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months.

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Initiator:

- | | | |
|----|-------------|---|
| 7 | Orgn | Enter the organization of the individual who initiated the technical questionnaire. |
| 8 | Name | Enter the name of the individual who initiated the technical questionnaire. |
| 9 | Type | Enter the document type code for this document. |
| 10 | Act | Enter the document action code that identifies the required action associated with the document being questioned. This field is validated against the Document Action Code (DAC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |
| 11 | Title | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Title field. Enter the title of the document. |
| 12 | Next Action | Press the ORACLE <NEXT BLOCK> key to position the cursor in the Next Action field. Enter the next action code for the processing of the technical questionnaire. This field is validated against the Next Action Code (DOC) Table. This is a User Defined Values Table; refer to paragraph 3.6.1. |

Actionee:

- | | | |
|----|---------------|--|
| 13 | Orgn | Enter the organization code of the person responsible for the next action. |
| 14 | Name | Enter the name of the person responsible for the next action. |
| 15 | Schedule Date | Enter the suspense date for the next action to be accomplished using the date format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |
| 16 | Received Date | Enter the date the next action was received using the format DD-MON-YY. Appendix C lists the standard ORACLE abbreviations for the months. |

- 17 Comments Press the ORACLE <NEXT BLOCK> key to position the cursor in the Comments field. Enter any pertinent information related to the RID.

Data Committal

- 18 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to commit this data to the CPTAS database.

Return to the CPTAS Specialized Online Maintenance Menu

- 19 To exit the Technical Questionnaires Maintenance screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Maintenance Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8 Specialized Online Query Menu

The Specialized Online Query Menu is **intended for restricted use** and provides access to these screens for querying data. Figure 3-67 depicts the Specialized Online Query Menu.

Date: XX-XX-XX		Time: XX:XX	
CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM			
SPECIALIZED ONLINE QUERY MENU			
0	RETURN TO SYSTEM		
1	RETURN TO CPTAS MAIN MENU		
2	PCN/Engineering Change Information		
3	Contract End Item/Mod Kit Status		
4	Information Management		
5	Document Release List		
6	Serialized Parts		
7	Review Item Discrepancy		
8	DRL Current Status		
9	DRL History Status		
ENTER SELECTION: 1		MIS-3090-PROD	
(VALID RANGE IS THRU 9)		CP165SM0	
Page 1		Count: *0	

Figure 3-67. Specialized Online Query Menu

Accessing the Online Query Screens

To query data on the Specialized Online Query screens, select Option 9 from the CPTAS MAIN MENU; then, select Options 2 through 7, as applicable, from the Specialized Online Query Menu and enter the data elements specified for each screen.

Option 0, RETURN TO SYSTEM, automatically returns you to the IBM ORACLE APPLICATIONS menu.

Option 1, RETURN TO CPTAS MAIN MENU, automatically returns you to the CPTAS MAIN MENU.

Option 2, PCN/Engineering Change Information, is used to query program control number (PCN) and engineering change information. See paragraph 3.8.1. **You can use this option only if you have access to the program designator (PD) "AK."**

Option 3, Contract End Item/Mod Kit Status, is used to query contract end item (CEI) and modification kit (mod kit) status information. See paragraph 3.8.2. **You can use this option only if you have access to the PD "AK."**

Option 4, Information Management, is used to query information management data, such as the storage location or storage type of documents received. See paragraph 3.8.3. **You can use this option only if you have access to the PD "BI."**

Option 5, Document Release List, is used to query Document Release List information. See paragraph 3.8.4. **You can use this option only if you have access to the PD's "DR" and "AN."**

Option 6, Serialized Parts, is used to query serialized parts information. See paragraph 3.8.5. **You can use this option only if you have access to the PD "MA."**

Option 7, Review Item Discrepancy, is used to query Review Item Discrepancy information. See paragraph 3.8.6. **You can use this option only if you have access to the PD "RI."**

Option 8, DRL Current Status, is used to query the current status of DRL information. See paragraph 3.8.7. **You can use this option only if you have access to the PD "DR."**

Option 9, DRL History Status, is used to query the DRL history information. See paragraph 3.8.8. **You can use this option only if you have access to the PD "DR."**

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3.8.1 PCN/Engineering Change Information Query

To access the PCN/Engineering Change Information Query screens, select Option 2 from the CPTAS Specialized Online Query Menu. **You can use this option only if you have access to the program designator (PD) "AK."** Two screens are available through this option:

- (1) PCN Information screen,
- (2) Engineering Change Information Query screen.

3.8.1.1 PCN Information Query Screen

Screen Function

Use the PCN Information screen to query baseline documents. Figure 3-68 depicts the PCN Information Query screen. Refer to paragraph 3.7.1.1 for a description of the data elements on the PCN Information Query screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
PCN Information Query				
PD: _____	PCN: _____	CEI Number: _____		
Assigned Date	=====	Responsible Individual	=====	
_____	Orgn	_____	_____	
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
_____	_____	_____	_____	_____
Description:	Comments:		Effectivity(s)	
_____	_____		- - - - -	
_____	_____		- - - - -	
_____	_____		- - - - -	
100				
Page 1		ENTER QUERY	Count: *0	

Figure 3-68. PCN Information Query Screen

Querying the PCN Information Query Screen

The PCN Information Query screen functions only in query mode. You may query any field on this screen except for the PD field. You must enter a specific PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen.

A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Engineering Change Information Query Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the PCN/Engineering Change Information Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the PCN Information Query screen to the first block on the Engineering Change Information Query screen. To exit the PCN/Engineering Change Information Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

You may enter a specific query by entering the full related document code and the related document number. A partial entry into the Related Document Code or the Related Document Number fields will increase the scope of the query. A generic query may be issued with no entry in the Related Document Code or the Related Document Number fields. As before, you may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the PCN Information Query Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the PCN/Engineering Change Information Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Engineering Change Information Query screen to the first block on the PCN Information Query screen. To exit the PCN/Engineering Change Information Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.2 Contract End Item/Mod Kit Status Query

To access the Contract End Item/Mod Kit Status Query screens, select Option 3 from the CPTAS Specialized Online Query Menu. **You can use this option only if you have access to the program designator (PD) "AK."** Two screens are available through this option:

- (1) Contract End Item Query screen,
- (2) CEI Mod Kit Status Query screen.

3.8.2.1 Contract End Item Query Screen

Screen Function

Use the Contract End Item Query screen to query information pertaining to a Contract End Item. Figure 3-70 depicts the Contract End Item Query screen. Refer to paragraph 3.7.2.1 for a description of data elements on the Contract End Item Query screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Contract End Item Query					
PD: ____	CEI Number: _____	PCN: _____			
Pt I Spec No. _____	CEI Part Number: _____				
Pt II Spec No. _____	Contract Number: _____				
Spec Preparer: _____	Cont CAGE No.: _____				
Contract Qty: ____	Type: _	CCB: _____	S&E Disp: _____		
CEI Nomen: _____					
Serial No.	Location	== Life Cycle == Type	Value	=== Mission Data === Date	Mission
_____	_____	_____	_____	_____	_____
				_____	_____
				_____	_____
Page 1 ENTER QUERY Count: *0					

Figure 3-70. Contract End Item Query Screen

Querying the Contract End Item Query Screen

The Contract End Item Query screen functions only in query mode. You may query any field on this screen except the PD field. You must enter a specific PD and, if

you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the CEI Mod Kit Status Query Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Contract End Item/CEI Mod Kit Status Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Contract End Item Query screen to the first block on the CEI Mod Kit Status Query screen. To exit the Contract End Item/CEI Mod Kit Status Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

Proceed to the Contract End Item Query Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Contract End Item/CEI Mod Kit Status Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the CEI Mod Kit Status Query screen to the first block on the Contract End Item Query screen. To exit the Contract End Item/CEI Mod Kit Status Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.3 Information Management Query

To access the Information Management Query screen, select Option 4 from the CPTAS Specialized Online Query Menu. You can use this option only if you have access to the program designator (PD) "BI."

INFORMATION MANAGEMENT QUERY SCREEN

Screen Function

Use the Information Management Query screen to query information pertaining to all documents received and stored. Figure 3-72 depicts the Information Management Query screen. Refer to paragraph 3.7.3 for a description of data elements on the Information Management Query screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM Information Management Query						
PD: ____		ICN: _____				
=====	Document	=====				
Code	Number		REV	S	Document	Payload
				T	Date	Mission/Eff
_____	_____	_____	_____	_____	_____	_____
Document Title: _____						
Remarks/Notes: _____						

						120
Page 1				Count: 0		

Figure 3-72. Information Management Query Screen

Querying the Information Management Query Screen

The Information Management Query screen functions only in query mode. You may query any field on this screen except the PD field. You must enter a specific PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen. A partial entry into the Information Control Number (ICN) field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the ICN field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Return to the CPTAS Specialized Online Query Menu

Press the ORACLE <NEXT BLOCK> key to continue using the Information Management Query screen, or press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.

**Messages**

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.4 Document Release List Query

To access the Document Release List Query screens, select Option 5 from the CPTAS Specialized Online Query Menu. **You can use this option only if you have access to the program designators (PD's) "DR" and "AN."** Two screens are available through this option:

- (1) Document Release List Query (Base Data) screen,
- (2) Document Release List Query (Detail Data) screen.

3.8.4.1 Document Release List Query (Base Data) Screen

Screen Function

Use the Document Release List Query (Base Data) screen to query information required for releasing a drawing or procedure. Figure 3-73 depicts the Document Release List Query (Base Data) screen. Refer to paragraph 3.7.4.1 for a description of data elements on the Document Release List Query (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Document Release List Query					
(Base Data)					
PD: _____	PCN: _____				
Assigned Date	=====	Responsible	=====		
	Orgn	Name			
Configuration Manager		Cat Code	Type Equip	Revised Date	Closed Date
Description:					
		Effectivity(s)			CEI Number
		- - - - -			
		- - - - -			
		- - - - -			
		- - - - -			

130

Page 1 ENTER QUERY Count: *0

Figure 3-73. Document Release List Query (Base Data) Screen

Querying the Document Release List Query (Base Data) Screen

The Document Release List Query (Base Data) screen functions only in query mode. You may query any field on this screen except the PD field. You must enter a specific PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields. A partial entry into any field will increase the scope of

the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the PD or the PCN fields. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Document Release List Query (Detail Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Document Release List Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Release List Query (Base Data) screen to the first block on the Document Release List Query (Detail Data) screen. To exit the Document Release List Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.4.2 Document Release List Query (Detail Data) Screen

Screen Function

Use the Document Release List Query (Detail Data) screen to query information required for released drawings, parts lists, procedures and associated change papers (for example, Document Change Notices). Figure 3-74 depicts the Document Release List Query (Detail Data) screen. Refer to paragraph 3.7.4.2 for a description of the data elements on the Document Release List Query (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
Document Release List Query									
(Detail Data)									
PD: _____		PCN: _____							
===== Document =====		T	P	S	S	===== CCBD =====			
Code	Pref Number	Y	L	U	Z	Number	Date		
_____	_____	-	-	-	-	_____	_____		
==== Initiating Document ====									
Code	Number	Effectivity(s)				CBI Number			
_____	_____	-	_____	-	_____	_____			
_____	_____	-	_____	-	_____	_____			
_____	_____	-	_____	-	_____	_____			
Title: _____		_____							
Remarks: _____		_____							
_____		_____							
130									
Page 2					Count: *0				

Figure 3-74. Document Release List Query (Detail Data) Screen

Querying the Document Release List Query (Detail Data) Screen

The Document Release List Query (Detail Data) screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) and Program Control Number (PCN) fields. The PD and the PCN queried for or entered on the Document Release List Query (Base Data) screen are automatically entered on this screen. You may issue a query for a specific document by entering the full document code and the full document number. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the Document Code or the Document Number fields. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Document Release List Query (Base Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Document Release List Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Document Release List Query (Detail Data) screen to the first block on the Document Release List Query (Base Data) screen. To exit the Document Release List Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.5 Serialized Parts Query

To access the Serialized Parts Query screens, select Option 6 from the CPTAS Specialized Online Query Menu. **You can use this option only if you have access to the program designator (PD) "MA."** Two screens are available through this option:

- (1) Serialized Parts Query (Base Data) screen,
- (2) Serialized Parts Query (Detail Data) screen.

3.8.5.1 Serialized Parts Query (Base Data) Screen

Screen Function

Use the Serialized Parts Query (Base Data) screen to query information for all parts and assemblies requiring serialization. Figure 3-75 depicts the Serialized Parts Query (Base Data) screen. Refer to paragraph 3.7.5.1 for a description of data elements on the Serialized Parts Query (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Serialized Parts Query					
(Base Data)					
PD: ____	PCN: _____				
Assigned Date	=====	Responsible Name		=====	
	Orgn				
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date	
Description:		Effectivity(s)	CEI Number		
_____		- - - - -	_____		
_____		- - - - -	_____		
_____		- - - - -	_____		
_____		- - - - -	_____		

140

Page 1 ENTER QUERY Count: *0

Figure 3-75. Serialized Parts Query (Base Data) Screen

Querying the Serialized Part Query (Base Data) Screen

The Serialized Part Query (Base Data) screen functions only in query mode. You may query any field on this screen except the PD field. You must enter a specific PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen.

A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Serialized Parts Query (Detail Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Serialized Parts Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Serialized Parts Query (Base Data) screen to the first block on the Serialized Parts Query (Detail Data) screen. To exit the Serialized Parts Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.5.2 Serialized Parts Query (Detail Data) Screen

Screen Function

Use the Serialized Parts Query (Detail Data) screen to query the detail information required for tracking manufactured serialized parts. Figure 3-76 depicts the Serialized Parts Query (Detail Data) screen. Refer to paragraph 3.7.5.2 for a description of data elements on the Serialized Parts Query (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
Serialized Parts Query (Detail Data)				
PD: _____	PCN: _____			
Dash Number	Serial Number	Type Item	Next Higher Assembly	Assigned Date
=====	Responsible	=====	EEE	Doc
Orgn	Name		Reqd	Prefix
Contract Number	Oper. Dir. Number	Effectivity	CEI Number	
_____	_____	_____	_____	
		_____	_____	
		_____	_____	
Title: _____				
Remarks: _____				

140				
Page 2 Count: *0				

Figure 3-76. Serialized Parts Query (Detail Data) Screen

Querying the Serialized Parts Query (Detail Data) Screen

The Serialized Parts Query (Detail Data) screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) and Program Control Number (PCN) fields. The PD and the PCN queried for or entered on the Serialized Parts Query (Base Data) screen are automatically entered on this screen. You may issue a query for a specific serialized part by entering the full dash number. A partial entry into this field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the Dash Number field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Serialized Parts Query (Base Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Serialized Parts Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Serialized Parts Query (Detail Data) screen to the first block on the Serialized Parts Query (Base Data) screen. To exit the Serialized Parts Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.6 Review Item Discrepancy Query

To access the Review Item Discrepancy Query screens, select Option 7 from the CPTAS Specialized Online Query Menu. **You can use this option only if you have access to the program designator (PD) "RI."** Two screens are available through this option:

- (1) Review Item Discrepancy Query (Base Data) screen,
- (2) Review Item Discrepancy Query (Detail Data) screen.

3.8.6.1 Review Item Discrepancy Query (Base Data) Screen

Screen Function

Use the Review Item Discrepancy Query (Base Data) screen to query information required for the Configuration Design Review. Figure 3-77 depicts the Review Item Discrepancy Query (Base Data) screen. Refer to paragraph 3.7.6.1 for a description of data elements on the Review Item Discrepancy Query (Base Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM				
Review Item Discrepancy Query (Base Data)				
PD: ____	PCN: ____			
Assigned Date	=====	Responsible Individual	=====	
Configuration Manager	Cat Code	Type Equip	Revised Date	Closed Date
Description:		Comments:		Mission/ Project
_____		_____		_____
_____		_____		_____
_____		_____		_____

150

Page 1 ENTER QUERY Count: *0

Figure 3-77. Review Item Discrepancy Query (Base Data) Screen

Querying the Review Item Discrepancy Query (Base Data) Screen

The Review Item Discrepancy Query (Base Data) screen functions only in query mode. You may query any field on this screen except the PD field. You must enter a specific PD and, if you wish to narrow the search, additional data in any single one, or combination, of the fields on this screen. A partial entry into any field will

increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the PCN field. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Review Item Discrepancy Query (Detail Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Review Item Discrepancy Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Review Item Discrepancy Query (Base Data) screen to the first block on the Review Item Discrepancy Query (Detail Data) screen. To exit the Review Item Discrepancy Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.8.6.2 Review Item Discrepancy Query (Detail Data) Screen

Screen Function

Use the Review Item Discrepancy Query (Detail Data) screen to query the detail information required for tracking review Item discrepancies. Figure 3-78 depicts the Review Item Discrepancy Query (Detail Data) screen. Refer to paragraph 3.7.6.2 for a description of the data elements on the Review Item Discrepancy Query (Detail Data) screen.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM					
Review Item Discrepancy Query (Detail Data)					
PD: _____		PCN: _____			
Design Review	RID Number	===== Initiator ===== Orgn Name			
T A		Mission/Project: _____			
Y c	Title: _____				
- -					
Next Action	===== Actionee ===== Orgn Name	Schedule Date	Received Date		
Comments: _____					

150					
Page 2			Count: *0		

Figure 3-78. Review Item Discrepancy Query (Detail Data) Screen

Querying the Review Item Discrepancy Query (Detail Data) Screen

The Review Item Discrepancy Query (Detail Data) screen functions only in query mode. You may query any field on this screen except the Program Designator (PD) and Program Control Number (PCN) fields. The PD and the PCN from the Review Item Discrepancy Query (Base Data) screen are automatically entered on this screen. You may issue a query for a specific Review Item Discrepancy (RID) by entering the full Design Review and the full RID number. A partial entry into any field will increase the scope of the query. All partial entries need to be followed by a wildcard character ("%"). A generic query may be issued with no entry in the Design Review or the RID Number fields. You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Proceed to the Review Item Discrepancy Query (Base Data) Screen or Return to the CPTAS Specialized Online Query Menu

To continue processing the Review Item Discrepancy Query screens, press the ORACLE <NEXT BLOCK> key to proceed through the blocks on the Review Item Discrepancy Query (Detail Data) screen to the first block on the Review Item Discrepancy Query (Base Data) screen. To exit the Review Item Discrepancy Query screens, press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

- (6) Drawing Size,
- (7) Level 4 CCBD Number,
- (8) CCBD Date.

You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Return to the CPTAS Specialized Online Query Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

- (5) Parts List Indicator Code,
- (6) Drawing Size,
- (7) Level 4 CCBD Number,
- (8) CCBD Date.

You may view the records included in the scope of the query by pressing the ORACLE <NEXT RECORD> key or the ORACLE <PREVIOUS RECORD> key.

Return to the CPTAS Specialized Online Query Menu

Press the ORACLE <EXIT/CANCEL> key to return to the CPTAS Specialized Online Query Menu.



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.9 Specialized Report Request Menu

The Specialized Report Request Menu is intended for restricted access. These screens are used to generate Specialized Report requests. Figure 3-81 shows the Specialized Report Request Menu.

Date:	CHANGE PROCESSING, TRACKING, AND ACCOUNTING SYSTEM		Time:
	SPECIALIZED REPORT REQUEST MENU		
0	RETURN TO SYSTEM		
1	RETURN TO CPTAS Main Menu		
2	Information Management Report		
3	Engineering Change Report		
4	Contract End Item - Delta Report		
5	Review Item Discrepancy Report		
6	Serialized Parts Report		
7	Document Release Report		
8	Technical Questionnaires Report		
ENTER SELECTION: 1			
(VALID RANGE IS THRU 8)			
Page 1		Count: *0	

Figure 3-81. Specialized Report Request Menu

Accessing the Specialized Report Request Menu

To access the Specialized Report Request Menu, select Option 10 from the CPTAS Main Menu. Then, select Options 2 through 8, as applicable, from the Specialized Report Request Menu and enter the data elements specified for each screen to initiate a report request.

Option 0, RETURN TO SYSTEM, automatically returns the screen to the IBM ORACLE APPLICATIONS MENU.

Option 1, RETURN TO CPTAS Main Menu, automatically returns the screen to the CPTAS Main Menu.

Option 2, Information Management Report, is used to initiate Information Management Report requests. See paragraph 3.9.1.

Option 3, Engineering Change Report, is used to query, create, modify, or delete Engineering Change Report requests. See paragraph 3.9.2.

Option 4, Contract End Item - Delta Report, is used to initiate Contract End Items Report requests. See paragraph 3.9.3.

Option 5, Review Item Discrepancy Report, is used to initiate Review Item Discrepancy Report requests. See paragraph 3.9.4.

Option 6, Serialized Parts Report, is used to initiate Serialized Parts Report requests. See paragraph 3.9.5.

Option 7, Document Release List Report, is used to initiate Document Release List Report requests. See paragraph 3.9.6.

Option 8, Technical Questionnaires Report, is used to initiate Technical Questionnaires Report requests. See paragraph 3.9.7.

3.9.1 Information Management Report

Screen Function

Use the Information Management Report screen to request a CPTAS Information Management Report by selecting Option 2 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the Information Management screen accessed through the Specialized Online Maintenance Menu. Figure 3-82 shows the Information Management Report screen. Figure 3-83 depicts the Information Management Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM Information Management Report				
This report provides PD, ICN, and document information for an entered PD and ICN. If only a PD is entered, all ICNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired ICN, or the word ALL to print the entire log for designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	ICN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
				120
Page 1		Count: *0		

Figure 3-82. Information Management Report Screen

Information Management Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Information Management Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all information control numbers (ICN's), enter "ALL" in the ICN field. This action will generate a report consisting of all ICN's within the specified PD.
6	ICN	Enter a specific ICN to receive information for the desired ICN. Enter "ALL" to receive all ICN's within a PD that have been modified since the last report was produced. This is a mandatory field.

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OPTION:

You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> key or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7

Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be processed when current system demands allow.

Return to the Specialized Report Request Menu

8

Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Information Management Report will print information concerning the requested PD and ICN or for all ICN's within a PD. The information will be for a specific date or the last time the report was produced. The report will be sorted in PD and ICN order. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Information Management Report screen. If you initiate the report, you may request all information management data or just the changed data. Figure 3-83 depicts the Information Management Report layout.

CPTAS INFORMATION MANAGEMENT							
PD XXX	ICN XXXXX	ASSIGNED DATE XX-XXX-XX	AS OF DATE XX-XXX-XX	PAGE XXX			
CODE	DOCUMENT NUMBER	DOC DATE	PAYLOAD MSN/PROJECT	MED	T	S	DOCUMENT TITLE
PCIN	XX XXXXX						
CCBD	XXX-XX-XXXX	XX-XXX-XX					
CCBD	XXX-XX-XXXX	XX-XXX-XX					
B/L ISSUE OF RQMT-1795							
LTR	XXXXX	XX-XXX-XX					
LTR	XXX-XXX-XXXXX	XX-XXX-XX					
ECR	XXXX-XXXX	XX-XXX-XX					
CO	XXX XX	XX-XXX-XX					
DCF	XXXX-XXXX/XXX	XX-XXX-XX					
DCN	XXXX-XXXX/XXX	XX-XXX-XX					
DOC	XXXX-XXXX	XX-XXX-XX					
COPY SENT TO RELEASE				REMARKS/NOTES DESK			
RCA	XXXX	XX-XXX-XX					

Figure 3-83. Information Management Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.9.2 Engineering Change Report

Screen Function

Use the Engineering Change Report screen to request a CPTAS Engineering Change Information Report by selecting Option 3 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the PCN/Engineering Change Information screens accessed through the Specialized Online Maintenance Menu. Figure 3-84 shows the Engineering Change Report screen. Figure 3-85 depicts the Engineering Change Information Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM Engineering Change Report				
This report provides PD, PCN, and document information for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, or the word ALL to print the entire log for designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---

110

Page 1

Count: *0

Figure 3-84. Engineering Change Report Screen

Engineering Change Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Engineering Change Report screen. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	To receive information for a specific program designator (PD), enter the PD. This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's), enter "ALL" in the PCN field. This action will generate a report consisting of all PCN's within a PD.
6	PCN	To receive information for a specific PCN, enter the PCN. This is a mandatory field.

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OPTION: You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

8 Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Engineering Change Information Report will print information concerning a PD and a PCN or all PCN's within a PD. The information will be for a specific date or since the last time the report was produced. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Engineering Change Report screen. Figure 3-85 depicts the Engineering Change Information Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM										REPORT ID NUMBER XXXXXXXX
ENGINEERING CHANGE INFORMATION										
AS OF DD MON YR										PAGE XX
PD PCN										
PE X										
ASSIGNED	===== RESPONSIBLE =====	CONFIGURATION	CAT	TYPE	REVISED	CLOSED				
DATE	ORGN INDIVIDUAL	MANAGER	CODE	EQUIP	DATE	DATE				
-----	-----	-----	XX	-	XX-XXX-XX	-----				
DESCRIPTION: THIS PCN CREATES THE ABOVE PROGRAM DESIGNATOR FILE D										
O NOT DELETE										
=====										
PROJ. DOCUMENT	RELATED INFORMATION	T A P S	DOC.	EFFECTIVITY	SYS	NEXT RESP	SCHED.	RECVD.		
CODE NUMBER	CODE NUMBER	Y C R U	DATE			ACT. ORG.	DATE	DATE		
-----	-----	-----	-----	-----	-----	-----	-----	-----		

Figure 3-85. Engineering Change Information Report

Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.9.3 Contract End Item - Delta Report

Screen Function

Use the Contract End Item Report screen to request the Contract End Items Report by selecting Option 4 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the Contract End Item/Mod Kit Status screens accessed through the Specialized Online Maintenance Menu. Figure 3-86 shows the Contract End Item Report screen. Figure 3-87 depicts the Contract End Item Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Contract End Item Report				
This report prints Contract End Item information for the entered Program Designator, and CEI Number. If you do not specify any additional parameters other than PD, all Contract End Item data for PD will be printed.				
User Name: _____				
Printer Name	Bin	Copies	PD	CEI Number
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
SYSTEM	_____	_____	_____	_____
				100
Page 1		Count: *0		

Figure 3-86. Contract End Item Report Screen

Contract End Item Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

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Data Entry Instructions

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Contract End Item Report screen by the system. It is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
	OPTION:	To receive information on all contract end items (CEI's) within a program designator (PD), leave the CEI field blank. This action will generate a report consisting of all CEI's not previously reported.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	To receive information for a specific PD, enter the PD. This is a mandatory field.
6	CEI Number	To receive information for a specific CEI, enter the CEI number.

OPTION:

You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7

Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

8

Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Contract End Items Report will print information concerning the requested PD and CEI or for all CEI's within a PD. The information will be for a specific date or since the last time the report was produced. The report will print the related document information, along with the control information for the PD and program control number (PCN) for the related document. You must initiate this report by completing the required data fields on the Contract End Item Report screen. Figure 3-87 depicts the Contract End Items Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM										REPORT ID NUMBER XXXXXXXX	
CONTRACT END ITEMS											
AS OF DD MON YR										PAGE XX	
PD: XX CEI NUMBER: XXXXXX											
NOMENCLATURE:											
PT1 SPEC NO:				CEI PART NUMBER:				CONTRACT DELIVER QUANTITY:			
PT11 SPEC NO:				CONTRACT NUMBER:				TEST/FLIGHT/GSE: CCB:			
GTEC PREPARER:				CONTRACTOR CAGE NUMBER:				SCIENCE AND ENGR DISP:			
=====											
SERIAL NO.		LOCATION		TYPE		LIFE CYCLE		VALUE		MISSION DATA	
										DATE MISSION	
X		XXX		XXX		X		XX-XXX-XX		XXX	
X		XXXX		XXX		X		XX-XXX-XX		XXX	
=====											
CHANGE DATA											
=====											
ECP NUMBER		SERIAL NUMBER		ECP TITLE		ECP DATE		M/K		PCN	
		FROM THRU									
CEI SERIAL NO.		MOD KIT NUMBER		T EST Y M/H		KIT INSTL LOCATION		SHIP DATE		PART I PART II INC. DATE INC. DATE MOD KIT TITLE/REMARKS	

Figure 3-87. Contract End Items Report

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Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

3.9.4 Review Item Discrepancy Report

Screen Function

Use the Review Item Discrepancy Report screen to request CPTAS Review Item Discrepancy Report by selecting Option 5 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The control information for this report is entered on the Review Item Discrepancy screens accessed through the Specialized Online Maintenance Menu. Figure 3-88 shows the Review Item Discrepancy Report screen. Figure 3-89 depicts the Review Item Discrepancy Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Review Item Discrepancy Report				
This report provides PD, PCN, and document information for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, or enter the word ALL to print the entire log for designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
				150
Page 1			Count: *0	

Figure 3-88. Review Item Discrepancy Report Screen

Review Item Discrepancy Report Screen Input

To create a report request, complete steps 1 through 6; as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

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Data Entry Instructions

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Review Item Discrepancy Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's), enter "ALL" in the PCN field. This action will generate a report consisting of all PCN's within a PD.
6	PCN	To receive information for a specific PCN, enter the PCN. This is a mandatory field.

OPTION: You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

8 Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Review Item Discrepancy Report will print information concerning a PD and a PCN or all the PCN's within a PD. The information will be for a specific data or since the last time the report was produced. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Review Item Discrepancy Report screen. Figure 3-89 depicts the Review Item Discrepancy Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM										REPORT ID NUMBER XXXXXXXX
REVIEW ITEM DISCREPANCY										
AS OF DD MON YR										PAGE X
PD PCN FE X	ASSIGNED DATE		===== RESPONSIBLE ===== ORGN INDIVIDUAL	CONFIGURATION MANAGER	CAT CODE	TYPE EQUIP	REVISED DATE	CLOSED DATE		
					XX		XX-XX-XX			
DESCRIPTION: THIS PCN CREATES THE ABOVE PROGRAM DESIGNATOR FILE D O NOT DELETE										
DESIGN RID REVIEW NUMBER	INITIATOR ORGN NAME	T Y	A C	NEXT ACT.	RESP ORG.	SCHED. DATE	RECVD. DATE	ACTIONEE		

Figure 3-89. Review Item Discrepancy Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.9.5 Serialized Parts Report

Screen Function

Use the Serialized Parts Report screen to request a CPTAS Serialized Parts Report by selecting Option 6 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The input for this report is entered on the Serialized Parts maintenance screens accessed through the Specialized Online Maintenance Menu. Figure 3-90 shows the Serialized Parts Report screen. Figure 3-91 depicts the Serialized Parts Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Serialized Parts Report				
This report prints Serialized Part information for the entered Program Designator, and PCN Number. If you do not specify any additional parameters other than PD, all PCNs for the PD will be printed.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---

140

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Count: *0

Figure 3-90. Serialized Parts Report Screen

Serialized Parts Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Serialized Parts screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's), leave the PCN field blank. This action will generate a report consisting of all PCN's within a PD.
6	PCN	To receive information for a specific PCN, enter the PCN.
	OPTION:	You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

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Data Committal

- 7 Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

- 8 Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Serialized Parts Report will print information concerning the requested PD and PCN or all PCN's within a PD. The information will be for a specific date or since the last time the report was produced. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Serialized Parts Report screen. If you initiate the report, you may request all PD serialized parts data or just the changed data. Figure 3-91 depicts the Serialized Parts Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM									
SERIALIZED PARTS									
AS OF DATE DD MON YR									
REPORT ID NUMBER XXXXXXXX									
PAGE X									
=====									
DESCRIPTION EXPERIMENT POWER BRANCING DISTRIBUTOR									
=====									
ASSIGNED DATE XX-XX-XX	RESPONSIBLE ORGANIZATION XXXX	RESPONSIBLE INDIVIDUAL XXXXXX	CONFIGURATION MANAGER XXXXXX		PCN EFFECTIVITY XXXX XXXX	CEI NUMBER XXXXXXXX XXXXXX	PCN TYPE CAT EQUIP XX	REVISED DATE XX-XX-XX	CLOSED DATE
=====									
DASH NO. XX	SERIAL NUMBER XXXX	TYPE ITEM XXX	NEXT HIGHER ASSEMBLY XXXXXXXXXX-X	RESPONSIBLE ORG XXXX	RESPONSIBLE INDIVIDUAL XXXXXXXX X.	ASSIGNED DATE XX-XX-XX	EFFECTIVITY XXXXX	CEI NUMBER XXXXXX	
=====									
CONTRACT NUMBER XXXX-XXXXX		OPERATIONAL DIRECTIVE NUMBER XXX		EEE REQD X	DOC PREF XX	REMARKS/NOTES -----			
=====									
TITLE									
EXPERIMENT POWER									
=====									
DASH NO. XX	SERIAL NUMBER XXXX	TYPE ITEM XXX	NEXT HIGHER ASSEMBLY XXXXXXXXXX-X	RESPONSIBLE ORG XXXX	RESPONSIBLE INDIVIDUAL XXXXXXXX X.	ASSIGNED DATE XX-XX-XX	EFFECTIVITY XXXXX	CEI NUMBER XXXXXX	
=====									
CONTRACT NUMBER XXXX-XXXXX		OPERATIONAL DIRECTIVE NUMBER XXX		EEE REQD X	DOC PREF XX	REMARKS/NOTES -----			
=====									
TITLE									
EXPERIMENT POWER									
=====									
BRANCING DISTRIBUTOR									

Figure 3-91. Serialized Parts Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.9.6 Document Release List Report

Screen Function

Use the Document Release List Report screen to request a CPTAS Document Release List Report by selecting Option 7 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. The control information for this report is entered on the Document Release List maintenance screens accessed through the Specialized Online Maintenance Menu. Figure 3-92 shows the Document Release List Report screen. Figure 3-93 depicts the Document Release List Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Document Release List Report				
<p>This report provides PD, PCN, and document information related to Document Release List tracking Serialized Parts for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, or the word ALL to print the entire log for the designated PD.</p>				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---

130

Page 1

Count: *0

Figure 3-92. Document Release List Report Screen

Document Release List Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Document Release List Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's), enter the word "ALL" in the PCN field. This action will generate a report consisting of all PCN's within a PD.
6	PCN	To receive information for a specific PCN, enter the PCN. This is a mandatory field.

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OPTION:

You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7

Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

8

Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Document Release List Report will print information concerning a specific PD and PCN. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Document Release List Report screen. Figure 3-93 depicts the Document Release List Report layout.

PD PCN		REPORT ID NUMBER XXXXXXXX										PAGE	XX
XX XXXXX		CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM											
		DOCUMENT RELEASE REPORT											
		AS OF DD MON YR											
ASSIGNED DATE	ORGN	RESPONSIBLE NAME	CONFIGURATION MANAGER	CAT CODE	TYPE EQUIP	REVISED DATE	CLOSED DATE	PKG #					
XX-XXX-XX	XXXX	XXXXXX		X		XX-XXX-XX	XX-XXX-XX						
DESCRIPTION: XX XX													
=====													
===== DOCUMENT	T P S S	===== CCBD	=====	=====	=====	=====	=====	=====	=====	=====	=====		
CODE NUMBER	Y L U Z	NUMBER	DATE	EFFECTIVITY	CEI NUMBER	CODE	NUMBER	INITIATING					
DOC XX XXXXX-XXX		XXXX-X	XX-XXX-XX	XXXXXX-XXXXX		CCBD	XXXX-XX						
TITLE: XX													
REMARKS: XX XX													
DOC XX XXXXX-XXX		XXXX-X	XX-XXX-XX	XXXXXX-XXXXX		CCBD	XXXX-XX						
TITLE: XX													
REMARKS: XX XX													
DOC XX XXXXX-XXX		XXXX-X	XX-XXX-XX	XXXXXX-XXXXX		CCBD	XXXX-XX						
TITLE: XX													
REMARKS: XX XX													
DOC XX XXXXX-XXX		XXXX-X	XX-XXX-XX	XXXXXX-XXXXX		CCBD	XXXX-XX						
TITLE: XX													
REMARKS: XX XX													

Figure 3-93. Document Release List Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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3.9.7 Technical Questionnaires Report

Screen Function

Use the Technical Questionnaires Report screen to request a CPTAS Technical Questionnaires Report by selecting Option 8 from the Specialized Report Request Menu and entering the data elements specified on the screen. This screen will automatically query by user name any report request that has not yet been processed. Figure 3-94 shows the Technical Questionnaires Report screen. The information for this report is entered on the PCN Information and Engineering Change Information screens accessed through the Specialized Online Maintenance Menu. Figure 3-95 depicts the Technical Questionnaires Report layout.

CHANGE PROCESSING, TRACKING AND ACCOUNTING SYSTEM				
Technical Questionnaires Report				
This report provides PD, PCN, and document information related to Technical Questionnaires for an entered PD and PCN. If only a PD is entered, all PCNs that have been modified since the last print will be reported (DELTA ONLY). Enter the desired PCN, or the word ALL to print the entire log for the designated PD.				
User Name: _____				
Printer Name	Bin	Copies	PD	PCN
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
SYSTEM	---	---	---	---
				155
Page 1			Count: *0	

Figure 3-94. Technical Questionnaires Report Screen

Technical Questionnaires Report Screen Input

To create a report request, complete steps 1 through 6, as applicable. If needed, move the cursor from field to field by pressing the ORACLE <TAB> key.

Commit the report request by completing step 7. To return to the Specialized Report Request Menu, follow step 8.

**Data Entry Instructions**

Step	Data Entries	Instructions
1	User Name	The user name is automatically generated on the Technical Questionnaires Report screen by the system. The user name is the user ID of the user who is logged on.
2	Printer Name	The default printer name is "SYSTEM." You may send the report to a specific printer, if desired. If needed, display the printer name and location (building and room number) by placing the cursor on the Printer Name field and pressing the ORACLE <LIST OF VALUES> key. The LIST OF VALUES screen will appear displaying a list of valid printers. To select a printer from the list, press the ORACLE <NEXT RECORD> key to position the cursor on the desired printer name. The printer name is automatically copied to the Printer Name field by exiting the LIST OF VALUES screen with an ORACLE <EXIT/CANCEL> key.
3	Bin	Enter the bin number, if applicable, where you wish to have your output delivered.
4	Copies	Enter the number of report copies you wish to have printed.
5	PD	Enter the program designator (PD). This is a mandatory field.
	OPTION:	To receive information on all program control numbers (PCN's), enter the word "ALL" in the PCN field. This action will generate a report consisting of all PCN's within a PD.
6	PCN	To receive information for a specific PCN, enter the PCN. This is a mandatory field.

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OPTION:

You may initiate multiple report requests during the same session. Use the ORACLE <NEXT RECORD> or ORACLE <TAB> key to position the cursor in the PD field of the next available record.

Data Committal

7

Review the entered data for accuracy and completeness; then, press the ORACLE <COMMIT> key to enter the report request in a queue to be released when current system demands allow.

Return to the Specialized Report Request Menu

8

Press the ORACLE <EXIT/CANCEL> key to return to the Specialized Report Request Menu.

Generated Output

The CPTAS Technical Questionnaires Report will print information concerning a specific PD and PCN. The system processes this report at the close of each business day. You may also initiate this report at any time by completing the required data fields on the Technical Questionnaires Report screen. Figure 3-95 depicts the Technical Questionnaires Report layout.

CHANGE PROCESSING TRACKING AND ACCOUNTING SYSTEM										REPORT ID NUMBER XXXXXXXX		
TECHNICAL QUESTIONNAIRES										PAGE XX		
AS OF DD MON YR												
PD XXX												
PE XXXXXX												
ASSIGNED DATE	ORGN	RESPONSIBLE INDIVIDUAL	CONFIGURATION MANAGER	CAT CODE	TYPE EQUIP	REVISED DATE	CLOSED DATE					
XX-XXX-XX	XXXX	XXXXXX		X		XX-XXX-XX	XX-XXX-XX					
DESCRIPTION: XX						COMMENTS: XX						
XX												
PROJ CODE	NUMBER	DOCUMENT DATE	ORGN	NAME	INITIATOR	TYP ACT	NEXT ACT	ORGN	NAME	ACTIONEE	SCHED DATE	RECEIVED DATE
XXX	XXXXXX-XXX	XX-XXX-XX					XXXX	XXXX	XXXXXX		XX-XXX-XX	
TITLE: XX												
						COMMENTS: XXX XXXX XXXXXX XX-XXX-XX XX-XXX-XX						

Figure 3-95. Technical Questionnaires Report



Messages

CPTAS returns a message to you when system edits encounter invalid data, a mandatory field is left blank, or you incorrectly execute a function. Refer to Appendix E for an alphabetical listing of these messages.

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APPENDIX A OPERATIONAL DESCRIPTION

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APPENDIX A

OPERATIONAL DESCRIPTION

1.0 Operational Scenario

The Change Processing, Tracking, and Accounting System (CPTAS) standardizes the recording and tracking of configuration management information through interactive editing of configuration management actions and decisions. The configuration control board (CCB) secretariat provides a program control number (PCN) and its information for a change or change package. The CCB tracks a new contract end item (CEI) and authorizes changes to an existing CEI requiring CCB action. The Configuration Control Board Directive (CCBD) actionee initiates the required action. CPTAS users track, query, update, and manage information for the changes in progress by entering information through the various interactive input screens. The information management capabilities provided to you by CPTAS are designed to facilitate data collection and storage, while also ensuring the integrity of the data in the CPTAS database. You can retrieve this data by selecting the online query or maintenance submenus and by requesting Standard Reports, Specialized Reports, or User Generated Reports.

1.1 Online Maintenance

The Online Maintenance process, which consists of the PCN Control Information screen, the CEI Data screen, the Document Data screen, the Related Document Data screen, and the CEI and Mod Kit Data screen, allows authorized personnel to establish and maintain the basic PCN package information. The PCN is a tool for authorized personnel to assemble and track the change package throughout the change process from initiation to completion or cancellation. After reviewers have forwarded their comments to the change package engineer (CPE), the CPE sends the change package to the CCB secretariat. The CCB secretariat ensures the entry of the program designator (PD) and the assignment of the PCN through the PCN Control Information screen. The secretariat then ensures the entry of the control data and other descriptive data for the PCN into the CPTAS database to initiate the tracking mechanism of the change package.

1.1.1 PCN Control Information Processing

The PCN Control Information process provides the CCB secretariat with a mechanism to automatically assign the PCN to a change document. Other descriptive PCN data is then entered through this screen for update in the CPTAS database. This process initiates the tracking and reporting mechanism for the change package. All project identifiers and effectivities associated with the PCN may be displayed. You may query or update previously entered PCN information. You can enter and maintain the data through the PCN Control Information screen.

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1.1.2 Contract End Item Processing

The Contract End Item (CEI) process establishes and maintains the CEI information required for tracking and accounting of a change request against a CEI. The CEI number must be entered in the Contract End Item Data screen before it will automatically display in any subsequent CPTAS screens. You can enter data elements to establish and maintain CEI information in the CPTAS database with the Contract End Item Data screen. This process must be performed before any other process that references the CEI can be performed.

1.1.3 Document Data Processing

The Document Data process accepts and maintains the data that defines all documents by type, number, and descriptive information, related to the change package for a change request. You enter and maintain data elements defining the change request by type and number on the Document Data screen. You can track the change in process identified by the PCN.

1.1.4 Related Document Data Processing

The Related Document process enables you to enter the documents related to the change request, next action, actionees, and comments by document type and number for the assigned PCN.

1.1.5 CEI and Modification Kit Data Processing

The CEI and Modification Kit process enables you to enter, inquire, and update data that ties CEI and/or modification kit (mod kit) data to a change document within a PCN. The data elements entered from this screen provide tracking and accounting information for the change in process by document type and number.

1.1.6 PCN Scan

The PCN Scan process enables you to query data associated to a PCN. This is a query only screen.

1.2 Online Query

The Online Query process provides query only capability. The various screens are of the same format used in Online Maintenance (paragraph 1.1) and User Defined Values Table Maintenance (paragraph 1.6.1), but allow you only to query the CPTAS database.

1.3 Standard Reports

The CPTAS database provides information for all the Standard Reports. You may request a Standard Report via the Standard Report Request Menu, which is accessed by an option from the CPTAS Main Menu. If you desire a Standard Report, you may obtain the report by choosing the output printer destination name and by entering any parameters used to process this report on the Report Request screen. Standard Reports include the PCN Assignment and Status Report, the Master Delta Report, the Configuration Management Accounting (CMA) Report, the CMA Configuration Identification Index Report, and the Interface Control Document/IRN Report.

The PCN Assignment and Status Report (PCNA/SR) will print all PCN's assigned to a PD, along with the control information entered in the PCN Control Information screen. You may initiate this report at any time through the PCN Assignment and Status Report screen.

The CPTAS Extended Master Report - Delta Items Only lists all PCN's that were updated during the current day's update activity. The CPTAS Extended Master Report - Delta Items Only will print the document information and related document information input since the previous time the report was run, along with the PD and PCN information for the related document. The next action information for the related document is also printed. The information is entered in the PCN Control Information screen, the Document Data screen, and the Related Document Data screen. The system processes the CPTAS Extended Master Report - Delta Items Only automatically at the close of business each day, but you can also initiate this report at any time from the CPTAS Extended Master Report screen.

The CPTAS Abbreviated Master Report - Delta Items Only is a shortened version of the CPTAS Extended Master Report - Delta Items Only. The format for this report is the same as the former SCIT Delta Report. The CPTAS Abbreviated Master Report - Delta Items Only will print only PCN's that have been created or updated since the last time the report was run. The report will print the document and related document information that was input since the last CPTAS Abbreviated Master Report - Delta Items Only was run, along with the control information for the PD and PCN. The report will be sorted by PCN within PD. The system processes this report automatically at the close of each business day. You may also initiate this report by completing the required data fields on the CPTAS Abbreviated Master Report screen.

The Configuration Management Accounting Report lists all mod kit activity along with the associated CEI and Engineering Change Proposal (ECP) data. The CMA Report will print mod kit information for an entered PD, CEI, ECP, mod kit number, or combination of these.

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The information is entered in the CEI Data screen, the Document Data screen, and the CEI & Mod Kit Data screen. You may initiate this report at any time through the Configuration Management Accounting Report screen.

The CMA Configuration Identification Index (CII) Report is an activity list of all updates against a CEI and an ECP in the database or selected subsets. The CMA Configuration Identification Index Report will print CMA and ECP information for an entered CEI or ECP number. The CMA information includes CEI control information entered in the CEI Data screen. You may initiate this report at any time through the CMA Report - Configuration Identification Index screen.

The Interface Control Document/IRN Configuration Identification Index Report will print CMA and Interface Control Document (ICD) information for an entered PD. The CMA information includes the CEI document information entered in the CEI Data screen. The ICD information includes the information entered in the Document Data screen, the Related Document Data screen, and the CEI & Mod Kit Data screen. You may initiate this report at any time through the ICD/IRN Configuration Identification Index Report screen.

1.4 User Generated Reports

User Generated Reports are accessed via the User Generated Report Menu, which is accessed by an option from the CPTAS Main Menu. You can define and modify report requirements by filling in the report screen on the Add or Modify User Generated Report screen to produce the desired report. You can copy an existing User Generated Report and make changes to it, then save the report under a new name or replace the original report with the current changes.

You may generate or execute tailored report options from the User Generated Report Menu with these options:

- (a) Add or Modify User Generated Report.
- (b) Run a User Generated Report.
- (c) Copy a User Generated Report.

The output of the User Generated Report may be viewed on the terminal, or printed batch, or both.

1.5 Job Queue Display

The Job Queue Display function enables you to monitor jobs in the batch queues through options found on the SDSF Primary Option Menu. The jobs in these batch queues may be in the input, output, or held mode. These modes are discussed in more detail in paragraph 3.5. Three of the four screens available through the SDSF

Primary Option Menu are used to query, delete, or redirect printer output for batch jobs in each of these modes. The fourth screen, the "TUTOR - System Display and Search Facility" Menu, provides instructions on how to use the System Display and Search Facility (Interactive System Productivity Facility only).

1.6 Administrative Facilities

The Administrative Facilities functions are available only to selected users.

1.6.1 User Defined Values Table Maintenance

User Defined Values Table Maintenance establishes and maintains information used in the validation of specific data fields. CPTAS uses the User Defined Values Tables for edit criteria associated to a particular PD. **When a PD is used for the first time or if a new PD is introduced to the system, selected users must establish the User Defined Values Tables prior to using the system.**

1.6.2 PCN Delete

PCN Delete allows selected users to delete a PCN and all associated information from the CPTAS database.

1.7 Specialized Online Maintenance

The processes described below are designed, as part of Specialized Online Maintenance, to accommodate specialized tracking requirements. The CPTAS Main Menu provides access to the specialized screens described in these processes.

1.7.1 Program Control Number Processing

The PCN process, as part of Specialized Online Maintenance, builds or updates basic PCN information through two screens, the PCN Information screen and the Engineering Change Information screen. The PCN Information screen has the same functionality as the standard PCN Control Information screen described in paragraph 1.1.1, except for some differences in the data fields available to you. The Engineering Change Information screen establishes and maintains pertinent engineering change information regarding the document status as it flows through the review/approval process. You enter additional data elements to establish and maintain change information for a particular PCN in the CPTAS database on the Engineering Change Information screen.

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1.7.2 Contract End Item Processing

The Contract End Item process, as part of Specialized Online Maintenance, establishes and maintains the CEI information required for the tracking and accounting of a change request against a CEI through two screens, the Contract End Item screen and the CEI Mod Kit Status screen. The Contract End Item screen has the same functionality as the standard Contract End Item Data screen described in paragraph 1.1.2, except for some differences in the data fields available to you. The CEI Mod Kit Status screen also maintains the CEI information required for the tracking and accounting of a change request against a CEI.

1.7.3 Information Management Processing

The Information Management process maintains the information required for tracking and accounting of all documents grouped by PD. The Information Management screen provides information relative to the document such as status, title, remarks and notes, and payload effectivities. You enter data to maintain the CPTAS database through the Information Management screen.

1.7.4 Document Release List Processing

The Document Release List (DRL) process maintains information required for tracking and accounting of a DRL. You enter data elements to establish and maintain DRL information in the CPTAS database through the Document Release List (Base Data) screen and the Document Release List (Detail Data) screen.

1.7.5 Serialized Parts Processing

The Serialized Parts process establishes and maintains the information required for tracking and accounting of serialized parts. The Serialized Parts (Base Data) screen is used to establish and initiate the tracking of the serialized parts. The Serialized Parts (Detail Data) screen is used to establish the tracking of the detail information for the Serialized Parts.

1.7.6 Review Item Discrepancy Processing

The Review Item Discrepancy (RID) process establishes and maintains the information required for the tracking and accounting of Review Item Discrepancies. You establish and maintain Configuration Design Review (CDR) information in the CPTAS database using the Review Item Discrepancy (Base Data) screen and Review Item Discrepancy information using the Review Item Discrepancy (Detail Data) screen.

1.7.7 Technical Questionnaires Processing

The Technical Questionnaires process establishes, maintains, and tracks questions from specific contractor and subcontractor personnel who have a particular need for information relevant to the PD "QA." You establish and maintain technical questionnaires information in the CPTAS database using the Technical Questionnaires (Base Data) and (Detail Data) screens.

1.8 Specialized Online Query

The Specialized Online Query process provides you with query only capability. The various screens are of the same format used in the Specialized Online Maintenance process, but only allow you to query the CPTAS database.

1.9 Specialized Reports

The CPTAS database provides information for all of the Specialized Reports. You may initiate a Specialized Report via the Specialized Report Request Menu, which is accessed by an option from the CPTAS Main Menu. If you desire a Specialized Report, you may obtain the report by choosing the output printer destination name and by entering any parameters used to process this report on the Report Request screen. The Specialized Reports include the Information Management Report, the Engineering Change Report, the Contract End Items Report, the Review Item Discrepancy Report, the Serialized Parts Report, and the Document Release List.

The Information Management Report will print basic data relative to an information control number (ICN). The reported information is entered into CPTAS through the Information Management screen. The system processes the Information Management Report automatically at the end of each business day, but you may also initiate this report at any time through the Information Management Report screen.

The Engineering Change Information Report will print information regarding selected PCN's. The information is entered in the PCN Information screen and the Engineering Change Information screen. The system processes the Engineering Change Information Report automatically at the end of each business day, but you may also initiate this report at any time through the Engineering Change Information Report screen.

The Contract End Items Report will print the CEI related document data and next action information by PD and PCN. The information is entered in the Contract End Item and CEI Mod Kit Status screens. The Contract End Items Report is only available when you initiate this report through the Contract End Items Report screen.

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The Review Item Discrepancy (RID) Report will print RID information by selected PCN. The information is entered in the Review Item Discrepancy (Base Data) and Review Item Discrepancy (Detail Data) screens. The system processes the Review Item Discrepancy Report automatically at the end of each business day, but you may also initiate this report at any time through the Review Item Discrepancy Report screen.

The Serialized Parts Report will print the related document information associated with the designated PCN(s) input since the previous time the Serialized Parts Report was run, along with the control information for the PD and PCN for the related document. The information is entered in the Serialized Parts (Base Data) and Serialized Parts (Detail Data) screens. The system processes the Serialized Parts Report automatically at the end of each business day, but you may also initiate this report at any time through the Serialized Parts Report screen.

The Document Release List Report will print the related document information input since the previous time the Document Release List Report was run, along with the control information for the PD and PCN for the document. The reported information is entered into the CPTAS through the Document Release List (Base Data) and Document Release List (Detail Data) screens. The system processes the Document Release List Report automatically at the end of each business day, but you may also initiate this report at any time through the Document Release List Report screen.

The Technical Questionnaires Report will print PD, PCN, and document information related to technical questionnaires. You enter the report information into the CPTAS through the Technical Questionnaires (Base Data) and Technical Questionnaires (Detail Data) screens. The system processes the Technical Questionnaires Report automatically at the end of each business day, but you may also initiate this report at any time through the Technical Questionnaires Report Request screen.

2.0 Functional Data Flow

CPTAS supports (1) initiation, (2) tracking, and (3) closure of all changes to a contract end item/end item (CEI/EI). Change packages are grouped under PD's, with a PCN assigned to each change package. In providing this tracking capability, authorized Configuration Management personnel must establish a PD for each project. In addition to establishing a valid PD, the CEI's/EI's must be defined before a change package can be processed. Two related sets of screens support user maintenance of CEI/EI data. The two sets of screens are referred to as Online Maintenance and Specialized Online Maintenance.

2.1 Online Maintenance

The first set of maintenance screens are accessible from the Online Maintenance Menu option of the CPTAS Main Menu. The second set of maintenance screens are accessible from the Specialized Online Maintenance Menu option of the CPTAS Main Menu. The Specialized Online Maintenance Menu provides additional data maintenance screens related to CEI/EI data maintenance. Standard CEI/EI related data maintenance is provided from the Online Maintenance Menu with the process flow as depicted in Figures A-1 through A-4.

Figure A-1, Online Maintenance Menu Process Options, depicts the process by which a user can utilize the ORACLE <NEXT PAGE> <PREVIOUS PAGE> and/or <NEXT BLOCK> <PREVIOUS BLOCK> keys to maneuver between screens that are accessed from the CPTAS Online Maintenance Menu.

Figure A-2, PCN Control Information Processing, depicts the process flow necessary to establish PD/PCN information for change tracking as well as status of the change package through final closure.

Figure A-3, CEI Processing, depicts the process flow required to establish CEI's/EI's allowing subsequent initiation and tracking of change packages.

Figure A-4, Document Processing, depicts the process flow required to establish document information in the CPTAS database.

Figure A-5, Related Document Processing, depicts the process required to establish related document information in the CPTAS database.

Figure A-6, CEI & Mod Kit Processing, depicts the process required to establish CEI and Mod Kit information in the CPTAS database.

Figure A-7, PCN Scan, depicts the process flow for querying PCN information.

2.2 Standard Reports

The Standard Reports are available to you through the Standard Report Menu. These reports provide a hard copy printout of data entered into the CPTAS database through various screens available from the Online Maintenance Menu. Figure A-8 depicts the process flow required to produce a Standard Report printout.

2.3 User Generated Reports

The User Generated Reports are available through the User Generated Report Menu. These reports provide output to the screen or a hard copy printout of data entered into the CPTAS through the CPTAS screens in a format selected by you. Figure A-9 depicts the process flow required to produce a User Generated Report.

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2.4 Administrative Facilities

The Administrative Facilities Menu provides selected users the capability to perform a variety of system functions. These functions will not generally be available to all users.

Figure A-10 depicts the process flow required to perform maintenance on User Defined Values Tables.

Figure A-11 depicts the process flow required to delete a PCN and all of its associated data from the CPTAS database.

2.5 Specialized Online Maintenance

The Specialized Online Maintenance Menu provides access to specialized CEI/EI related data maintenance with the process flow as depicted in Figures A-12 through A-18.

Figure A-12, PCN/Engineering Change Information Processing, depicts the process flow necessary to establish PD/PCN information for change tracking, as well as maintaining supporting detailed change information.

Figure A-13, Contract End Item/Mod Kit Status Processing, depicts the process flow required to establish CEI's/EI's. This process allows subsequent initiation and tracking of change packages through final closure, including closure by installation of modification kits to specific serialized items produced to the CEI's/EI's specifications.

Figure A-14, Information Management Processing, depicts the process flow required to establish and maintain pertinent data necessary to track and account for all documents received and stored.

Figure A-15, Document Release List Processing, depicts the process flow required to establish and maintain pertinent data required to release a drawing, parts list, procedure, or associated change paper.

Figure A-16, Serialized Parts Processing, depicts the process flow required to establish and maintain information on specific serialized parts and assemblies developed to the CEI specification(s).

Figure A-17, Review Item Discrepancy Processing, depicts the process flow required to establish, maintain, and track to closure potential change information resulting from a Configuration Design Review (for example, System Requirements Review, Preliminary Design Review, Critical Design Review).

Figure A-18, Technical Questionnaires Processing, depicts the process flow required to establish, maintain, and track specific questions of contractors and responses to those questions.

2.6 Specialized Reports

Specialized Reports are available to you through the Specialized Report Menu. These reports provide a hard copy printout of data entered into the CPTAS through various screens available from the Specialized Online Maintenance Menu. Figure A-19 depicts the process flow required to produce a Specialized Report printout.

Online Maintenance Menu Process Options

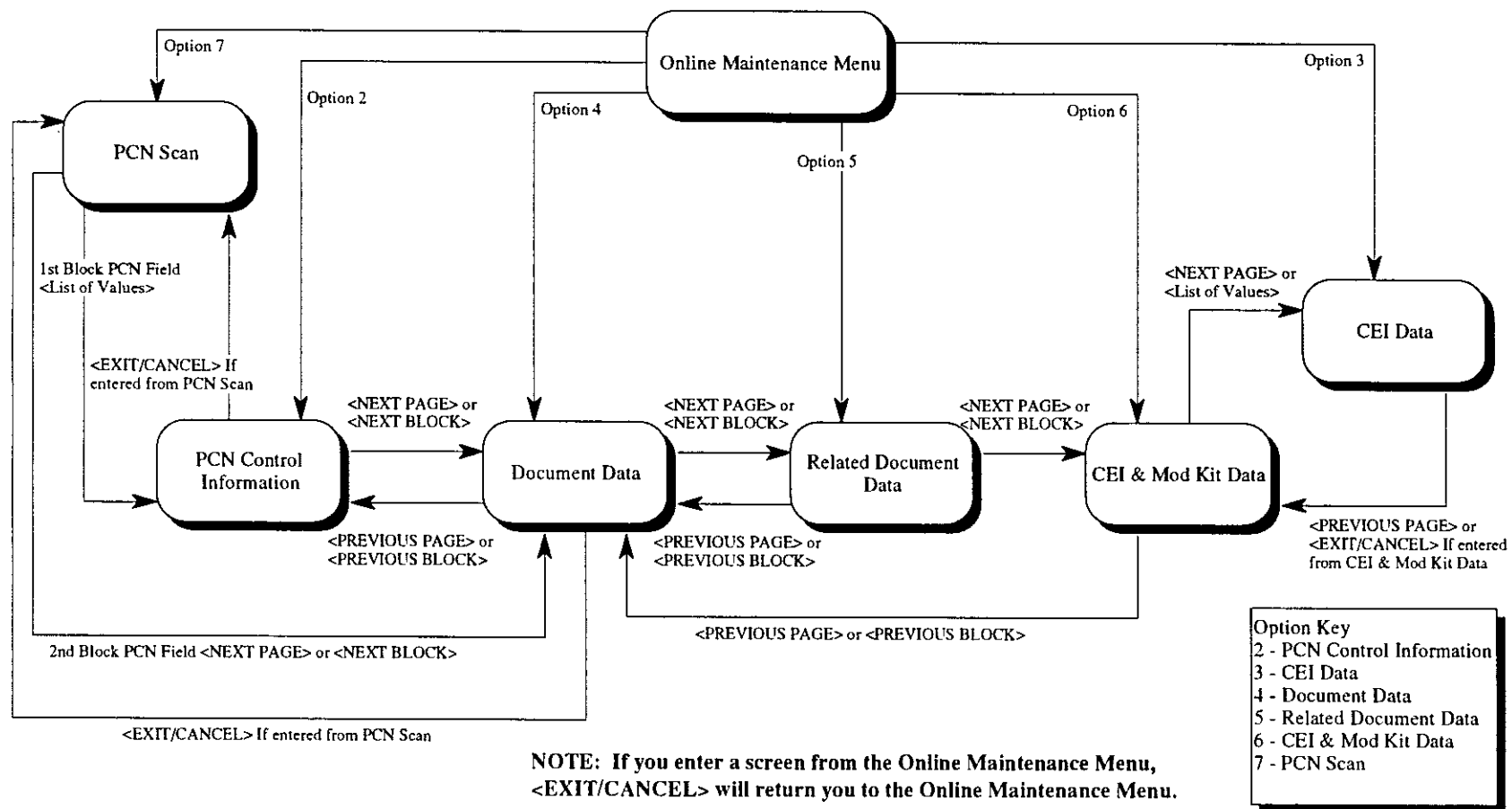


Figure A-1. Online Maintenance Menu Process Options

Online Maintenance Menu PCN Maintenance

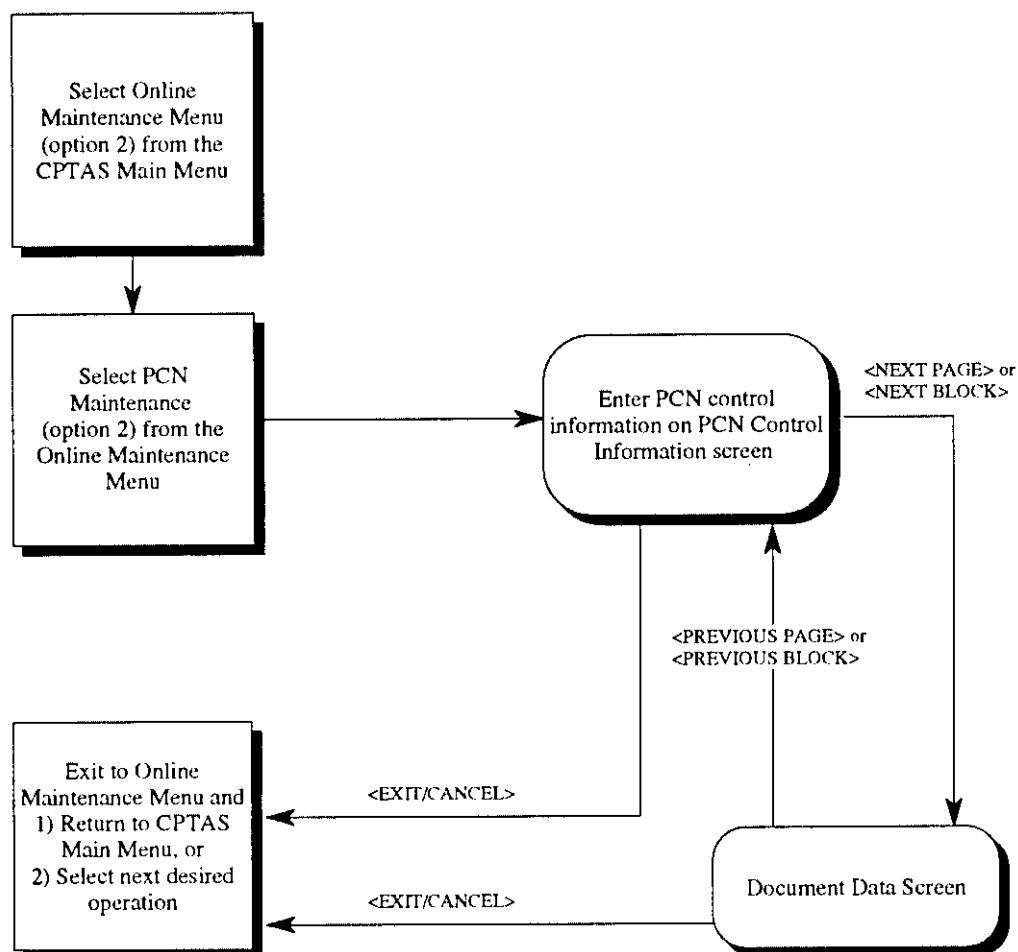


Figure A-2. PCN Control Information Processing

Online Maintenance Menu CEI Maintenance

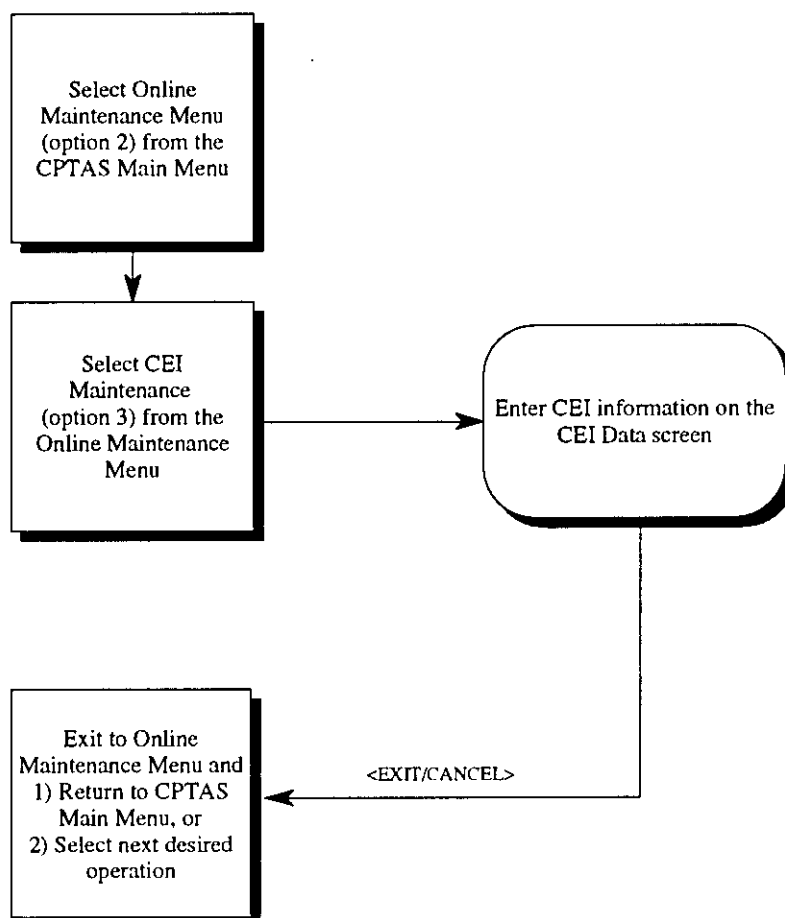


Figure A-3. CEI Processing

Online Maintenance Menu Document Maintenance

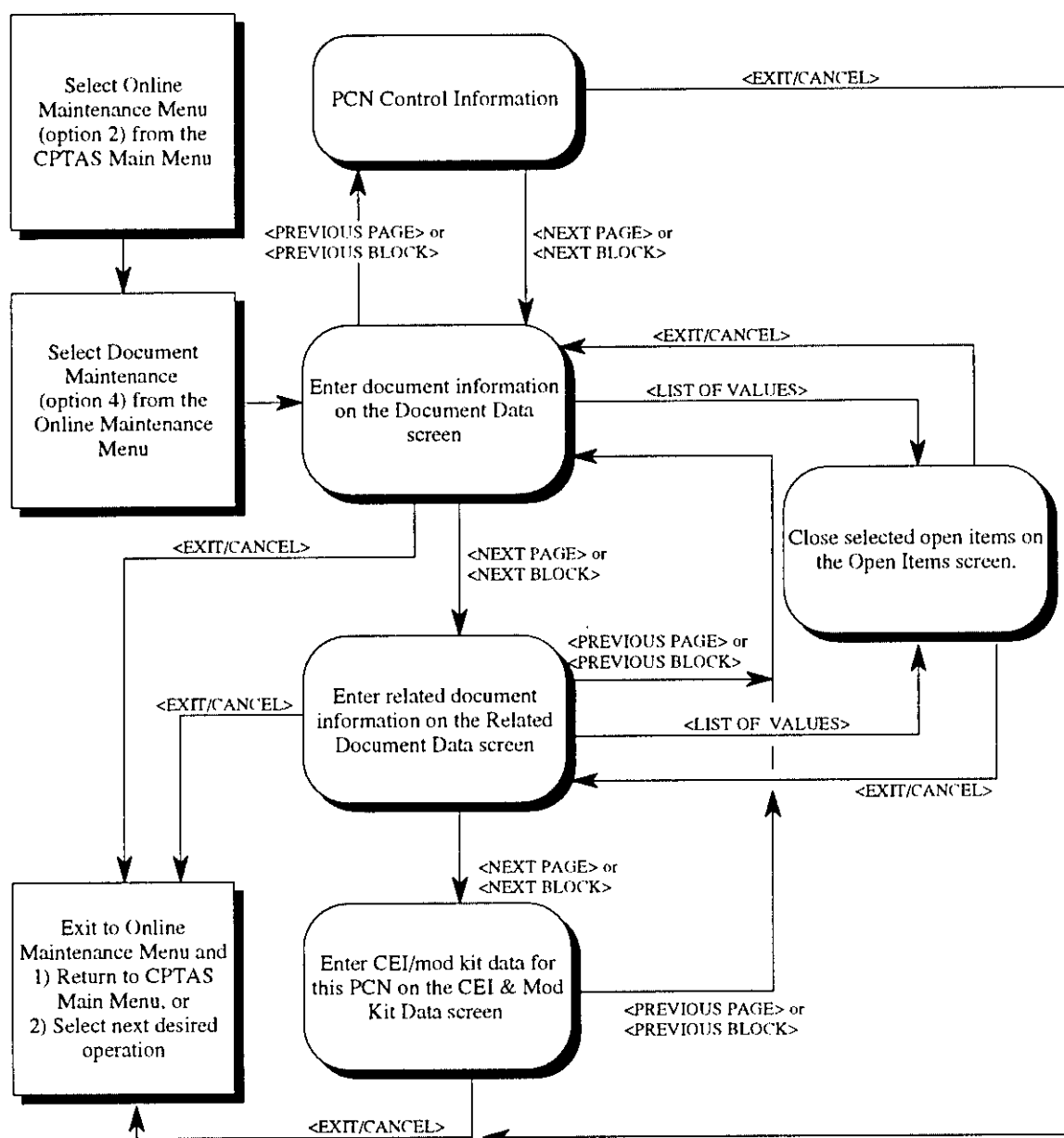


Figure A-4. Document Processing

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Online Maintenance Menu Related Document Maintenance

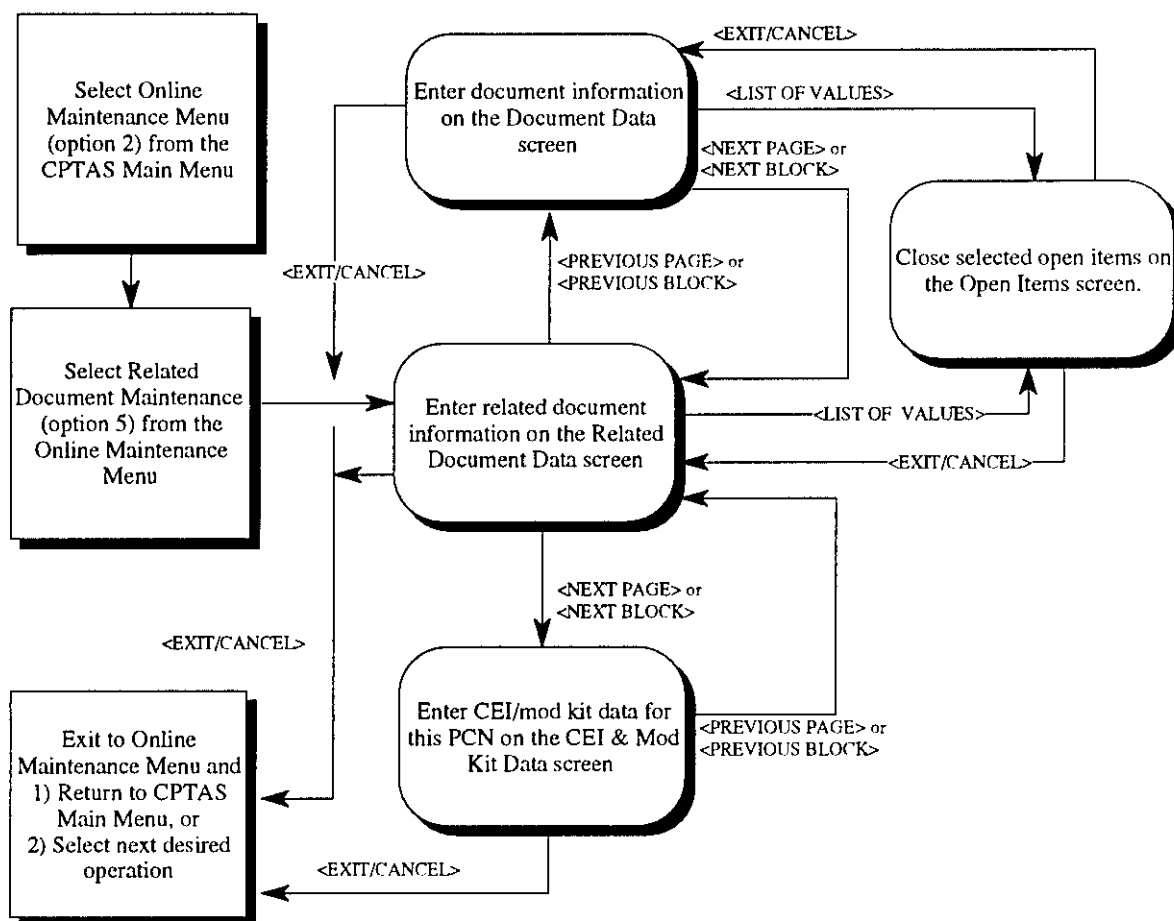


Figure A-5. Related Document Processing

Online Maintenance Menu CEI & Mod Kit Maintenance

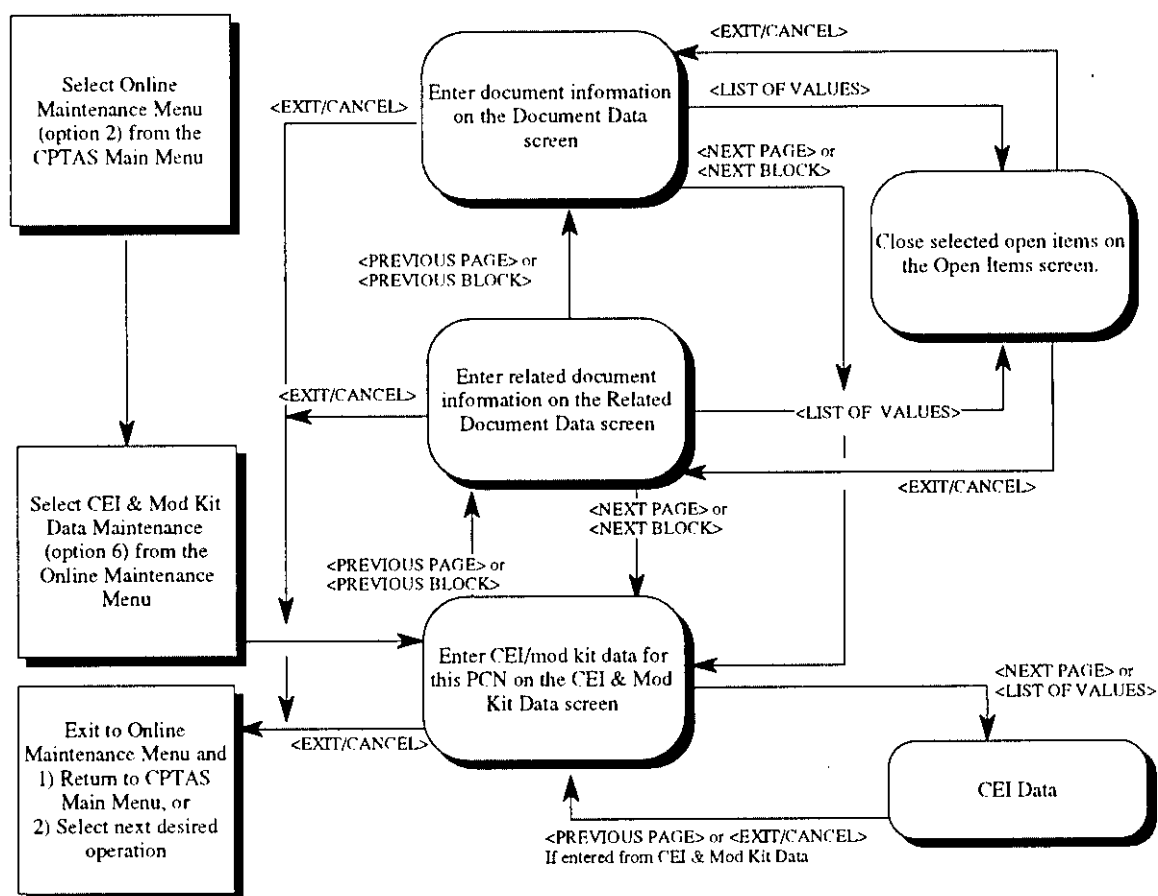


Figure A-6. CEI & Mod Kit Processing

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Online Maintenance Menu PCN Scan

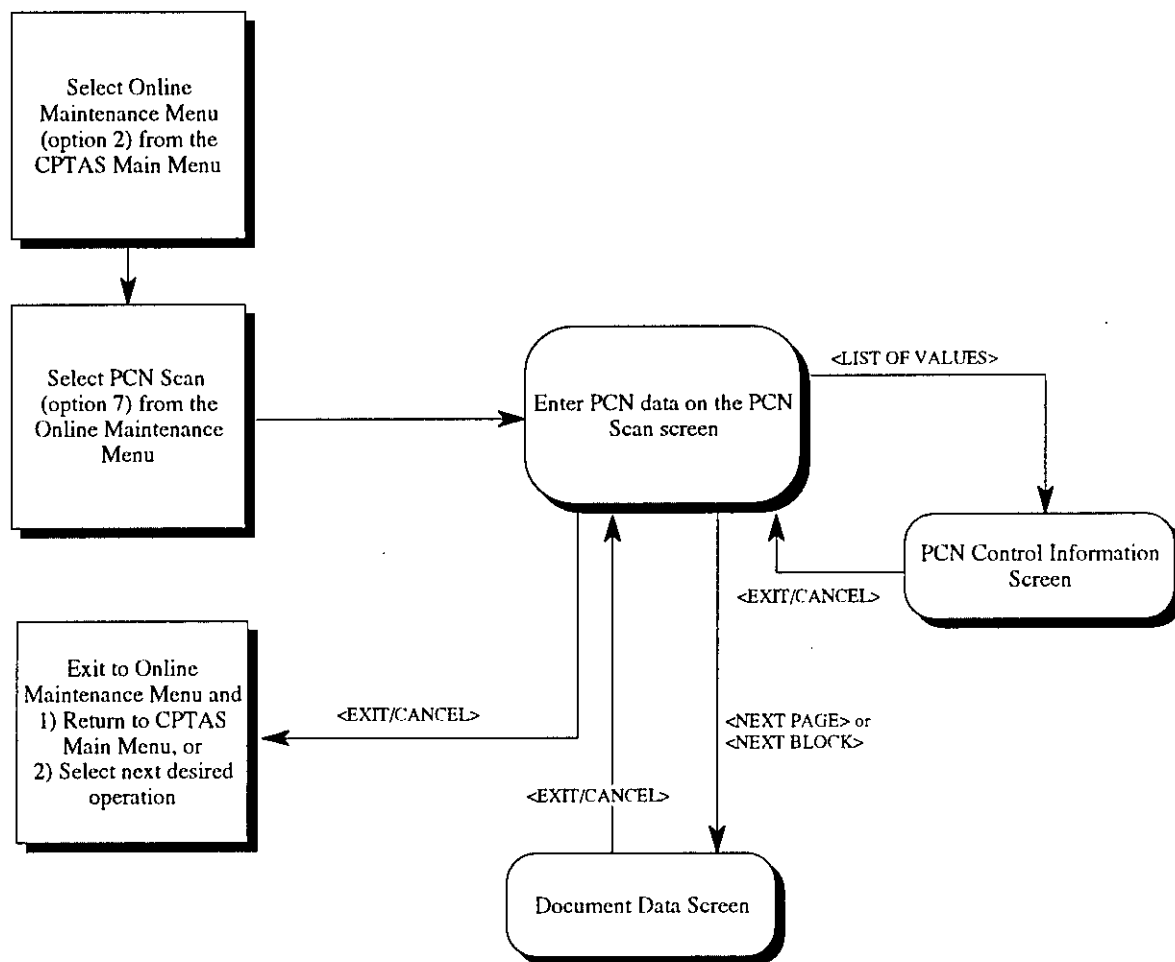


Figure A-7. PCN Scan

Standard Report Request Menu

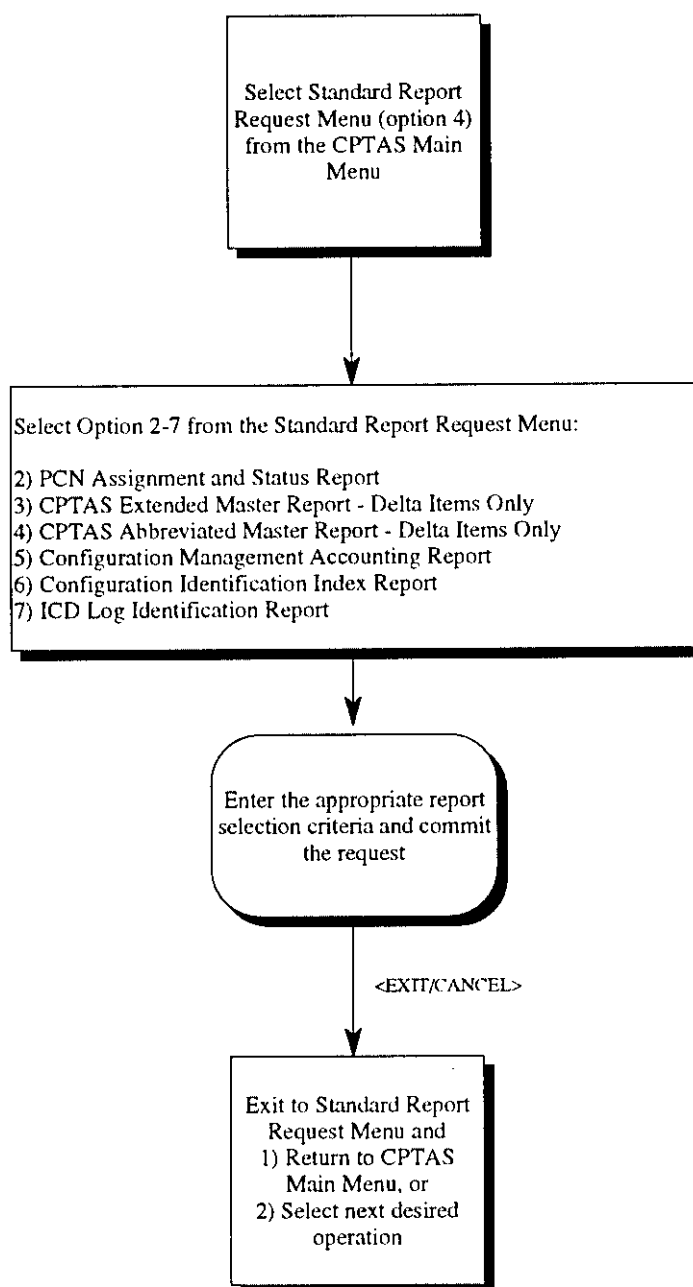


Figure A-8. Standard Report Request Processing

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User Generated Report Menu

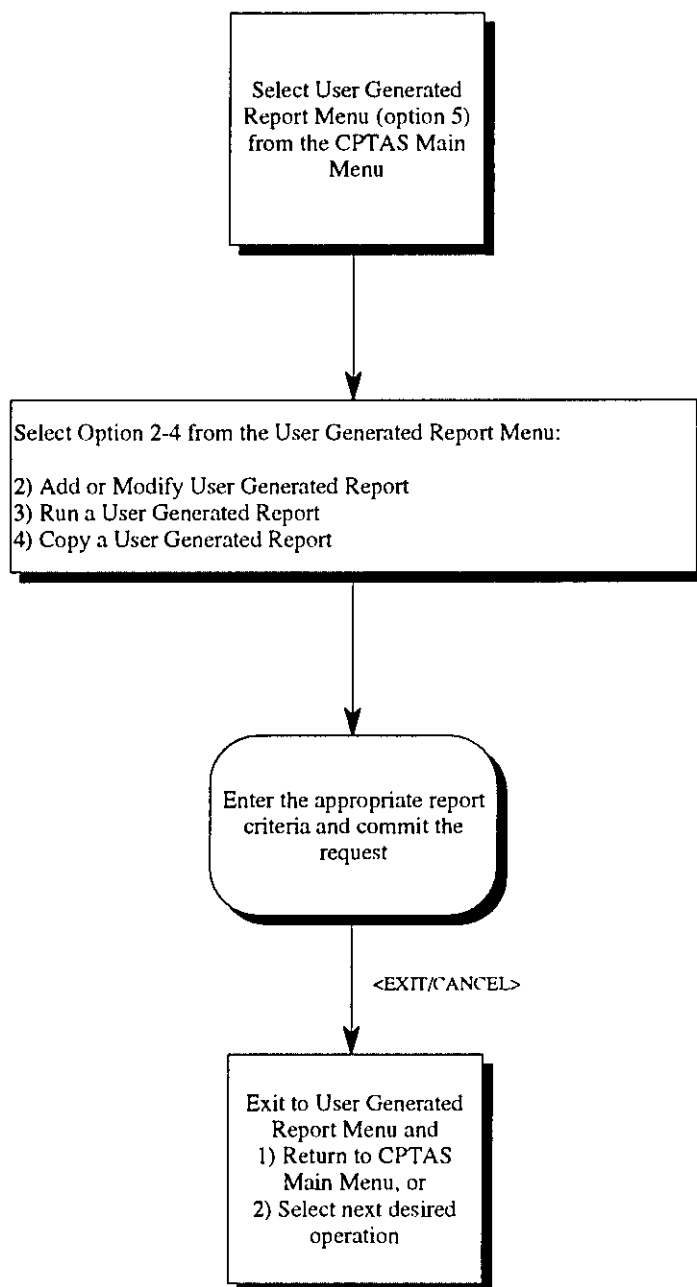


Figure A-9. User Generated Report Processing

Administrative Facilities Menu User Defined Table Maintenance

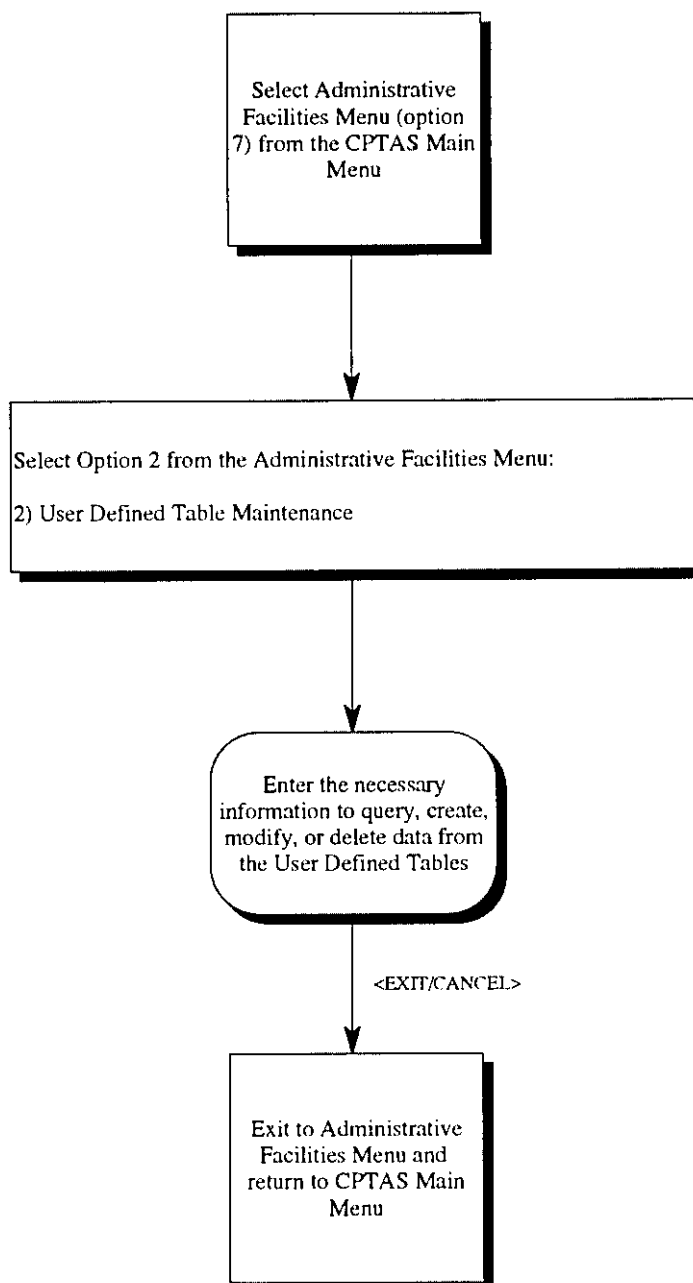


Figure A-10. User Defined Values Table Maintenance

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Administrative Facilities Menu PCN Delete

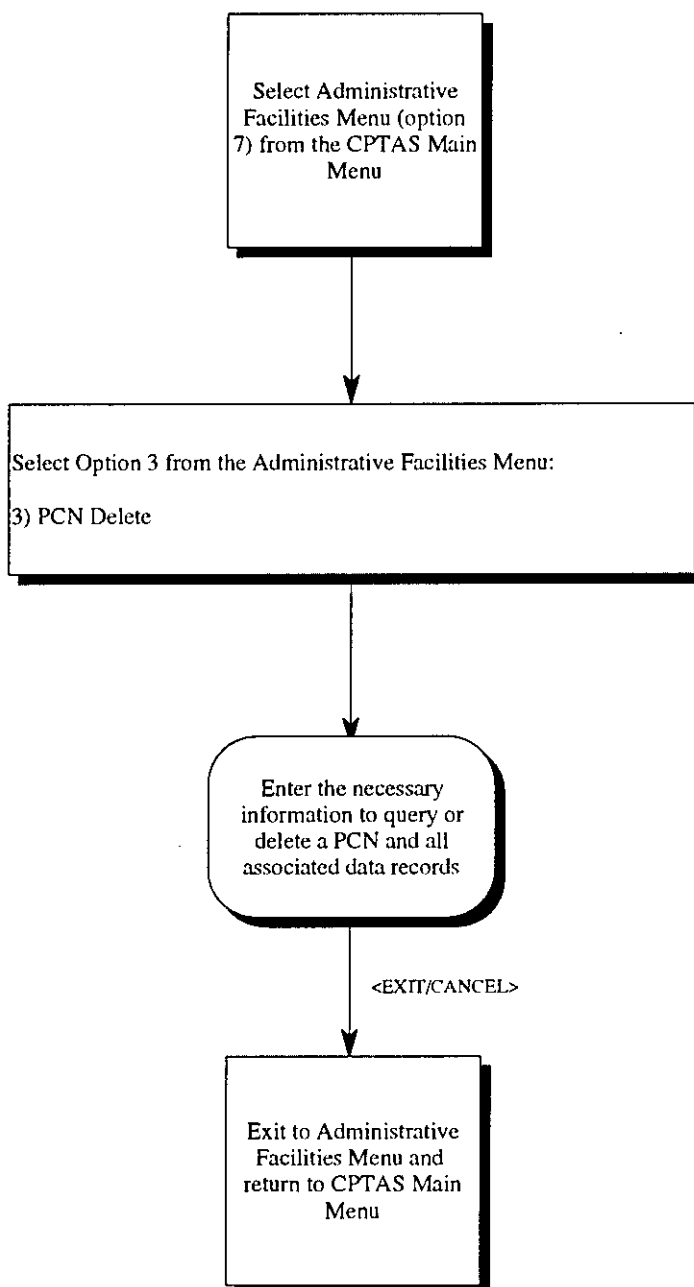


Figure A-11. PCN Delete

Specialized Online Maintenance Menu PCN/Engineering Change Information

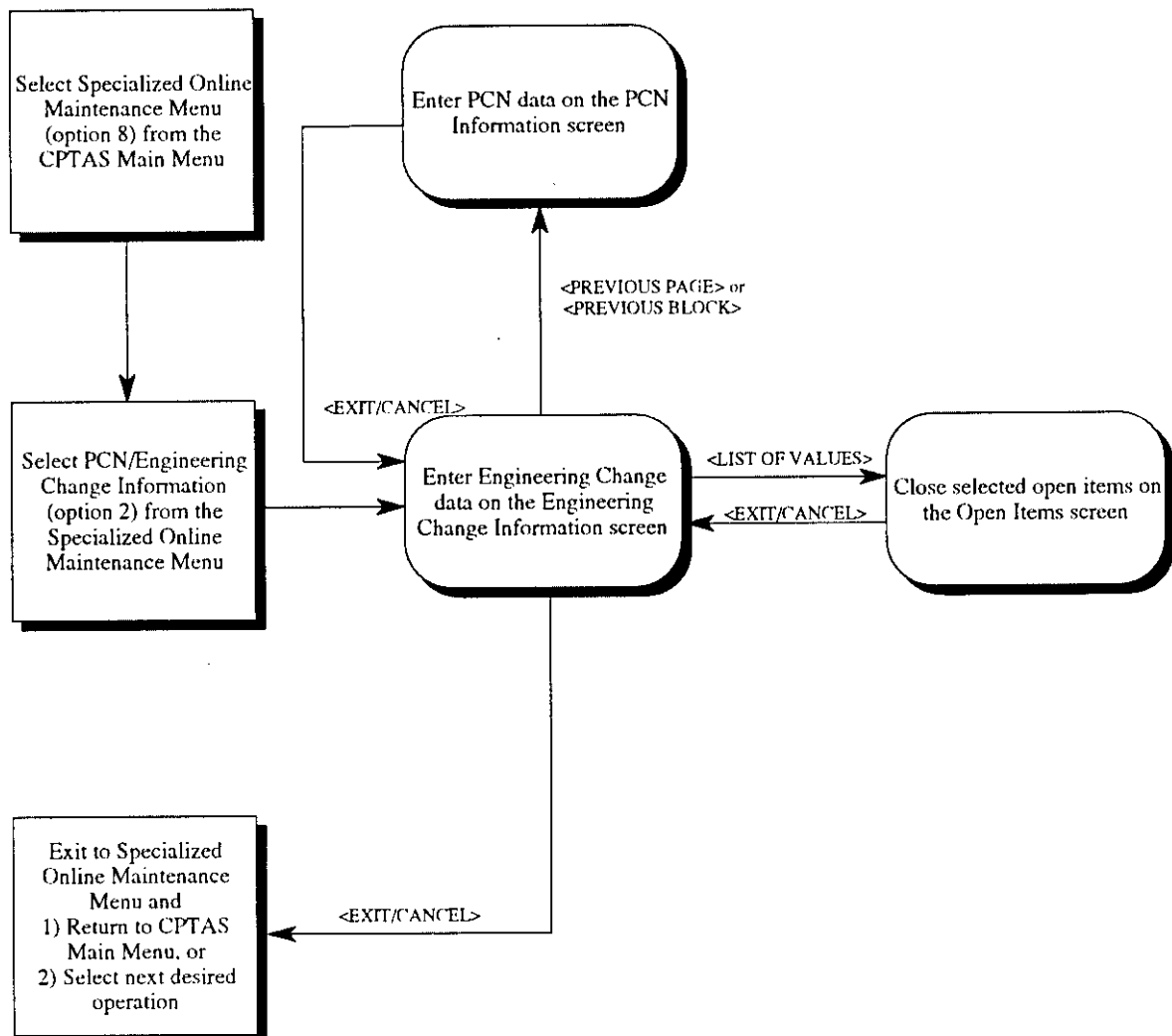


Figure A-12. PCN/Engineering Change Information Processing

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Specialized Online Maintenance Menu Contract End Item/Mod Kit Status

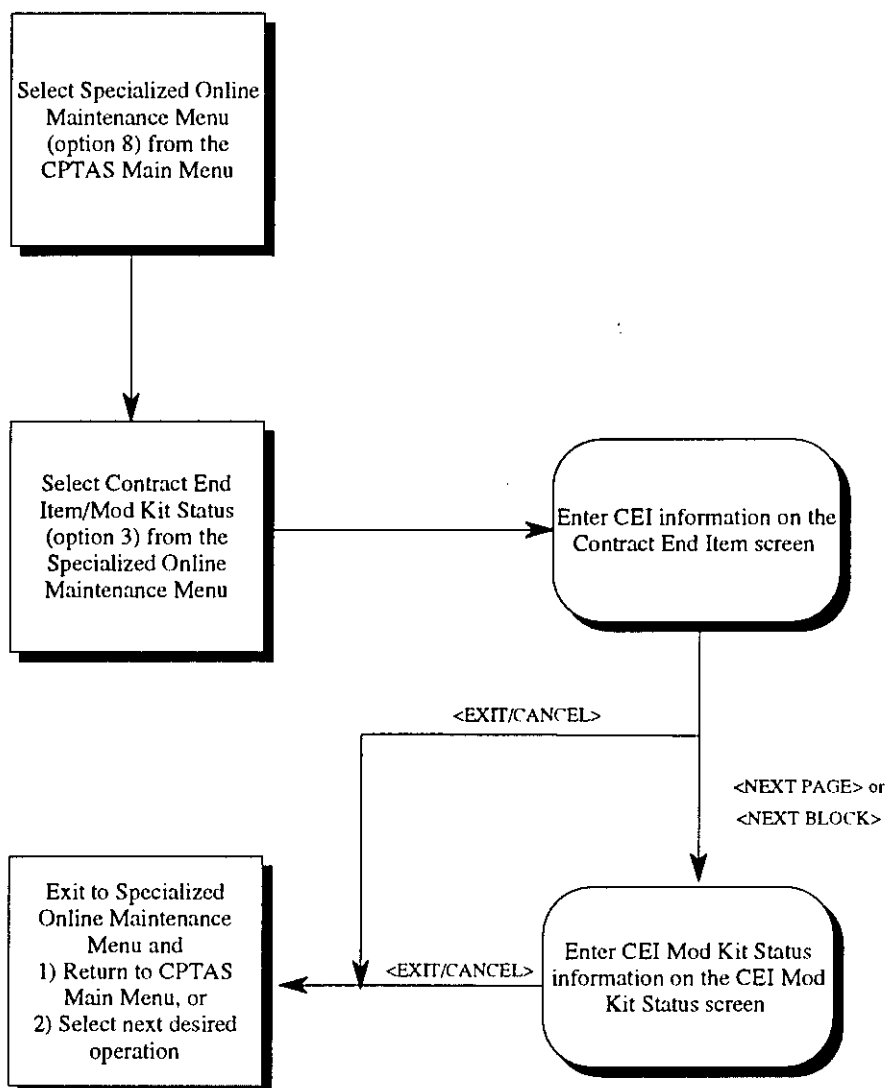


Figure A-13. Contract End Item/CEI Mod Kit Status Processing

Specialized Online Maintenance Menu Information Management

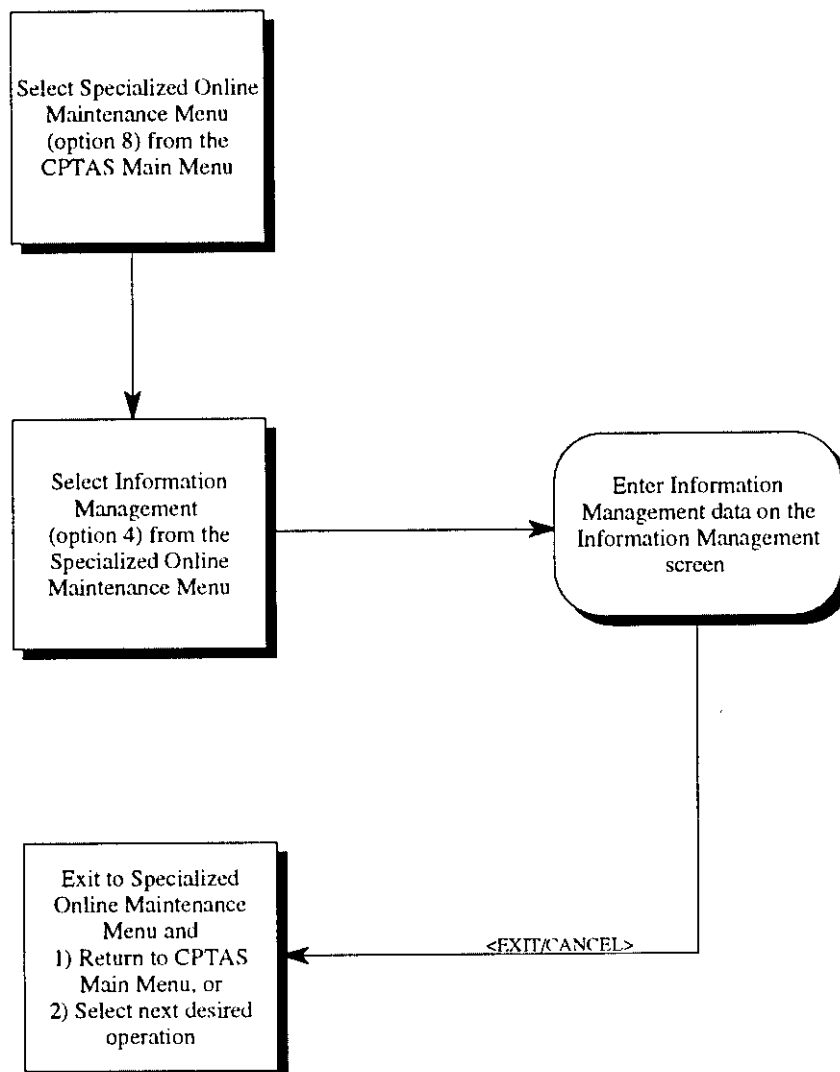


Figure A-14. Information Management Processing

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Specialized Online Maintenance Menu Document Release List

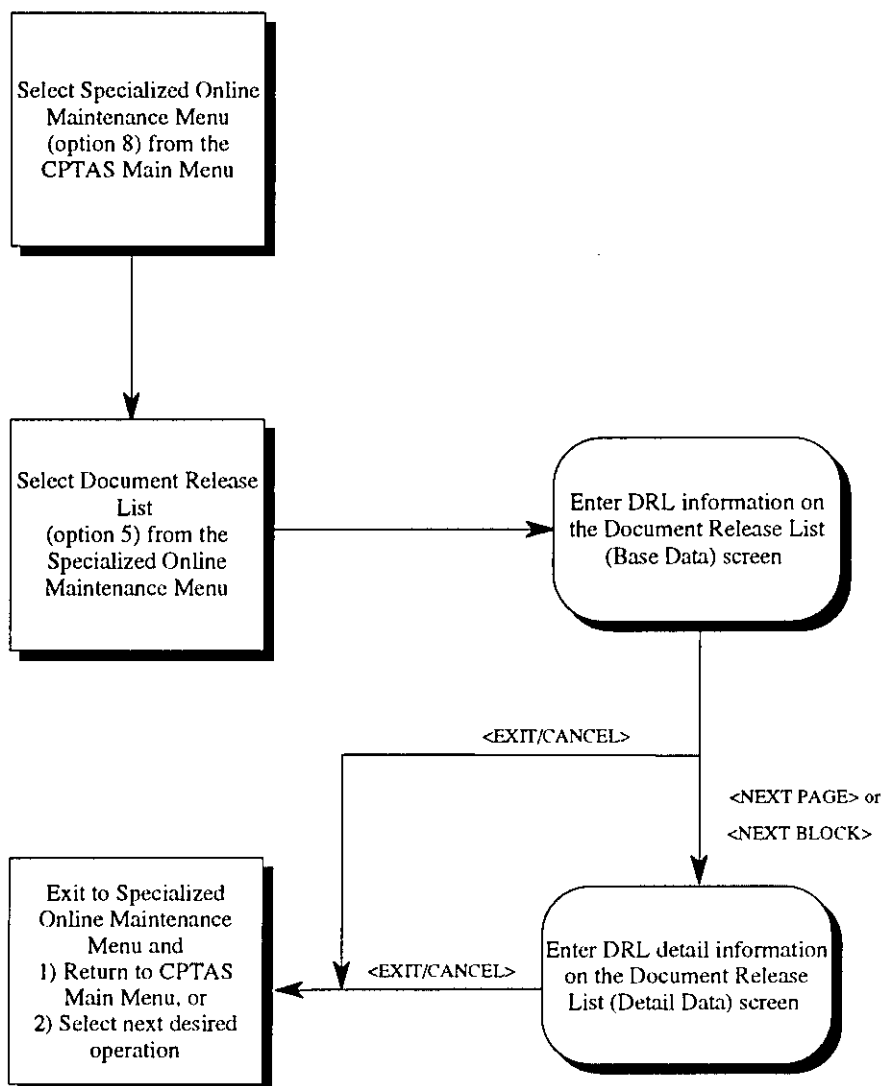


Figure A-15. Document Release List Processing

Specialized Online Maintenance Menu Serialized Parts

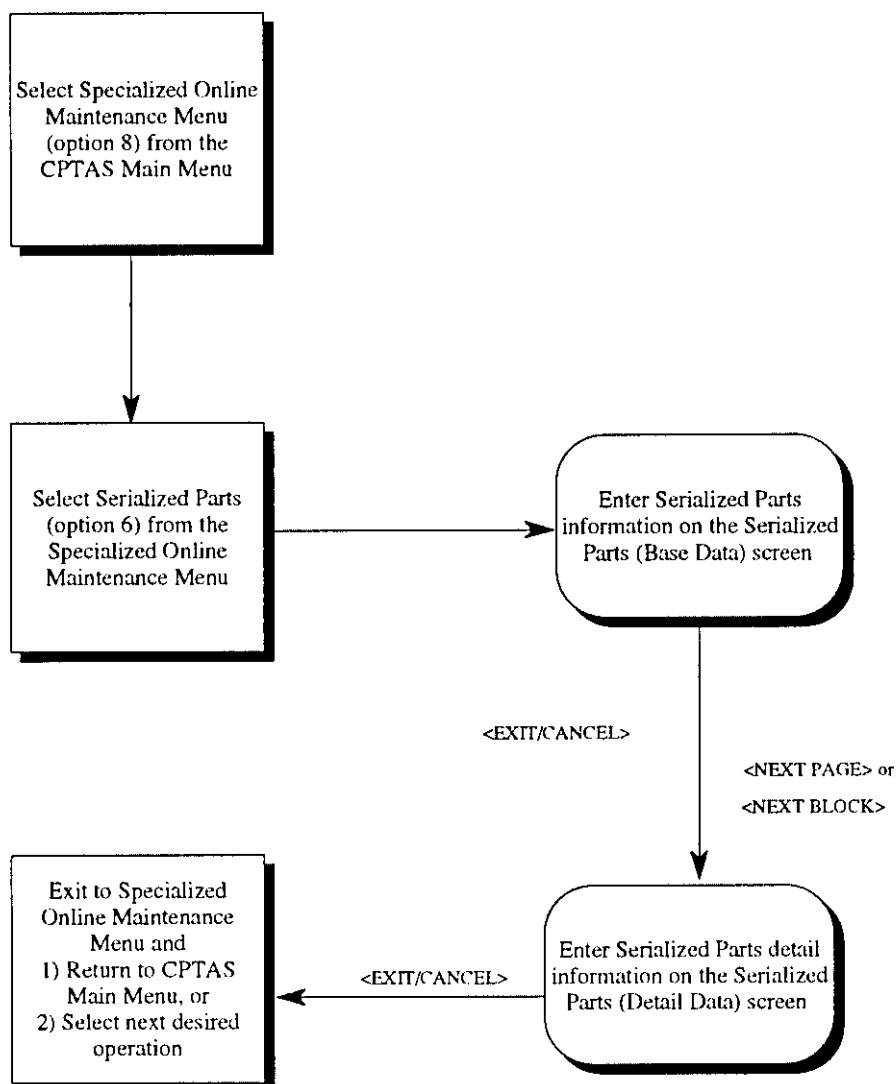


Figure A-16. Serialized Parts Processing

Specialized Online Maintenance Menu Review Item Discrepancy

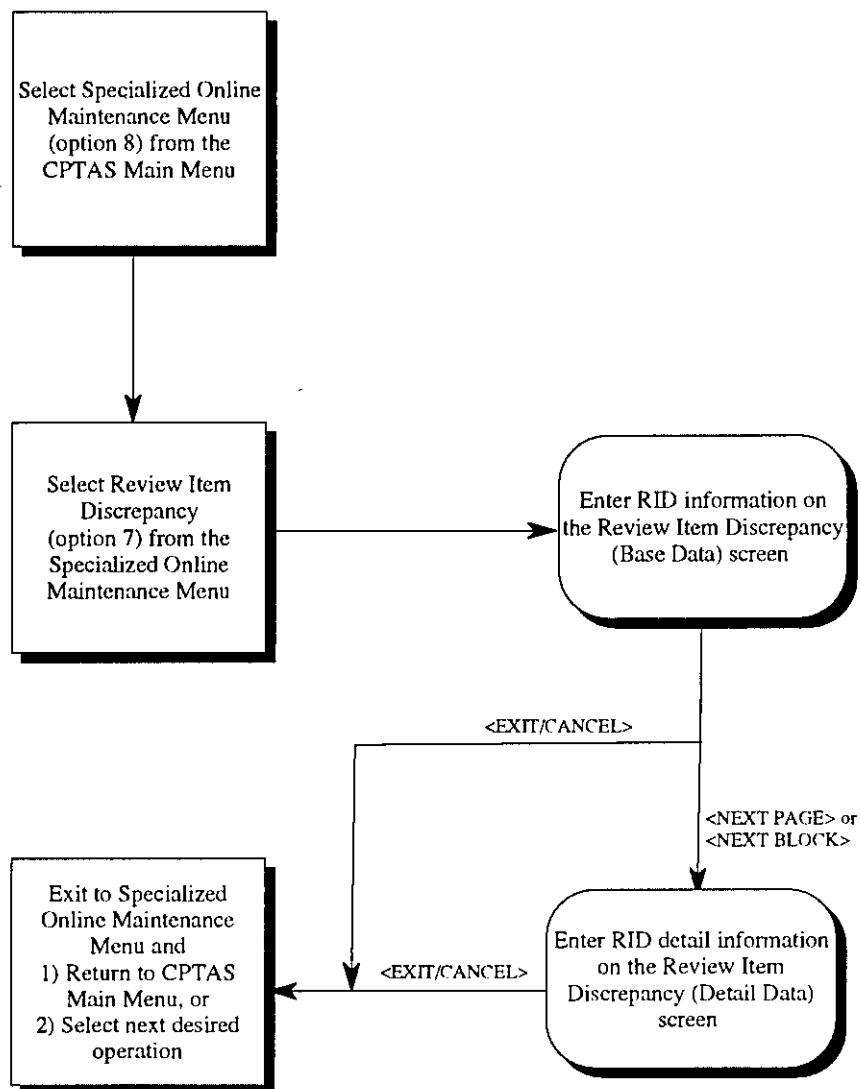


Figure A-17. Review Item Discrepancy Processing

Specialized Online Maintenance Menu Technical Questionnaires

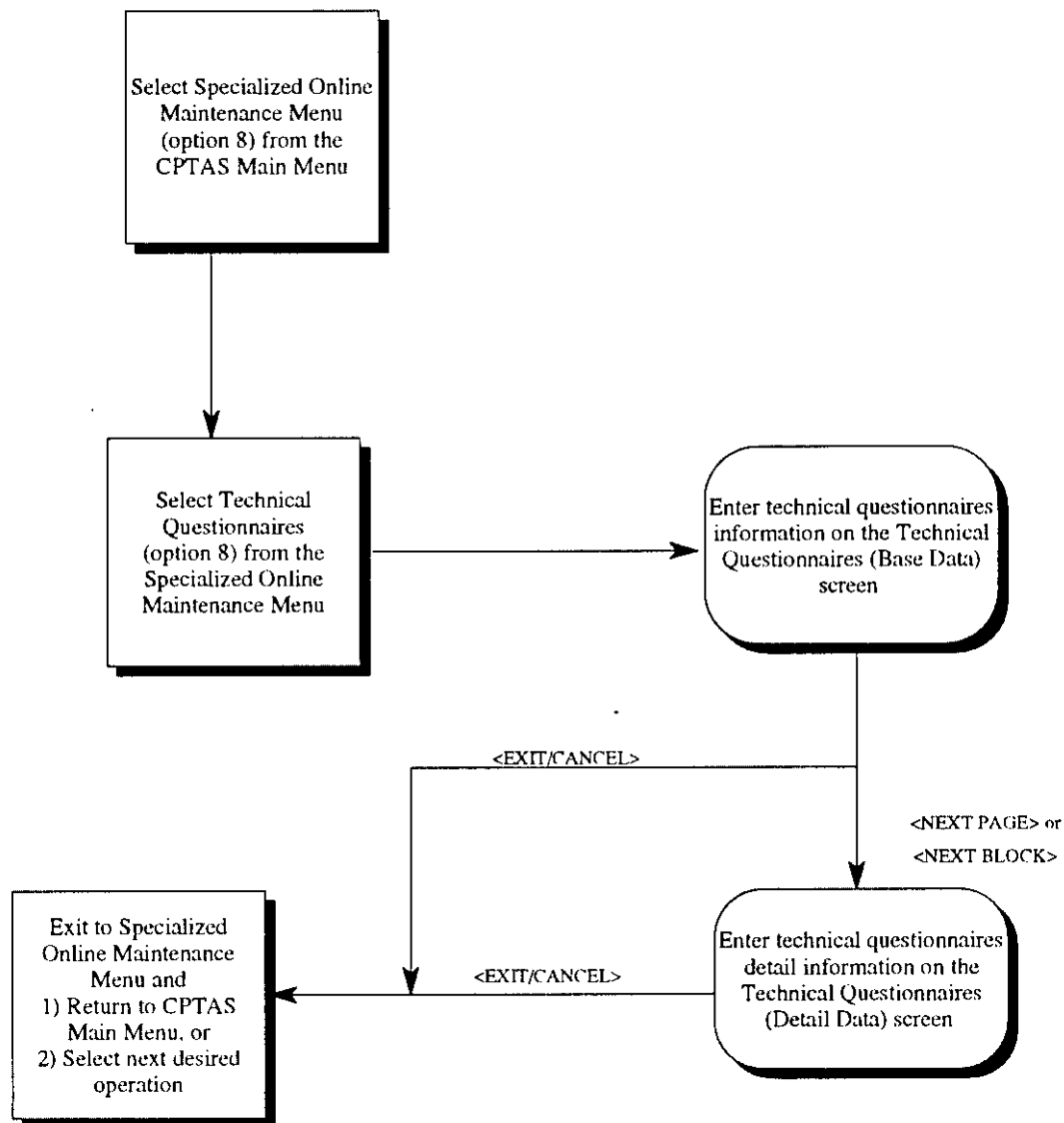


Figure A-18. Technical Questionnaires Processing

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Specialized Report Request Menu

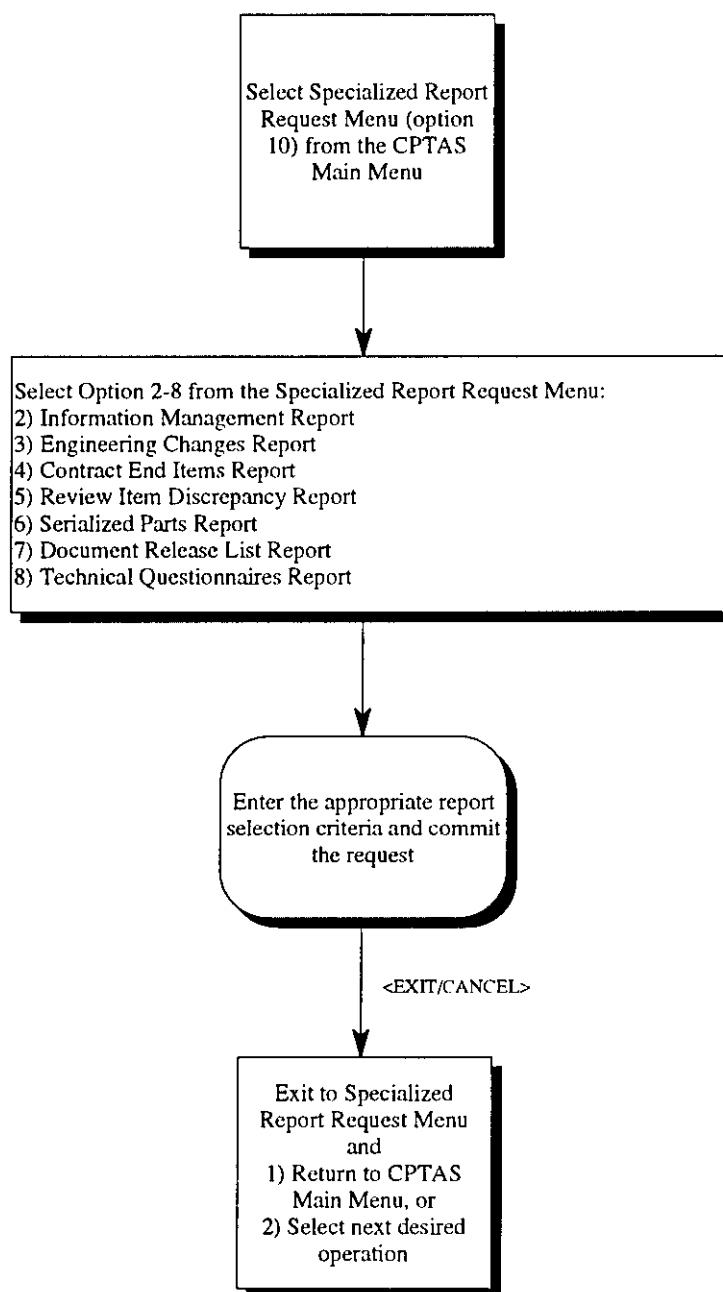


Figure A-19. Specialized Report Request Menu

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APPENDIX B LOGON/LOGOFF PROCEDURES

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APPENDIX B

LOGON/LOGOFF PROCEDURES

1.0 DG Terminal

To log on the MIS IBM:¹

Step	Your Action	Computer Reaction
1	Access any DG terminal where you have access authorization.	CEO Main Menu
2	Press the F2 (COMMAND) key.	<i>What Command?</i>
3	Enter CLI when the list of selections appears.	<i>(CEO CLI)</i>
4	Enter MVS to display the MSFC banner.	<i>MSFC Enter selection (or use the equivalent PFK)</i>
	NOTE: After each entry, beginning with step 5, always press the C3 key instead of the ENTER key.	
5	Enter O (letter) for ORACLE.	<i>Enter LOGON ID</i>
6	Enter your assigned IBM LOGON ID .	<i>Enter PASSWORD</i>
7	Enter your existing IBM PASSWORD NOTE: The password will not be displayed as it is typed.	***
8	Press the C3 key.	<i>Welcome to the IBM</i> ***
9	Press the C3 key.	IBM ORACLE APPLICATIONS
10	Enter 2 for CPTAS.	CPTAS MAIN MENU

¹Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

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To **log off** the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF .	MSFC
4	Press the CTRL-SHIFT-F15 key combination to drop the link from DG to IBM.	(CEO CLI)
5	Enter BYE to return to CEO Main Menu.	BYE

2.0 Macintosh Computer

To log on the MIS IBM:²

Step	Your Action	Computer Reaction
1	Double-click on the hard drive icon on the desktop.	
2	Start the MACTCP Network by selecting TN3270-MACTCP from the active menu.	
3	Select TN3270-MACTCP from the active menu.	
4	Select specific equipment type from the options available on the active menu; for example, MAC PLUS/SE.	<i>Enter Your User ID:</i>
5	Enter your assigned IBM USER ID .	<i>Password:</i>
6	Enter your existing IBM PASSWORD .	<i>Application:</i>
7	Enter M01TSO .	<i>MSFC Enter selection (or use the equivalent PFK)</i>
8	Enter O (letter) for ORACLE.	<i>Enter LOGON ID</i>
9	Enter your assigned IBM LOGON ID .	<i>Enter PASSWORD</i>
10	Enter your existing IBM PASSWORD . NOTE: The password will not be displayed as it is typed.	***
11	Press the ENTER key to continue.	<i>Welcome to the IBM</i> ***
12	Press the ENTER key to continue.	IBM ORACLE APPLICATIONS
13	Enter 2 for the CPTAS.	CPTAS MAIN MENU

²Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

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To **log off** the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF .	MSFC
4	Select CLOSE CONNECTION from the FILE menu.	

3.0 IBM PC Compatible with Ungermann-Bass 3270 Emulation through IAN

To log on the MIS IBM:³

Step	Your Action	Computer Reaction
1	Change directory as required to access the UB3270 emulation software.	
2	Start the TCP/IP Network if start up of this network is not part of the PC boot process.	
3	Enter CPTAS , and press the ENTER key.	
4	Press the SHIFT-ALT-SPACE BAR key combination. (While holding down the SHIFT and ALT keys, press the space bar.) NOTE: If applicable, select MISIBM from the Select Connection List and press the ENTER key. This option may automatically be selected.	MSFC Enter selection (or use the equivalent PFK)
5	Enter O (letter) for ORACLE.	Enter LOGON ID
6	Enter your assigned IBM LOGON ID .	Enter PASSWORD
7	Enter your existing IBM PASSWORD . NOTE: The password will not be displayed as it is typed.	***
8	Press the ENTER key to continue.	Welcome to the IBM ***
9	Press the ENTER key to continue.	IBM ORACLE APPLICATIONS
10	Enter 2 for CPTAS.	CPTAS MAIN MENU

³Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

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To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF.	MSFC
4	Press the SHIFT-ALT-SPACE BAR key combination to exit MSFC banner screen. (While holding down the SHIFT and ALT keys, press the space bar.)	
5	Press the SHIFT-ALT-SPACE BAR key combination to return to DOS from the UB3270 emulation software.	
6	In order to run standard software packages, you must clear the UB3270 emulation program from the PC's memory. To do this, change the directory as required to access the UB3270 emulation software; enter END3270 , and press the ENTER key.	<i>Warning: Exiting the 3270-PC Emulation Program. Do you wish to continue?(Y/N):</i>
7	Enter Y and press the ENTER key.	

4.0 IBM PC Compatible with DynaComm/Open Connect through IAN

To log on the MIS IBM:⁴

Step	Your Action	Computer Reaction
1	Select DynaComm/Open Connect DO3270 icon in windows environment.	DO3270 screen
2	Select Connect from the menu bar.	<i>Connect dropdown menu</i>
3	Select the Connect option.	<i>Connect dialogue box</i>
4	Select M02ACC and click OK .	<i>M02HCC window displaying MSFC Computer Network Banner text</i>
5	Press the ENTER key.	Entry validation screen
6	Enter your assigned IBM USER ID and PASSWORD .	<i>IBM System selection screen</i>
7	Enter "/" next to DRS in the Session ID column and press the ENTER key.	ACTION CODE MENU
8	Enter "S" on the Action Code Menu to begin or resume a session.	***
9	Press the ENTER key.	<i>This is the IBM</i> ***
10	Press the ENTER key.	IBM ORACLE APPLICATIONS
11	Enter 2 for CPTAS.	CPTAS MAIN MENU

⁴Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

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To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	<i>You have exited ORACLE READY</i>
3	Enter LOGOFF.	<i>M02HCC System Selection Screen</i>
4	Select CONNECT from the menu bar.	<i>Connect dialogue box</i>
5	Select the DISCONNECT option.	DO3270 screen
6	Select FILE from the menu bar.	File Menu
7	Select the EXIT option.	<i>Are you sure you want to exit. . . ?</i>
8	Select YES.	Window environment

5.0 IBM PC Compatible with WPS through IAN

To log on the MIS IBM:⁵

Step	Your Action	Computer Reaction
1	Connect to the IBM (M02HCC) according to your Workstation Presentation Services (WPS) setup.	
2	Enter "/" next to DRS in the Session ID column and press the ENTER key.	<i>MSFC Login (M02HCC)</i>
3	Move the cursor to select "begin or resume a session" in the Sel Sess column and press the ENTER key.	<i>This is the MIS IBM 3090</i>
4	Press the ENTER key to continue.	IBM ORACLE APPLICATIONS
5	Enter 2 for CPTAS.	CPTAS MAIN MENU

To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	<i>You have exited ORACLE READY</i>
3	Enter LOGOFF .	<i>Session ID Screen</i>
4	Press F3 to exit.	<i>M02HCC has disconnected</i>

⁵Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

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6.0 Intergraph Stand-alone Workstation (InterPro/InterAct)

To log on the MIS IBM:⁶

Step	Your Action	Computer Reaction
1	Select TERMINAL from the Workstation icon.	Create VT220
2	Select NETWORK from the HOST box.	
3	Select ZINGER from the HOST PARAMETERS box. NOTE: If ZINGER is not a current option, place the cursor in any of the undefined HOST PARAMETERS fields. Enter ZINGER and press the RETURN key.	
4	Select OK .	Enter LOGIN
5	Enter transfer (lower case letters; make sure the CAPS LOCK is off) to link to the IAN for subsequent IBM access.	Enter PASSWORD
6	Enter file87 (lower case letters; make sure the CAPS LOCK is off).	Integrated Engineering System (IES) menu
7	Select MIS IBM System (Option 4) to link with the IBM main frame.	MSFC Computer Network Banner text
8	Press the RETURN key.	Entry validation screen
9	Enter your assigned IBM USER ID and PASSWORD . NOTE: The password will not be displayed as it is typed.	IBM System selection screen
10	Enter "/" next to DRS in the Session ID column and press the ENTER key.	ACTION CODE MENU
11	Enter "S" on the Action Code Menu to begin or resume a session.	***
12	Press the ENTER key.	This is the IBM ***
13	Press the ENTER key.	IBM ORACLE APPLICATIONS
14	Enter 2 for CPTAS.	CPTAS MAIN MENU

⁶Due to the many types of keyboards available, this paragraph describes the most commonly used steps for accessing CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF to terminate ORACLE database application.	<i>IBM System selection screen</i>
4	Press PF3 to drop the link from the VAX to the IBM.	EXIT MENU
5	Select EXIT to terminate the session with the IBM.	<i>Integrated Engineering System (IES) menu</i>
6	Select 6 to terminate the session with the ZINGER VAX.	

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7.0 VAX Terminal and IBM PC Compatible with VAX Emulation

To log on the MIS IBM:⁷

Step	Your Action	Computer Reaction
1	Access the SAIL1 VAX by entering your personal USERNAME and PASSWORD. NOTE: Your screen must be set to an 80-character format. This setting may be performed automatically, depending on how your individual user account was originally set up. If your screen is not set to an 80-character format, enter SET TERM/WIDTH=80 to set it. (All CPTAS screens are limited to 24 lines of 80 characters.)	<i>Enter User Name</i> <i>Enter Password</i> S1>
2	Enter IBMNET to link with the IBM mainframe.	<i>MSFC Enter selection</i> <i>(or use equivalent</i> <i>PFK)</i>
NOTE: After each entry, beginning with step 3, press the ENTER key instead of the RETURN key.		
3	Enter O (letter) for ORACLE.	<i>Enter LOGON ID.</i>
4	Enter your assigned IBM LOGON ID.	<i>Enter Password</i>
5	Enter your existing IBM PASSWORD. NOTE: The password will not be displayed as it is typed.	***
6	Press the ENTER key to continue.	<i>Welcome to the IBM</i> ***
7	Press the ENTER key to continue.	IBM ORACLE APPLICATIONS
8	Enter 2 for CPTAS.	CPTAS MAIN MENU

⁷Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF to drop the link from the VAX to the IBM. If the link is not dropped, press the CTRL-Z key combination.	S1>

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8.0 WIN Turbo AT through CEO Connection

To log on the MIS IBM:⁸

Step	Your Action	Computer Reaction
1	Access the CEO CONNECTION to the Data General.	Host ID
2	Press the ENTER key to accept the Host ID.	Enter Username:
3	Enter assigned DG Username .	Enter Password:
4	Enter existing DG Password .	CEO Main Menu
5	Press the F2 (Command) key.	What Command?
6	Enter CLI when the list of selections appears.	CEO CLI)
7	Enter MVS to link with the IBM.	MSFC Enter selection (or use the equivalent PFK)
NOTE: After each entry, beginning with step 8, press the END key on the numeric keypad instead of the ENTER key. (Ensure the Num Lock key is turned off.)		
8	Enter O (letter) for ORACLE.	Enter LOGON ID
9	Enter your assigned IBM LOGON ID .	Enter PASSWORD
10	Enter your existing IBM PASSWORD . NOTE: The password will not be displayed as it is typed.	***
11	Press the END key to continue.	Welcome to the IBM ***
12	Press the END key to continue.	IBM ORACLE APPLICATIONS
13	Enter 2 for CPTAS.	CPTAS MAIN MENU

⁸Due to the many types of keyboards available, this paragraph describes the most commonly used logon/logoff procedures for CPTAS. For instructions concerning specific keyboards, check your equipment documentation. For technical assistance, call the EL32 representative at (205) 544-2382 (commercial) or 8-205-544-2382 (FTS).

To log off the MIS IBM:

Step	Your Action	Computer Reaction
1	Enter 0 (zero) from the CPTAS Main Menu.	IBM ORACLE APPLICATIONS
2	Enter 0 (zero) from the IBM ORACLE APPLICATIONS Menu.	READY
3	Enter LOGOFF.	MSFC
4	Press the ALT-CTRL-SHIFT-F5 key combination to drop the link.	

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APPENDIX C ORACLE COMMANDS

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APPENDIX C ORACLE COMMANDS

1.0 Introduction

ORACLE is a software product that provides multi-user access and interface to CPTAS on different types of terminals. The ORACLE commands consistently perform the same operation regardless of the type of terminal. Each command may be accessed one of two ways: through a set of key combinations or a menu bar at the top of each screen.

1.1 Key Combinations

The key combinations used to perform ORACLE commands depend on the keyboard you are using. This appendix defines the key(s) required to implement ORACLE commands using the following computer terminals: DG, Macintosh, IBM PC Compatible through Institutional Area Network (IAN), Intergraph stand-alone workstations, VAX terminals, and WIN Turbo AT through CEO connection. The key combinations for each type of keyboard are defined in paragraphs C.2 through C.7. Throughout this appendix, the following conventions are used to distinguish key combinations for ORACLE commands:

A dash (-) between keys indicates to press and release both keys simultaneously.

A space () between keys indicates to press and release the first key(s) before pressing any remaining key(s).

Example: SHFT-F12 F4

(1) Press and hold the Shift key and the F12 key, (2) release both keys simultaneously, and then (3) press and release the F4 key.

1.2 Menu Bar

Most of the ORACLE commands have an equivalent option on the menu bar that appears at the top of each CPTAS screen. The menu bar options for each type of keyboard are defined in paragraphs C.2 through C.7. Some menu bar options may appear "ghosted" on your screen, indicating that particular option is not available. To access and select the menu bar options, complete the following steps:

1. Press ORACLE <INVOKE MENU>.
2. Press <TAB> to cursor to a tool on the menu bar (Action, Edit, Block, Field, Record, Query, or Help).
3. Select the tool by pressing <ENTER>.

4. Press <TAB> to select an option under the tool.
5. Press <ENTER> to activate the desired option.

Note: The <NEXT PAGE> and <PREVIOUS PAGE> options are located under the Field tool on the menu bar.

1.3 Implementation of ORACLE Commands

ORACLE commands can be implemented in either the query mode or the update mode depending upon the type of ORACLE command requested. ORACLE commands that are used to maintain rather than to query the CPTAS database cannot be implemented in the query mode. For example, the <COMMIT> command which inputs data into the CPTAS database can be implemented only during the update mode. When a function cannot be implemented within a particular mode, this message will appear: "Function key not allowed in this mode." Table C-1 describes which ORACLE commands can be performed in the query mode, the update mode, or both.

To implement an ORACLE command, place the cursor where needed on the CPTAS screen and press the key(s) described for the desired ORACLE command. Placement of the cursor varies depending on the type of ORACLE command to be performed. The <COMMIT>, <HELP>, and <EXIT/CANCEL> commands require no particular cursor placement to be implemented. However, commands such as <LIST OF VALUES>, <CLEAR FIELD>, and <CLEAR BLOCK> require the cursor to be placed at the beginning of the affected field or block in order for the ORACLE command to be implemented. To implement ORACLE commands, follow these instructions along with any additional instructions tailored for each type of terminal described in this appendix.

1.4 ORACLE Monthly Abbreviations

The date format used throughout CPTAS is DD-MON-YY, where DD represents the day, MON uses the standard ORACLE abbreviation for the month, and YY represents the last two digits of the year. The standard ORACLE abbreviations for the months are listed in Table C-2.

Table C-1. Usage of ORACLE Commands with Query and Update Modes

ORACLE Command	Query	Update
<CLEAR BLOCK>	X	X
<CLEAR FIELD>	X	X
<CLEAR FORM/ ROLLBACK>		X
<CLEAR RECORD>	X	X
<COMMIT>		X
<COUNT QUERY HITS>	X	
<DELETE RECORD>		X
<DISPLAY ERROR>	X	X
<DUPLICATE FIELD>		X
<DUPLICATE RECORD>		X
<EDIT>		X
<ENTER QUERY>	X	X
<EXECUTE QUERY>	X	X
<EXIT/CANCEL>	X	X
<HELP>	X	X
<INSERT RECORD>		X
<INVOKE MENU>	X	X
<LIST OF VALUES>		X
<LOCK RECORD>		X
<MOVE DOWN 1 LINE>	X	X
<MOVE UP 1 LINE>	X	X
<NEXT BLOCK>		X
<NEXT PAGE>	X	X
<NEXT RECORD>	X	X
<NEXT SET OF RECORDS>	X	X
<PREVIOUS BLOCK>		X
<PREVIOUS PAGE>	X	X
<PREVIOUS RECORD>	X	X
<PRINT>	X	X
<RESET>	X	X
<SCROLL LEFT>	X	X
<SCROLL RIGHT>	X	X
<SHOW KEYS>	X	X

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Table C-2. ORACLE Monthly Abbreviations

MONTH	ABBREVIATION
January	JAN
February	FEB
March	MAR
April	APR
May	MAY
June	JUN
July	JUL
August	AUG
September	SEP
October	OCT
November	NOV
December	DEC

2.0 DG Terminal

Press the designated PF key(s) or key combinations to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<CLEAR BLOCK>	F5	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	SHFT-F12 F7	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	F6	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	SHFT-F12 F8	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	SHFT-F6	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.
<COUNT QUERY HITS>	SHFT-F12 F1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	SHFT-F12 F5	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	F1	Help - Display Error	Explains an ORACLE system error that was detected by ORACLE.
<DUPLICATE FIELD>	SHFT-F12 F3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	SHFT-F12 F4	Record - Duplicate	Copies all field values from the previous record into a new record.

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ORACLE Command	Key	Menu Bar	Function
<EDIT>	F12	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	SHFT-F4	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	SHFT-F5	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	SHFT-F3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	F2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	SHFT-F12 F2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	SHFT-F2		Activates the menu bar.
<LIST OF VALUES>	F3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	SHFT-F12 F9	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	SHFT-F12 F11	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	SHFT-F12 F10	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.

ORACLE Command	Key	Menu Bar	Function
<NEXT BLOCK>	SHFT-F11	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	F8	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	SHFT-F8	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	SHFT-F9	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	SHFT-F10	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	F7	Field - Previous	Positions the cursor in the first data field on the previous page.
<PREVIOUS RECORD>	SHFT-F7	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	F4	Action - Print	Generates a print file from the displayed data.
<RESET>	Break - Escape		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	F11		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	F10		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	SHFT-F1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

3.0 Macintosh Computer

Press the designated PF key(s) or key combinations to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<CLEAR BLOCK>	SHFT-F5	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	F12 SHFT-F7	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	SHFT-F6	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	F12 SHFT-F8	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	F6	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.
<COUNT QUERY HITS>	F12 SHFT-F1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	F12 SHFT-F5	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	SHFT-F1	Help - Display Error	Explains an ORACLE system error. This is required to diagnose a problem that was detected by ORACLE instead of the application program.
<DUPLICATE FIELD>	F12 SHFT-F3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	F12 SHFT-F4	Record - Duplicate	Copies all field values from the previous record into a new record.

ORACLE Command	Key	Menu Bar	Function
<EDIT>	SHFT-F12	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	F4	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	F5	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	F3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	SHFT-F2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	F12 SHFT-F2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	F2		Activates the menu bar.
<LIST OF VALUES>	SHFT-F3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	F12 SHFT-F9	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	F12 SHFT-F11	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	F12 SHFT-F10	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.

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ORACLE Command	Key	Menu Bar	Function
<NEXT BLOCK>	F11	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	SHFT-F8	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	F8	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	F9	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	F10	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	SHFT-F7	Field - Previous	Positions the cursor in the first data field on the previous page.
<PREVIOUS RECORD>	F7	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	SHFT-F4	Action - Print	Generates a print file from the displayed data.
<RESET>	SHFT-Escape		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	SHFT-F11		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	SHFT-F10		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	F1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

4.0 IBM PC Compatible through IAN

Press the designated PF key(s) or key combinations to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<BACKTAB>	Backtab	Field - Previous	Positions the cursor to the previous data field in the block.
<CLEAR BLOCK>	SHFT-F5	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	F12 SHFT-F7	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	SHFT-F6	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	F12 SHFT-F8	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	F6	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.
<COUNT QUERY HITS>	F12 SHFT-F1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	F12 SHFT-F5	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	SHFT-F1	Help - Display Error	Explains an ORACLE system error. This is required to diagnose a problem that was detected by ORACLE instead of the application program.
<DUPLICATE FIELD>	F12 SHFT-F3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	F12 SHFT-F4	Record - Duplicate	Copies all field values from the previous record into a new record.

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ORACLE Command	Key	Menu Bar	Function
<EDIT>	SHFT-F12	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	F4	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	F5	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	F3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	SHFT-F2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	F12 SHFT-F2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	F2		Activates the menu bar.
<LIST OF VALUES>	SHFT-F3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	F12 SHFT-F9	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	F12 SHFT-F11	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	F12 SHFT-F10	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.

ORACLE Command	Key	Menu Bar	Function
<NEXT BLOCK>	F11	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	SHFT-F8	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	F8	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	F9	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	F10	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	SHFT-F7	Field - Previous	Positions the cursor in the first data field on the previous page.
<PREVIOUS RECORD>	F7	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	SHFT-F4	Action - Print	Generates a print file from the displayed data.
<RESET>	CTL-SHFT		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	SHFT-F11		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	SHFT-F10		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	F1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

5.0 Intergraph Stand-alone Workstation (InterPro/InterAct)

Figure C-1 depicts the numerical designation for each function key at the top of your keyboard.

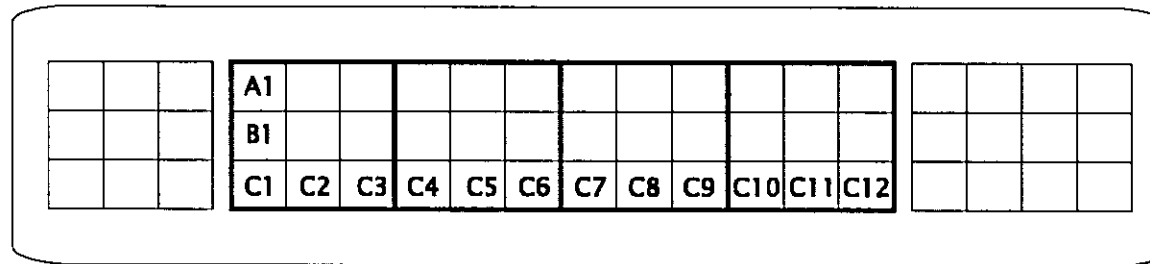


Figure C-1. Intergraph Workstation Keyboard

Use the function keys located on the bottom row, C1 through C12, to activate the designated PF key(s) or key combinations used to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<CLEAR BLOCK>	C12 C5	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	C12 C12 C7	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	C12 C6	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	C12 C12 C8	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	C6	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.

ORACLE Command	Key	Menu Bar	Function
<COUNT QUERY HITS>	C12 C12 C1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	C12 C12 C5	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	C12 C1	Help - Display Error	Explains an ORACLE system error. This is required to diagnose a problem that was detected by ORACLE instead of the application program.
<DUPLICATE FIELD>	C12 C12 C3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	C12 C12 C4	Record - Duplicate	Copies all field values from the previous record into a new record.
<EDIT>	C12 C12	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	C4	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	C5	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	C3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	C12 C2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	C12 C12 C2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	C2		Activates the menu bar.

ORACLE Command	Key	Menu Bar	Function
<LIST OF VALUES>	C12 C3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	C12 C12 C9	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	C12 C12 C11	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	C12 C12 C10	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<NEXT BLOCK>	C11	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	C12 C8	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	C8	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	C9	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	C10	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	C12 C7	Field - Previous	Positions the cursor in the first data field on the previous page.

ORACLE Command	Key	Menu Bar	Function
<PREVIOUS RECORD>	C7	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	C12 C4	Action - Print	Generates a print file from the displayed data.
<RESET>	Keypad PF1		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	C12 C11		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	C12 C10		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	C1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

6.0 VAX Terminal and IBM PC Compatible with VAX Emulation

You must use the numeric keypad to activate the designated PF key(s) or key combinations used to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<CLEAR BLOCK>	. 8	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	3 . 4	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	. 9	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	3 . 5	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	9	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.
<COUNT QUERY HITS>	3 . PF1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	3 . 8	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	. PF1	Help - Display Error	Explains an ORACLE system error. This is required to diagnose a problem that was detected by ORACLE instead of the application program.
<DUPLICATE FIELD>	3 . PF3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	3 . 7	Record - Duplicate	Copies all field values from the previous record into a new record.

ORACLE Command	Key	Menu Bar	Function
<EDIT>	. 3	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	7	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	8	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	PF3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	. PF2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	3 . PF2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	PF2		Activates the menu bar.
<LIST OF VALUES>	. PF3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	3 . 6	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	3 . 2	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	3 . 1	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.

ORACLE Command	Key	Menu Bar	Function
<NEXT BLOCK>	2	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	. 5	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	5	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	6	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	1	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	. 4	Field - Previous	Positions the cursor in the first data field on the previous page.
<PREVIOUS RECORD>	4	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	. 7	Action - Print	Generates a print file from the displayed data.
<RESET>	0		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	. 2		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	. 1		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	PF1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

7.0 WIN Turbo AT through CEO Connection

The <END> key functions as the <ENTER> key. Press the designated PF key(s) or key combinations to implement the following ORACLE commands:

ORACLE Command	Key	Menu Bar	Function
<BACKTAB>	Home (numeric keypad)	Field - Previous	Positions the cursor to the previous data field in the block.
<CLEAR BLOCK>	F5	Block - Clear	Clears all data from the current block and creates a new record.
<CLEAR FIELD>	SHFT-F12 F7	Field - Clear	Clears all data from the current field beginning at the current cursor position.
<CLEAR FORM/ ROLLBACK>	F6	Action - Rollback	Clears all data in the current form and does a rollback. This command undoes all inserts, updates, and deletes posted to the database. It does not delete records from the database; it only removes records from the work space.
<CLEAR RECORD>	SHFT-F12 F8	Record - Clear	Clears all data in the current record. If the record is then committed, the record will be deleted.
<COMMIT>	SHFT-F6	Action - Commit	Executes change, delete, and insert commands. No command takes effect until this key is pressed. Be sure to <COMMIT> before leaving the current screen.
<COUNT QUERY HITS>	SHFT-F12 F1	Query - Count Hits	Displays the number of records that match the user's query parameters.
<DELETE RECORD>	SHFT-F12 F5	Record - Remove	Removes this record from the system.
<DISPLAY ERROR>	F1	Help - Display Error	Explains an ORACLE system error. This is required to diagnose a problem that was detected by ORACLE instead of the application program.
<DUPLICATE FIELD>	SHFT-F12 F3	Field - Duplicate	Copies the field value from the same field of the previous record into the current field.
<DUPLICATE RECORD>	SHFT-F12 F4	Record - Duplicate	Copies all field values from the previous record into a new record.

ORACLE Command	Key	Menu Bar	Function
<EDIT>	F12	Edit	Displays a pop-up window in which the operator can edit a field.
<ENTER QUERY>	SHFT-F4	Query - Enter	Places this screen in the query mode. After pressing this key, the screen will request the query parameters (what you want the displayed information limited to). After entering the parameters, press <ENTER> or <EXECUTE QUERY>.
<EXECUTE QUERY>	SHFT-F5	Query - Execute	Executes a query for the parameters that are displayed on the screen.
<EXIT/CANCEL>	SHFT-F3	Action - Exit	Abandons a query or leaves the current screen.
<HELP>	F2	Help - Help	Displays a brief help message for the current field.
<INSERT RECORD>	SHFT-F12 F2	Record - Insert	Prepares the screen to enter a new record in the current block.
<INVOKE MENU>	SHFT-F2		Activates the menu bar.
<LIST OF VALUES>	F3	Help - List	Lists acceptable values for the current field. (This feature is not available for all fields, e.g., Description.) When using the <LIST OF VALUES> feature, the screen may switch to a separate screen program to display the requested data. For example, when the <LIST OF VALUES> feature is implemented in Printer Name, the screen will switch to the printer maintenance screen which automatically displays the printer names and locations (building and room) defined for CPTAS. To redisplay the original screen with the selected value defaulted in the affected data field, press <EXIT/CANCEL>.
<LOCK RECORD>	SHFT-F12 F9	Record - Lock	Locks a record so that another user cannot change the record while you are updating it. This command does not allow you to enter or change any data in a field that is protected against entry or update.
<MOVE DOWN 1 LINE>	SHFT-F12 F11	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<MOVE UP 1 LINE>	SHFT-F12 F10	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.

ORACLE Command	Key	Menu Bar	Function
<NEXT BLOCK>	SHFT-F11	Block - Next	Positions the screen and/or cursor to the next block of information.
<NEXT PAGE>	F8	Field - Next	Positions the cursor in the first data field on the next page.
<NEXT RECORD>	SHFT-F8	Record - Next Record - Scroll Down	Positions the screen and/or cursor to the next record that matches your query parameters. In query mode, it will bring up the next record to be displayed on the screen.
<NEXT SET OF RECORDS>	SHFT-F9	Query - Fetch Next Set	Retrieves the next set of records (specified by your entered parameters) into the current block.
<PREVIOUS BLOCK>	SHFT-F10	Block - Previous	Positions the screen and/or cursor to the preceding block of information.
<PREVIOUS PAGE>	F7	Field - Previous	Positions the cursor in the first data field on the previous page.
<PREVIOUS RECORD>	SHFT-F7	Record - Previous Record - Scroll Up	Positions the screen and/or cursor to the previous record that matches your query parameters. In query mode, it will bring up the previous record to be displayed on the screen.
<PRINT>	F4	Action - Print	Generates a print file from the displayed data.
<RESET>	Escape		Re-establishes communication with the computer when the keyboard locks up or fails to respond.
<SCROLL LEFT>	F11		Moves the cursor to the first character in the line.
<SCROLL RIGHT>	F10		Moves the cursor to the right of the last character in the line.
<SHOW KEYS>	SHFT-F1	Help - Keys	Defines all PF keys.
<TAB>	Tab	Field - Next	Positions the cursor to the next data field in the block.

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APPENDIX D IBM FUNCTION KEYS

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APPENDIX D

IBM FUNCTION KEYS

The IBM System provides programmable function (PF) keys to perform various actions. These PF keys make certain actions easier to accomplish. When different terminals are used to access the system, the appropriate key(s) specified for each terminal must be used to generate a recognizable IBM command. Appendix D defines the key(s) required to implement IBM commands using the following computer terminals: DG, Macintosh, IBM PC Compatible through IAN, Intergraph Stand-alone Workstations and VAX, and WIN Turbo AT through CEO Connection.

1.0 Key Combination Conventions

Because all terminals do not have the same keyboard arrangement as an IBM keyboard, key combinations must be used to implement the IBM commands that exceed the available keys. Throughout this appendix, the following conventions are used to distinguish key combinations for IBM commands:

A dash (-) between keys indicates to press and release both keys simultaneously.

A space () between keys indicates to press and release the first key(s) before pressing any remaining key(s).

Example: SHFT-F12 F4

- (1) Press and hold the Shift key and the F12 key,
- (2) Release both keys simultaneously, and
- (3) Press and release the F4 key.

2.0 Implementation of IBM Commands

To implement an IBM command, place the cursor on the COMMAND INPUT field and press the key described for the desired IBM command.

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3.0 DG Terminal

Press the designated PF key(s) or key combinations to implement the following IBM commands:

IBM Command	Key	Function
HELP	SHFT-F1	Puts the user into the Help system for the active screen.
END	SHFT-F3	Exits the current screen.
REPEAT FIND	SHFT-F5	Finds next occurrence of the specified text.
UP	SHFT-F7	Scrolls the data up a screen at a time.
DOWN	SHFT-F8	Scrolls the data down a screen at a time.
LEFT	SHFT-F10	Scrolls the data to the left a screen at a time.
RIGHT	SHFT-F11	Scrolls the data to the right a screen at a time.

4.0 Macintosh Computer

Press the designated PF key(s) or key combinations to implement the following IBM commands:

IBM Command	Key	Function
HELP	PF1	Puts the user into the Help system for the active screen.
END	PF3	Exits the current screen.
REPEAT FIND	PF5	Finds next occurrence of the specified text.
UP	PF7	Scrolls the data up a screen at a time.
DOWN	PF8	Scrolls the data down a screen at a time.
LEFT	PF10	Scrolls the data to the left a screen at a time.
RIGHT	PF11	Scrolls the data to the right a screen at a time.

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5.0 IBM PC Compatible through IAN

Press the designated PF key(s) or key combinations to implement the following IBM commands:

IBM Command	Key	Function
HELP	F1	Puts the user into the Help system for the active screen.
END	F3	Exits the current screen.
REPEAT FIND	F5	Finds next occurrence of the specified text.
UP	F7	Scrolls the data up a screen at a time.
DOWN	F8	Scrolls the data down a screen at a time.
LEFT	F10	Scrolls the data to the left a screen at a time.
RIGHT	F11	Scrolls the data to the right a screen at a time.

6.0 Intergraph Stand-alone Workstations (InterPro/InterAct) and VAX Terminal

You must use the **numeric keypad** located on the right-hand side of your keyboard to activate the designated PF key(s) or key combinations used to implement the following IBM commands:

IBM Commands	Key	Function
HELP	PF1	Puts the user into the Help system for the active screen.
END	PF3	Exits the current screen.
REPEAT FIND	8	Finds next occurrence of the specified text.
UP	4	Scrolls the data up a screen at a time.
DOWN	5	Scrolls the data down a screen at a time.
LEFT	1	Scrolls the data to the left a screen at a time.
RIGHT	2	Scrolls the data to the right a screen at a time.

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7.0 WIN Turbo AT through CEO Connection

The ORACLE <END> key on the numeric keypad functions as the ORACLE <ENTER> key and the ORACLE <HOME> key on the numeric keypad functions as the back-tab. Press the designated PF key(s) or key combinations to implement the following IBM commands:

IBM Command	Key	Function
HELP	SHIFT-F1	Puts the user into the Help system for the active screen.
END	SHIFT-F3	Exits the current screen.
REPEAT FIND	SHIFT-F5	Finds next occurrence of the specified text.
UP	SHIFT-F7	Scrolls the data up a screen at a time.
DOWN	SHIFT-F8	Scrolls the data down a screen at a time.
LEFT	SHIFT-F10	Scrolls the data to the left a screen at a time.
RIGHT	SHIFT-F11	Scrolls the data to the right a screen at a time.

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APPENDIX E MESSAGES

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APPENDIX E

MESSAGES

The following system messages are listed alphabetically:

Message: *******Record Duplicated*******

Cause: You have entered data that caused a duplicate record to be created in the CPTAS database.

Action: Examine the data entered to verify its recovery.

Message: **All rows of query have been retrieved**

Cause: You made a request to retrieve more records using the ORACLE <NEXT SET OF RECORDS> key. The cursor was already positioned at the last record when the key was pressed.

Action: None.

Message: **At first record.**

Cause: You made a request to retrieve the previous record. You are already viewing the first record.

Action: None.

Message: **Auto Query Only - No Function May Be Performed In This Block!**

Cause: You attempted to perform a function on a block that is automatically queried.

Action: Do not attempt to perform functions on this block.

Message: **Auto Query Only - No Maintenance Can Be Performed In This Block**

Cause: You attempted to perform a function on a block that is automatically queried.

Action: Do not attempt to perform functions on this block.

Message: **Can't CREATE Records From This Screen - Query Only!**

Cause: You tried to create a record on a query only screen.

Action: If you need to create a record, you should use the maintenance screens. If you do not have update privileges, you should not attempt to create records.

Message: **Can't DELETE Records From This Screen - Query Only!**

Cause: You tried to delete a record on a query only screen.

Action: If you need to delete a record, you should use the maintenance screens. If you do not have update privileges, you should not attempt to delete records.

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Message: Can't UPDATE Records From This Screen - Query Only!

Cause: You tried to update a record on a query only screen.

Action: If you need to update a record, you should use the maintenance screens. If you do not have update privileges, you should not attempt to update records.

Message: CANNOT DELETE - Detail Data Must Be Deleted Prior to Base Data Deletion!

Cause: You tried to delete base data from a base data screen that has associated detail data.

Action: Delete the subordinate data (detail data) before attempting to delete the base data.

Message: CANNOT DELETE - Doc Action must be deleted before CEI Info is deleted!

Cause: You tried to delete a CEI which has subordinate documents.

Action: Delete the subordinate documents before attempting to delete the CEI.

Message: CANNOT DELETE - Doc Info Must Be Deleted Prior To Deletion of CEI!

Cause: You tried to delete a CEI which has subordinate documents.

Action: Delete the subordinate documents before attempting to delete the CEI.

Message: CANNOT DELETE - Doc Info Must Be Deleted Prior To PCN Deletion!!!

Cause: You tried to delete a PCN which has subordinate documents.

Action: Delete the subordinate documents before attempting to delete the PCN.

Message: CANNOT INSERT - Record Already In Database For This PD/PCN!

Cause: You attempted to insert a record that already has been entered into the CPTAS database.

Action: None.

Message: CEI CAT CODE MAXIMUM LENGTH IS 1 CHARS - PLEASE RE-ENTER!

Cause: You attempted to enter a CEI Category Code from the User Defined Values Table screen that exceeded the maximum length of one character.

Action: Correct and re-enter.

Message: CEI Info Record Already In Database For This PD/CEI Number!

Cause: You attempted to duplicate an existing CEI information record.

Action: None.

Message: **CEI Info Record Not In Database, Correct and Re-enter!**

Cause: The CEI number entered has not been previously created.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI No. Not In CEI Info Record, Correct No or Add CEI No to CEI Info Table.**

Cause: The CEI number entered is not correct or has not been previously created.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI No. Not In CEI Record**

Cause: The CEI number entered is not correct or has not been previously created.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI NOT DEFINED. <NEXT FLD> TO DEFINE, <LIST VAL> FOR CURRENT VALUES.**

Cause: You attempted to query or modify data for a CEI that was not first established on the CPTAS database.

Action: Examine the CEI number for accuracy and, if necessary, create a CEI from the CEI Data screen.

Message: **CEI Number Not Found In CEI Info File - Correct and Re-enter**

Cause: The CEI number entered has not previously been created.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI NUMBER NOT FOUND IN CEI INFO TABLE.**

Cause: The CEI number entered does not exist in the CEI Information Table.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI Number Not Found In CEI Master File. Correct CEI Number if Necessary**

Cause: The CEI number entered does not exist in the CEI Master File.

Action: Verify the CEI number is correct, or create a CEI record using the Contract End Item (CEI) Data screen.

Message: **CEI Number Not In Database Use <LIST OF VALUES> or <ENTER> to Accept!**

Cause: The CEI number does not exist in the CPTAS database.

Action: Verify the CEI number is correct or create a CEI record by pressing the ORACLE <ENTER> key.

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Message: Date format is DD-MON-YY.

Cause: The date entered does not match the proper format.

Action: Correct the date to match the proper format. The day and year are numeric values; the month is an alpha--see Appendix D.

Message: Day must be between 1 and last of month

Cause: The day entered is not between the first and the last day of the month specified.

Action: Correct the day to a day between the first and the last day of the month.

Message: DOC ACTION MAXIMUM LENGTH IS 2 CHARS - PLEASE RE-ENTER!

Cause: You attempted to enter a document action from the User Defined Values Table screen that exceeded the maximum length of two characters.

Action: Correct and re-enter.

Message: DOC CODE MAXIMUM LENGTH IS 5 CHARS - PLEASE RE-ENTER!

Cause: You attempted to enter a document code from the User Defined Values Table screen that exceeded the maximum length of five characters.

Action: Correct and re-enter.

Message: DOC TYPE CHANGE MAXIMUM LENGTH IS 4 CHARS - PLEASE RE-ENTER!

Cause: You attempted to enter a document type change from the User Defined Values Table screen that exceeded the maximum length of four characters.

Action: Correct and re-enter.

Message: Document Info Record Already In Database for This Document Number!

Cause: You attempted to enter a document information record that is already in the CPTAS database.

Action: None.

Message: Document Record Already In Database for This Document.

Cause: You attempted to enter a document record that is already in the CPTAS database.

Action: None.

Message: ECR Not On File.

Cause: You attempted to query or update an ECR that does not exist for the PD or PCN specified.

Action: Verify entries.

Message: **Element Code Required. Valid Element Codes are CCC, DAC, DTC, MLC, PCC, RDS, DOC.**

Cause: You attempted a User Defined Values Table query/entry without supplying the required element code.

Action: Enter the appropriate element code.

Message: **Enter a query. Press ENTER to execute, PF3 to cancel.**

Cause: The screen is in query mode.

Action: You should enter the information required to query the data.

Message: **ERROR - Cannot Create Record Here. Must Query Rel Doc as Doc.**

Cause: You attempted to create a document record in the Previous Action's Related field. This is a query only field.

Action: Related Documents (Next Actions) must be created from the related document area of the Related Document Data screen.

Message: **ERROR - Cannot Delete Here. Must Query Rel Doc as Doc.**

Cause: You attempted to delete a document record in the Previous Action's Related field. This is a query only field.

Action: Related Documents (Next Actions) must be deleted from the related document area of the Related Document Data screen.

Message: **ERROR - Cannot Update Here. Must Query Rel Doc as Doc.**

Cause: You attempted to update a document record in the Previous Action's Related field. This is a query only field.

Action: Related Documents (Next Actions) must be updated from the related document area of the Related Document Data screen.

Message: **Error - Must be "=", ">", "<", ">=", "<=", "<>", "IS".**

Cause: You made an invalid entry in the Oper field on the Add or Modify User Generated Report screen.

Action: Correct the Oper field to a valid entry.

Message: **Field must be entered**

Cause: The field is a mandatory field.

Action: Enter the field that has not been entered.

Message: **Function not available in this mode.**

Cause: You tried to execute a function not available such as using the ORACLE <NEXT BLOCK> key in query mode.

Action: You should put the screen in the correct mode and then execute the function. If you are in query mode on the Maintenance screens, press the ORACLE <EXIT/CANCEL> key.

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Message: Invalid Action Code - Use <List Val> for valid codes.

Cause: You entered an invalid value for the action code.

Action: Correct the action code to a valid code.

Message: Invalid Action Code. Valid codes are A, C, D, I, N, U, or Blank!

Cause: You entered an invalid value for the action code.

Action: Correct the action code to a valid code.

Message: Invalid Board Level for this PD, Please re-enter!

Cause: The system edits this entry using the PCN Category/Board Level (PCC) Table which is a User Defined Values Table. See paragraph 3.6.1.

Action: Correct the Board Level to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid CEI Category Code.

Cause: The system edits this entry using the CEI Category Code (CCC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the CEI category code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid CEI Category Code for this PD. Correct and Re-enter!

Cause: The system edits this entry using the CEI Category Code (CCC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the CEI category code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Doc Action Code For This PD. Correct And Re-enter!

Cause: The system edits this entry using the Doc Action Code (DAC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document action code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Doc Sys for this PD, Please Re-enter!

Cause: The system edits this entry using the Related Document System (RDS) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document system to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Doc Type for this PD, Please Re-enter!

Cause: The system edits this entry using the Document Type Change (DTC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the document type to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Document Code for this PD, Correct and Re-enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Document Code for this PD, Please Re-enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Document Sys Code For This PD. Correct And Re-enter

Cause: The system edits this entry using the Document Sys Code (DSC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document system code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid ECR No. for PD/PCN given. Verify PD, PCN and ECR No.

Cause: You entered an invalid ECR number for the PD/PCN specified.

Action: Verify and correct the entries (PD, PCN, or ECR).

Message: Invalid Element Code - Valid Codes are DOC, DAC, DTC, MLC, CCC, PCC, RDS.

Cause: You entered an invalid element code.

Action: Correct the element code to a valid code.

Message: Invalid Initiating Document Code For This PD, Correct and Re-enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the initiating document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Initiating Document Code for This PD. Please Re-Enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the initiating document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Mission Effectivity Code for this PD, Please Re-enter!

Cause: The system edits this entry using the Mission Effectivity Code (EFF) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the mission effectivity code to a valid code for this PD, or use the ORACLE <LIST OF VALUES> key to obtain a valid value.

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Message: Invalid Mod Kit Required Indicator. Valid entries are Y, N, or Blank.

Cause: The modification kit required indicator is not one of the valid values.

Action: Correct the modification kit required indicator to a valid code for this PD.

Message: Invalid Mod Location Code for This PD, Use <LIST VAL> for valid values.

Cause: The system edits this entry using the Modification Location Code (MLC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the mod loc code to a valid code for this PD, or use the ORACLE <LIST OF VALUES> key to obtain a valid value.

Message: Invalid Mod Location for this PD, Correct and Re-enter!

Cause: The system edits this entry using the Modification Location Code (MLC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the mod loc code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Next Action (Document Code) For This PD

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the next action document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Next Action Document Code For PD. Please Re-enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the next action document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid Next Action Document Code for this PD, Please Re-enter!

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Invalid PCN Category Code For This PD. Correct And Re-enter!

Cause: The system edits this entry using the PCN Category Code (PCC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the PCN category code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: **Invalid PCN Category Code. Use <LISTVAL> for valid Codes!**

Cause: The system edits this entry using the PCN Category Code (PCC) Table which is a User Defined Values Table; see paragraph 3.6.1.

Action: Correct the PCN category code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: **Invalid PCN Category/Board Level Code, Use <list VAL> for valid values**

Cause: The system edits this entry using the PCN Category/Board Level (PCC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the Board Level to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: **INVALID PCN. USE <LISTVAL> OR ENTER '?', <COMMIT> <PREV FIELD> FOR NEW PCN.**

Cause: You have attempted to query or modify a PCN that does not exist for the referenced PD.

Action: User the ORACLE <LIST OF VALUES> key to see the current PCN's or create a new PCN.

Message: **Invalid Printer Name, Please Re-enter!**

Cause: You entered a printer name that is not on the IBM list of valid printers.

Action: Re-enter the correct printer name.

Message: **Invalid Related Document Code For This PD. Correct And Re-enter.**

Cause: The system edits this entry using the Document Code (DOC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: **Invalid Related Document SYS Code For This PD. Correct And Re-enter.**

Cause: The system edits this entry using the Related Document System (RDS) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the document system code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: **Invalid Report ID, Please Re-enter!**

Cause: The report id entered is not valid.

Action: Enter a valid report ID. The report ID must be alphanumeric.

Message: **Invalid Response, Must Be 'Y' or 'N'.**

Cause: You entered a response other than "Y" or "N" to system inquiry.

Action: Enter a "Y" or "N".

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Message: Invalid Serial Number, Must Be Within Range of Serial Number From & Thru!

Cause: You entered a serial number that is not within the serial number from and thru range.

Action: Correct the serial number to a serial number within the range.

Message: Invalid Type Change Code For This PD

Cause: The system edits this entry using the Type Change Code (TCC) Table which is a User Defined Values Table; refer to paragraph 3.6.1.

Action: Correct the type change code to a valid code for this PD, or create a value in the User Defined Values Tables.

Message: Last row of query retrieved.

Cause: You made a request to retrieve the next record using the ORACLE <NEXT RECORD> key. The last record has already been retrieved.

Action: None.

Message: Last value retrieved

Cause: You have retrieved the last record while using the List of Values feature.

Action: None.

Message: Legal characters are 0-9 + and - E

Cause: Alphanumeric characters were entered in the field.

Action: Correct to use only legal characters.

Message: List of values not available for this field

Cause: You pressed the ORACLE <KEY LIST> key. The system does not provide a list of values for this field.

Action: None.

Message: Must have a record displayed before calling another page.

Cause: You pressed the ORACLE <NEXT PAGE> key without first querying a record on the current page.

Action: Query a record before proceeding to the next page.

Message: No changes to commit.

Cause: You did not make any changes to the screen before you pressed the ORACLE <COMMIT> key.

Action: Make the necessary changes to the screen; then, press the ORACLE <COMMIT> key.

Message: **No Entries For This PD, Please Re-enter!**

Cause: You entered a PD from a report request screen for which there was no data to report.

Action: Verify your PD entry is correct.

Message: **No Entries For This PD and PCN, Please Re-enter!**

Cause: You entered a PCN from a report request screen for which there was no data to report.

Action: Verify your PCN entry is correct.

Message: **No Open Actions For This Document! Enter <DELETE-RECORD> to Continue.**

Cause: You attempted to create a closure for a document that does not exist or has no open actions.

Action: Press the ORACLE <DELETE - RECORD> key to continue.

Message: **No PCN Control Record for PD/PCN, Create or Correct, Re-enter!**

Cause: A PCN control record does not exist.

Action: Check the PCN and verify that it is correct or create the PCN, if necessary, by using the PCN Control Information screen.

Message: **No previous record to copy value from**

Cause: You pressed the ORACLE <DUPLICATE RECORD> key. There is not a previously queried record to copy data from.

Action: None.

Message: **No Such CEI Number (For This PD, If PD Is Entered).**

Cause: You initiated a query/update for a CEI that does not exist for the PD specified.

Action: Verify the CEI number and create one if necessary.

Message: **No Such ECP (For This PD, If PD Is Entered).**

Cause: You initiated a query/update for an ECP that does not exist for the PD specified.

Action: Verify the ECP number and create one if necessary.

Message: **No Such Mod Kit Number (For This PD, If PD Is Entered).**

Cause: You initiated a query/update for a mod kit that does not exist for the PD specified.

Action: Verify the mod kit number and create one if necessary.

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Message: Not a valid month name

Cause: The month name entered is not valid.

Action: Correct the month to a valid month name. Appendix D lists the valid month names.

Message: Not Authorized to Access This PD. Use List of Values For Authorized PD's.

Cause: You attempted to access a PD that you are not authorized to access.

Action: You should correct the PD to a PD that you are authorized to access. If the PD is not known, you should use the List of Values option.

Message: NOT AUTHORIZED TO MODIFY THE SELECTED PD. USE <LIST VAL> FOR VALID CHOICES.

Cause: You attempted to modify a PD that you are not authorized to modify.

Action: You should correct the PD to a PD that you are authorized to access. If the PD is not known, you should use the List of Values option.

Message: NOT AUTHORIZED TO REQUEST DAILY DELTA.

Cause: You attempted to request a daily Delta Report and your USER ID does not have update access.

Action: Unless your USER ID access level is changed you will not be able to request this report.

Message: Only PD (QA) May Be Queried With This Form!

Cause: You attempted to query a PD other than "QA."

Action: Correct the PD to "QA".

Message: Only PD (RI) May Be Inserted With This Form!

Cause: You attempted to insert a PD other than "RI."

Action: Correct the PD to "RI".

Message: Only PD's 'DR' & 'AN' may be queried with this form

Cause: You attempted query from the Document Release List screen with a PD other than "DR" and "AN."

Action: Correct the PD to "DR" or "AN".

Message: PCN CAT MAXIMUM LENGTH IS 2 CHARS - PLEASE RE-ENTER!

Cause: You attempted to enter a PCN category code from the User Defined Values Table screen that exceeded the maximum length of two characters.

Action: Correct and re-enter.

Message: PCN Control Record Already In Database For PD/PCN

Cause: You attempted to create a PCN that already exists on the database.

Action: Verify the PCN is correct.

Message: PCN Control Record Not In Database

Cause: The PCN entered is incorrect or has not been previously entered into the database.

Action: Verify the PCN is correct or create the PCN using the PCN Control Information screen.

Message: PCN Control Record Not In Database, Correct and Re-enter!

Cause: The PCN entered is incorrect or has not been previously entered into the database.

Action: Verify the PCN is correct or create the PCN using the PCN Control Information screen.

Message: PD Entry Required For Query!

Cause: The PD is a required entry for query.

Action: Enter a value in the PD field.

Message: Press <NEXT RECORD> to retrieve next value, or press <EXIT/CANCEL> to stop.

Cause: You are using the List of Values feature.

Action: Press the ORACLE <NEXT RECORD> key to retrieve the next value, or press the ORACLE <EXIT/CANCEL> key to stop viewing the List of Values for the field and return to the screen you were using.

Message: Query canceled

Cause: The ORACLE <EXIT/CANCEL> key was pressed while the screen was in query mode. The current query was canceled.

Action: None.

Message: Query caused no records to be retrieved, reenter.

Cause: The current query parameters did not find any records to match.

Action: Change the query parameters and press the ORACLE <ENTER> key.

Message: Query Screen Only - Cannot perform any maintenance!

Cause: You attempted to perform a maintenance function on a screen that is a query only screen.

Action: Do not attempt to perform maintenance functions on this screen.

Message: Record changed by another user. Re-query to see change, update, or delete.

Cause: The record you were viewing was changed by another user.

Action: You should re-query the record to see what changes were made.

Message: Record deleted by another user

Cause: The record you were viewing was deleted by another user.

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Action: None.

Message: **RECORDS CANNOT BE DELETED FROM THIS BLOCK**

Cause: You attempted to delete data from a block that is query output only.

Action: Delete data from proper block.

Message: **RECORDS CANNOT BE INSERTED IN THIS BLOCK**

Cause: You attempted to insert data from a block that is query output only.

Action: Insert data from proper block.

Message: **RELATED DOC SYS MAXIMUM LENGTH IS 4 CHARS - PLEASE RE-ENTER!**

Cause: You attempted to enter a related document system from the User Defined Values Table screen that exceeded the maximum length of four characters.

Action: Correct and re-enter.

Message: **SELECTION NOT VALID FOR THIS MENU**

Cause: The selection entered is not valid for this menu.

Action: Correct the selection entered to a valid selection for this menu.

Message: **This Screen is Not for Defining New Actions, Return to 'Related Documents'**

Cause: You attempted to define a related document (next action) from the Open Items screen.

Action: Return to the Related Document Data screen to perform this function.

Message: **Transaction completed - n records processed.**

Cause: You committed data to the database. The transaction was successful. The number of records processed indicate the number of tables updated.

Action: None.

Message: **Unrecognized Command**

Cause: The command is an unrecognizable command.

Action: Enter a recognizable command.

Message: **UPDATES ARE NOT ALLOWED IN THIS BLOCK**

Cause: You attempted to update a block that is query only.

Action: You should put the block into update mode or not attempt to update.

Message: **WARNING: This Doc Code/Doc Number does not exist within this PD/PCN.**

Cause: The document specified does not exist.

Action: Verify your entries.

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Message: **Working.**

Cause: The system is processing the current request against the database.

Action: Wait until the system is finished before entering any more requests.

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APPENDIX F
REFERENCES, ACRONYMS,
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APPENDIX F

REFERENCES, ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

1.0 Reference Publications

IBM Manual SC23-0408-2, *IBM System Display and Search Facility Guide and Reference*

MM 8040.12A, *Standard Contractor Requirements for Configuration Management Requirements, MSFC Programs*

MMI 2410.9A, *Computer Asset Protection*

MMI 2410.10A, *Assuring the Security and Integrity of MSFC Automated Information Resources*

MSFC-MNL-2061, *Enhancement/Discrepancy System User's Guide*

MSFC-RQMT-1830, *Functional Requirements for Change Processing, Tracking, and Accounting System (CPTAS)*

System/Software Requirements Specification for CPTAS

Detail Design System Specifications for CPTAS

2.0 Acronyms And Abbreviations

ABCSS	As Built Configuration Status System
AD RMS	Automated Data Requirement Management System
ANSI	American National Standards Institute
ASCII	American Standard Code for Information Interchange
CAI	Computer-Aided Instruction
CALS	Computer-aided Acquisition and Logistic Support
CCB	Configuration Control Board
CCBD	Configuration Control Board Directive
CCC	CEI Category Code
CDR	Critical Design Review
CE	Change Evaluation
CEI/EI	Contract End Item/End Item
CEO	Comprehensive Electronic Office System
CII	CMA Configuration Identification Index
CLI	Command Language Interface
CM	Configuration Management
CMA	Configuration Management Accounting
CMSC	Computational Mission Services Contractor
CPE	Change Package Engineer

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CPTAS	Change Processing, Tracking, and Accounting System
DAC	Document Action Code
DCN	Document Change Notice
DMS	Data Management System
DOC	Document Code
DP/RS	Documentation Package/Routing Slip
DRL	Document Release List
DRS	Documentation Release System
DTC	Document Type Change Code
DTS	Drawing Tracking System
DWG	Drawing
EADS	Engineering Analysis Data System
ECP	Engineering Change Proposal
ECR	Engineering Change Request
ECS	Engineering Change Supplement
EDS	Enhancement/Discrepancy System
EL31	Mail code for the Systems Analysis and Integration Laboratory, Configuration Management Division
EL32	Mail code for the Policy and Automation Branch, Configuration Management Division
EM	English to Metric conversion code
EO	Engineering Order
EPL	Engineering Parts List
FEO	Floor Engineering Order
FIPS PUB	Federal Information Processing Standards Publication
GOSIP	Government Open Systems Interconnection Profile
GSE	Ground Support Equipment
IAN	Institutional Area Network
ICD	Interface Control Document
ICMS	Integrated Configuration Management System
ICN	Information Control Number
IES	Integrated Engineering System
IRN	Interface Revision Notice
ISO	International Standards Organization
ISPF	Interactive System Productivity Facility
JES2	Job Entry Subsystem 2
MIEE	Marshall Integrated Engineering Environment
MIS	Management Information System
MLC	Modification Location Code
MMI	Marshall Management Instruction
MNL	Manual
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
PC	Personal Computer, assumed to be an IBM or IBM-compatible unless otherwise specified.

PCC	PCN Category Code
PCN	Program Control Number
PCNA/SR	PCN Assignment and Status Report
PD	Program Designator
PDF	Program Definition Facility
PF	Programmable Function (Keys)
PFK	Programmable Function Keys
PIRN	Preliminary Interface Revision Notice
RDS	Related Document System
RID	Review Item Discrepancy
S1	System prompt for the SAIL1 VAX computer
SAIL1	System Analysis & Integration Lab VAX computer Node 1
SCIT	Standard Change Integration and Tracking
SCN	Specification Change Notice
SDSF	System Display and Search Facility
SPEC	Specification
SQL	Structured Query Language
STD	Standard
TCP/IP	Transmission Control Protocol/Internet Protocol
TMIS	Technical and Management Information System
VAX	Virtual Address Extension
VGA	Video Graphic Array
VT100	Digital Equipment Corporation Virtual Terminal 100
WPS	Workstation Presentation Services

3.0 Definitions

Alphanumeric - A general term for alphabetic letters (A through Z), numerical digits (0 through 9), and special characters (for example, -, /, *, \$, (,), +).

Backup - Alternate equipment/procedures implemented to save data in the event of the loss of equipment due to some malfunction or failure.

Block - A group of digits, characters, or words that are held in one section of an input/output medium and handled as a unit.

Commit - An ORACLE command that enters data into the CPTAS database. This ORACLE function can be performed at any point within the CPTAS screens when modifying or creating CPTAS data.

Configuration Control Board (CCB) - The functional body responsible for establishing baselines and the reviewing of and dispositioning of all changes, deviations, or waivers to these baselines.

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Configuration Control Board Directive (CCBD) - The document upon which the decision of the CCB is officially recorded and which directs the implementation of that decision.

Configuration Management Accounting System (CMA System) - A legacy computer software system that has been integrated into the Change Processing, Tracking, and Accounting System to report the recording, maintaining, correlating, reporting, and storing of information necessary to effectively manage the approved configuration.

Contract End Item/End Item (CEI/EI) - An aggregation of hardware/software or any discrete portions thereof which will normally be the end product produced by a contractor of a Government agency, described by a specification and designated by MSFC as requiring configuration management discipline. End items procured from a contractor are commonly referred to as contract end items. Contract end item specifications are composed of two parts. Part I delineates design requirements, while Part II delineates production requirements.

Control Information - Information required to uniquely identify and establish the means for controlling/tracking of data within the database.

Critical Design Review (CDR) - The third in the series of major baseline reviews, in which the CEI manager assures that the design for his CEI is in accordance with the Part I Specification and that it is ready for release to manufacturing.

Database Management System - Computer software that controls access to the information stored in the computer database or data structure.

Dataset - An IBM media for storing a collection of related records.

Documentation Release System (DRS) - Computer software at MSFC for releasing documentation to the Repository through the MSFC Release Desk.

Engineering Change Proposal (ECP) - A proposed engineering change and the documentation by which the change is described, justified, and submitted by the contractor to the procuring activity for approval. Refer to MM 8040.12, *Standard Contractor Configuration Management Requirements, MSFC Programs*.

Engineering Change Request (ECR) - MSFC-initiated request for a design change that will require revision to engineering documents. Refer to MM 8040.12, *Standard Contractor Configuration Management Requirements, MSFC Programs*.

Field - A single piece of information, the smallest unit normally manipulated by a database management system. A record is made up of one or more fields.

Function Key - Generates specific codes that the software recognizes as a command. Different terminal types require the appropriate key combinations specific to that terminal to generate a recognizable command.

Integrated Configuration Management System (ICMS) - The system that will provide integrated CM support to all MSFC organizations. The integrated subsystems shall include CPTAS, DRS, RID, EDS, ADRMS, DTS, and ABCSS as well as interfaces to external systems identified to ICMS as part of the total Marshall Integrated Engineering Environment (MIEE).

Job Entry Subsystem 2 (JES2) - This system serves as the entry point for jobs in the IBM operating system. It is responsible for reading jobs into the system, scheduling the jobs, executing them, and handling their output from the system.

Key-User - A user having a very extensive operational knowledge of CPTAS in excess of that of the general user. A person whom the user community, system developer, and management rely on for operational assistance. Anyone who functions as the system custodian or performs a key central role in the configuration management process, such as the Release Desk or CCB secretariat, would normally qualify as a key-user.

Management Information System (MIS) - The network of computer equipment that supports the administrative data processing requirements at MSFC.

Marshall Integrated Engineering Environment (MIEE) - The automated information system currently being defined for the MSFC engineering environment. The system will interface/interact with the drawing generation systems, computer-aided manufacturing systems, manufacturing control systems, repository services, and ICMS.

Modification Kit (mod kit) - A package containing necessary documentation, hardware, or software, or both to (1) incorporate an approved engineering change in accepted or in-service articles or, (2) accomplish corrective action approved for a noncompliance condition which existed at the time of delivery of a CEI to a NASA using site.

Physical Assets - All hardware, software, data files (media), communication equipment, equipment and software manuals, furniture, and security equipment associated with CPTAS.

Preliminary Design Review - The second of the major baseline reviews in which the EI manager assures the system compatibility of the design approach for his EI, update, or approval of the Part I CEI Specification.

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Program Control Number (PCN) - A unique number assigned to the first item of a change package which initiates a particular engineering change. The same number is assigned to all subsequent actions and documentation associated with that engineering change which, together with the initial engineering change document, is recognized as a change package. Program control numbers (PCN's) are assigned sequentially to different change packages and are used to identify all the released engineering documentation associated with an approved change. This same concept applies to program control identification numbers, Space Station control numbers, and any other name that may be applied to a number used for this purpose.

Program Designator (PD) - A code which designates a portion of the database for a specific program/project within CPTAS. The program designators are assigned by EL31 for each program/project.

Record - A collection of related fields of data treated as a unit.

Release Desk - MSFC Release Desk (EL33) - The organizational unit responsible for the following tasks:

- (a) Maintaining engineering release records of all officially released MSFC engineering documentation (for example, drawings, specifications, EO's, DRL's, EPL's, ICD's, IRN's).
- (b) Assuring that only properly authorized documents are released.
- (c) Applying an official release symbol to these documents (and changes thereto) at the times of release.

Standard Change Integration Tracking (SCIT) - A legacy computer software system that has been integrated into CPTAS for tracking and controlling changes to baselined documents.

System Requirements Review - The review process that determines the adequacy of the contractor's efforts in defining system requirements. It will be conducted when a significant portion of the system functional requirements has been established.

Table - A table is the basic component of a database and is the mechanism by which data is defined in a database.

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