Department of Veterans Affairs
Decentralized Hospital Computer System

ENGINEERING USER MANUAL

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Preface

This User Manual presents the major features of the Engineering system, utilizing the system screens and menus. This manual may be used by anyone having access to the system, from a novice user to a system manager, as a quick reference text and as a guide to understanding the package as a whole.

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Revision History

Initiated on 12/29/04

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
04/2008	Updated with Patch EN*7*87, IT EQUIPMENT TRACKING ENHANCEMENT	REDACTED	REDACTED
12/29/04	Updated to comply with SOP 192-352 Displaying Sensitive Data.		REDACTED
12/29/04	Pdf file checked for accessibility to readers with disabilities.		REDACTED

Introduction

The Engineering package, otherwise known as Automated Engineering Management System /Medical Equipment Reporting System (AEMS/MERS) was released on a national basis in 1985. It is the outgrowth of work that was begun at the ANYCITY VA Medical Center in the late 1970s.

In September of 1988, Engineering Service and the Office of Acquisition and Materiel Management (A&MM) jointly decided that the Engineering Equipment file should become a shared resource. This version of Engineering includes all data elements required for establishing and maintaining Integrated Supply Management System (ISMS) nonexpendable equipment records.

Related Manuals

This version of the Engineering package frequently invokes VA Kernel Version 6.5 or later and VA FileMan Version 18.0 or later for device selection, task queuing, data entry, and data presentation. Users who are unfamiliar with VA Kernel and/or VA FileMan are advised to consult the appropriate VA Kernel and/or VA FileMan reference manuals. Technical aspects of the Engineering package are addressed in the Engineering Technical Manual.

Functional Description

The DHCP Engineering package consists of nine (9) separate but interrelated modules.

1. Work Order and MERS
2. Project Planning
3. Project Tracking
4. Equipment Management
5. Space/Facility Management
6. Program Management
7. 2162 Accident Reporting
8. Assign (Transfer) Electronic Work Orders
9. IT Equipment Tracking

Work Order and MERS

The Work Order and MERS module generates control numbers for Engineering work requests and provides a means for assigning work requests to specific Engineering shops, assigning personnel to work orders, and charging work orders to specific pieces of equipment. It is the basis for automated repair histories on all types of equipment. Although preventive maintenance inspections are scheduled and recorded using the Equipment Management module, the actual PM work orders that constitute a PM worklist are physically stored in the Work Order file. Special

options exist for displaying incomplete work orders and for transferring electronic work orders (work requests typed into DHCP by end-users and not by Engineering) from a "receiving area" to a working shop.

Project Planning
The Project Planning module provides enter/edit options for information that appears on the 5-Year Plan for each project; information required for forms VAF 10-1193; VAF 10-1193a; and NRM, Minor, and Minor Misc. Prioritization Scoring Sheets.

The Approval of Project Application option controls the Chief Engineer's and VAMC Director's sign off on the project application. The security key ENPLK001 controls the Chief Engineer's approval. The security key ENPLK002 controls the VAMC Director's approval. The Chief Engineer must sign off before the VAMC Director. Both must approve before the project application can be transmitted electronically to higher approval authorities.

The Report/Print Menu options provide print-outs of the reports and forms required by project planning.

The Electronic Transmission Menu contains options for electronic transmission of the 5-Year Plan and Project Application data elements.

Project Tracking
The Project Tracking module is used to record significant events during construction and non-recurring maintenance projects when the management of such a project has been delegated to the facility. Selected data elements are extracted from the Construction Project file and electronically transmitted to the Regional Construction Office and VACO. In this way, up-to-date project tracking information is made available to all interested parties with a minimum of data entry.

The content of the most recent electronic project progress report is always available for reference. Printouts of progress reports will include an asterisk beside data that differs from what was previously reported. If progress reports are directed to a CRT, changes will be highlighted.

Equipment Management
The Equipment Management module contains the options to maintain inventory and preventive maintenance information, print bar code labels, download control programs to portable bar code readers, upload data from portable bar code readers to DHCP, and to manage CMR (Consolidated Memoranda of Receipt).

Equipment records generally exist for non-expendable personal property, building service equipment, and for equipment that is classified as expendable from the

materiel management point of view but which must be periodically inspected by Engineering. These inspections are necessary to satisfy the requirements of JCAHO (Joint Commission on the Accreditation of Healthcare Organizations) and/or other regulatory bodies. The Equipment Management module includes all options necessary for establishing and maintaining a comprehensive preventive maintenance program. Bar coding is now an integral part of the equipment management strategies.

The reports available through the Equipment Management module include:

- Repair histories,
- CMR listings,
- Aggregated repair histories (by Equipment Category),
- Warranty expiration listings,
- Equipment replacement listings,
- Equipment with high failure rates,
- Preventive maintenance workload (by shop).

The Equipment Management module is tightly coupled to the Work Order module. Equipment histories are automatically updated as work orders are closed out. Redundant data entry is avoided whenever possible.
Although entries in the equipment repair histories are most commonly made by the system when work orders are closed out, users can also make entries without going through the Work Order module. Equipment records to be updated by direct posting may be selected individually or they may be contained in a VA FileMan sort template. If a sort template is used, it must begin with "ENPOST."

Program Management
The Program Management module contains options for site-specific population and/or maintenance of files used in the Engineering package. This option is only available to the Engineering Applications Manager or Engineering Site Manager. It is where the various lists are established and maintained. The Engineering Employee file and the Equipment Category list must be maintained on a continuing basis. Populated copies of the Equipment Category file are available from your supporting ISC upon request.

Space/Facility Management
The Space/Facility Management module is used to maintain data on physical locations within the host facility (usually a VA Medical Center). Data elements include square footage; wall, ceiling and floor finishes; window types and treatments; and other architectural features. This module also provides control of locks and keys throughout a facility. Bar coded location labels are printed from the Space file based on room number. Facilities that intend to take advantage of the bar code features in the Equipment Management module should insure that the Building file is completely current and that the Space file contains at least a room

number (including building and division, if applicable) for each physical location. The proper format for a room number (which must be unique and unambiguous) is Room-Building-Division. Most single division facilities will need to enter only Room-Building.

2162 Accident Reporting
The 2162 Accident Reporting module collects the data elements of VA Form 2162 so that accidents and on-the-job injuries can be aggregated and analyzed by Service/Section, cause of accident, nature of accident, etc.

Assign (Transfer) Electronic Work Orders
The Assign (Transfer) Electronic Work Orders option was developed to facilitate the process of transferring electronic work orders from the receiving area(s) to a working shop. Users may also disapprove electronic work orders when necessary. In such a case, the COMMENTS field is automatically mailed to whoever entered the work order, along with the information that their request has been disapproved.

IT Equipment Tracking
The IT Equipment Module allows IT personnel to view and update the non-expendable equipment inventory for IT equipment. It allows IT staff to assign responsibility for IT equipment to individuals and allows individuals to sign electronic hand receipts for the assigned equipment.

IT equipment is identified based on the CMR (EIL) field. If an equipment item is on a CMR with IT TRACKING equal to YES, the equipment is considered tracked IT equipment. The CMR File Enter/Edit [ENCMR] option can be used by Acquisition & Materiel Management (A&MM) to edit the IT TRACKING field.

Only tracked IT equipment can be edited using the Inventory Edit (IT) option. All tracked IT equipment is expected to be assigned to individual IT owners.

The IT Equipment Tracking module is tightly coupled with the Equipment Management module.

Orientation

An overall introduction to the Engineering system, the menu structure, and the VA FileMan conventions used are given in the beginning of the manual. After reviewing this information, the remaining sections may be examined according to user interest and need.

The Engineering package is accessed through a general menu, with an extended sub menu system for each of the general options. The documentation is written based on a system using Kernel 6.5, which is the minimum Kernel version required by the package. If installed on a system using Kernel 7.0, menu options that lead to sub menus will be followed by three leader dots. While actual menus are shown through third-level sub menus, the options appearing on lower-level menus are fully discussed.

The Engineering package does not use help frames. Information is usually available at system prompts by typing < **?**>. Some prompts allow entry of < **??**> for additional information.

Standard Conventions

A knowledge of general VA FileMan system protocol is all that is required to use the Engineering package. VA FileMan presents the user with line by line information, to which the user may enter responses at system prompts.

The following conventions are used:

1. Most of the prompts contain help or information texts. To view these, enter a < **?**> at the given prompt.

2. Many of the prompts contain defaults. For example, "Would you like to review the item information? NO//" has a "no" response as a default. Enter a carriage return <**RET**> to select the default, or enter an alternative response to override the default.

3. Dates may be entered using the standard DHCP formats of 1 Jan 81, or using the month first, Jan 1 1981, 1/1/81 or 010181. If the year is not entered, the current year is automatically entered. To enter the current date, users may enter a < **T**> for "today", <**T-1**> for the previous date, < **T-3W** > for three weeks before the current date, <**T+1**> for the next day, and so on. Hours may be entered by typing a number between .5 and 9999.

4. Lists of items for viewer selection are generated at some prompts. Entering an < **^**> will halt the generation of the list, and entering a < **RET**> will continue the listing at the "Choose N-N: //" prompt, where N-N is the range from the first to last list items.

5. For item selection, users may enter the number of the option, or the first few letters of the item name.

6. If a prompt requires line number selection, a range of items m ay be selected by placing a semicolon between the beginning and ending numbers, as in < **1;3**> for items 1 through 3.

Most of the Engineering system options contain screen displays of information. These follow the same conventions as line entry, with several additions.

1. Entry of <**^**> at any screen selection will terminate the editing session.

2. Entry of <**^D**> will take the user to the next screen (if any).

3. Entry of <**^U**> will take the user to the previous screen (if any).

4. Users may jump to any item on the screen by entering <**^**> followed by the item number, such as <**^6**>.

5. Entering <**?**> or <**??**> at any screen item will display available help text at the bottom of the screen.

6. Entry of <**^C**> will display the available screen commands at the bottom of the screen.

7. Users are occasionally asked if they want to "Repaint screen". If the screen has scrolled upward for any reason, it should be repainted.

The Engineering system does not use help frames. As stated above, information is usually available at system prompts, at which < **?**> will access the information. Some prompts allow entry of <**??**> for additional information.

Menu Structure

ENGINEERING MAIN MENU

WORK ORDER & MERS
PROJECT PLANNING
PROJECT TRACKING
EQUIPMENT MANAGEMENT
SPACE/FACILITY MANAGEMENT
PROGRAM MANAGEMENT
2162 REPORT OF ACCIDENT
ASSIGN (TRANSFER) ELECTRONIC WORK ORDERS

WORK ORDER & MERS

Enter New Work Order
Edit Work Order Data
Close Out Work Order
Display Work Order
Incomplete Work Order Status
    Incomplete Work Orders by Employee
    Incomplete Work Orders by Location
    Incomplete Work Orders by Shop
    Incomplete Work Orders by Owner/Department
Transfer W.O. to Another Shop
Print Equip. History by Entry Number
Disapprove Work Order
Reprint Work Orders (All Shops)
Print PM Manhours

PROJECT PLANNING

5 Yr Plan Project E/E

Project Application E/E (VAF 10-1193)

Environmental Analysis E/E (VAF 10-1193a)

Activations E/E

Report/Print Menu

- Minor/Minor Misc Prioritization
- NRM Prioritization Scoring Sheet
- Environmental Analysis VAF 10-1193a
- Project Application VAF 10-1193
- 5 Yr Plan Report

Approval of Project Application

Electronic Transmission Menu

- Batch Transmit 5-Yr Plan Projects
- Individual 5-Yr Plan Project Transmission
- Project Application Send

PROJECT TRACKING

Enter Project Data

Screen Review All Data

Preliminary Data Enter/Edit

Approved Dates Screen Edit

Revised Dates Screen Edit

Actual Dates Screen Edit

A/E Data Screen Edit

Contractor Data Screen Edit

Changes & Remarks Screen Edit

Print Project Status Report

Print All Project Status Reports

Transmit 10-0051 Electronically

EQUIPMENT MANAGEMENT

- New Inventory Entry
- Multiple Inventory Entry
- Inventory Edit
- Display Equipment Record
- Equipment Reports ...
  - Specific Equipment History
  - Equipment Category History
  - Inventory Listing ...
    - CMR Inventory (EIL)
    - Equipment Category Inventory
    - Location Inventory
    - Using Service Inventory
    - Responsible Shop Inventory
    - Use Status Inventory
  - Warranty List
  - Replacement Listing
  - Failure Rate Report
  - PM Workload Analysis
  - Direct Posting to Equipment Histories
- PM Parameters ...
  - Display Specific Device PM Schedule
  - Display Equipment Category PM Schedule
  - Print PM Procedure
  - Enter/Edit Specific Device PM Schedule
  - Enter/Edit Equipment Category PM Schedule
  - Enter/Edit PM Procedure
- Generate PM Schedule ...
  - Monthly PM List
  - Weekly PM List
  - Delete PM Work Orders

EQUIPMENT MANAGEMENT, continued

Record Equipment PMI ...
- Close Out PM Work Orders
- Rapid Closeout of PM Work Orders
- Record Single Device PMI
- Bar Coded PMI Functions ...
  - Download PM Program to Portable Bar Code Reader
  - Upload Data From Portable Bar Code Reader
  - Restart Processing of Bar Coded PMI
- Upload Data from MedTester
- Rapid Deferral of PM Worklist
- Print PM Manhours

Print Bar Code Labels for Equipment Management ...
- Equipment Labels ...
  - Equipment Category Bar Code Labels
  - CMR Bar Code Labels (EQUIPMENT)
  - Bar Code Labels by PM Number
  - Bar Code Labels by General Location (WING)
  - Bar Code Labels by Specific Location (ROOM)
  - Single Device Bar Code Label
  - Equipment Labels by Equipment ID#
  - Bar Code Labels in Conjunction with PM Worklist
  - Bar Code Labels for a Purchase Order
  - Bar Code Labels by LOCAL ID
  - Bar Code Labels by Using Service

EQUIPMENT MANAGEMENT, continued

Location Labels ...

- WING Bar Code Labels
- BUILDING Bar Code Labels
- ROOM Bar Code Label
- ALL Bar Coded Location Labels

Bar Coded Equipment Inventory Management ...

- Download NX Program to Portable Bar Code Reader
- Upload Data From Portable Bar Code Reader
- Inventory Exception Listing
- Manual Update of Equipment Inventory
- Restart Processing of Uploaded NX Inventory Data

NONEXPENDABLE EQUIPMENT

Equipment Enter/Edit (NX) ...

- New Inventory Entry
- Inventory Edit
- Display Equipment Record
- Multiple Inventory Entry
- Manual Update of Equipment Inventory

Equipment Management Reports (NX) ...

- Specific Equipment History
- CMR Inventory (EIL)
- Warranty List
- Replacement Listing
- Location Inventory
- Using Service Inventory
- Use Status Inventory

Bar Code Features (NX Equipment) ...

- Equipment Labels ...
  - Equipment Category Bar Code Labels
  - CMR Bar Code Labels (EQUIPMENT)
  - Bar Code Labels by PM Number
  - Bar Code Labels by General Location (WING)
  - Bar Code Labels by Specific Location (ROOM)
  - Single Device Bar Code Label
  - Equipment Labels by Equipment ID#
  - Bar Code Labels in Conjunction with PM Worklist
  - Bar Code Labels for a Purchase Order
  - Bar Code Labels by LOCAL ID
  - Bar Code Labels by Using Service

NONEXPENDABLE EQUIPMENT, continued

- Location Labels ...
  - WING Bar Code Labels
  - BUILDING Bar Code Labels
  - ROOM Bar Code Label
  - ALL Bar Coded Location Labels
- Bar Code Features
  - Download NX Program to Portable Bar Code Reader
  - Upload Data From Portable Bar Code Reader
  - Restart Processing of Uploaded NX Inventory Data
  - Inventory Exception Listing
- NX (Nonexpendable Equipment) Utilities ...
  - CMR File Enter/Edit
  - Category Stock Number Enter/Edit

PROGRAM MANAGEMENT

Engineering Computer Port

Section List

Work Center Code

Engineering Employee File

Enter/Edit Equipment Category PM Schedule

Manufacturer

ENG SITE PARAMETERS Enter/Edit

SOFTWARE OPTIONS Enter/Edit

Engineering Archive Module

- Find & Assemble Records
- Archive & Verify Records
- Delete Archive Global
- Recall Archive Global
- Review Activity Log

Biomedical Engineering Resource Survey

- Entering Data into the BERS Survey File
- Print Personnel Survey Listing
- Print Contract Survey Listing
- Print General Survey Listing
- Print Additional Survey Listing

Work Action

SPACE/FACILITY MANAGEMENT

Space Management ...
- Enter New Room Space Data
- Display/Edit Room Data
- Finish Replacement Schedules Report Menu ...
  - Replacement Schedule for All Finishes
  - Ceiling Replacement Schedule
  - Wall Replacement Schedule
  - Floor Replacement Schedule
  - Space Survey Report Menu ...
    - Room/Keying/Function Report
    - Space Survey by Room
    - Service Space Survey
    - Function Space Survey
    - Building Space Survey
    - RCS 10-0141 Report
    - Building Management RCS 10-203, VAF 10-6007a
  - Non-Space File Location Report

Key/Lock Management ...
- Key Distribution by Employee Enter/Edit
- Lock Number File Enter/Edit
- Print Key Distribution By Employee
- Print Employee List sorted by Key
- Print Employee List by Service

Export Facility Management Data ...
- Output Service/NSF spreadsheet
- Output Function/NSF Spreadsheet
- Output RCS 10-0141 spreadsheet

SPACE/FACILITY MANAGEMENT, continued

Facility Management Utilities ...

- Edit Space Functions file
- Edit Space Utilities file
- Remove Dangling Pointers in Lock file
- Building File Enter/Edit
- Print All Building Data

Leased Space Options ...

- Enter/Edit All Lease Fields (BUILDING FILE)
- Enter/Edit Lease Vendor (BUILDING FILE)
- Print Leased Space Survey

Planning Space Program Menu ...

- Building File Enter/Edit
- Enter/Edit Room Planning Data
- Print Building/Project Space Plan

2162 REPORT OF ACCIDENT

Enter 2162 Report

Display 2162 Report

Edit 2162 Report

Service/Division Summary Report

Injury Cause Summary Report

Accident Nature Summary Report

Specific Location Summary Report

ASSIGN (TRANSFER) ELECTRONIC WORK ORDERS

IT EQUIPMENT MODULE (ENIT MGR)

- Inventory Edit (IT)
- Display Equipment Record
- Bar Code Features (NX Equipment) ...
  - Equipment Labels ...
    - Equipment Category Bar Code Labels
    - CMR Bar Code Labels (EQUIPMENT)
    - Bar Code Labels by PM Number
    - Bar Code Labels by General Location (WING)
    - Bar Code Labels by Specific Location (ROOM)
    - Single Device Bar Code Label
    - Equipment Labels by Equipment ID#
    - Bar Code Labels in Conjunction with PM Worklist
    - Bar Code Labels for a Purchase Order
    - Bar Code Labels by LOCAL ID
    - Bar Code Labels by Using Service
  - Location Labels ...
    - WING Bar Code Labels
    - BUILDING Bar Code Labels
    - ROOM Bar Code Label
    - ALL Bar Coded Location Labels
  - Download NX Program to Portable Bar Code Reader
  - Upload Data From Portable Bar Code Reader
  - Restart Processing of Uploaded NX Inventory Data
  - Inventory Exception Listing
- Specific Equipment History
- Display/Edit Room Data
- Non-Space File Location Report

IT EQUIPMENT MODULE (ENIT MGR) , continued

IT Equipment Responsibility ...
- Assign Responsibility
- Terminate Responsibility
- Transfer Responsibility
- Certify Hard Copy Signature
- Print Hand Receipt for an Individual
- Add Entry to New Person File
- IT Equipment Report Menu ...
  - Individual Responsibility for IT Assets Report
  - Unassigned IT Asset Report
  - Assignments Pending Acceptance Report
  - Tracked IT Assets Report
  - Signature Exception Report
  - Assignment Inquiry

IT OWNER MENU

Accept IT Responsibility

Individual Responsibility for IT Assets Report

Print My Hand Receipt

Assignment Inquiry

Package Management

At present, there are no legal requirements pertaining to the package.

Detailed information on all site parameters is available on-line. Simply enter **< ??>** when prompted for a selection.

Special Menu Options

There are five (5) options that may be useful as Primary Menu options for users who have limited needs for access to the Engineering Package. They are:

ENPMINSP (Engineering PM Clerk Main Menu)
ENCCLERK (Engineering Accounting Clerk Main Menu)
ENSEC (Engineering Secretary Main Menu)
ENSECFORM (Engineering Foreman Main Menu)
ENWCLERK (Engineering Work Control Main Menu)

A&MM Nonexpendable Equipment Options

The DHCP nonexpendable equipment file is contained within the Engineering package. Acquisition and Material Management Service personnel engaged in property management activities will need access to selected menu options within the Engineering namespace. Menu option ENMM MGR, Nonexpendable Equipment (A&MM), is intended to meet the needs of these users. Users of these options should hold the ENEDNX security key. However, note that holding the ENEDNX key does not automatically give the menu options to the holder. The menus must be specifically assigned. Users of these options should refer to the documentation for the Equipment Management module. Not all PPM employees will need to hold keys to all of the sub-options contained in ENMM MGR so these options may also be assigned individually.

Generation of On-line Documentation

On-line documentation of data dictionaries and routines may be generated through VA FileMan and the Kernel %Index routines.

Package Operation

*V*ist*A* Engineering Work Order Module

The Engineering Work Order Module (together with the Electronic Work Order Module) is intended as a tool for acquiring, assigning, and recording unscheduled work requests. It is tightly integrated with the Engineering Equipment Module. Note that the *V*ist*A* Engineering Package is also known as AEMS/MERS.

There are two basic types of work orders, scheduled (preventive maintenance) and unscheduled (all other). Scheduled (or "PM") work order numbers always begin with the character string "PM-". They are actually generated from within the Equipment Module and are normally closed out there as well. PM work orders are essentially line items on the PM worklists that are printed regularly by shop. They are posted to the equipment repair histories at close out time. PM work orders may be edited and closed out via the Work Order Module, but the developers don't recommend it.

The equipment PM schedules (as well as the repair histories) are stored in the Equipment Inv. file. There is also an Equipment Category file that contains standard PM schedules for many different types of equipment. Maintaining the Equipment Category file will automatically maintain the PM schedules for all equipment records that point to it. Options for maintaining both the Equipment Inv. file and the Equipment Category file are found in the Equipment Module.

Unscheduled work orders may be entered either by Engineering Service (using the New Work Order option (ENWONEW)) or by the actual requester (using the Electronic Work Order option (ENWOWARD)). Entries made by the requester are called "electronic work orders" and are processed a little differently from those entered by Engineering. Requesters are not prompted for quite as much information. In particular, they are not expected to know what Engineering Section (or shop) will be assigned to do the work. Electronic work orders are routed to a receiving area (integrated sites usually have two or more such receiving areas) for processing. Someone in Engineering must use the Assign (Transfer) Electronic Work Orders option (ENETRANSFER) to examine unassigned electronic work orders on a regular basis. They should either be assigned to an Engineering Section or disapproved. In the case of disapproval, the Engineering user is asked to make relevant comments and a disapproval message is automatically sent to the requester.

Engineering Sections were originally organized as conventional trade shops (electrical, plumbing, biomedical, etc.), but some facilities have converted to multi-disciplinary teams assigned to certain areas. The package will support either approach, or a combination of the two. The only restriction on the assignment of Engineering Sections is that section numbers in the ranges of 90-99, 190-199, 290-299...990-999 must be reserved for use as electronic work order receiving areas. The

Engineering Section file tells the system how much information to request during work order close out. Work order numbers contain the abbreviation of the shop to which the work order is currently assigned and the date on which that work order number was generated. The Engineering Section file is maintained from within the Engineering Program Management Module.

The Edit Work Order Data (ENENT) and Close Out Work Order (ENWOCLOSE) options use the roll-and-scroll edit features of VA FileMan. The Display Work Order option (ENDSY) shows an entire work order in screen format. Users may edit or print the work order from within the screen. They may also request information from the Control Point Activity file. Display Work Order option is often the most frequently used option in the module.

Note that changes to the status of an electronic work order may cause an e-mail message to be sent to the requester. This will happen if the requester has asked for such notification or if the Engineering Software Option for NOTIFICATION requires it. The standard message will clearly describe the work order in question, but sites may enter additional text via the Engineering Site Parameters file if they so desire. The Engineering Software Options file also allows you to have incoming inspection work orders generated automatically whenever an entry is made to the Equipment Inv. file. Engineering Software options and Engineering Site Parameters are maintained from within the Engineering Program Management Module.

When a work order contains a pointer to the Equipment Inv. file, equipment data in the work order itself (model, serial number, etc.) is automatically acquired from the Equipment Inv. file. If your Equipment Inv. file is adequately maintained it should never be necessary to manually enter any equipment information into the work order except the equipment entry itself. When work orders containing a pointer to the Equipment Inv. file are closed out, the equipment repair history is automatically updated.

The labor cost for each work order is computed by the system based on the time charged to each Engineering employee and the wage rate of that employee in the Engineering Employee file. The Engineering Employee file should be updated whenever a wage rate changes and is maintained from within the Engineering Program Management Module.

The Incomplete Work Order Status option (ENWO-STATUS-(XQ)) allows users to list incomplete work orders for an Engineering technician, a specific room, a range of locations, a shop, or an owning service. The list is in summary format, but if you send it to a terminal you can easily get complete information on any incomplete work order that appears.

Work orders in progress may be transferred from one shop to another via the Transfer W.O. to Another Shop option (ENWO-TRANSFER). This option will automatically change the work order number to something that's appropriate for

the new shop. The system keeps a permanent record of the original work order number and has a record of the current work order number, but anything in between will be lost. For example, if an electronic work order is first assigned to the biomedical shop and then transferred to the electric shop, you can look it up by its original work order number (containing the abbreviation of a receiving area) or its current work order number (containing the abbreviation of the electric shop), but not by the work order number that it had while it was assigned to the biomedical shop.

The Print Equip. History by Entry Number option (ENEQHID) allows you to view the service history of a piece of equipment by looking directly at the Work Order file. This option is similar to the Specific Item History option (ENIN-HIST-SPECIFIC) in the Equipment Module, but displays different information. Also note that incomplete work orders will be included with Print Equip. History by Entry Number but not with Specific Item History. On the other hand, archived work orders will be included with Specific Item History but not with Print Equip. History by Entry Number.

The Disapprove Work Order option (ENWODISAP) gives Engineering employees who hold it the ability to disapprove work requests. As previously stated, an e-mail message is automatically sent to the person who entered the work order that is being disapproved.

The Reprint Work Orders (All Shops) option (ENWOREP) will reprint open work orders from all shops based on the work order number. All work orders whose number falls within a user specified date range will be printed. The intent of this option is to give sites a means of batch printing all work orders that were entered in the course of a day.

The Print PM Manhours option (ENPMHOURS) yields a list of time spent on preventive maintenance inspections. The list includes information from a user selected range of shops for a user selected range of PM dates (month and year only). The list is sorted by shop, and then by PM date and employee within each shop.

The Condition Code of Equipment Edit option (ENEQCC) allows users to edit the condition code field on individually selected pieces of equipment. Allowable values are LIKE NEW, GOOD, and POOR. If sites choose to maintain this condition code (which is stored in the Equipment Inv. file) they normally set their Engineering Section file so that it will be updated as part of work order close out, but Condition Code of Equipment Edit is an alternative mechanism.

The Multiple Work Order Entry option (ENWOMULTI) will create (and close, if you so desire) unscheduled work orders for a list of equipment items. A new work order is entered in full for one piece of equipment. After this step, a list of other equipment items is selected from the Equipment Inv. file. The system then creates new work orders for each selected equipment item by copying the original work order and extracting equipment specific information (location, serial number, etc.)

from the Equipment Inv. file. The developers' expectation is that this option may be especially useful in responding to hazard alerts and recall notices.

The Work Order module is accessed from the Engineering Main Menu. The option is selected from the menu by entering the first few unique characters, ("W" in this case) or alternately the corresponding synonym "WO".

The Work Order module should be used when performing operations on work orders. Using FileMan to enter or edit this data is not the preferred method. The following is a display of the procedure for entering the Work Order module.

Work Order & MERS

WO	**Work Order & MERS**
PLAN	Project Planning
TRK	Project Tracking
EQ	Equipment Management
ENM	Program Management
SP	Space/Facility Management
FSA	2162 Report of Accident
XFER	Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu Option: **WO** Work Order & MERS

Enter New Work Order

This option is used to enter a new work order into the computer. When the computer asks if you want to enter a new work order, enter < **Y**> for yes or <**N**> for no. A work order number will be generated for each work order entered. For example, B891106-001 is a biomedical work order initiated during 1989, the 11th month on the 6th day. The number after the dash tells us that this is the first work order generated that day in the biomedical shop.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of entering a new work order.

```
Select Work Order & MERS Option:    1  Enter New Work Order
Select ENGINEERING SECTION LIST:    ??
```

The Engineering Section List is developed on-site using the Program Management option.

```
Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
   5              AIR CONDITIONING PLT
                 ^

Select ENGINEERING SECTION LIST:    OFFICE OF THE CHIEF

Want to enter a new work order?
Enter Yes or No: YES//    <RET>
WORK ORDER#: OC970424-003  (APR 24, 1997@16:32)
```

Next, the date is requested. If the date is the day of entry, only < **RET**> has to be pressed and the date and time will be entered as shown

```
REQUEST DATE: APR 24,1997@16:32//    ??
     Examples of Valid Dates:
      JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957
     Date (and time if desired) when work request was originally entered.

REQUEST DATE: APR 24,1997@16:32//     <RET>
REQUEST MODE: COMPUTER//   ??
     Indicator of how the work was actually requested.
     Choose from:
       P        PHONE
       W        WRITTEN
       D        DELIVERED
       V        VERBAL
       C        COMPUTER
REQUEST MODE: COMPUTER//   <RET>  COMPUTER

EQUIPMENT ID#: 21//   ??
     Entry in the Equipment File (#6914) to which this work order is to be
     charged.

Choose from:
   1     2221          IN USE
   2     91120526          TURNED IN
   3     3290A00220          IN USE
   4     3301A01107          IN USE
```

If an equipment entry is specified, the computer will extract available data from the Equipment Inventory file to populate the Work Order fields such as location, owner/department, etc.

```
                    ^
EQUIPMENT ID#: 21//    <RET>

LOCATION: 221-114//  ??
   Physical location where work is to be performed.

Choose from:
   100-110-JC    110     CCU     MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
```

```
   102-148     148     C          EXAM/TREATMENT ROOM
   103-110-JC      110     CCU     MEDICINE
                    ^
LOCATION: 221-114//   <RET>

BED #: ??
     Optional field. Filled in at time of request if the work requested is
     associated with a specific bed in a patient room.

BED #:  <RET>

TASK DESCRIPTION(60 char):   The equipment needs to be cleaned.
STATUS: IN PROGRESS//   ??
     Added with Version 6.4. May be helpful when printing reports of M&R
     activity.
     Choose from:
       1        IN PROGRESS
       2        PENDING
       3        WAITING ON PARTS
       4        WAITING ON VENDOR SERVICE
STATUS: IN PROGRESS//   <RET>  IN PROGRESS
CONTACT PERSON: ??
     This is the person to be contacted if there are questions about the
     nature of the work that has been requested.
CONTACT PERSON:  ENTECH, ONE

PHONE:  ??
     Telephone number or extension of the individual requesting the work.
PHONE: 5155551211
DATE ASSIGNED: APR 24,1997//   <RET>  (APR 24, 1997)
```

The PRIMARY TECH ASSIGNED must be someone in the file of Engineering employees. This file is established by the Engineering Applications Manager. If all the technicians have last names starting with different letters, only the first letter of the last name needs to be entered. The computer will pick up the rest of the name from the file. The PRIMARY TECH (if any) is automatically included by the system as an ASSIGNED TECH (multiple) on the subject work order.

Frequently, several employees may be assigned to the same work order. On occasion, they may be from different shops. The ASSIGNED TECH is used to record this information. The ASSIGNED TECH field has entry areas for the number of hours worked, and for the shop to which that employee is assigned. It is here that the number of hours and total labor cost is calculated. The PRIMARY TECH ASSIGNED is only used to show who is responsible for the work. If this person also performed work, s/he should also be entered as an ASSIGNED TECH.

```
PRIMARY TECH ASSIGNED:   ??
     Technician who bears primary responsibility for completion of task.

Choose from:
   ENTECH , TWO
   ENTECH , THREE
   ENTECH , FOUR
   ENTECH , F IVE


PRIMARY TECH ASSIGNED:  ENTECH, FOUR
```

The PRIORITY of the request is the next item. It must be answered with one of the possible responses listed in the display below. Once the single letter is entered, the computer will display the priority name. The default PRIORITY is "A" for average.

Work orders with a priority of "HIGH" or "EMERGENCY" will be shown in bold type on the Incomplete Work Order Status screens.

```
PRIORITY: A//  ??
     Relative priority of this work request.
     Choose from:
       E        EMERGENCY
       H        HIGH
       A        AVERAGE
       L        LOW
       M       MODIFICATION
PRIORITY: A//  <RET>   AVERAGE
```

The OWNER/DEPARTMENT must be selected from the list of entries in the Service/Section file. You may enter the first letter of an OWNER/ DEPARTMENT, and the system will display names that start with that letter.

```
OWNER/DEPARTMENT: MAS 5.0 USERS//    ??
     The service or section for whom work is to be performed.

Choose from:
   ACQUISITION & MATERIAL MGMT     90
   BLIND REHABILITATION
   BUILDING MANAGEMENT
   DENTAL
   ENGINEERING
   FISCAL      04
                ^
OWNER/DEPARTMENT: MAS 5.0 USERS//    INFORMATION
     1   INFORMATION RESOURCES MGMT          IRM
     2   INFORMATION SYSTEMS CENTER
CHOOSE 1-2:  2
```

WORK ACTION the next field, is a list composed of tasks which may be involved when completing a Work Order. The list is established by the Engineering Applications Manager.

```
Select WORK ACTION:   ??

     Type of work performed or requested.

Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
   DAMAGE/ABUSE      D1
                  ^
Select WORK ACTION:   PREVENTIVE MAINTENANCE          P2
```

The WORK CENTER CODE is a five digit number. The first three digits indicate the cost center. The code is a breakdown of work in a particular cost center. For example, biomedical is cost center 555, so its work center codes range from 55501 to 55599.

Since the list of work center codes contains 431 different codes, this is not a practical list for display. You can input the first three digits, display the ones that relate to a cost center, and then choose the correct one. When "555" was entered for this example, the computer displayed five work center codes at a time and prompted for a choice or to continue. The 40th code displayed was chosen.

```
WORK CENTER CODE:   ??
```

```
     Category of task to which this work order most closely corresponds.

Choose from:
   50100          50100/ENG.SUPERVISION
   50101          50101/ANNUAL LEAVE
   50102          50102/SICK LEAVE
   50103          50103/HOLIDAY LEAVE
   50104          50104/AWOL and LWOP
   50105          50105/OTHER LEAVE
   50106          50106/OTHER TIME
   50107          50107/ADMIN. & CLERICAL
   50108          50108/SUPERVISION
   50109          50109/TRAINING
   50200          50200/UTILITY OPERATIONS

               ^
WORK CENTER CODE:   55611  55611/WARD FURNITURE & EQUIP,REPAIR
COMMENTS:
  1>   <RET>
```

An option to close the work order is presented next. If answered < **YES**>, the following set of questions is asked.

```
Do you want to CLOSE this work order now?
Enter Yes or No: NO// YES
WORK PERFORMED (140 char max):
Select ASSIGNED TECH: ENTECH,FOUR//
  ASSIGNED TECH: ENTECH , FOUR //
  HOURS:
  SHOP: // BIOMEDICAL
Select ASSIGNED TECH:
TOTAL MATERIAL COST:
VENDOR SERVICE COST:
DATE COMPLETE (or closed): T  (JUNE 24,1997)
```

If your site has selected AUTO PRINT OF NEW WORK ORDERS as a software option, the work order will automatically print on the device designated for your shop. Otherwise, you will see a dialogue similar to the following.

```
Print this work order?
Enter Yes or No: YES//   N

Want to enter a new work order?
Enter Yes or No: NO//   NO
```

If this response is <**Y**>, the entry process repeats itself; if the response is < **N**>, the user is returned to the Work Order & MERS option menu.

Edit Work Order Data

This option is used to edit previously entered work orders. The computer steps through this option on a line by line basis. If you want to change data, you revise the data by typing it after "//". Most fields require the same information as requested in Enter New Work Order.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following information provides instructions for editing work order data. In the example, a complete list of work orders was requested but only a few are shown. A complete listing is not practical in an operating system since the list may contain several thousand work orders. The specific work order number should be entered, but if you enter the first part of it, the computer will display a list of all work orders beginning at the information entered.

As you step through the work order by pressing < **RET**> or changing the data, you view the data one line at a time. Sites are free to customize this data input template to meet local needs. If your site has done this then the prompts that you see may be different from what is shown here.

```
Select Work Order & MERS Option:    2  Edit Work Order Data
Select WORK ORDER #:   OC970424-003          221-114      PREVENTIVE MAINTENANCE
WORK ORDER #: OC970424-003//   ??
     Identifier of each individual work action.  Composed of the shop
     abbreviation, date generated, and a computer generated sequential
     component.  Users may delete work orders when necessary, but
     they should never change a work order number.
WORK ORDER #: OC970424-003//   <RET>
REQUEST DATE: APR 24,1997@16:32//   ??
     Date (and time if desired) when work request was originally entered.
REQUEST DATE: APR 24,1997@16:32//   <RET>

CONTACT PERSON: ENTECH,ONE//   ??
     This is the person to be contacted if there are questions about the
     nature of the work that has been requested.
CONTACT PERSON: ENTECH,ONE//   <RET>

PHONE: (515)555-1211//  ??
     Telephone number or extension of the individual requesting the work.
PHONE: (515)555-1211//  <RET>
```

```
EQUIPMENT ID#: 21//   ??
     Entry in the Equipment File (#6914) to which this work order is to be
     charged.

Choose from:
   1     2221          IN USE
   2     91120526          TURNED IN
   3     3290A00220          IN USE
   4     3301A01107          IN USE
   5     3301A01105          IN USE
   6     3301A01104          TURNED IN

EQUIPMENT ID#: 21//    <RET>

  CONDITION CODE:   ??
     Condition code of equipment is normally determined by an Engineering
     technician and entered during close out of a work order. The code are:

      (1) LIKE NEW - Like new condition, good performance record,
                     low service cost.
      (2) GOOD     - Middle of service life, fair performance record,
                     increasing service cost.
      (3) POOR     - Approaching end of service life, poor performance record,
                     high service cost, consider budgeting for replacement.
     Choose from:
       1        LIKE NEW
       2        GOOD
       3        POOR
  CONDITION CODE:    <RET>

OWNER/DEPARTMENT: INFORMATION SYSTEMS CENTER//     ??
     The service or section for whom work is to be performed.

Choose from:
   ACQUISITION & MATERIAL MGMT     90
   BLIND REHABILITATION
   BUILDING MANAGEMENT
   DENTAL
   ENGINEERING
   FISCAL      04
   INFORMATION RESOURCES MGMT      IRM
   INFORMATION  SYSTEMS CENTER
                ^
OWNER/DEPARTMENT: INFORMATION SYSTEMS CENTER//      <RET>
Select ASSIGNED TECH: ENTECH, FOUR//    ??
   1              ENTECH , FOUR

     Engineering employee(s) assigned to this work order.

Choose from:
   ENTECH , TWO
   ENTECH , THREE
   ENTECH , FOUR
   ENTECH , F IVE

Select ASSIGNED TECH: ENTECH, FOUR//     <RET>
  ASSIGNED TECH: ENTECH , FOUR//    <RET>
  HOURS:  ??
     Number of hours (to the nearest tenth) spent on this work order
     by this employee.
  HOURS:  <RET>
  SHOP: BIOMEDICAL//   ??
     Engineering section under whose direction this work was performed.

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
   5              AIR CONDITIONING PLT
```

```
   6               BOILER PLANT
                  ^
  SHOP: BIOMEDICAL//    <RET>
Select ASSIGNED TECH:   ??
   1               ENTECH,FOUR

     Engineering employee(s) assigned to this work order.

Choose from:
   ENTECH,TWO
   ENTECH,THREE
   ENTECH,FOUR
   ENTECH,FIVE
   ENTECH,SIX

Select ASSIGNED TECH:    <RET>
Select WORK ACTION: PREVENTIVE MAINTENANCE//     ??
   1               PREVENTIVE MAINTENANCE

     Type of work performed or requested.

Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
   DAMAGE/ABUSE      D1
   ELECTRICAL SAFETY      E1
   EVALUATION (Equipment)      E2
                  ^
Select WORK ACTION: PREVENTIVE MAINTENANCE//      <RET>
STATUS: IN PROGRESS//   ??
     Added with Version 6.4. May be helpful when printing reports of M&R
     activity.
     Choose from:
       1        IN PROGRESS
       2        PENDING
       3        WAITING ON PARTS
       4        WAITING ON VENDOR SERVICE
STATUS: IN PROGRESS//    <RET>
WORK CENTER CODE: 55611/WARD FURNITURE & EQUIP,REPAIR
         //  ??
     Category of task to which this work order most closely corresponds.

Choose from:
   50100          50100/ENG.SUPERVISION
   50101          50101/ANNUAL LEAVE
   50102          50102/SICK LEAVE
   50103          50103/HOLIDAY LEAVE
   50104          50104/AWOL and LWOP
                  ^
WORK CENTER CODE: 55611/WARD FURNITURE & EQUIP,REPAIR
         //

TOTAL HOURS:  ??
     Total man-hours by all assigned employees.  Calculated by the system
     automatically.
```

TOTAL HOURS (between .1 and 9999) can be entered. The system will automatically total the hours of all ASSIGNED TECHS and present this number as the default.

```
TOTAL HOURS:   <RET>
TOTAL MATERIAL COST:   ??
     Approximate cost of materials needed to complete this task.
```

MATERIAL SERVICE COST may not exceed $99,999,999.

```
TOTAL MATERIAL COST:    <RET>
VENDOR SERVICE COST:   ??
     Approximate cost of vendor services needed to complete this task.
```

VENDOR SERVICE COST may not exceed $99,999,999.

```
VENDOR SERVICE COST:    <RET>
WORK PERFORMED (140 char max):    ??
     Brief description of work actually performed (may be extracted from
     COMMENTS field). The WORK PERFORMED field will be saved in the EQUIPMENT
     (Inventory) File (No. 6914) where it will be a permanent part of the device
     history. In contrast, the COMMENTS field will be removed from disk (on-
     line) storage  when the work order is archived.
WORK PERFORMED (140 char max):    <RET>
COMMENTS:
  1> <RET>
DATE COMPLETE (or closed):   ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957
     Date on which work order is closed out.
DATE COMPLETE (or closed):   <RET>
Select WORK ORDER #:   <RET>
```

At the end of the entry, the computer will prompt for another Work Order #. If you press <**RET**>, you will return to the Work Order & MERS option menu.

Close Out Work Order

During the close out of a work order, users will be prompted for the Work Order number, the Equipment ID#, the manufacturer, model, serial number, the assigned tech, hours, total material cost, work performed, date complete, and comments. If an Equipment ID# is entered then the manufacturer, model, and serial number will be extracted from the Equipment Inv. file.

NOTE: Whatever is entered as Work Performed will be posted to the Equipment History as the work order is being closed out. Comments are retained in the Work Order file, but are not posted to the Equipment History.

Sites are free to modify the input template for work order closeout.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of closing out a work order.

```
Select Work Order & MERS Option:    3  Close Out Work Order
Select WORK ORDER #:      OC970424-003        221-114      PREVENTIVE MAINTENANCE
EQUIPMENT ID#: 21//   ??
     Entry in the Equipment File (#6914) to which this work order is to be
     charged.

Choose from:
   1     2221                IN USE
   2     91120526            TURNED IN
   3     3290A00220          IN USE
   4     3301A01107          IN USE
   5     3301A01105          IN USE
                ^
EQUIPMENT ID#: 21//    <RET>
  CONDITION CODE:  ??
     Condition code of equipment is normally determined by an Engineering
     technician and entered during close out of a work order. The code are:

      (1) LIKE NEW - Like new condition, good performance record,
                     low service cost.
      (2) GOOD     - Middle of service life, fair performance record,
                     increasing service cost.
      (3) POOR     - Approaching end of service life, poor performance record,
                     high service cost, consider budgeting for replacement.
```

```
     Choose from:
       1        LIKE NEW
       2        GOOD
       3        POOR
  CONDITION CODE:  <RET>
Select ASSIGNED TECH: ENTECH,FOUR//    ??
   1               ENTECH,FOUR

     Engineering employee(s) assigned to this work order.

Choose from:
      ENTECH,TWO
      ENTECH,THREE
      ENTECH,FOUR
      ENTECH,FIVE
      ENTECH,SIX


Select ASSIGNED TECH: ENTECH,FOUR//     <RET>
  ASSIGNED TECH: ENTECH,FOUR//    <RET>
  HOURS:  ??
     Number of hours (to the nearest tenth) spent on this work order
     by this employee.
  HOURS:  <RET>
  SHOP: BIOMEDICAL//  ??
     Engineering section under whose direction this work was performed.

Choose from:
   1               OFFICE OF THE CHIEF
   2               ADMIN.+CLER.
   3               SUPERVISORY OPERAT.
   4               UTILITY OPERATIONS
                 ^
  SHOP: BIOMEDICAL//   <RET>
Select ASSIGNED TECH:   ??
   1               ENTECH,FOUR

     Engineering employee(s) assigned to this work order.

Choose from:
   ENTECH,TWO
   ENTECH,THREE
   ENTECH,FOUR
   ENTECH,FIVE
   ENTECH,SIX

Select ASSIGNED TECH:    <RET>
Select WORK ACTION: PREVENTIVE MAINTENANCE//     ??
   1               PREVENTIVE MAINTENANCE

     Type of work performed or requested.

Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
   DAMAGE/ABUSE      D1
   ELECTRICAL SAFETY      E1
   EVALUATION (Equipment)      E2
                 ^
Select WORK ACTION: PREVENTIVE MAINTENANCE//     <RET>
TOTAL MATERIAL COST:   ??
     Approximate cost of materials needed to complete this task.
TOTAL MATERIAL COST:    <RET>
VENDOR SERVICE COST:   ??
     Approximate cost of vendor services needed to complete this task.
VENDOR SERVICE COST:    <RET>
WORK PERFORMED (140 char max):    ??
```

```
     Brief description of work actually performed (may be extracted from COMMENT
S     field). The WORK PERFORMED field will be saved in the EQUIPMENT (Inventory)
     File (No. 6914) where it will be a permanent part of the device history. In
     contrast, the COMMENTS field will be removed from disk (on-line) storage
     when the work order is archived.
WORK PERFORMED (140 char max):     <RET>
COMMENTS:
  1> <RET>
DATE COMPLETE (or closed): APR 30,1997//     ??
     Date on which work order is closed out.
DATE COMPLETE (or closed): APR 30,1997//     <RET>  (APR 30, 1997)


Select WORK ORDER #:    <RET>
```

Note: Manufacturer, Model, and Serial Number fields are determined and shown by the system once the Equipment ID# has been entered. Engineering sections that have EXPANDED WORK ORDER CLOSEOUT set to "YES" will display these fields during the closeout.

Display Work Order

This option is principally used to review and enter/edit work orders. Users must enter the Work Order Number. A list of other possible entry answers is obtained by typing a <?> after Select WORK ORDER #.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 **Display Work Order**
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of displaying a work order.

```
Select Work Order & MERS Option:    4  Display Work Order

Select WORK ORDER #:   ?

 Use 'E.value' to list W.O.s whose EQUIPMENT ID# equals 'value'
 Use 'L.value' to list W.O.s whose LOCATION starts with 'value'
 Answer with WORK ORDER #, or ORIGINAL WORK ORDER #, or LOCATION, or
     TASK DESCRIPTION (60 char), or EQUIPMENT ID#, or LOCAL IDENTIFIER, or
     PMI NUMBER
 Do you want the entire 204-Entry WORK ORDER # List?     N  (No)
Select WORK ORDER #:    OC970424-003       221-114      PREVENTIVE MAINTENANCE


                    WORK ORDER # OC970424-003
 1) PRIMARY EMPL: ENTECH,FOUR          2) REQ DATE: APR 24,1997@16:32
 3) REQ MODE: COMPUTER                 4) LOCATION: 221-114
 5) BED #:                             6) STATUS: COMPLETED
 7) TASK DESC: PREVENTIVE MAINTENANCE
 8) CONTACT: ENTECH,ONE                9) PHONE: (515)555-1211
10) ENTERED BY: ENTECH,SEVEN          11) SHOP: OFFICE OF THE CHIEF
12) DATE ASSIGNED: 04/24/97           13) PRIORITY: AVERAGE
14) EQUIP ID#: 21                     15) LOCAL ID:
16) EQUIP CAT: BED-ELECTRIC           17) CONDITION:
18) MFGR: ENMFGR,ONE
19) MODEL: 2300                       20) SERIAL #: 7888UYHG
21) OWNER/DEPT: INFORMATION SYSTEMS CENTER      22) PM #: 6530-6723
23) PARTS ORDER:                      24) WORK ACTION: P2
25) WORK CTR: 55611/WARD FURNITURE & EQUIP,REPAIR
26) TOTAL HOURS:                      27) TOTAL MATERIAL COST:
28) TOTAL LABOR COST:                 29) VENDOR SERVICE COST:
30) *ASSIGNED TECH*                   31) DATE COMPLETE: APR 30,1997
    #1: ENTECH,FOUR  HRS:   SHOP: BIOMEDICAL
32) WORK PERFORMED:
33) COMMENTS:

WARRANTY EXPIRATION: **06/30/97**
NOTE: Equipment must be isolated and rendered inoperative prior to service.
```

```
          [OTHER OPEN WORK ORDERS FOR THIS EQUIPMENT]
  Work Order #    Task Description
  B970131-001     TEST OF FLAGGING (Hazard)
  PM-B9705M-003   QUARTERLY PMI HOSPITAL BEDS
  OC970424-002    replacement equipment
  OC970424-001    Electric bed replacement
  B970203-001     TEST OF RIGHT EQ WO
```

A complete list of work orders would not be practical to display due to the number of work orders.

The screen display for this option contains exactly the same data as option #2 but all the entries are displayed on the CRT at the same time. This is extremely useful when editing or reviewing the work order entries.

After the display "ENTER/EDIT NO. (1-33, D(DISPLAY), AC(ACCOUNT), P(PRINT)):" appears on the CRT screen, you can enter or edit the data by typing one of the display selection numbers 1-33 and pressing < **RET**>. By typing <**D**> and pressing <**RET**>, you are able to repeat the display. If a transaction number has been entered in the PARTS ORDER # field (23), you can see a display of that transaction (order) by entering < **AC**>. There has to be an entry for parts order number for there to be a TRANSACTION STATUS REPORT.

```
ENTER/EDIT (1-33 D(DISPLAY), AC(ACCOUNT), P(PRINT)): EXIT//      AC

   OBLIGATION TRANSACTION STATUS DISPLAY          FEB 22,1111@14:19:58

Transaction Number: TEST2                    Transaction Type: OBLIGATION
A&MM Status:
Temporary Trans. Number: TEST2               Control Point: 101
Form Type: NON-REPETITIVE (2237) ORDER
Date of Request: JAN 25,1990                 Date Required: JUL 1,1111
Est. Delivery Date:                          Date Received:
Vendor: ACE ELECTRONICS                      P.O. Vendor:
Committed (Estimated) Cost: $30.00           Date Committed:
Obligated (Actual) Cost: $0.00               Date Obligated:
Purchase Order/Obligation No.:               Accounting Data: 3600151.001 3040/2
CALM $ Amount: $50.00                        CALM Date:
CALM Transaction Code:
Return to Service Comments:
Comments:

   OBLIGATION TRANSACTION STATUS DISPLAY          FEB 22,1111@14:20:21

Transaction Number: TEST2                    Transaction Type: OBLIGATION
Requester: ENTECH, EIGHT                     Form Type: NON-REPETITIVE (2237) ORDER
Requester's Title: ENTECH,NINE               Requesting Service: ENGINEERING
Approving Official:                          Inventory Dist. Point:
Appr. Official's Title:                      Cost Center:
Date Signed (Approved):
Deliver To/Location:
Classification of Request: REPAIR PARTS
Sort Group: BM890922-001
Would you like to review the item information for this request? NO// Y  (YES)
```

This display cannot be edited. Typing < **YES**> at the item information review prompt will display all items ordered.

```
    OBLIGATION TRANSACTION STATUS DISPLAY - ITEM INFORMATION

Transaction Number: TEST2                Transaction Type: OBLIGATION
-------------------------------------------------------------------------------
```

```
STOCK NUMBER   ITEM DESCRIPTION                     QUANTITY  U/I  UNIT COST
-------------------------------------------------------------------------------------
            |1 ITEM ID NO. 1, (NSN:              |         |    |
            |6515-00-123-2345), POWER SUPPLY     |         |    |
            |FINE                                |    1    | EA |   50
            |                                    |         |    |

Press <RETURN> to continue...
```

Pressing **<RET>** at the end of the display will return you to the work order request display screen. After entering **< RET>** at the final prompt of the work order display, the user returns to the Work Order & MERS options menu.

Incomplete Work Order Status

Under the Incomplete Work Order Status option, you may select one of the five categories listed below to generate a particular type of status report.

- Employee
- One Room
- Location Search
- Owner/Department
- Shop

Note: You will be asked how many days old a work order must be in order to be included in the status report, whether PM work orders should be included, and whether you want a list of work orders or just a count. You are asked for an Engineering Section at the beginning and then given an opportunity to select ALL shops after all other questions have been answered.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The menu providing the the Incomplete Work Order Status options is listed below.

```
Select Work Order & MERS Option:     5  Incomplete Work Order Status

   1      Incomplete Work Orders by Employee
   2      Incomplete Work Orders for One Room
   3      Incomplete Work Orders by Location Search
   4      Incomplete Work Orders by Shop
   5      Incomplete Work Orders by Owner/Department
```

Incomplete W.O. Status by Employee

This option generates a list of incomplete work requests by assigned technician. The user is prompted to select the ENGINEERING EMPLOYEE of interest, from among those who belong to the chosen shop. If you simply press <RETURN>

instead of selecting a technician, the system will then allow you to enter the word "NOT" and thereby produce a list of incomplete work orders that are not assigned to anyone.

```
Select Incomplete Work Order Status Option:     1 Incomplete Work Orders by Employee
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
                 ^
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     OFFICE OF THE CHIEF
Select EMPLOYEE NAME (press <ENTER> for unassigned):     ??

Choose from:
   ENTECH , TWO
   ENTECH , THREE
   ENTECH , FOUR
   ENTECH , F IVE


Select EMPLOYEE NAME (press <ENTER> for unassigned):     <RET>
Type 'NOT' to get unassigned work orders: EXIT//     NOT
At least how many days old?:  (0-999): 0//    ??

This response must be a number.

At least how many days old?:  (0-999): 0//    <RET>
Include PM Work Orders? NO//   ??

If you answer 'YES' the Incomplete Work Order list will contain PM work
orders. To get a list of 'regular' work orders only, just say 'NO'.

Include PM Work Orders? NO//   YES
Count(s) only? NO//   ??

Enter either 'Y' or 'N'.

Count(s) only? NO//   <RET>
For ALL shops (say 'NO' if you only want OFFICE OF THE CHIEF)? No//   (No)

Select output device:   <RET>
   RETURN    DISPLAY

DEVICE: HOME//  <RET>  UCX/TELNET   RIGHT MARGIN: 80//     <RET>
```

The first screen of incomplete work orders is shown in the following display.

```
INCOMPLETE WORK ORDERS (OFFICE OF THE CHIEF)   MAY 5,1997@11:39  Page 1
WORK ORDER        REQ DATE LOCATION        EQUIP ID#  CONTACT      PRI. STAT
 EMPL ASSIGNED        TASK DESCRIPTION
  ACC #             S/P    VENDOR                 P.O. #  EST.DEL.  DEL.COMP.
-----------------------------------------------------------------------------------
OC970424-001    04/24/97 221-114        21                          AVER 1
                     Electric bed replacement
OC970408-001    04/08/97                                            AVER 1
                     Issued for delete pm work order

1 TO 2 FOR EXPANDED DISPLAY: EXIT//   2
```

The above display can have three lines of data for each work order. If the information for the third line does not exist, no space is allowed for the line. If "2" is entered, the following expanded display for the second Work Order is obtained.

```
 WORK ORDER # OC970408-001
  1) PRIMARY EMPL:                        2) REQ DATE: APR 8,1997@14:10
  3) REQ MODE: COMPUTER                   4) LOCATION:
  5) BED #:                               6) STATUS: IN PROGRESS
  7) TASK DESC: Issued for delete pm work order
  8) CONTACT:                             9) PHONE:
 10) ENTERED BY: ENTECH, SEVEN           11) SHOP: OFFICE OF THE CHIEF
 12) DATE ASSIGNED: 04/08/97             13) PRIORITY: AVERAGE
 14) EQUIP ID#:                          15) LOCAL ID:
 16) EQUIP CAT:                          17) CONDITION:
 18) MFGR:
 19) MODEL:                              20) SERIAL #:
 21) OWNER/DEPT:                                 22) PM #:
 23) PARTS ORDER:                        24) WORK ACTION:
 25) WORK CTR:
 26) TOTAL HOURS:                        27) TOTAL MATERIAL COST:
 28) TOTAL LABOR COST:                   29) VENDOR SERVICE COST:
 30) *ASSIGNED TECH*                     31) DATE COMPLETE:
 32) WORK PERFORMED:
 33) COMMENTS:
ENTER/EDIT (1-33), D(DISPLAY), AC(ACCOUNT), P(PRINT)): EXIT//      <RET>
```

As seen from this display, you can ask for the display to be repeated by entering **<D>**. If parts have been ordered, entering **< AC>** will access the TRANSACTION STATUS REPORT. If no parts have been ordered, there will be no display. When **<P>** is entered, you will be prompted to select a printer.

Incomplete Work Orders for One Room

This option generates a list of incomplete work orders for a specific entry in the Space file (#6928).

```
Select Incomplete Work Order Status Option:     2  Incomplete Work Orders for
   One Room
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
                 ^
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     <RET>
Select ENG SPACE ROOM NUMBER:   ??

Choose from:
   100-110-JC 110     CCU        MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
   102-148    148     C          EXAM/TREATMENT ROOM
   103-110-JC 110     CCU        MEDICINE
   105-148    148     C          EXAM/TREATMENT ROOM
   200-110A   110A    A2         LABORATORY    LAB
   200-140    140     F1         MEDICAL ADMINISTRATION    OFFICE, SECRETARY
   200-148    148     A          LAB
   201-114    114               INFORMATION SYSTEMS CENTER     OFFICE

                ^
Select ENG SPACE ROOM NUMBER:   201-114            114         INFORMATION SYSTEMS C
ENTER     OFFICE
At least how many days old?:  (0-999): 0//    ??
```

```
This response must be a number.

At least how many days old?:  (0-999): 0//    <RET>
Include PM Work Orders? NO//   YES
Count(s) only? NO//  ??

Enter either 'Y' or 'N'.

Count(s) only? NO//
For ALL shops (say 'NO' if you only want OFFICE OF THE CHIEF)? No//      <RET>  (No)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//   <RET>  UCX/TELNET   RIGHT MARGIN: 80//    <RET>


INCOMPLETE WORK ORDERS (OFFICE OF THE CHIEF)   MAY 5,1997@15:09  Page 1
WORK ORDER        REQ DATE LOCATION        EQUIP ID#  CONTACT       PRI. STAT
 EMPL ASSIGNED        TASK DESCRIPTION
  ACC #             S/P    VENDOR                 P.O. #  EST.DEL.  DEL.COMP.
-------------------------------------------------------------------------------------------


There are no incomplete work orders that meet the search criteria
in the OFFICE OF THE CHIEF Shop.
```

Status of Incomplete Work Orders by Location

This option is very similar to Status By Employee except that here you are asked to supply the location in question and an output device. The computer then prints or displays all the incomplete work orders whose location equals or contains the location entered by the user.

```
Select Incomplete Work Order Status Option:      3 Incomplete Work Orders
  by Location Search
Select ENGINEERING SECTION LIST:    ??

Choose from:
   1               OFFICE OF THE CHIEF
   2               ADMIN.+CLER.
   3               SUPERVISORY OPERAT.
   4               UTILITY OPERATIONS
   5               AIR CONDITIONING PLT
                  ^
Select ENGINEERING SECTION LIST:    OFFICE OF THE CHIEF
Should all LOCATIONS be included? YES//    ??
Enter 'NO' if you want to screen your list by DIVISION, BUILDING, WING,
and/or ROOM. If you enter 'YES' then all locations will be included and the
sort order will be DIVISION, BUILDING, WING, and finally ROOM.

Should all LOCATIONS be included? YES//   NO

     Select one of the following:

          1         DIV, BLDG, WING, ROOM
          2         DIV, WING, BLDG, ROOM
          3         DIV, BLDG, ROOM
          4         BLDG, WING, ROOM
          5         WING, BLDG, ROOM
          6         BLDG, ROOM
          7         WING, ROOM
          8         ROOM
```

```
Choose 'SELECT BY' Parameters: 3//    1  DIV, BLDG, WING, ROOM
Would you like to specify a range of LOCATIONS? NO//     ?

  Enter 'YES' if you want only some DIVISIONS, BUILDINGS, WINGS, or ROOMS.
  Enter 'NO' if you want to include all LOCATIONS.

Would you like to specify a range of LOCATIONS? NO//<    RET>

At least how many days old?:  (0-999): 0//    ??

This response must be a number.

At least how many days old?:  (0-999): 0//     <RET>

Include PM Work Orders? NO//   YES
Count(s) only? NO//   ??

Enter either 'Y' or 'N'.

Count(s) only? NO//   <RET>

For ALL shops (say 'NO' if you only want OFFICE OF THE CHIEF)? No//   (No)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//   <RET>  UCX/TELNET    RIGHT MARGIN: 80//     <RET>

INCOMPLETE WORK ORDERS (OFFICE OF THE CHIEF)   MAY 6,1997@09:44  Page 1
WORK ORDER        REQ DATE LOCATION        EQUIP ID#  CONTACT       PRI. STAT
 EMPL ASSIGNED        TASK DESCRIPTION
  ACC #             S/P    VENDOR                 P.O. #  EST.DEL.  DEL.COMP.
-------------------------------------------------------------------------------------
OC970424-002   04/24/97 221-114        21         ENTECH,ONE    AVER 1
 ENTECH, FOUR       replacement equipment
OC970424-001    04/24/97 221-114        21                       AVER 1
                     Electric bed replacement


1 TO 2 FOR EXPANDED DISPLAY: EXIT//    <RET>
```

As in the first status option, you can have an expanded display of any work order (illustrated in the preceeding examples) and can go from that to the TRANSACTION STATUS REPORT if parts have been ordered.

By pressing **<RET>**, you return to the Incomplete W.O. Status Category menu.

Status of Incomplete Work Orders by Shop

In this option the computer prompts you for the name of the Shop, number of days old and then prints out all incomplete work orders assigned to that section. This option also prompts for whether PM work orders should be included in the display. An expanded display of any Work Order shown is also available.

```
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
   5              AIR CONDITIONING PLT
                 ^
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     <RET>
```

```
At least how many days old?:  (0-999): 0//    ??

This response must be a number.

At least how many days old?:  (0-999): 0//    <RET>
Include PM Work Orders? NO//   ??


If you answer 'YES' the Incomplete Work Order list will contain PM work
orders. To get a list of 'regular' work orders only, just say 'NO'.



Include PM Work Orders? NO//   YES   YES
Count(s) only? NO//  ??

Enter either 'Y' or 'N'.

Count(s) only? NO//   <RET>
For ALL shops (say 'NO' if you only want OFFICE OF THE CHIEF)? No//      <RET>  (No)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET    RIGHT MARGIN: 80//    <RET>



INCOMPLETE WORK ORDERS (OFFICE OF THE CHIEF)   MAY 6,1997@12:06  Page 1
WORK ORDER        REQ DATE LOCATION        EQUIP ID#  CONTACT       PRI. STAT
 EMPL ASSIGNED        TASK DESCRIPTION
  ACC #             S/P    VENDOR                 P.O. #  EST.DEL.  DEL.COMP.
-------------------------------------------------------------------------------------
OC970424-002   04/24/97 221-114        21         ENTECH,ONE   AVER 1
 ENTECH, FOUR       replacement equipment
OC970424-001   04/24/97 221-114        21                       AVER 1
                    Electric bed replacement
OC970408-001   04/08/97                                        AVER 1
                    Issued for delete pm work order

1 TO 3 FOR EXPANDED DISPLAY: EXIT// <   RET>
```

Status of Incomplete Work Orders by Owner/Department

This option is nearly identical to the earlier options except that the computer prompts you for the name of the Owner/Department in question and then prints out all incomplete work orders assigned to that area.

```
Select Incomplete Work Order Status Option:     5  Incomplete Work Orders
    by Owner/Department
Select ENGINEERING SECTION LIST: OFFICE OF THE CHIEF//     ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
   5              AIR CONDITIONING PLT
   6              BOILER PLANT
   7              SEWAGE PLANT
                ^
Select ENGINEERING SECTION LIST:   OFFICE OF THE CHIEF//
Select SERVICE/SECTION NAME: ??

Choose from:
   ACQUISITION & MATERIAL MGMT     90
   BLIND REHABILITATION
```

```
   BUILDING MANAGEMENT
   DENTAL
   ENGINEERING
   FISCAL     04
               ^
Select SERVICE/SECTION NAME:   INFO
     1   INFORMATION RESOURCES MGMT         IRM
     2   INFORMATION SYSTEMS CENTER
CHOOSE 1-2:  2
At least how many days old?:  (0-999): 0//     ??

This response must be a number.

At least how many days old?:  (0-999): 0//     <RET>
Include PM Work Orders? NO//   ??


If you answer 'YES' the Incomplete Work Order list will contain PM work
orders. To get a list of 'regular' work orders only, just say 'NO'.



Include PM Work Orders? NO//   YES
Count(s) only? NO//  ??

Enter either 'Y' or 'N'.

Count(s) only? NO//   <RET>
For ALL shops (say 'NO' if you only want OFFICE OF THE CHIEF)? No//   (No)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET    RIGHT MARGIN: 80//     <RET>



INCOMPLETE WORK ORDERS (OFFICE OF THE CHIEF)   MAY 6,1997@12:30  Page 1
WORK ORDER        REQ DATE LOCATION        EQUIP ID#  CONTACT       PRI. STAT
 EMPL ASSIGNED        TASK DESCRIPTION
  ACC #             S/P    VENDOR                  P.O. #  EST.DEL.  DEL.COMP.
-----------------------------------------------------------------------------------------------
OC970424-002   04/24/97 221-114        21         ENTECH,ONE     AVER 1
 ENTECH, FOUR        replacement equipment

1 TO 1 FOR EXPANDED DISPLAY: EXIT//    <RET>
```

Transfer W.O. to Another Shop

Under this option an existing work order assigned to a particular shop may be re-assigned to a new shop. The request date will remain the same. However, a new work order number will be generated based upon the time the request for transfer is made.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of transferring a work order to another shop.

```
Select Work Order & MERS Option:    6  Transfer W.O. to Another Shop
Select ENGINEERING SECTION LIST:    ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
   5              AIR CONDITIONING PLT
   6              BOILER PLANT
   7              SEWAGE PLANT
                 ^
Select ENGINEERING SECTION LIST:    OFFICE OF THE CHIEF

Transfer a work order from OFFICE OF THE CHIEF to another shop?
Enter Yes or No: YES//  <RET>
Select WORK ORDER #:     OC970424-001        221-114     Electric bed replacemen
t
Transfer to which shop:   50  INSPECTION
New WORK ORDER #: IN970506-001
Edit this work order?
Enter Yes or No: YES//   NO
Transfer a work order from OFFICE OF THE CHIEF to another shop?
Enter Yes or No: NO//    <RET>
```

Print Equip. History by Entry Number

An Equipment History, derived from previously entered work orders, is provided containing all work order numbers, device/description of work, equipment identification, total hours, total material cost, and turn around time. This Equipment History is retrieved by Entry number. It may be called up by other identifiers than the Entry number. The following display is used for entering this option.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of printing equipment history by entry number.

```
Select Work Order & MERS Option:    7  Print Equip. History by Entry Number
Select EQUIPMENT ENTRY #:   50
     1   50         91120508     BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8       AB34300UER    COMPUTER-PC-ADMINISTRATIVE     T
URNED IN
CHOOSE 1-2:  2  8
Compiling SORT TEMPLATE [ENWOHIST2970507.103839]
..

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET   RIGHT MARGIN: 80//     <RET>
```

```
WORK ORDER HISTORY                              MAY  7,1997  10:38    PAGE 1

EQUIPMENT ID#: 8             CONDITION:           CRITICALITY:
MANUF: DIGITAL EQUIP         MODEL: 450STPCT25AA  SERIAL: AB34300UER

WORK ORDER #       TASK DESCRIPTION
  WORK ACTION
           VENDOR        TOTAL      TOTAL       ENG. TURN    TECH TURN
         SERVICE COST    HOURS  MATERIAL COST  AROUND TIME  AROUND TIME
    COMMENTS
-------------------------------------------------------------------------------------------------------

PM-OC9704M-002
  PREVENTIVE MAINTENANCE
                           0.80                          0            0

OC970505-001       Preventive maintenance requested.
  PREVENTIVE MAINTENANCE
               20.00      1.00          20.00           0            0
        ----------------  ----------   ----------------  ------------  ------------
TOTAL          20.00      1.80          20.00           0            0
COUNT              1         2              1           2            2
MEAN           20.00      0.90          20.00           0            0


Press <RETURN> to continue

Select EQUIPMENT ENTRY #: <  RET>
```

The headings indicate the data that can be obtained from this display. This data would be useful for replacement decisions on equipment.

Return to the Work Order & MERS option menu by pressing **< RET>** after the above display.

NOTE: You may also obtain a type of Equipment Repair History from within the Equipment Management module (option ENIN-HIST-SPECIFIC). There are two major differences.

a) Incomplete work orders will appear on a Work Order History, but not on the Equipment Management History.

b) PM work orders that have been deleted will appear on the Equipment Management History, but not on a Work Order History.

Disapprove Work Order

This option records disapproval of a work request. Facilities which allow entry of Work Orders by non-Engineering personnel (commonly known as Electronic Work Requests) will probably make the greatest use of this option.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of disapproving a work order.

```
Select Work Order & MERS Option:    8  Disapprove Work Order
Select WORK ORDER #:   B970408-004          102-148     OPEN WORK ORDER
TASK DESCRIPTION (60 char): OPEN WORK ORDER//     Open for miscellaneous preventive
maintenance.
COMMENTS:
  1>   <RET>
DATE COMPLETE (or closed): T//    ??
     Date on which work order is closed out.
DATE COMPLETE (or closed): T//    <RET>   (MAY 08,1997)
```

Disapproval of an Electronic Work Order will automatically generate a MailMan message to the person who entered the request. This message will contain your COMMENTS. For this feature to work properly, you must enter your COMMENTS before you enter the DATE COMPLETE (or closed).

Reprint Work Orders (All Shops)

This option will reprint the work orders that were created within a specified range of dates. Reprint can be requested for all sections, or for a particular section entered after the default "ALL//" prompt. Work orders that have already been closed out will not be reprinted. Due to the length of this display, a single work order will be used to illustrate this feature. Here is an example of the process.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of reprinting a work order for all shops.

```
Select Work Order & MERS Option:    9  Reprint Work Orders (All Shops)
For Engineering SECTION: ALL//    ??

Choose from:
   1               OFFICE OF THE CHIEF
   2               ADMIN.+CLER.
   3               SUPERVISORY OPERAT.
   4               UTILITY OPERATIONS
   5               AIR CONDITIONING PLT
   6               BOILER PLANT
                 ^
For Engineering SECTION: ALL//    1  OFFICE OF THE CHIEF
Start DATE: ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer assumes a date in the PAST.
     You may omit the precise day, as:  JAN, 1957
Start DATE:  4/1/97  (APR 01, 1997)
Stop DATE:  5/1/97  (MAY 01, 1997)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//    <RET>  UCX/TELNET    RIGHT MARGIN: 80//    <RET>
                    WORK ORDER # OC970424-002
 1) PRIMARY EMPL: ENTECH,FOUR          2) REQ DATE: APR 24,1997@15:55
 3) REQ MODE: COMPUTER                 4) LOCATION: 221-114
 5) BED #:                             6) STATUS: IN PROGRESS
```

```
 7) TASK DESC: replacement equipment
 8) CONTACT: ENTECH,ONE                 9) PHONE: (515) 555-1211
10) ENTERED BY: ENTECH,SEVEN           11) SHOP: OFFICE OF THE CHIEF
12) DATE ASSIGNED: 04/24/97            13) PRIORITY: AVERAGE
14) EQUIP ID#: 21                      15) LOCAL ID:
16) EQUIP CAT: BED-ELECTRIC            17) CONDITION:
18) MFGR: ENMFGR,ONE
19) MODEL: 2300                        20) SERIAL #: 7888UYHG
21) OWNER/DEPT: INFORMATION SYSTEMS CENTER      22) PM #: 6530-6723
23) PARTS ORDER:                       24) WORK ACTION: E2
25) WORK CTR: 50200/UTILITY OPERATIONS
26) TOTAL HOURS: 10                    27) TOTAL MATERIAL COST:
28) TOTAL LABOR COST: 162.3            29) VENDOR SERVICE COST:
30) *ASSIGNED TECH*                    31) DATE COMPLETE:
    #1: ENTECH,FOUR HRS: 10  SHOP: BIOMEDICAL
32) WORK PERFORMED:
33) COMMENTS:

Press <RETURN> to continue, '^' to escape...

WARRANTY EXPIRATION: **06/30/97**
NOTE: Equipment must be isolated and rendered inoperative prior to service.

             [OTHER OPEN WORK ORDERS FOR THIS EQUIPMENT]
  Work Order #    Task Description
  B970131-001     TEST OF FLAGGING (Hazard)
  PM-B9705M-003   QUARTERLY PMI HOSPITAL BEDS
  IN970506-001    Electric bed replacement
  B970203-001     TEST OF RIGHT EQ WO
```

Print PM Manhours

This option provides a report on the total manhours expended on preventive maintenance by shop and by month for each technician. These manhours are automatically recorded when PM work orders are closed out.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the process of printing PM Manhours.

```
Select Work Order & MERS Option:    10  Print PM Manhours
* Previous selection: ENGINEERING SECTION not null
START WITH ENGINEERING SECTION: FIRST//    ??


     Engineering Shop or Receiving Area for electronic work orders.
     Receiving Areas should be numbered so that they end with 90
     thru 99, inclusive (ex: 90,91,190,295, etc.). Working shops
     should not be given numbers within the range reserved for
     Receiving Areas.

* Previous selection: ENGINEERING SECTION not null
START WITH ENGINEERING SECTION: FIRST//     <RET>
  * Previous selection: PM MONTH not null
  START WITH PM MONTH: FIRST//    ??

     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957

  * Previous selection: PM MONTH not null
  START WITH PM MONTH: FIRST//     <RET>

DEVICE:  <RET>  UCX/TELNET    RIGHT MARGIN: 80//    <RET>



PREVENTIVE MAINTENANCE MANHOURS                MAY 13,1997  11:37    PAGE 1
PM MONTH     TECHNICIAN                         MANHOURS
-----------------------------------------------------------------------------------------------
```

ENGINEERING SECTION: BIOMEDICAL

DEC 1993	ENTECH , F IVE	0.80
JUN 1995	ENTECH , TEN	0.80
MAY 1996	ENTECH , FOUR	268.00
JUL 1996	ENTECH , FOUR	160.00
NOV 1996	ENTECH , FOUR	2.40
DEC 1996	ENTECH , TEN	0.60
FEB 1997	ENTECH , FOUR	2.40

PREVENTIVE MAINTENANCE MANHOURS MAY 13,1997 11:37 PAGE 2

PM MONTH	TECHNICIAN	MANHOURS
APR 1997	ENTECH, TEN	1.00
	ENTECH, FOUR	0.80
MAY 1997	ENTECH, FOUR	804.00
NOV 1997	ENTECH, FOUR	0.00
	ENTECH , S IX	0.00
APR 1998	ENTECH, TEN	1.60

ENGINEERING SECTION: ELECTRIC

NOV 1997	ENTECH1 , ONE	0.00

Condition Code of Equipment Edit

This option is used to access a utility for updating the condition code of equipment without closing an associated work order.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of E quipment Edit
12 Multiple Work Order Entry

The following example illustrates the Condition Code of Equipment Edit.

```
Select Work Order & MERS Option:    11  Condition Code of Equipment Edit

Select EQUIPMENT INV. ENTRY NUMBER:    ??

Choose from:
   1     2221                IN USE
   2     91120526            TURNED IN
   3     3290A00220          IN USE
   4     3301A01107          IN USE
   5     3301A01105          IN USE
                 ^
Select EQUIPMENT INV. ENTRY NUMBER:    50
     1   50         91120508     BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8       AB34300UER    COMPUTER-PC-ADMINISTRATIVE   T
URNED IN
CHOOSE 1-2: 1
CONDITION CODE:  ??
     Condition code of equipment is normally determined by an Engineering
     technician and entered during close out of a work order. The code are:

      (1)  LIKE NEW - Like new condition, good performance record,
                      low service cost.
      (2)  GOOD     - Middle of service life, fair performance record,
                      increasing service cost.
      (3)  POOR     - Approaching end of service life, poor performance record,
                      high service cost, consider budgeting for replacement.
     Choose from:
       1        LIKE NEW
       2        GOOD
       3        POOR
CONDITION CODE:  2  GOOD

Select EQUIPMENT INV. ENTRY NUMBER:     <RET>
```

Multiple Work Order Entry

This option allows the user to create (and optionally close) multiple work orders for equipment. First, a new work order is entered in full (see Enter New Work Order if explanations of the prompts are needed) and then additional equipment is selected.

Equipment can be selected by equipment category, manufacturer, and/or model. Alternatively, equipment can be individually specified. The computer will create new work orders for each selected equipment item by copying the original work order. Equipment-specific data on the work orders (e.g. location, serial number, etc.) will be obtained from the Equipment Inv. file.

ENGINEERING WORK ORDER MODULE

1 Enter New Work Order
2 Edit Work Order Data
3 Close Out Work Order
4 Display Work Order
5 Incomplete Work Order Status ...
6 Transfer W.O. to Another Shop
7 Print Equip. History by Entry Number
8 Disapprove Work Order
9 Reprint Work Orders (All Shops)
10 Print PM Manhours
11 Condition Code of Equipment Edit
12 Multiple Work Order Entry

The following example illustrates the Multiple Work Order Entry.

```
Select Work Order & MERS Option: 12  Multiple Work Order Entry
Enter a new equipment work order and copy it (Y/N)? YES//
Select ENGINEERING SECTION LIST: biomedICAL
WORK ORDER #: B970707-001  (JUL 07, 1997@15:23)
REQUEST DATE: JUL 7,1997@15:23//
REQUEST MODE: COMPUTER//   COMPUTER
EQUIPMENT ID#: 8978899
LOCATION: 201-110//
BED #:
TASK DESCRIPTION (60 char): The Coulter counter is clogged and needs flushing.
STATUS: IN PROGRESS//   IN PROGRESS
CONTACT PERSON: ENDIR ,ONE
PHONE: 3014273700
DATE ASSIGNED: JUL 7,1997//   (JUL 07, 1997)
PRIMARY TECH ASSIGNED: ENTECH1 , THREE
PRIORITY: A//   AVERAGE
OWNER/DEPARTMENT: INFORMATION SYSTEMS CENTER// labORATORY
Select WORK ACTION: genERAL REPAIR (In-house)          G1
WORK CENTER CODE: ??
WORK CENTER CODE: 55511  55511/CLINICAL LAB EQUIP,REPAIR
COMMENTS:
  1>
Do you want to CLOSE this work order now (Y/N)? NO//
Do you want to print this work order (Y/N)? YES// n  NO

     Select one of the following:

          1         SEARCH EQUIPMENT FILE BY CATEGORY, MANUFACTURER, OR MODEL
          2         INDIVIDUALLY SELECT EQUIPMENT
```

```
Choose desired method to select additional equipment.
USE METHOD: :1// 1  SEARCH EQUIPMENT FILE BY CATEGORY, MANUFACTURER, OR MODEL
Select items with EQUIPMENT CATEGORY: defib
     1   DEFIBRILLATOR
     2   DEFIBRILLATOR ANALYZER  ANALYZER-DEFIBRILLATOR
CHOOSE 1-2: 1
Select items with MANUFACTURER: ?

Firm that actually manufactured this equipment, not necessarily the
company from which it was purchased.
Select items with MANUFACTURER:   <RET>
Select items with MODEL: ??

Model number or designation, normally assigned by manufacturer. Spaces and
punctuation may be included.
Select items with MODEL:    <RET>

Work Orders will be copied for 6 items of equipment
OK to Proceed:  (Y/N/L): ??

Select appropriate action
YES  to create work orders for selected equipment
NO   to select different equipment
LIST to list currently selected equipment
^    to exit and delete original work order

OK to Proceed:  (Y/N/L):  L  LIST
DEVICE: HOME//   UCX/TELNET


Multiple Work Order Equipment List         JUL 07, 1997        page 1

  Control #   Equipment Category         Manufacturer          Model
  ------------ ------------------------------ -------------------------- ---------------------
(Master Equipment Work Order)
B970707-001   IN PROGRESS
  1           DEFIBRILLATOR              ENMFGR, TWO          8700

(Equipment Selected)
  64          DEFIBRILLATOR              ENMFGR, THREE        LIFEPAK6
  151         DEFIBRILLATOR              ENMFGR, FOUR         JS20
  198         DEFIBRILLATOR
  199         DEFIBRILLATOR
  200         DEFIBRILLATOR
  201         DEFIBRILLATOR

Work Orders will be copied for 6 items of equipment
OK to Proceed:  (Y/N/L):   y  YES
Should all new work orders be printed? (Y/N)? NO//y    YES
Select DEVICE NAME: 2// LAT-QUME         LAT      _LTA
Copying work order for selected equipment......
All work orders created
Select output device for list or enter '^' to suppress report
DEVICE: HOME//   UCX/TELNET


Multiple Work Order Equipment List         JUL 07, 1997        page 1

Work Order #            Status
  Control #   Equipment Category         Manufacturer          Model
  ------------ ------------------------------ -------------------------- ---------------------
(Master Equipment Work Order)
B970707-001             IN PROGRESS
  1           DEFIBRILLATOR              ENMFGR, TWO          8700

(Equipment Work Orders Copied from Master)
B970707-002             IN PROGRESS
  64          DEFIBRILLATOR              ENMFGR, THREE        LIFEPAK6
```

```
B970707-003            IN PROGRESS
  151         DEFIBRILLATOR              ENMFGR, FOUR  JS20
B970707-004            IN  PROGRESS
  198         DEFIBRILLATOR
B970707-005            IN PROGRESS
```

5 Year Facility Plan and Project Applications

Note: The original Project Planning menu option contained all the options relevant to Project Applications and The 5 Year Facility Plan. It has now been split into two menu options; one for 5 Year Facility Plan and one for Project Applications. The new menu structure more clearly indicates which options are applicable to the Five Year Plan process and which options are applicable to the Project Application process. The options are selected from the Engineering main menu by entering the first few letters of the option or the synonym s "FYFP" for the 5 Year Facility Plan options or "APPL" for the Project Applications options.

```
AUTOMATED ENGINEERING MANAGEMENT SYSTEM
          VERSION 7
           WASH.ENC
     Jul 20, 1995 10:52:54 am

Select Engineering Main Menu Option: ?

    WO     Work Order & MERS ...
    FYFP  Five Year Facility Plan (FYFP) ...
    APPL Project Applications ...
    TRK    Project Tracking ...
    EQ     Equipment Management ...
    ENM    Program Management ...
    SP     Space/Facility Management ...
    FSA    2162 Report of Accident ...
    XFER   Assign (Transfer) Electronic Work Orders

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
```

Five Year Facility Plan (FYFP) Menu

Select Engineering Main Menu Option: **fyfp** Five Year Facility Plan (FYFP)

Edit 5-Yr Plan Project
Activations E/E
Five Year Facility Plan Report (132 columns)
Validate 5-Yr Plan Projects
Transmit 5-Yr Plan Projects
Communication Log Display for a Project

Edit 5-Yr Plan Project Option name: ENXFM02
This option enables entry of information that appears on the 5-Yr Plan for each project.

Activations E/E Option name: ENXFM18
This option enables enter/edit of project activations information.

Five Year Facility Plan Report (132 columns) Option name: ENXFM11
This option prints the 5-Yr Plan, selecting items on the basis of Funding Year A/E, Funding Year Construction, FY Rent Starts, and Project Status fields. The range of plan years printed can be selected with the Start with Year: and the Go to Year: prompts. The output can be further modified with the Level of Detail: prompt. Take the default responses to these three prompts to generate a standard 5-Yr Plan report.

Validate 5-Yr Plan Projects Option name: ENXFMFV
This option validates selected construction and lease projects. Only data which pertains to the Five Year Facility Plan (FYFP) is checked. Any validation errors or warnings are listed in a detailed report.

Transmit 5-Yr Plan Projects Option name: ENXFMFX
This option transmits construction and lease project data to the Regional Construction Database for selected projects. Only data which is pertinent to the Five Year Facility Plan (FYFP) is sent. Selected projects are automatically validated prior to the actual transmission. The transmitter is a recipient of any created mail messages that are sent to the Regional Construction Database.

Communication Log Display for a Project Option name: ENXFM20
This option displays the communication log for a selected project. The communication log contains information on network messages exchanged between the site and the regional construction database. "5-Yr" indicates Five Year Plan related messages and "Appl" indicates project application related messages.

Edit 5-Yr Plan Project

The following table shows those fields which either control or are controlled by other fields. The right hand column shows the controlling conditions. The controlling condition must be true for the field to be asked.

Table 1: 5-Yr Plan Project E/E

5-Yr Plan Project E/E	**Controlling Conditions**
BONUS CATEGORY	PROGRAM is NRM
AMBULATORY CARE PERCENTAGE	PROGRAM is NRM
FUNDING YEAR - A/E	PROGRAM is Major, Minor, Minor-Misc, or NRM
ESTIMATED A/E COST (FYFP)	PROGRAM is Major, Minor, Minor-Misc, or NRM
FUNDING YEAR - CONST	PROGRAM is Major, Minor, Minor-Misc. or NRM
ESTIMATED CONST COST (FYFP)	PROGRAM is Major, Minor, Minor-Misc. or NRM
LEASE TYPE	PROGRAM equals LEASE
PROPOSED LEASE TERM	PROGRAM equals LEASE
RENTABLE SQ FT	PROGRAM equals LEASE
NET PARKING CHANGE	PROGRAM equals LEASE
FY AWARD LEASE	PROGRAM equals LEASE
ESTIMATED LUMP SUM COST	PROGRAM equals LEASE
FY RENT STARTS	PROGRAM equals LEASE
ESTIMATED ANNUAL RENT COST	PROGRAM equals LEASE
EXISTING SPACE ANNUAL RENT	LEASE TYPE equals NEW LEASE/EXISTING PRESENCE or SUCCEDING
EXISTING SPACE RENTABLE SQ FT	LEASE TYPE equals NEW LEASE/EXISTING PRESENCE or SUCCEDING
EDIT ACTIVATIONS?	Only asked if a funding year is the budget year or budget year +1
ACTIVATION RESOURCES REQ IN FY	Edit Activations is answered YES
ADDITIONAL FTEE	Edit Activations is answered YES

RECURRING PS	Edit Activations is answered YES
EQUIPMENT $	Edit Activations is answered YES
RECURRING ALL OTHER $	Edit Activations is answered YES
NONRECURRING ALL OTHER	Edit Activations is answered YES
TRAVEL .007	Edit Activations is answered YES
BUILDING NUMBER	PROGRAM is Major, Minor, Minor-Misc, or NRM
MCPS SCORE	PROGRAM is MAJOR
NHCU BEDS (NEW)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU
NHCU BEDS (RENOVATED)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU
NHCU BEDS (CONVERTED)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU

```
Select Five Year Facility Plan (FYFP) Option:     edit 5-Yr Plan Project
Budget Year of 5-Yr Plan:  (1995-2099): 1997// ??

Enter a Fiscal Year between 1995 and 2099
Note: This is the Plan's, not the Project's Budget Year
This year enables differentiation among current, budget and out year
projects

Budget Year of 5-Yr Plan:  (1995-2099): 1997//
Select PROJECT NUMBER: ??

Choose from:
   999-00-101  SEALCOAT PARKING LOTS PH II
   999-01-101  ENERGY AUDIT
...
...

   999-383     RENOVATE MED/CLINICAL
   999-399     TEST OF MINOR PROJECT TRANSMISSION
               ^
     You may enter a new CONSTRUCTION PROJECT, if you wish
     ENTER THE OFFICIALLY ASSIGNED PROJECT NUMBER (must begin with 3
     numerics and use dashes as delimiters)

Must begin with station number. Enter '??' for more help.
Select PROJECT NUMBER: 999-97-110          NHCU BED CONVERSION
PROJECT NUMBER: 999-97-110//
MEDICAL CENTER: ANYCITY// ??
     Facility where the work is being performed. May indicate
     a division or other functional element (National Cemetery,
     Regional Office, satellite clinic, etc.) if appropriate.
```

```
Choose from:
   VASITE.VA.GOV                ANYSTATE                        590
   ISCEXAMPLE                   ANYSTATE            ISC         12000
   VA MED CENTER                ANYSTATE                        111
   ANYCITY                      ANYPLACE            MC(M)       999

MEDICAL CENTER: ANYCITY//
```

A new DIVISION (#6910.3) file has been added. It contains a list of valid divisions for a multi-divisional facility. It can be edited using the DIVISION [ENDIV] option on the Program Management menu. There is no need to enter any divisions if it is not applicable for your site. The DIVISION (#176) field in the CONSTRUCTION PROJECT (#6925) file has been changed to point to the new Division file.

```
DIVISION: ??
     This field is used to identify the division of a multi-divisional
     facility. It can be used to generate a division specific report when
     printing the Five Year Facility Plan.

Choose from:
   ALPHA
   BETA
   DIVISION

DIVISION:
```

Project titles entered with lowercase letters will automatically be converted to all uppercase letters. This change has been made to promote consistency in national databases and reports.

```
PROJECT TITLE: NHCU BED CONVERSION// ??
     Official title of project.
PROJECT TITLE: NHCU BED CONVERSION//
FACILITY TYPE: VETERANS HEALTH ADMIN// ??
     This field is important to enable restriction of Project Functional and
     Budget Categories and to enable reporting by Facility Type.  Note: The
     cross reference was added to 2 reasons: a)  Facilitate reporting by
     facility type.  b)  Force the filing by DIE so that the selection screens
     /filters work properly for Functional and Budget Categories.
     Choose from:
       VHA      VETERANS HEALTH ADMIN
       VBA      VETERANS BENEFITS ADMIN
       NCS      NATIONAL CEMETERY SERVICE
FACILITY TYPE: VETERANS HEALTH ADMIN//

PROGRAM: NRM// ??
     This field is a set of codes used to classify program type.
     Choose from:
       MA       MAJOR
       MI       MINOR
       MM       MINOR MISC.
       NR       NRM
```

```
      OT       OTHER
      LE       LEASE
      SL       STATION LEVEL
```

A capture of the dialogue for the LEASE prompts may be seen following this capture.

```
PROGRAM: NRM//
STATUS: PLAN// ??
```

The default STATUS when entering a new project is "DRAFT". The status must be changed to "DESIGN PROGRAM", "A/E", "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", "AUTHORIZED", "INVITATION FOR BID", "BID OPEN" or "CONSTRUCTION" to be included as a current year project in the Five Year Plan. The status must be changed to "PLAN", "NEW PROJECT APPLICATION", "DESIGN PROGRAM", "A/E" "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", or "AUTHORIZED" to be included as a budget year or later project in the Five Year Plan.

```
   DRAFT PROJECT
   PLAN
   NEW PROJECT APPLICATION
   AUTHORIZED
   A/E
   INVITATION FOR BID
   BID OPEN
   CONSTRUCTION
   COMPLETED PROJECT
   CANCELED
   UNAPPROVED/VIABLE
   NON-VIABLE

     Present status of the project.

Choose from:
   A/E
   AUTHORIZED
   BID OPEN
   CANCELED
   COMPLETED PROJECT
   CONSTRUCTION
   DRAFT PROJECT
   INVITATION FOR BID
   NEW PROJECT APPLICATION
   NON-VIABLE
   PLAN
   UNAPPROVED/VIABLE

STATUS: PLAN//
PROJECT CATEGORY: PATIENT ENVIRONMENT/PRIVACY// ??
```

```
     This field is a pointer to the OFM Project Category File (#7336.8). The
     field designates the project functional category, and determines
     prioritization points for NRM, Minor, and Minor Misc. programs.

Choose from:
   ARCHITECTURAL BARRIERS
   ASBESTOS
...
...
   WASTE MANAGEMENT
   WINDOWS

PROJECT CATEGORY: PATIENT ENVIRONMENT/PRIVACY//
```

There is a new required field for NRM projects called BONUS CATEGORY (#158.8). This field is scope dependent and 'Not Applicable' should be entered as the Bonus Category if none of the other choices involve 50% or more of the project scope.

```
BONUS CATEGORY: NHCU// ??
     This field designates the bonus category which involves 50% or more of the
     project scope and determines prioritization points for NRM projects. 'Not
     Applicable' should be selected if none of the other choices meet the 50%
     scope requirement.

Choose from:
   AMBULATORY CARE
   EDUCATION
   ENERGY
   NHCU
   NOT APPLICABLE
   RESEARCH

BONUS CATEGORY: NHCU//
```

There is a new field for NRM projects called AMBULATORY CARE PERCENTAGE (#158.9). It should be entered for all NRM 5-Yr Plan projects.

```
AMBULATORY CARE PERCENTAGE: 90// ??
     This field contains the project scope percentage for ambulatory care.
AMBULATORY CARE PERCENTAGE: 90//
```

The BUDGET CATEGORY defaults are provided based on the PROJECT CATEGORY entered for Major, Minor, and Minor Misc projects, and should be accepted unless otherwise approved by the Regional Office. NRM budget categories should be selected based on guidance in the call letter for the NRM program.

```
BUDGET CATEGORY: NHCU BED CONV// ??
     This field is a pointer to the OFM Budget Category File (#7336.9). The
     field designates the project budget category.  Choices are screened based
     on program type.
```

```
Choose from:
   ASBESTOS/IH
   BIOMEDICAL
   BOILERS/INCINERATORS
   ENERGY
   FIRE AND SAFETY
   HVAC
   NHCU
   NHCU BED CONV
   OTHER
   STRUCTURAL IMPROVEMENTS
   UTILITY SYSTEMS

BUDGET CATEGORY: NHCU BED CONV//
FUNDING YEAR  - A/E: 1997// ??
     This field contains the fiscal year for which A/E is funded or proposed.
FUNDING YEAR  - A/E: 1997//
```

The estimated cost for construction projects (Major, Minor, Minor Misc, and NRM) will be entered into two new fields, ESTIMATED A/E COST (FYFP) and ESTIMATED CONST COST (FYFP), instead of using the single ESTIMATED COST FOR 5 YR PLAN field. Values entered into these fields will automatically be rounded up to the next thousand.

```
ESTIMATED A/E COST (FYFP): 11000// ??
     This field contains the estimated A/E cost of the project for the Five
     Year Facility Plan (FYFP). It will be used on the FYFP in the project's
     Funding Year - A/E. The total estimated cost of the project is the sum of
     this field and the ESTIMATED CONST COST (FYFP) field.
ESTIMATED A/E COST (FYFP): 11000//
FUNDING YEAR - CONST: 1997// ??
     Fiscal year for which construction is funded or proposed.
FUNDING YEAR - CONST: 1997//
ESTIMATED CONST COST (FYFP): 100000// ??
     This field contains the estimated construction cost of the project for the
     Five Year Facility Plan (FYFP). It will be used on the FYFP in the
     project's Funding Year - Const. The total estimated cost of the project is
     the sum of this field and the ESTIMATED A/E COST (FYFP) field.
ESTIMATED CONST COST (FYFP): 100000//
```

The PROJECT DESCRIPTION (SHORT) field is for a short (approx. 3 lines) project description. A longer description may be entered in the LONG DESCRIPTION field during the Project Application Enter/Edit.

```
PROJECT DESCRIPTION (SHORT):
  1>Convert building to NHCU beds.
EDIT Option:
```

The JUSTIFICATION (SHORT) field is for a short (approx. 3 lines) project justification. A longer justification may be entered in the LONG JUSTIFICATION field during the Project Application Enter/Edit.

```
JUSTIFICATION (SHORT):
  1>Population in nursing home is projected to increase.
EDIT Option:
Edit Activations? Y// ??
Enter 'Y' or 'N'.

Activations are funding and FTEE resources required to bring the
subject area of the construction or maintenance project up to full
operational capacity.
```

Activations data is required only for Budget Year and Budget Year +1.

```
Edit Activations? Y//
ACTIVATIONS
ACTIVATION RESOURCES REQ IN FY: 1998// ??
     This field contains the fiscal year activation resources are required.
ACTIVATION RESOURCES REQ IN FY: 1998//
ADDITIONAL FTEE: 1// ??
     This field contains the total Additional FTEE number as documented in the
     detailed activation documentation.
ADDITIONAL FTEE: 1//
RECURRING PS: 0// ??
     This field contains the total Recurring Personnel Service (PS) funds in
     accordance with the Additional FTEE.
RECURRING PS: 0//
EQUIPMENT $: 13500// ??
     This field contains the total activation equipment funds required to
     support the project with the following exception. For NRM projects, any
     equipment items (or systems) that cost over $250,000 should NOT be
     included in this figure since such high cost equipment must be applied for
     separately under the High Cost Equipment Program. For Leases and Minor,
     Minor Misc and Major projects, any equipment items (or systems) that cost
     $250,000 should be included in this figure since such high cost equipment
     cannot be applied for under the High Cost Equipment Program.
EQUIPMENT $: 13500//
RECURRING ALL OTHER $: 0// ??
     This field contains the total Recurring All Other Funds required to
     support the project.
RECURRING ALL OTHER $: 0//
NONRECURRING ALL OTHER: 2000// ??
     This field contains the total Non-Recurring All Other funds required to
     support the project.
NONRECURRING ALL OTHER: 2000//
TRAVEL .007: 50// ??
     This field contains the total Travel .007 funds required to support the
     project.
TRAVEL .007: 50//
```

CITATIONS is a multiple field for entering citations issued to the site.

```
CITATIONS
Select CITATION NAME: JCAHO CITED// ??
   JCAHO CITED

     This field contains the name of any citations associated with a project.
     (e.g. JCAHO citations)
```

If a citation is entered here, the following fields are presented.

```
Select CITATION NAME: JCAHO CITED//
  CITATION NAME: JCAHO CITED//
  DATE: DEC 25,1994// ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     This field contains the date the citation was issued.
  DATE: DEC 25,1994//
  CITING AUTHORITY: JOINT COMM ON ACCREDITATION HEALTH CARE ORG
         // ??
     This field contains a pointer to the Regulatory Agency File (#7335.7).

Choose from:
   ASSOC FOR ACCREDITATION OF LAB
   CITY
   COLLEGE OF AMERICAN PATHOLOGISTS
   COUNTY
   ENVIRONMENTAL PROTECTION AGENCY
   FOOD AND DRUG ADMINISTRATION
   GENERAL ACCOUNTING OFFICE
   INSPECTOR GENERAL DVA
   JOINT COMM ON ACCREDITATION HE
   NATIONAL FIRE PROTECTION ASSOC
   NUCLEAR REGULATORY COMMISSION
   OCCUPATIONAL SAFETY AND HEALTH
   OTHER
   REGIONAL SAFETY & FIRE PROTECT
   STATE
   UNIFORM FEDERAL ACCESSIBILITY

  CITING AUTHORITY: JOINT COMM ON ACCREDITATION HEALTH CARE ORG
         //
  PAGE: 1// ??
     This field contains the page number in the citing agency's report that
     contains the citation.
  PAGE: 1//
  OFFICIALS NAME: ENTECH1 , FOUR// ??
     This field contains the name of the official issuing the citation.
  OFFICIALS NAME: ENTECH1 , FOUR//
  OFFICIALS TITLE: INSPECTOR// ??
```

```
     This field contains the title of the official issuing the citation.
  OFFICIALS TITLE: INSPECTOR//
  CORRECTION >50% PROJECT SCOPE: YES// ??
     This field is a set of codes (Yes or No) used to determine if correction
     of the citation is greater than 50% of the project scope.  The field is
     used to determine if prioritization points will be awarded for NRM and
     Minor/Minor Misc. programs.
     Choose from:
       1        YES
       0        NO
  CORRECTION >50% PROJECT SCOPE: YES//
Select CITATION NAME:
EQUIPMENT OVER $250K
```

This is a multiple entry field for equipment over $250K.

```
Select EQUIPMENT OVER $250K NAME: BLOWER// ??
   BLOWER

     This field contains a 3-30 character name for an equipment item over
     $250,000.
Select EQUIPMENT OVER $250K NAME: BLOWER//
  EQUIPMENT OVER $250K ITEM: BLOWER//
  QUANTITY: 1// ??
     This field contains the quantity of the equipment item.
  QUANTITY: 1//
  UNIT COST: 256000// ??
     This field contains the unit cost of the equipment item.
  UNIT COST: 256000//
  ADDITIONAL/REPLACEMENT: ADDITIONAL// ??
     This field identifies equipment over $250K as additional or replacement
     equipment.
     Choose from:
       A        ADDITIONAL
       R        REPLACEMENT
  ADDITIONAL/REPLACEMENT: ADDITIONAL//
Select EQUIPMENT OVER $250K NAME:
Select BUILDING NUMBER: 114// ??
   114

     This field contains a building number associated with the project.

Choose from:
   1
   2
   5
   7
   28
   85
   110
   114
   135
   0001
```

```
   100-OPC
   101-OPC
   201-OPC

Select BUILDING NUMBER: 114//
NHCU BEDS (NEW): 0// ??
     Number of nursing home beds to be created via project.
NHCU BEDS (NEW): 0//
NHCU BEDS (RENOVATED): 0// ??
     Net (+/-) nursing home care beds impacted by this project.
NHCU BEDS (RENOVATED): 0//
NHCU BEDS (CONVERTED): 30// ??
     Number of beds to be converted into nursing home beds via this project.
NHCU BEDS (CONVERTED): 30//
Validating Projects.
No validation problems found

Select PROJECT NUMBER:
```

Dialogue for LEASE prompts

If you are entering a Leased Space project, you will see the following prompts after PROGRAM:

```
PROGRAM: LEASE//
STATUS: PLAN//
PROJECT CATEGORY: DIRECT PATIENT CARE//
BUDGET CATEGORY: VACO//
LEASE TYPE: NEW LEASE/EXISTING PRESENCE// ??
     This field contains the type of lease. New Lease/New Presence is a first
     time lease where no presence exists and there is no existing lease. New
     Lease/Existing Presence is a lease where there is a change in location,
     increase or decrease in space, or some change other than a re-negotiation
     of cost and all renewal options have expired. A Succeeding lease is a
     lease where there is no change other than cost and all lease renewal
     options have expired. An Expedited lease is a lease, fully funded by the
     facility, that meets the terms of the Expedited Lease Directive. An
     Enhanced Use lease is a lease where costs are shared between the VA and an
     outside source such as state, city, county government or private
     enterprise.
     Choose from:
       NN       NEW LEASE/NEW PRESENCE
       NE       NEW LEASE/EXISTING PRESENCE
       SU       SUCCEEDING
       EX       EXPEDITED
       EU       ENHANCED USE
LEASE TYPE: NEW LEASE/EXISTING PRESENCE//
PROPOSED LEASE TERM: 5// ??
     This field contains the term of the lease in years, including all renewal
     options.
PROPOSED LEASE TERM: 5//
```

```
RENTABLE SQ FT: 1000// ??
     This field contains the total net square feet to be used by the VA
     occupants. Include any waiting space or common areas. If waiting space is
     shared by tenants other than the VA, estimate and apportion the space. Do
     not include corridors, equipment rooms, telephone closets, etc. in the
     rentable square feet.
RENTABLE SQ FT: 1000//
NET PARKING CHANGE: ??
     This field contains the change (if any) in the number of parking stalls
     available.
NET PARKING CHANGE:
FY AWARD LEASE: 1997// ??
     This field contains the fiscal year the lease cost and/or build-out funds
     are obligated against the lease contract.
FY AWARD LEASE: 1997//
ESTIMATED LUMP SUM COST: 13000// ??
     This field contains the estimated lump sum cost paid up-front for
     build-out or modifications to the property made at the request of and paid
     for by the VA.
ESTIMATED LUMP SUM COST: 13000//
FY RENT STARTS: 1997// ??
     This field contains the fiscal year that monthly lease payments commence.
     This may differ from the award date due to build-out or a negotiated delay
     of occupancy.
FY RENT STARTS: 1997//
ESTIMATED ANNUAL RENT COST: 120000// ??
     This field contains the total of the annual lease costs based on the 12
     month period from the start of the lease.
ESTIMATED ANNUAL RENT COST: 120000//
EXISTING SPACE ANNUAL RENT: 1234// ??
     This field contains the total annual lease costs based on the last 12
     month period of the lease for the existing presence of a Succeeding or New
     Lease/Existing Presence type lease.
EXISTING SPACE ANNUAL RENT: 1234//
EXISTING SPACE RENTABLE SQ FT: 300// ??
     This field contains the rentable square feet for the existing presence of
     a Succeeding or New Lease/Existing Presence type lease. Rentable square
     feet is the total net square footage used by VA occupants, including any
     waiting space or common areas. If waiting space is shared by tenants other
     than the VA, estimate and apportion the space. Do not include corridors,
     equipment rooms, telephone closets, etc. in the rentable square feet.
EXISTING SPACE RENTABLE SQ FT: 300//
PROJECT DESCRIPTION (SHORT):
  1>This is the project description
EDIT Option:
JUSTIFICATION (SHORT):
  1>This is the short justification.
EDIT Option:
Edit Activations? Y// ??
```

Activations E/E

Edit 5-Yr Plan Project
> Activations E/E
Five Year Facility Plan Report (132 columns)
Validate 5-Yr Plan Projects
Transmit 5-Yr Plan Projects
Communication Log Display for a Project

Select Five Year Facility Plan (FYFP) Option: **Activations E/E**

```
Select PROJECT NUMBER:    999-383       RENOVATE MED/CLINICAL
ACTIVATION RESOURCES REQ IN FY: 1997// ??
     This field contains the fiscal year activation resources are required.
ACTIVATION RESOURCES REQ IN FY: 1997//
ADDITIONAL FTEE: 2// ??
     This field contains the total Additional FTEE number as documented in the
     detailed activation documentation.
ADDITIONAL FTEE: 2//
RECURRING PS: 70000// ??
     This field contains the total Recurring Personnel Service (PS) funds in
     accordance with the Additional FTEE.
RECURRING PS: 70000//
RECURRING ALL OTHER $: 1// ??
     This field contains the total Recurring All Other Funds required to
     support the project.
RECURRING ALL OTHER $: 1//
EQUIPMENT $: 1826000// ??
     This field contains the total activation equipment funds required to
     support the project with the following exception. For NRM projects, any
     equipment items (or systems) that cost over $250,000 should NOT be
     included in this figure since such high cost equipment must be applied for
     separately under the High Cost Equipment Program. For Leases and Minor,
     Minor Misc and Major projects, any equipment items (or systems) that cost
     $250,000 should be included in this figure since such high cost equipment
     cannot be applied for under the High Cost Equipment Program.
EQUIPMENT $: 1826000//
NONRECURRING ALL OTHER: 400000// ??
     This field contains the total Non-Recurring All Other funds required to
     support the project.
NONRECURRING ALL OTHER: 400000//
TRAVEL .007: 9132// ??
     This field contains the total Travel .007 funds required to support the
     project.
TRAVEL .007: 9132//
```

Five Year Facility Plan Report(132 columns)

5-Yr Plan Report Modifications:

a. The output order has been changed to print all the year summary pages, then the equipment pages, then the detail pages sorted by project number, and finally the plan summary page.

b. Network and VISN fields have been added to the ENG INIT PARAMETERS file. If these fields are populated using the "ENG SITE PARAMETERS Enter/Edit" option, the information will be included in the header of the Five Year Facility Plan report.

c. The Year Summary page has been modified to include Lease projects. Leases will be included in the year that corresponds to the FY RENT STARTS. The ESTIMATED ANNUAL RENT will be shown in the cost column. Expedited leases will be printed, but will not be included in the count of leases.

d. The Equipment page has been modified to include a Lease section.

e. The Detail page has been modified to use a new format. Different formats will be used for lease and construction projects.

Note: Because of the built in footers, it is advisable not to use a number higher than 60 to designate page length (i.e., `DEVICE: HOME// :132;60`)

Reminder: The A/E or Construction funding year of a project must be the current year (Budget year-1) or later. Current year projects must also have one the following statuses: "DESIGN PROGRAM", "A/E", "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", "AUTHORIZED", "INVITATION FOR BID", "BID OPEN" or "CONSTRUCTION". Budget and Out-Year Projects must have one of the following statuses: "PLAN", "NEW PROJECT APPLICATION", "DESIGN PROGRAM", "A/E", "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", or "AUTHORIZED". The 3-digit Project Number prefix must agree with the Station Number of the Institution selected, and the Program must not be blank.

```
  Edit 5-Yr Plan Project
  Activations E/E
> Five Year Facility Plan Report (132 columns)
  Validate 5-Yr Plan Projects
  Transmit 5-Yr Plan Projects
  Communication Log Display for a Project
```

Select Five Year Facility Plan (FYFP) Option: **five Year Facility Plan Report** (132 columns)

```
Budget Year of 5-Yr Plan:  (1993-2099): 1997// ??

Enter the 4-digit Budget Year of the Plan.

Budget Year of 5-Yr Plan:  (1993-2099): 1997//    <RET>
Select INSTITUTION NAME: 999// ??

Choose from:
   VASITE.VA.GOV                  ANYSTATE                      590
   ISCEXAMPLE                     ANYSTATE             ISC      12000
   VA MED CTR  B                   ANYSTATE                      111
   ANYCITY                        ANYPLACE             MC(M)    999

Select INSTITUTION NAME: 999//   ANYCITY      ANYPLACE             MC(M)  999
```

Note: The DIVISION prompt will only appear if your site is marked as Multi-Divisional in the Engineering Init Parameters file.

```
Select Division to be included in report or leave blank for all
Select DIVISION NAME: ??

Choose from:
   ALPHA
   BETA
   DIVISION

Select DIVISION NAME:   <RET>
Start with year: 1996// ??

Enter a 4 digit year from 1996 to 2001 or FUTURE

     Select one of the following:

          1996      CURRENT YR
          1997      BUDGET YR
          1998      BUDGET YR+1
          1999      BUDGET YR+2
          2000      BUDGET YR+3
          2001      BUDGET YR+4
          FUTURE    FUTURE YEARS
Start with year: 1996//   <RET>  CURRENT YR
Go to year: FUTURE// ??

Enter FUTURE or a four digit year from 1996 to 2001

     Select one of the following:

          1996      CURRENT YR
          1997      BUDGET YR
          1998      BUDGET YR+1
          1999      BUDGET YR+2
```

```
          2000      BUDGET YR+3
          2001      BUDGET YR+4
          FUTURE    FUTURE YEARS

Go to year: FUTURE//   <RET> YEARS
Level of detail: DEFAULT// ??

L (LOWEST)    Prints only project list pages.
S (SUMMARY)   Prints project list and final summary pages.
E (EQUIPMENT) Prints equipment page only.
D (DEFAULT)   Prints project list, final summary,
                and equipment list pages. Prints detail
                pages for BUDGET and BUDGET+1 years.
H (HIGHEST)   Prints project list, final summary,
                and equipment list pages. Prints detail
                pages for BUDGET through BUDGET+4 years.
Enter a code (L, S, E, D, or H)

     Select one of the following:

          L         LOWEST
          S         SUMMARY
          E         EQUIPMENT
          D         DEFAULT
          H         HIGHEST

Level of detail: DEFAULT//   <RET>
DEVICE: HOME// ;132  LAN
```

Note: Some Project Detail pages have been omitted to save space.

FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON, DC (999) Region: 1 VISN: 3 Network: TRI-STATE
CURRENT YEAR APPROVED PROJECT LIST (FY 1996)

DIVISION	PROJ #	TITLE	COST (in $000)	PROGRAM	PROJECT CATEGORY	MCPS SCORE	CITED DEFICIENCY
	383	RENOVATE MED/CLINICAL	$ 110 D	MINOR	CLINICAL IMPROVEMENT		JCAHO
ALPHA	271	RENOVATE OUTPATIENT CLINIC	$ 667	MI-MISC	OUTPATIENT IMPROVEME		JCAHO
	96-101	RENOVATE 2CS	$ 110	NRM	CONSULTANT STUDY		JCAHO
	96-102	REPL MAIN ENTRANCE/VESTIBULE	$ 350	NRM	BUILDING SHELLS/INTE		NONE
TOTAL COST (Excluding Expedited Leases)			$ 1,237				

Project Count LEASE (excludes Expedited) = 0 MAJOR = 0 MINOR = 1 MINOR MISC = 1 NRM = 2

* C = Construction dollars only D = Design dollars only

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Enter RETURN to continue or '^' to exit: **<RET>**

FIVE YEAR FACILITY PLAN
VAMC: ANYCITY, DC (999) Region: 1 VISN: 3 Network: TRI-STATE
BUDGET YEAR PROJECT LIST (FY 1997)

DIVISION	PROJ #	TITLE	COST (in $000)	* PROGRAM	PROJECT CATEGORY	MCPS SCORE	CITED DEFICIENCY
ALPHA	97-901	LEASE PROJECT	$ 120	LEASE	DIRECT PATIENT CARE		JCAHO
	97-902	EXPEDITED LEASE PROJECT	$ 25	LEASE	ADMINISTRATION		NONE
DIVISION	499	OUTPATIENT CLINIC	$ 20,000	MAJOR	CLINICAL IMPROVEMENT	10.5	NONE
	383	RENOVATE MED/CLINICAL	$ 990 C	MINOR	CLINICAL IMPROVEMENT		JCAHO
DIVISION	399	TEST OF MINOR PROJECT TRANSMIS	$ 70 D	MINOR	SEISMIC		OTHER
	299	RENOV. NUCLEAR MEDICINE	$ 650	MI-MISC	GENERAL		NONE
	97-101A	SBESTOS PROJECT	$ 130	NRM	ASBESTOS		OTHER
	97-102	RENOV. NURSE STATIONS, PH 6	$ 300	NRM	MINOR IMPROVEMENTS		NONE

* C = Construction dollars only D = Design dollars only

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Enter RETURN to continue or '^' to exit: **<RET>**

```
                                   FIVE YEAR FACILITY PLAN
                   VAMC: WASHINGTON,DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                BUDGET YEAR PROJECT LIST (FY 1997)

DIVISION  PROJ #   TITLE                        COST     * PROGRAM    PROJECT                    MCPS   CITED
                                               (in $000)                CATEGORY                 SCORE  DEFICIENCY

          97-103  REPL ROOFS/INST SAFETY RAILS  $   500      NRM       ROOFS                           NONE
          97-110  NHCU BED CONVERSION          $   111      NRM       PATIENT ENVIRONMENT/            JCAHO
          97-111  PROJECT TITLE                $     5      NRM       ASBESTOS                        NONE
DIVISION  97-199  TEST OF NRM FIELDS TRANSFER  $   110      NRM       BUILDING SHELLS/INTE            JCAHO
                                               ----------
     TOTAL COST (Excluding Expedited Leases)   $   22,986

          Project Count   LEASE (excludes Expedited) = 1   MAJOR = 1   MINOR = 2   MINOR MISC = 1   NRM = 6

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 3                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>


FIVE YEAR FACILITY PLAN
                   VAMC: ANYCITY,DC (999)      Region: 1   VISN: 3   Network: TRI-STATE
                             BUDGET YEAR PLUS ONE PROJECT LIST (FY 1998)

DIVISION  PROJ #  TITLE                         COST     *  PROGRAM  PROJECT                 MCPS   CITED
                                               (in $000)            CATEGORY                SCORE  DEFICIENCY

          98-901  PARKING GARAGE LEASE         $    150      LEASE    PARKING                         NONE
ALPHA     98-999  TEST OF LEASE PROJECT TRANSMIS $     96      LEASE    DIRECT PATIENT CARE             JCAHO,RSFPE
          302     STREETS/PARKING              $    290 D    MINOR    GENERAL                         NONE
DIVISION  399     TEST OF MINOR PROJECT TRANSMIS $    700 C    MINOR    SEISMIC                         OTHER
          98-101  REPL NORMAL ELECT. DIST., PH 1  $  1,056     NRM      ELECTRICAL                      NONE
          98-102  RENOVATE NURSE STATIONS, PH 8 $     300      NRM      MINOR IMPROVEMENTS              NONE
                                               ----------
     TOTAL COST (Excluding Expedited Leases)        $    2,592
          Project Count   LEASE (excludes Expedited) = 2   MAJOR = 0   MINOR = 2   MINOR MISC = 0   NRM = 2

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 4                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
                   VAMC: WASHINGTON,DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                              BUDGET YEAR PLUS TWO PROJECT LIST (FY 1999)

DIVISION  PROJ #  TITLE                        COST     *  PROGRAM    PROJECT             MCPS   CITED
                                               (in $000)             CATEGORY            SCORE  DEFICIENCY

          302     STREETS/PARKING            $  2,610 C    MINOR      GENERAL                    NONE
          306     RELOCATE NURSING SUPPT     $    290 D    MINOR      GENERAL                    NONE
                                              ----------
     TOTAL COST (Excluding Expedited Leases) $  2,900


          Project Count   LEASE (excludes Expedited) = 0   MAJOR = 0   MINOR = 2   MINOR MISC = 0   NRM = 0

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 5                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>


                                   FIVE YEAR FACILITY PLAN
                   VAMC: ANYCITY,DC (999)      Region: 1   VISN: 3   Network: TRI-STATE
                         BUDGET YEAR PLUS THREE PROJECT LIST (FY 2000)

DIVISION  PROJ #  TITLE                        COST     *    PROGRAM    PROJECT             MCPS   CITED
                                               (in $000)               CATEGORY            SCORE  DEFICIENCY

          306     RELOCATE NURSING SUPPT      $  2,610 C    MINOR      GENERAL                    NONE
          00-101  SEALCOAT PARKING LOTS PH II $    250      NRM        BOILER                     NONE
                                               ----------
     TOTAL COST (Excluding Expedited Leases)  $  2,860


          Project Count   LEASE (excludes Expedited) = 0   MAJOR = 0   MINOR = 1   MINOR MISC = 0   NRM = 1

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 6                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
                   VAMC: WASHINGTON,DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                             BUDGET YEAR PLUS FOUR PROJECT LIST (FY 2001)

DIVISION  PROJ #  TITLE                        COST     *  PROGRAM    PROJECT               MCPS   CITED
                                               (in $000)              CATEGORY              SCORE  DEFICIENCY

          01-101  ENERGY AUDIT               $     50      NRM        CONSULTANT STUDY             NONE
          01-102  REPLACE ROOFS              $    375      NRM        ROOFS                        NONE
                                             ----------
     TOTAL COST (Excluding Expedited Leases) $    425


          Project Count   LEASE (excludes Expedited) = 0   MAJOR = 0   MINOR = 0   MINOR MISC = 0   NRM = 2

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 7                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>


                                   FIVE YEAR FACILITY PLAN
                   VAMC: ANYCITY,DC (999)      Region: 1   VISN: 3   Network: TRI-STATE
                                   FUTURE YEARS PROJECT LIST

DIVISION  PROJ #  TITLE                          COST     *  PROGRAM    PROJECT
                                                 (in $000)              CATEGORY

          02-901  LEASE LAB SPACE               $     75      LEASE      RESEARCH
          310     RENOVATE WING 3B              $  1,207      MINOR      PATIENT ENVIRONMENT/
          245     ENCLOSE NHCU PATIO            $    368      MI-MISC    NHCU
          02-101  TUCKPOINT/WATERPROOF EXTERIOR $    438      NRM        BUILDING SHELLS/INTE
          02-118  REPLACE INTERIOR LIGHTING     $    888 C    NRM        ELECTRICAL
                                                ----------
     TOTAL COST (Excluding Expedited Leases)    $  2,976

          Project Count   LEASE (excludes Expedited) = 1   MAJOR = 0   MINOR = 1   MINOR MISC = 1   NRM = 2

     *    C = Construction dollars only    D = Design dollars only

                                                   Page 8                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
                   VAMC: WASHINGTON,DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                 EQUIPMENT OVER $250K LIST

    PROJ #  TITLE                          FUNDING YR    EQUIPMENT NAME        ADD/  QTY   TOT COST
                                           CONST/RENT                          REPL       (in $000)

  LEASE PROJECTS:
  97-901   LEASE PROJECT                    1997         MRI                    A      2   $    600
  98-999   TEST OF LEASE PROJECT TRANSMIS   1998         MRI                    A      1   $    276
  TOTAL                                                                                   $    876

  MAJOR PROJECTS:
  TOTAL                                                                                   $      0

  MINOR PROJECTS:
  399      TEST OF MINOR PROJECT TRANSMIS   1998         FIRST ITEM             A      2   $    552
  399      TEST OF MINOR PROJECT TRANSMIS   1998         SECOND ITEM            R      1   $    304
  TOTAL                                                                                   $    856

                                                   Page 9                          JUL 20,1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
                   VAMC: ANYCITY,DC (999)      Region: 1   VISN: 3   Network: TRI-STATE
                                 EQUIPMENT OVER $250K LIST

  PROJ #   TITLE                          FUNDING YR     EQUIPMENT NAME            ADD/   QTY   TOT COST
                                          CONST/RENT                               REPL         (in $000)

  MINOR MISC. PROJECTS:
  TOTAL                                                                                          $      0

  NRM PROJECTS:
  97-101   ASBESTOS PROJECT               1997          BLOWER                    A      1   $   250
  97-110   NHCU BED CONVERSION           1997          BLOWER                    A      1   $   256
  97-199   TEST OF NRM FIELDS TRANSFER   1997          EQUIPMENT ONE             A      1   $   250
  97-199   TEST OF NRM FIELDS TRANSFER   1997          EQUIPMENT TWO             R      2   $   600
  97-199   TEST OF NRM FIELDS TRANSFER   1997          EQUIPMENT THREE           A      3   $   825
    TOTAL                                                                                  $ 2,181

Note: Equipment not included for projects in current year (1996) or future years (>2001).

                                                   Page 10                         JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
          VAMC: WASHINGTON, DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                 CONSTRUCTION PROJECT DETAIL

 PROJECT NUMBER: 999-299      TITLE: RENOV. NUCLEAR MEDICINE                          FACILITY TYPE: VHA
 DIVISION:
 PROGRAM: MINOR MISC.                                MCPS SCORE:            N/A
 PROJECT CATEGORY: GENERAL                           # NEW NHCU BEDS:       N/A
 BONUS CATEGORY: N/A                                 # NHCU BEDS RENOVATED: N/A
 AMBULATORY CARE PERCENTAGE: N/A                     # NHCU BEDS CONVERTED: N/A
 BUDGET CATEGORY: MISCELLANEOUS PROJECTS

                  FUNDING YEAR   ESTIMATED COST (in $000)
   DESIGN          1997           $     65
   CONSTRUCTION    1997           $    585
   TOTAL                          $    650

Enter RETURN to continue or '^' to exit:    <RET>

   ACTIVATIONS:  FISCAL YEAR REQUIRED: 1998              (costs in $000)
      ADD'L FTEE REQUIRED:             0.00     EQUIPMENT: $            0
      RECURRING PS:                $     0     RECURRING ALL OTHER:   $    0
      NON-RECURRING ALL OTHER:     $     6     TRAVEL .007:           $    0

   EQUIPMENT OVER $250K: NAME                      ADD/REPL    QUANTITY   TOTAL COST (in $000)
                          none listed

     BUILDINGS: 114

     CITED DEFICIENCY: NONE

Enter RETURN to continue or '^' to exit:    <RET>

     SHORT DESCRIPTION:   This project will renovate and partially reconfigure Nuclear Medicine service will
                          upgrading the utilities.

     SHORT JUSTIFICATION: The Nuclear Medicine service is functionally, environmentally, and aesthetically
                          deficient.

                                                          Page 11                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                        FIVE YEAR FACILITY PLAN
                    VAMC: WASHINGTON, DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                      CONSTRUCTION PROJECT DETAIL

   PROJECT NUMBER: 999-383      TITLE: RENOVATE MED/CLINICAL                          FACILITY TYPE: VHA
   DIVISION:
   PROGRAM: MINOR                                      MCPS SCORE: N/A
   PROJECT CATEGORY: CLINICAL IMPROVEMENT              # NEW NHCU BEDS:       N/A
   BONUS CATEGORY: N/A                                 # NHCU BEDS RENOVATED: N/A
   AMBULATORY CARE PERCENTAGE: N/A                     # NHCU BEDS CONVERTED: N/A
   BUDGET CATEGORY: CLINICAL IMPROVEMENTS

                 FUNDING YEAR   ESTIMATED COST (in $000)
   DESIGN         1996          $      110
   CONSTRUCTION   1997          $      990
   TOTAL                        $    1,100
Enter RETURN to continue or '^' to exit:

   ACTIVATIONS:  FISCAL YEAR REQUIRED: 1997              (costs in $000)
      ADD'L FTEE REQUIRED:          2.00    EQUIPMENT:              $  1,826
      RECURRING PS:            $     70     RECURRING ALL OTHER:    $      0
      NON-RECURRING ALL OTHER: $    400     TRAVEL .007:            $      9

   EQUIPMENT OVER $250K: NAME                    ADD/REPL    QUANTITY   TOTAL COST (in $000)
      TOTAL COST                                                        $      0

   BUILDINGS:

   CITED DEFICIENCY: JCAHO
Enter RETURN to continue or '^' to exit:    <RET>

   SHORT DESCRIPTION:  RENOVATION, EXPANSION, AND UPGRADE OF 10000 S.F. OF SPACE TO CORRECT DEFICIENCIES IN FOUR
                       SECTIONS OF MEDICAL SERVICE INCLUDING PULMONARY, RESPIRATORY, GASTROENTEROLOGY, AND
                       CARDIOLOGY LAB. FDP ACTION # S18.

   SHORT JUSTIFICATION: QUALITY OF SPACE IS POOR. TREATMENT ROOMS OPEN DIRECTLY TP A PUBLIC CORRIDOR AND THERE IS
                       POOR CIRCULATION IN LAB ABD TESTING ROOMS.  PROCEDURES OCCUR BEHIND CUBICLE CURTAINS
                       RATHER THAN PRIVATE ROOMS.

                                                   Page 13                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON, DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                CONSTRUCTION PROJECT DETAIL

   PROJECT NUMBER: 999-97-110    TITLE: NHCU BED CONVERSION                          FACILITY TYPE: VHA
   DIVISION:
   PROGRAM: NRM                                          MCPS SCORE: N/A
   PROJECT CATEGORY: PATIENT ENVIRONMENT/PRIVACY         # NEW NHCU BEDS:       0
   BONUS CATEGORY: NHCU                                  # NHCU BEDS RENOVATED: 0
   AMBULATORY CARE PERCENTAGE: 90                        # NHCU BEDS CONVERTED: 30
   BUDGET CATEGORY: NHCU BED CONV

                 FUNDING YEAR   ESTIMATED COST (in $000)
   DESIGN           1997           $      11
   CONSTRUCTION     1997           $     100
   TOTAL                           $     111
Enter RETURN to continue or '^' to exit:    <RET>

   ACTIVATIONS:  FISCAL YEAR REQUIRED: 1998              (costs in $000)
        ADD'L FTEE REQUIRED:                 1.00     EQUIPMENT:                $     14
        RECURRING PS:                 $       0     RECURRING ALL OTHER:      $      0
        NON-RECURRING ALL OTHER:      $       2     TRAVEL .007:              $      0

   EQUIPMENT OVER $250K: NAME                        ADD/REPL    QUANTITY   TOTAL COST (in $000)
                         none listed

   BUILDINGS: 114

   CITED DEFICIENCY: JCAHO
Enter RETURN to continue or '^' to exit:    <RET>

   SHORT DESCRIPTION:
                       Convert building to NHCU beds.

   SHORT JUSTIFICATION:
                       Population in nursing home is projected to increase.

                                                   Page 19                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON, DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                CONSTRUCTION PROJECT DETAIL

   PROJECT NUMBER: 999-97-199   TITLE: TEST OF NRM FIELDS TRANSFER                    FACILITY TYPE: VHA
   DIVISION: DIVISION
   PROGRAM: NRM                                        MCPS SCORE: N/A
   PROJECT CATEGORY: BUILDING SHELLS/INTERIORS         # NEW NHCU BEDS:      10
   BONUS CATEGORY: NHCU                                # NHCU BEDS RENOVATED: 11
   AMBULATORY CARE PERCENTAGE: 49                      # NHCU BEDS CONVERTED: 0
   BUDGET CATEGORY: NHCU BED CONV

                 FUNDING YEAR  ESTIMATED COST (in $000)                APPROVED COST (in $000)
   DESIGN           1997          $      10                                $      10
   CONSTRUCTION     1997          $     100                                $     100
   TOTAL                          $     110                                $     110
Enter RETURN to continue or '^' to exit:    <RET>

   ACTIVATIONS:  FISCAL YEAR REQUIRED: 1997             (costs in $000)
       ADD'L FTEE REQUIRED:              2.00    EQUIPMENT:              $    300
       RECURRING PS:               $      1    RECURRING ALL OTHER:     $      3
       NON-RECURRING ALL OTHER:    $      4    TRAVEL .007:             $      5

   EQUIPMENT OVER $250K: NAME                        ADD/REPL     QUANTITY   TOTAL COST (in $000)
                         none listed

   BUILDINGS: 100-OPC,101-OPC,1,2,5,7,28,85,110,114,135,0001,201-OPC

   CITED DEFICIENCY: JCAHO
Enter RETURN to continue or '^' to exit:    <RET>

   SHORT DESCRIPTION:  Project description of the project entry which is being used to test the transfer of
                       fields contained in an NRM program project.

   SHORT JUSTIFICATION:
                       Short justification of the project with is being used to test the transfer of NRM fields.

                                                   Page 21                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

```
                                   FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON, DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
                                   LEASE PROJECT DETAIL

PROJECT NUMBER: 999-98-999    TITLE: TEST OF LEASE PROJECT TRANSMISSION                FACILITY TYPE: VHA
DIVISION: ALPHA
PROGRAM: LEASE
PROJECT CATEGORY: DIRECT PATIENT CARE
BUDGET CATEGORY: VACO

LEASE TYPE: NEW LEASE/EXISTING PRESENCE
PROPOSED LEASE TERM: 5 YEARS
RENTABLE SQ FT: 8,200
NET PARKING: 5

              FUNDING YEAR  ESTIMATED COST (in $000)
AWARD LEASE       1998          $        5  (Lump Sum)
RENT STARTS       1998          $       96  (Annual Rent)
TOTAL                           $      101

EXISTING SPACE RENTABLE SQ FT: 1,314
EXISTING SPACE ANNUAL RENT: $12,345
Enter RETURN to continue or '^' to exit:    <RET>

ACTIVATIONS:  FISCAL YEAR REQUIRED: 1998              (costs in $000)
     ADD'L FTEE REQUIRED:              1.25    EQUIPMENT:              $      2
     RECURRING PS:                $      1    RECURRING ALL OTHER:     $      3
     NON-RECURRING ALL OTHER:     $      4    TRAVEL .007:             $      6

EQUIPMENT OVER $250K: NAME                          ADD/REPL     QUANTITY   TOTAL COST (in $000)
                      MRI                           ADDITIONAL       1      $    276
     TOTAL COST                                                             $    276

CITED DEFICIENCY: JCAHO,RSFPE
Enter RETURN to continue or '^' to exit:    <RET>

SHORT DESCRIPTION:   This is a test of the five year plan ability to process and transmit lease projects
                     accurately and completely.

SHORT JUSTIFICATION: This long line contains justification for the lease project. If this space is not leased
                     then patient care will be adversely impacted. End of the long justification line which
                     does not contain a carriage return.

                                                   Page 27                          JUL 20, 1995@11:49:54
Enter RETURN to continue or '^' to exit:    <RET>
```

FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON, DC (999) Region: 1 VISN: 3 Network: TRI-STATE
PLAN SUMMARY BY PROGRAMS AND FISCAL YEARS (in $000)

	MAJOR		MINOR		MINOR MISC		NRM		CONST TOTAL		LEASE TOTAL	
	CNT	COST	CNT	COST	CNT	COST	CNT	COST	CNT	COST	CNT	COST
FY 1996	0	$ 0	1	$ 110	1	$ 667	2	$ 460	4	$ 1,237	0	$ 0
FY 1997	1	$ 20,000	2	$ 1,060	1	$ 650	6	$ 1,156	10	$ 22,866	1	$ 120
FY 1998	0	$ 0	2	$ 990	0	$ 0	2	$ 1,356	4	$ 2,346	2	$ 246
FY 1999	0	$ 0	2	$ 2,900	0	$ 0	0	$ 0	2	$ 2,900	0	$ 0
FY 2000	0	$ 0	1	$ 2,610	0	$ 0	1	$ 250	2	$ 2,860	0	$ 0
FY 2001	0	$ 0	0	$ 0	0	$ 0	2	$ 425	2	$ 425	0	$ 0
PLAN TOTAL	1	$ 20,000	4	$ 7,560	1	$ 650	11	$ 3,187	17	$ 31,397	3	$ 366
FY FUTURE	0	$ 0	1	$ 1,207	1	$ 368	2	$ 1,326	4	$ 2,901	1	$ 75
PLAN+FUTURE	1	$ 20,000	5	$ 8,767	2	$ 1,018	13	$ 4,513	21	$ 34,298	4	$ 441

PLAN and PLAN+FUTURE counts only include split year projects once and may not equal the sum of the year counts.
Lease column excludes Expedited leases.

Page 28 JUL 20, 1995@11:49:54

Enter RETURN to continue or '^' to exit: **<RET>**

Validate 5-Yr Plan Projects

```
                                   FIVE YEAR FACILITY PLAN
VAMC: WASHINGTON,DC (999)   Region: 1   VISN: 3   Network: TRI-STATE
```

Projects will no longer be automatically deleted after editing when problems are found with the required fields. Instead, projects will be validated after editing and when selected for transmission. Invalid projects can not be transmitted to the Regional Construction Database. A detailed report of any validation problems will be available. New options, Validate Five Year Plan Projects [ENPLFV] and Validate Project Applications [ENPLAV], have been added to allow validation to be performed whenever desired.

```
    Edit 5-Yr Plan Project
    Activations E/E
    Five Year Facility Plan Report (132 columns)
>   Validate 5-Yr Plan Projects
    Transmit 5-Yr Plan Projects
    Communication Log Display for a Project
```

Select Five Year Facility Plan (FYFP) Option: **Validate 5-Yr Plan Projects**

```
     Select one of the following:

          1         INDIVIDUAL PROJECTS
          2         FROM LIST OF FYFP PROJECTS RETURNED TO SITE
          3         ALL PROJECTS IN FIVE YEAR FACILITY PLAN

Choose method of project selection:    3  ALL PROJECTS IN FIVE YEAR FACILITY PLAN
Budget Year of 5-Yr Plan:  (1993-2099): 1997// ??

Enter the 4-digit Budget Year of the Plan.

Budget Year of 5-Yr Plan:  (1993-2099): 1997//     <RET>
Select INSTITUTION NAME: 999// ??

Choose from:
   VASITE.VA.GOV                  ANYSTATE                        590
   ISCEXAMPLE                     ANYSTATE              ISC       12000
   VA MED CTR                     ANYSTATE                        111
   ANYCITY                        ANYPLACE              MC(M)     999

Select INSTITUTION NAME: 999//     ANYCITY       ANYPLACE             MC(M)  999
Validating Projects.............................
1 out of 29 selected projects failed the validation checks.
1 out of 29 selected projects passed the validation checks with warnings.
Do you want a detailed report? YES// ??

Enter either 'Y' or 'N'.

Do you want a detailed report? YES//    <RET>
DEVICE: HOME//  <RET>  LAN
```

```
Five Year Facility Plan Validation Results   JUL 20, 1995      page 1
-----------------------------------------------------------------------------------------------------
Project: 999-271 (passed with warnings)
W) ESTIMATED A/E COST (67000) does not match APPROVED A/E FUNDING (60000)

Project: 999-97-111 (failed)
E) PROJECT DESCRIPTION (SHORT) is required.
E) JUSTIFICATION (SHORT) is required.
E) ACTIVATION YEAR (1996) is before FUNDING YEAR - CONST (1997).
E) ESTIMATED CONST COST (FYFP) required for FUNDING YEAR - CONST (1997).

     Note: E) = Error which prevents transmission     W) = Warning

Enter RETURN to continue or '^' to exit:     <RET>
```

Validate 5-Yr Plan Projects

Projects will no longer be automatically deleted after editing when problems are found with the required fields. Instead, projects will be validated after editing and when selected for transmission. Invalid projects can not be transmitted to the Regional Construction Database. A detailed report of any validation problems will be available. New options, Validate Five Year Plan Projects [ENPLFV] and Validate Project Applications [ENPLAV], have been added to allow validation to be performed whenever desired.

```
    Edit 5-Yr Plan Project
    Activations E/E
    Five Year Facility Plan Report (132 columns)
>   Validate 5-Yr Plan Projects
    Transmit 5-Yr Plan Projects
    Communication Log Display for a Project
```

Select Five Year Facility Plan (FYFP) Option: **Validate 5-Yr Plan Projects**

```
     Select one of the following:

          1         INDIVIDUAL PROJECTS
          2         FROM LIST OF FYFP PROJECTS RETURNED TO SITE
          3         ALL PROJECTS IN FIVE YEAR FACILITY PLAN

Choose method of project selection:    3  ALL PROJECTS IN FIVE YEAR FACILITY PLAN
Budget Year of 5-Yr Plan:  (1993-2099): 1997// ??

Enter the 4-digit Budget Year of the Plan.

Budget Year of 5-Yr Plan:  (1993-2099): 1997//     <RET>
Select INSTITUTION NAME: 999// ??

Choose from:
   VASITE.VA.GOV                  ANYSTATE                        590
   ISCEXAMPLE                     ANYSTATE              ISC       12000
   VA MED CTR                     ANYSTATE                        111
   ANYCITY                        ANYPLACE                        999

Select INSTITUTION NAME: 999//     ANYCITY       ANYPLACE             MC(M)  999
Validating Projects.............................
1 out of 29 selected projects failed the validation checks.
1 out of 29 selected projects passed the validation checks with warnings.
Do you want a detailed report? YES// ??

Enter either 'Y' or 'N'.

Do you want a detailed report? YES//    <RET>
DEVICE: HOME//  <RET>  LAN
```

The following example uses Option 3.

```
     Select one of the following:

          1         INDIVIDUAL PROJECTS
          2         FROM LIST OF FYFP PROJECTS RETURNED TO SITE
          3         ALL PROJECTS IN FIVE YEAR FACILITY PLAN

Choose method of project selection:    3  ALL PROJECTS IN FIVE YEAR FACILITY PLAN
Budget Year of 5-Yr Plan:  (1993-2099): 1997// ??

Enter the 4-digit Budget Year of the Plan.

Budget Year of 5-Yr Plan:  (1993-2099): 1997//    <RET>
Select INSTITUTION NAME: 999// ??

Choose from:
   VASITE.VA.GOV                  ANYSTATE                        590
   ISCEXAMPLE                     ANYSTATE              ISC       12000
   VA MED CTR                     ANYSTATE                        111
   ANYCITY                    ANYPLACE                            999

Select INSTITUTION NAME: 999//   ANYCITY      ANYPLACE             MC(M)  999
Validating Projects.............................
No validation problems found

Do you want to Queue Transmission? Y//    <RET>
28 Five Year Plan projects were queued for transmission.
```

Communication Log

This option displays the Communication Log for a selected project. It contains information on network messages exchanged between the site and the regional construction database.

Transmit 5-Yr Plan Projects
Edit 5-Yr Plan Project
Activations E/E
Five Year Facility Plan Report (132 columns)
Validate 5-Yr Plan Projects
Transmit 5-Yr Plan Projects
> Communication Log Display for a Project

Select Five Year Facility Plan (FYFP) Option **: communication Log Display for a Project**

```
CONSTRUCTION PROJECT LIST                    JUL 20,1995  12:03    PAGE 1
Select PROJECT NUMBER: 999-383        RENOVATE MED/CLINICAL

DEVICE:   LAN    RIGHT MARGIN: 80//    <RET>



COMMUNICATION LOG

PROJECT # :999-383


07/12/95 08:44  5-Yr Site transmitted project to Region

07/12/95 09:46  5-Yr Region ADDED   proj. transmitted at 07/12/95 08:44

07/13/95 10:19  5-Yr Region (SCOTT A BAUMANN) Returned Project to Site:


Select PROJECT NUMBER:
```

Project Applications

AUTOMATED ENGINEERING MANAGEMENT SYSTEM
VERSION 7
WASH.ENC
Jul 20, 1995 10:52:54 am

WO Work Order & MERS ...
FYFP Five Year Facility Plan (FYFP) ...
APPL Project Applications ...
TRK Project Tracking ...
EQ Equipment Management ...
ENM Program Management ...
SP Space/Facility Management ...
FSA 2162 Report of Accident ...
XFER Assign (Transfer) Electronic Work Orders

Edit Project Application Option name: ENXFM05
This option enables entering all information required for forms VAF 10-1193, VAF 10-1193a and prioritization methodology scoring sheets.

Activations E/E Option name: ENXFM18
This option enables enter/edit of project activations information.

Environmental Analysis E/E (VAF 10-1193a) Option name: ENXFM09
This option enables entry of information which appears on VAF 10-1193a.

Approval of Project Application Option name: ENXFM16
This option controls the Chief Engineer's and VAMC Director's sign off on the project application. The Security Key ENPLK001 controls the Chief Engineer's approval. The Security Key ENPLK002 controls the VAMC Director's approval. The Chief Engineer must sign off before the VAMC Director. Both must approve before the project application can be transmitted electronically to higher approval authorities.

Reports Option name: ENXFMAR
Report menu for project applications.

Validate Project Applications Option name: ENXFMAV
This option validates selected construction and lease projects. Only data which pertains to a project application is checked. Any validation errors or warnings are listed on a detailed report.

Transmit Project Applications Option name: ENXFMAX
This option transmits construction and lease project data to the Regional Construction Database for selected projects. All data pertinent to a project application is sent. Selected projects are automatically validated prior to the actual transmission. The transmitter is a recipient of any created mail messages that are sent to the Regional Construction Database.

Communication Log Display for a Project Option name: ENXFM20
This option displays the communication log for a selected project. The communication log contains information on network messages exchanged between the site and the regional construction database. "5-Yr" indicates Five Year Plan related messages and "Appl" indicates project application related messages.

Edit Project Application

```
>   Edit Project Application
    Activations E/E
    Environmental Analysis E/E (VAF 10-1193a)
    Approval of Project Application
    Reports ...
    Validate Project Applications
    Transmit Project Applications
    Communication Log Display for a Project
```

The following table shows those fields which either control or are controlled by other fields. The right hand column shows the controlling conditions. The controlling condition must be true for the field to be asked.

Table 2: Project Application E/E (VAF 10-1193)

Project Application E/E (VAF 10-1193	**Controlling Conditions**
SEISMIC AREA	PROJECT CATEGORY contains SEISMIC
PROJECT CATEGORY >75% SCOPE	PROGRAM is MINOR or MINOR MISC
BONUS CATEGORY	Program is NRM
AMBULATORY CARE PERCENTAGE	Program is NRM
SIR RATING	PROGRAM not NRM or BONUS CATEGORY is Energy
APPROVED IN 5 YR ENERGY PLAN	PROGRAM not NRM or BONUS CATEGORY is Energy

NHCU BEDS (NEW)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU and FACILITY TYPE is VHA
NHCU BEDS (RENOVATED)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU and FACILITY TYPE is VHA
NHCU BEDS (CONVERTED)	PROJECT CATEGORY or BONUS CATEGORY contains NHCU and FACILITY TYPE is VHA
FUNDING YEAR - A/E	PROGRAM is Major, Minor, Minor-Misc. or NRM
FUNDING YEAR - CONST	PROGRAM is Major, Minor, Minor-Misc. or NRM
VAMC PRIORITY	PROGRAM not Major
EMERGENCY/INTERIM APPLICATION	PROGRAM is not MAJOR
EQUIPMENT OVER $250K	EQUIPMENT OVER $250K APPLICATION is Yes
BUILDING NUMBER	Program is Major, Minor, Minor- Misc, or NRM
NET BED CHANGE	FACILITY TYPE equals VHA
MCPS SCORE	PROGRAM equals MAJOR
EPA REPORTABLE	PROGRAM equals NRM
EPA REPORTING CATEGORY	EPA REPORTABLE is Yes
TOTAL FACTORED SQUARE FOOTAGE	PROGRAM equals NRM
TOTAL M AND R COSTS	PROGRAM equals NRM
TOTAL BSEA COSTS	PROGRAM equals NRM
TOTAL BSER COSTS	PROGRAM equals NRM
TOTAL MI COSTS	PROGRAM equals NRM
NRM CONTINGENCY PCT	PROGRAM equals NRM
TOTAL MAJOR/MINOR/MINOR MISC. CONSTRUCTION COST LOW BID	PROGRAM does not equal NRM
IMPACT JUSTIFICATION	IMPACT COST is greater than 0
Edit Activations?	Only asked if a funding year is the budget year or budget year +1

ACTIVATION RESOURCES REQ IN FY	Edit Activations is YES
ADDITIONAL FTEE	Edit Activations is YES
RECURRING PS	Edit Activations is YES
EQUIPMENT $	Edit Activations is YES
RECURRING ALL OTHER $	Edit Activations is YES
NONRECURRING ALL OTHER	Edit Activations is YES
TRAVEL .007	Edit Activations is YES
SPACE USE FOR PRIORITIZATION	PROGRAM is MINOR or MINOR MISC
ENVIRONMENTAL ASSESSMENT REQD	Remaining fields for Environmental Analysis will only be asked if this field was answered YES

```
Select Project Applications Option:    Edit Project Application
Select PROJECT NUMBER: 999-97-101          ASBESTOS PROJECT
PROJECT NUMBER: 999-97-101//
MEDICAL CENTER: ANYCITY// ??
     Facility where the work is being performed. May indicate
     a division or other functional element (National Cemetery,
     Regional Office, satellite clinic, etc.) if appropriate.

Choose from:
   VASITE.VA.GOV                  ANYSTATE                        590
   ISCEXAMPLE                     ANYSTATE             ISC        12000
   VA MED CTR                      ANYSTATE                        111
   ANYCITY                        ANYPLACE             MC(M)      999

MEDICAL CENTER: ANYCITY//
DIVISION: ??
     This field is used to identify the division of a multi-divisional
     facility. It can be used to generate a division specific report when
     printing the Five Year Facility Plan.
```

A new DIVISION (#6910.3) file has been added. It contains a list of valid divisions for a multi-divisional facility. It can be edited using the DIVISION [ENDIV] option on the Program Management menu. There is no need to enter any divisions if it is not applicable for your site. The DIVISION (#176) field in the CONSTRUCTION PROJECT (#6925) file has been changed to point to the new Division file.

```
Choose from:
   ALPHA
   BETA
   DIVISION

DIVISION:
```

```
PROJECT TITLE: ASBESTOS PROJECT// ??
     Official title of project.
```

Project titles entered with lowercase letters will automatically be converted to all uppercase letters. This change has been made to promote consistency in national databases and reports.

```
PROJECT TITLE: ASBESTOS PROJECT//
FACILITY TYPE: VETERANS HEALTH ADMIN// ??
     This field is important to enable restriction of Project Functional and
     Budget Categories and to enable reporting by Facility Type.  Note: The
     cross reference was added to 2 reasons: a)  Facilitate reporting by
     facility type.  b)  Force the filing by DIE so that the selection screens
     /filters work properly for Functional and Budget Categories.
     Choose from:
       VHA      VETERANS HEALTH ADMIN
       VBA      VETERANS BENEFITS ADMIN
       NCS      NATIONAL CEMETERY SERVICE
FACILITY TYPE: VETERANS HEALTH ADMIN//
PROGRAM: NRM// ??
     This field is a set of codes used to classify program type.
     Choose from:
       MA       MAJOR
       MI       MINOR
       MM       MINOR MISC.
       NR       NRM
       OT       OTHER
       LE       LEASE
       SL       STATION LEVEL
PROGRAM: NRM//
```

The default STATUS is "DRAFT PROJECT" for a new entry, or the status as shown in the last Five Year Plan. The status must be changed to "NEW PROJECT APPLICATION", "DESIGN PROGRAM", "A/E", "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", "AUTHORIZED", "INVITATION FOR BID", "BID OPEN", or "CONSTRUCTION" before the project will be eligible for approval by the Chief Engineer and Facility Director/Designee.

```
STATUS: NEW PROJECT APPLICATION// ??
   DRAFT PROJECT
   PLAN
   NEW PROJECT APPLICATION
   AUTHORIZED
   A/E
   INVITATION FOR BID
   BID OPEN
   CONSTRUCTION
   COMPLETED PROJECT
   CANCELED
   UNAPPROVED/VIABLE
   NON-VIABLE
```

```
     Present status of the project.

Choose from:
   A/E
   AUTHORIZED
   BID OPEN
   CANCELED
   COMPLETED PROJECT
   CONSTRUCTION
   DRAFT PROJECT
   INVITATION FOR BID
   NEW PROJECT APPLICATION
   NON-VIABLE
   PLAN
   UNAPPROVED/VIABLE

STATUS: NEW PROJECT APPLICATION//
PROJECT CATEGORY: ASBESTOS// ??
     This field is a pointer to the OFM Project Category File (#7336.8). The
     field designates the project functional category, and determines
     prioritization points for NRM, Minor, and Minor Misc. programs.
Choose from:
   ARCHITECTURAL BARRIERS
   ASBESTOS
...
...
   WASTE MANAGEMENT
   WINDOWS

PROJECT CATEGORY: ASBESTOS//
```

There is a new required field for NRM projects called BONUS CATEGORY (#158.8). This field is scope dependent and 'Not Applicable' should be entered as the Bonus Category if none of the other choices involve 50% or more of the project scope.

```
BONUS CATEGORY: NOT APPLICABLE// ??
     This field designates the bonus category which involves 50% or more of the
     project scope and determines prioritization points for NRM projects. 'Not
     Applicable' should be selected if none of the other choices meet the 50%
     scope requirement.

Choose from:
   AMBULATORY CARE
   EDUCATION
   ENERGY
   NHCU
   NOT APPLICABLE
   RESEARCH

BONUS CATEGORY: NOT APPLICABLE//
```

This new field for NRM projects called AMBULATORY CARE PERCENTAGE (#158.9) should be entered for all NRM projects.

```
AMBULATORY CARE PERCENTAGE: 0// ??
     This field contains the project scope percentage for ambulatory care.
AMBULATORY CARE PERCENTAGE: 0//
```

The BUDGET CATEGORY defaults are provided based on the PROJECT CATEGORY entered for Major, Minor, and Minor Misc projects, and should be accepted unless otherwise approved by the Regional Office. NRM budget categories should be selected based on guidance in the call letter for the NRM program.

```
BUDGET CATEGORY: ASBESTOS/IH// ??
     This field is a pointer to the OFM Budget Category File (#7336.9). The
     field designates the project budget category.  Choices are screened based
     on program type.

Choose from:
   ASBESTOS/IH
   BIOMEDICAL
   BOILERS/INCINERATORS
   ENERGY
   FIRE AND SAFETY
   HVAC
   NHCU
   NHCU BED CONV
   OTHER
   STRUCTURAL IMPROVEMENTS
   UTILITY SYSTEMS

BUDGET CATEGORY: ASBESTOS/IH//
FUNDING YEAR  - A/E: 1997// ??
     This field contains the fiscal year for which A/E is funded or proposed.
FUNDING YEAR  - A/E: 1997//
FUNDING YEAR - CONST: 1997// ??
     Fiscal year for which construction is funded or proposed.
FUNDING YEAR - CONST: 1997//
```

CITATIONS is a multiple field for entering citations issued to the site.

```
CITATIONS
Select CITATION NAME: EPA CITED ASBESTOS// ??
   EPA CITED ASBESTOS

     This field contains the name of any citations associated with a project.
     (e.g. JCAHO citations)
Select CITATION NAME: EPA CITED ASBESTOS//
  CITATION NAME: EPA CITED ASBESTOS//
  DATE: MAR 9,1993// ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
```

```
      T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
    If the year is omitted, the computer uses the CURRENT YEAR.
    This field contains the date the citation was issued.
  DATE: MAR 9,1993//
  CITING AUTHORITY: ENVIRONMENTAL PROTECTION AGENCY
        // ??
    This field contains a pointer to the Regulatory Agency File (#7335.7).

CHOOSE FROM:
   ASSOC FOR ACCREDITATION OF LAB
   CITY
   COLLEGE OF AMERICAN PATHOLOGIS
   COUNTY
   ENVIRONMENTAL PROTECTION AGENC
   FOOD AND DRUG ADMINISTRATION
   GENERAL ACCOUNTING OFFICE
   INSPECTOR GENERAL DVA
   JOINT COMM ON ACCREDITATION HE
   NATIONAL FIRE PROTECTION ASSOC
   NUCLEAR REGULATORY COMMISSION
   OCCUPATIONAL SAFETY AND HEALTH
   OTHER
   REGIONAL SAFETY & FIRE PROTECT
   STATE
   UNIFORM FEDERAL ACCESSIBILITY

  CITING AUTHORITY: ENVIRONMENTAL PROTECTION AGENCY
        //
  PAGE: 1// ??
    This field contains the page number in the citing agency's report that
    contains the citation.
  PAGE: 1//
  OFFICIALS NAME: ENTECH1, F IVE// ??
    This field contains the name of the official issuing the citation.
CITATIONS
Select CITATION NAME: EPA CITED ASBESTOS//
  CITATION NAME: EPA CITED ASBESTOS// ??
    This field contains the name of any citations associated with a project.
    (e.g. JCAHO citations)
  CITATION NAME: EPA CITED ASBESTOS//
  DATE: MAR 9,1993// ??
    Examples of Valid Dates:
      JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
      T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
      T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
    If the year is omitted, the computer uses the CURRENT YEAR.
    This field contains the date the citation was issued.
  DATE: MAR 9,1993//
  CITING AUTHORITY: ENVIRONMENTAL PROTECTION AGENCY
        // ??
    This field contains a pointer to the Regulatory Agency File (#7335.7).

Choose from:
   ASSOC FOR ACCREDITATION OF LAB
```

```
   CITY
   COLLEGE OF AMERICAN PATHOLOGIS
   COUNTY
   ENVIRONMENTAL PROTECTION AGENC
   FOOD AND DRUG ADMINISTRATION
   GENERAL ACCOUNTING OFFICE
   INSPECTOR GENERAL DVA
   JOINT COMM ON ACCREDITATION HE
   NATIONAL FIRE PROTECTION ASSOC
   NUCLEAR REGULATORY COMMISSION
   OCCUPATIONAL SAFETY AND HEALTH
   OTHER
   REGIONAL SAFETY & FIRE PROTECT
   STATE
   UNIFORM FEDERAL ACCESSIBILITY

  CITING AUTHORITY: ENVIRONMENTAL PROTECTION AGENCY
        //
  PAGE: 1// ??
     This field contains the page number in the citing agency's report that
     contains the citation.
  PAGE: 1//
  OFFICIALS NAME: ENTECH1,FIVE// ??
     This field contains the name of the official issuing the citation.
  OFFICIALS NAME: ENTECH1,FIVE//
  OFFICIALS TITLE: INSPECTOR// ??
     This field contains the title of the official issuing the citation.
  OFFICIALS TITLE: INSPECTOR//
  CORRECTION >50% PROJECT SCOPE: YES// ??
     This field is a set of codes (Yes or No) used to determine if correction
     of the citation is greater than 50% of the project scope.  The field is
     used to determine if prioritization points will be awarded for NRM and
     Minor/Minor Misc. programs.
     Choose from:
       1        YES
       0        NO
  CORRECTION >50% PROJECT SCOPE: YES//
Select CITATION NAME:
VAMC PRIORITY: 1// ??
     This field contains the priority # assigned to the project by the facility.
VAMC PRIORITY: 1//
EMERGENCY/INTERIM APPLICATION: ??
     This field is used to identify project applications that are emergency or
     interim. Minor Appeals are considered Interim.
     Choose from:
       E        EMERGENCY
       I        INTERIM
EMERGENCY/INTERIM APPLICATION:
EQPMT OVER $250K APPLICATION: YES// ??
     This field is used to identify projects that have equipment
     costing more than $250K.
     Choose from:
       Y        YES
       N        NO
```

This is a multiple entry field for equipment over $250K.

```
EQPMT OVER $250K APPLICATION: YES//
EQUIPMENT OVER $250K
Select EQUIPMENT OVER $250K NAME: BLOWER// ??
   BLOWER

     This field contains a 3-30 character name for an equipment item over
     $250,000.
Select EQUIPMENT OVER $250K NAME: BLOWER//
QUANTITY: 1// ??
     This field contains the quantity of the equipment item.
  QUANTITY: 1//
  UNIT COST: 250000// ??
     This field contains the unit cost of the equipment item.
  UNIT COST: 250000//
  ADDITIONAL/REPLACEMENT: ADDITIONAL// ??
     This field identifies equipment over $250K as additional or replacement
     equipment.
     Choose from:
       A        ADDITIONAL
       R        REPLACEMENT
  ADDITIONAL/REPLACEMENT: ADDITIONAL//
Select EQUIPMENT OVER $250K NAME:
Select BUILDING NUMBER: 114// ??
   114

     This field contains a building number associated with the project.

Choose from:
   1
   2
   5
   7
   28
   85
   110
   114
   135
   0001
   100-OPC
   101-OPC
   201-OPC

Select BUILDING NUMBER: 114//
BLDG OCCUPANCY: OTHER// ??
     This field is used to identify occupancy of buildings affected. (VAF 10-
     1193, Block 10)
     Choose from:
       1        PATIENT
       2        ADMINISTRATIVE
       3        QUARTERS
```

```
       4        AMBULATORY CARE
       5        OTHER
BLDG OCCUPANCY: OTHER//
NET BED CHANGE: 0// ??
     This field contains the net change in authorized beds.
NET BED CHANGE: 0//
5 YR FACILITY PLAN FY: 1996// ??
     This field contains the fiscal year the project is planned for on the
     approved 5-Year facility plan.
5 YR FACILITY PLAN FY: 1996//
NET PARKING CHANGE: 0// ??
     This field contains the change (if any) in the number of parking stalls
     available.
NET PARKING CHANGE: 0//
```

PROJECT DESCRIPTION (SHORT) is for a short (approx. 3 lines). project description.

```
PROJECT DESCRIPTION (SHORT):
  1>Remove asbestos materials from piping and walls.
EDIT Option:
```

The LONG DESCRIPTION field may be used for a description of more than 3 lines.

```
LONG DESCRIPTION:
  1>?
PROJECT JUSTIFICATION (SHORT):
  1>This project is required because of the possibility of asbestos exposure
  2>during maintenance in affected areas.
EDIT Option:
```

The LONG JUSTIFICATION field may be used for a justification of more than 3 lines.

```
LONG JUSTIFICATION:
  1>
```

The WORKLOAD JUSTIFICATION field is for a brief declaration of workload data that justifies the project (i.e., Is the Workload approved? What is the approval date? What workload model version was used?).

```
WORKLOAD JUSTIFICATION:
  1>
PROJECT SCOPE
```

The next field is a multiple entry pointer to the OFM H089 Chapters file (7336.6) for entry of H089 chapter codes.

```
Select H089 CHAPTER NAME: CLINICAL SERVICES ADMINISTRATION
         //
H089 CHAPTER NAME: CLINICAL SERVICES ADMINISTRATION
         // ??
```

```
     This field contains the name of an H08-9 chapter associated with
     project.
```

NOT APPLICABLE (999) has been added as a H089 Chapter.

```
Choose from:
   A & MM ADMINISTRATION     284
   A & MM SUPPLY, PROCESSING AND      285
...
...
   VETERANS OUTREACH PROGRAM     306
   VOLUNTARY SERVICE     290

H089 CHAPTER NAME: CLINICAL SERVICES ADMINISTRATION        //
  NEW NET SQ FT: 2873// ??
     This field contains the new net square footage for the associated H08-9
     chapter.
  NEW NET SQ FT: 2873//
  NEW GROSS SQ FT: 2890// ??
     This field contains the new gross square footage for the associated H08-9
     chapter.
  NEW GROSS SQ FT: 2890//
  RENOVATED NET SQ FT: 3783// ??
     This field contains the renovated net square footage for the associated
     H08-9 chapter.
  RENOVATED NET SQ FT: 3783//
  RENOVATED GROSS SQ FT: 8387// ??
     This field contains the renovated gross square footage for the associated
     H08-9 chapter.
  RENOVATED GROSS SQ FT: 8387//
Select H089 CHAPTER NAME:
SITE ISSUES: ??
     This field contains a short (1-90 character) statement on the status of the
     site and any effect on the project.
SITE ISSUES:
HISTORICAL ISSUES: ??
     This field contains a short (1-90 character) statement on the status of
     "Historical" issues in and around the project and any resulting effect on
     the project.
HISTORICAL ISSUES:
ENVIRONMENTAL ISSUES: ??
     This field contains a short (1-90 character) statement on the status of
     "Environmental" issues in and around the project and any resulting effect
     on the project. Reference form VAF 10-1193a "EMIS Construction Program
     Environmental Analysis".
ENVIRONMENTAL ISSUES:
SEISMIC ISSUES: ,// ??
     This field contains a short (1-90 character) statement on the status of
     "Seismic" issues in and around the project and any resulting effect on
     the project.
SEISMIC ISSUES: ,//
HAZARDOUS MATERIALS ISSUES: ??
     This field contains a short (1-90 character) statement on the status of
```

```
     "Asbestos or other hazardous materials" issues in and around the project
     and any resulting effect on the project.
HAZARDOUS MATERIALS ISSUES:
TRANSPORT ISSUES: ??
     This field contains a short (1-90 character) statement on the status of
     "vertical or horizontal transportation systems" issues in and around the
     project and any resulting effect on the project.
TRANSPORT ISSUES:
PARKING ISSUES: ??
     This field contains a short (1-90 character) statement on the status of
     "Parking and/or Roads" issues in and around the project and any resulting
     effect on the project.
PARKING ISSUES:
PLANNED CONSTRUCTION METHOD: CONTRACT// ??
     Set of codes for the planned construction method of the project.
     Choose from:
       1        CONTRACT
       2        P&H
       3        STATION LABOR
       4        SBA 8(a)
       5        DESIGN/BUILD
       6        LEASE
PLANNED CONSTRUCTION METHOD: CONTRACT//
Is this project reportable to the EPA per the NRM Call Letter criteria?

EPA REPORTABLE: YES// ??
     Indicates if a NRM project meets the criteria of an environmental project
     which should be reported to the Environmental Protection Agency on the
     A-106 report. The criteria can be found in the NRM Call Letter for project
     applications. If this field is YES, an EPA Reporting Category must also be
     specified.
     Choose from:
       Y        YES
       N        NO
EPA REPORTABLE: YES//
```

The VA is required to generate the A-106 report for the Environmental Protection Agency. To support the A-106 report, the new EPA REPORTING CATEGORY (#158.7) field will need to be specified on project applications for NRM projects which meet the criteria of an EPA reportable project per the NRM Project Application Call Letter.

```
EPA REPORTING CATEGORY: ASBESTOS// ??
     This field is required for environmental NRM projects. It is used to
     generate the A-106 report required by the Environmental Protection Agency.

Choose from:
   ASBESTOS

EPA REPORTING CATEGORY: ASBESTOS//
```

TOTAL FACTORED SQUARE FOOTAGE may be obtained from the approved Region #4 database. TOTAL FACTORED SQUARE FOOTAGE, TOTAL M&R COSTS, TOTAL BSEA, TOTAL BSER, TOTAL MI COSTS, and NRM CONTINGENCY PCT are only asked for NRM programs.

```
TOTAL FACTORED SQUARE FOOTAGE: 22876// ??
     This field contains the Total Factored Square Footage as derived from the
     National Survey of Building Square Footage for NRM Funding Distribution.
     The field is used to determine the factored square footage prioritization
     points for NRM project applications.
TOTAL FACTORED SQUARE FOOTAGE: 22876//
TOTAL M AND R COSTS: ??
     This field contains the total Maintenance & Repair costs as listed on VAF
     10-6238.
TOTAL M AND R COSTS:
TOTAL BSEA COSTS: ??
     This field contains the total Building Service Equipment Additional (BSEA)
     costs as listed on VAF 10-6238.  BSEA labor costs should be included in MI.

TOTAL BSEA COSTS:
TOTAL BSER COSTS: ??
     This field contains the total Building Service Equipment Replacement (BSER)
     costs as listed on VAF 10-6238.
TOTAL BSER COSTS:
TOTAL MI COSTS: ??
     This field contains the total Minor Improvement (MI) costs as listed on VAF
     10-6238.
TOTAL MI COSTS:
NRM CONTINGENCY PCT: ??
     This field contains the NRM program Construction Contingency's Percentage.
NRM CONTINGENCY PCT:
IMPACT COST: ??
     This field contains the Total Impact costs as listed on the VAF 10-6238.
IMPACT COST:
```

If an IMPACT COST greater than 0 has been entered, a required word processing field called IMPACT JUSTIFICATION will follow. It is printed on the last page of the 1193 and replaces the IMPACT ISSUES field.

```
TECHNICAL SERVICES $: ??
     This field contains the total Technical Services dollars as listed on
     VAF 10-6238.
TECHNICAL SERVICES $:
Edit Activations? Y// ??
Enter 'Y' or 'N'.
Activations are funding and FTEE resources required to bring the
subject area of the construction or maintenance project up to full
operational capacity.
Edit Activations? Y//
ACTIVATION RESOURCES REQ IN FY: 1997// ??
     This field contains the fiscal year activation resources are required.
ACTIVATION RESOURCES REQ IN FY: 1997//
```

```
ADDITIONAL FTEE: 1// ??
     This field contains the total Additional FTEE number as documented in the
     detailed activation documentation.
ADDITIONAL FTEE: 1//
RECURRING PS: 49000// ??
     This field contains the total Recurring Personnel Service (PS) funds in
     accordance with the Additional FTEE.
RECURRING PS: 49000//
RECURRING ALL OTHER $: 2874// ??
     This field contains the total Recurring All Other Funds required to
     support the project.
RECURRING ALL OTHER $: 2874//
EQUIPMENT $: 28767// ??
     This field contains the total activation equipment funds required to
     support the project with the following exception. For NRM projects, any
     equipment items (or systems) that cost over $250,000 should NOT be
     included in this figure since such high cost equipment must be applied for
     separately under the High Cost Equipment Program. For Leases and Minor,
     Minor Misc and Major projects, any equipment items (or systems) that cost
     $250,000 should be included in this figure since such high cost equipment
     cannot be applied for under the High Cost Equipment Program.
EQUIPMENT $: 28767//
NONRECURRING ALL OTHER: 296// ??
     This field contains the total Non-Recurring All Other funds required to
     support the project.
NONRECURRING ALL OTHER: 296//
TRAVEL .007: 260// ??
     This field contains the total Travel .007 funds required to support the
     project.
TRAVEL .007: 260//
Select DOMINO PROJECT: 999-95-101// ??
   999-95-101

     This multiple field points to projects, in the Construction Project File
     (#6925), that must be started prior to the current project, due to a
     domino relationship.

Choose from:
   999-00-101      SEALCOAT PARKING LOTS PH II
   999-01-101      ENERGY AUDIT
...
...
   999-98-901      PARKING GARAGE LEASE
   999-98-999      TEST OF LEASE PROJECT TRANSMISSION

Select DOMINO PROJECT: 999-95-101//
  DOMINO PROJECT: 999-95-101//
```

Activations E/E

```
  Edit Project Application
> Activations E/E
  Environmental Analysis E/E (VAF 10-1193a)
  Approval of Project Application
  Reports ...
  Validate Project Applications
  Transmit Project Applications
  Communication Log Display for a Project
```

Select Project Applications Option: **activations E/E**

```
Select PROJECT NUMBER:    999-97-101       ASBESTOS PROJECT
ACTIVATION RESOURCES REQ IN FY: 1997// ??
     This field contains the fiscal year activation resources are required.
ACTIVATION RESOURCES REQ IN FY: 1997//
ADDITIONAL FTEE: 1// ??
     This field contains the total Additional FTEE number as documented in the
     detailed activation documentation.
ADDITIONAL FTEE: 1//
RECURRING PS: 49000// ??
     This field contains the total Recurring Personnel Service (PS) funds in
     accordance with the Additional FTEE.
RECURRING PS: 49000//
RECURRING ALL OTHER $: 2874// ??
     This field contains the total Recurring All Other Funds required to
     support the project.
RECURRING ALL OTHER $: 2874//
EQUIPMENT $: 28767// ??
     This field contains the total activation equipment funds required to
     support the project with the following exception. For NRM projects, any
     equipment items (or systems) that cost over $250,000 should NOT be
     included in this figure since such high cost equipment must be applied for
     separately under the High Cost Equipment Program. For Leases and Minor,
     Minor Misc and Major projects, any equipment items (or systems) that cost
     $250,000 should be included in this figure since such high cost equipment
     cannot be applied for under the High Cost Equipment Program.
EQUIPMENT $: 28767//
NONRECURRING ALL OTHER: 296// ??
     This field contains the total Non-Recurring All Other funds required to
     support the project.
NONRECURRING ALL OTHER: 296//
TRAVEL .007: 260// ??
     This field contains the total Travel .007 funds required to support the
     project.
TRAVEL .007: 260//
Select PROJECT NUMBER:
```

Environmental Analysis E/E (VAF 10-1193a)

Edit Project Application
Activations E/E
> Environmental Analysis E/E (VAF 10-1193a)
Approval of Project Application
Reports ...
Validate Project Applications
Transmit Project Applications
Communication Log Display for a Project

Select Project Applications Option: **environmental Analysis E/E (VAF 10-1193a)**

```
Select PROJECT NUMBER: 999-97-101          ASBESTOS PROJECT
ENVIRONMENTAL ASSESSMENT REQD: YES// ??
     This field is a set of codes used to identify projects requiring an
     environmental assessment. (VAF 10-1193a, Block 4)
     Choose from:
       Y        YES
       N        NO
ENVIRONMENTAL ASSESSMENT REQD: YES//
ENVIRONMENT IMPACT STMT REQD: YES// ??
     This field is a set of codes (Yes or No) indicating the need for an
     environmental impact statement by the facility. (VAF 10-1193a, Block 5)
     Choose from:
       Y        YES
       N        NO
ENVIRONMENT IMPACT STMT REQD: YES//
ADDITIONAL DOCUMENTATION REQD: YES// ??
     This field is a set of codes (Yes or No) indicating the need for additional
     documentation by the facility. (VAF 10-1193a, Block 6)
     Choose from:
       Y        YES
       N        NO
ADDITIONAL DOCUMENTATION REQD: YES//
FURTHER REQD ACTION: Y// ??
     This field contains specification of further action required by the
     facility. (VAF 10-1193a, Block 7)
FURTHER REQD ACTION: Y//
EVALUATOR: ??
     This field contains the name of the evaluator. (VAF 10-1193a, Block 8)
EVALUATOR:
DATE OF EVALUATION: ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     This field contains the date of environmental evaluation. (VAF 10-1193a,
     Block 8)
DATE OF EVALUATION:
ACQUIRES OR DISPOSES LAND: YES// ??
```

```
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project acquires or disposes of land. (VAF 10-1193a, Block A1)
     Choose from:
       Y        YES
       N        NO
ACQUIRES OR DISPOSES LAND: YES//
A1 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     ACQUIRES OR DISPOSES LAND. (VAF 10-1193a, Block A1)
A1 LAND USE TEXT:
AFFECTS WETLANDS/FLOOD PLAINS: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project involves land located in a wetland or floodplain. (VAF 10-
     1193a, Block A2)
     Choose from:
       Y        YES
       N        NO
AFFECTS WETLANDS/FLOOD PLAINS: YES//
A2 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     AFFECTS WETLANDS/FLOOD PLAINS. (VAF 10-1193a, Block A2)
A2 LAND USE TEXT:
INVOLVES STORM WATER RUNOFF: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project involves storm water run-off and retainage. (VAF 10-1193a,
     Block A3)
     Choose from:
       Y        YES
       N        NO
INVOLVES STORM WATER RUNOFF: YES//
A3 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     INVOLVES STORM WATER RUNOFF. (VAF 10-1193a, Block A3)
A3 LAND USE TEXT:
CONFLICTS W LOCAL ZONING: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project conflicts with local zoning and planning regulations.
     (VAF 10-1193a, Block A4)
     Choose from:
       Y        YES
       N        NO
CONFLICTS W LOCAL ZONING: YES//
A4 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     CONFLICTS W LOCAL ZONING. (VAF 10-1193a, Block A4)
A4 LAND USE TEXT:
DISLOCATES PEOPLE/RESIDENCES: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project dislocates persons, residences, or causes a major
     population shift. (VAF 10-1193a, Block A5)
     Choose from:
       Y        YES
       N        NO
DISLOCATES PEOPLE/RESIDENCES: YES//
```

```
A5 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     DISLOCATES PEOPLE/RESIDENCES.
A5 LAND USE TEXT:
AFFECTS PROTECTED FAUNA/FLORA: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project affects protected wildlife or vegetation. (VAF 10-1193a,
     Block A6)
     Choose from:
       Y        YES
       N        NO
AFFECTS PROTECTED FAUNA/FLORA: YES//
A6 LAND USE TEXT: ??
     Specification of standards used and project elements analyzed for
     AFFECTS PROTECTED FAUNA/FLORA. (VAF 10-1193a, Block A6)
A6 LAND USE TEXT:
OUTSIDE CONST GT 10000 SQ FT: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project involves 'outside' construction of more than 10,000 sq.
     ft. (VAF 10-1193a, Block B1)
     Choose from:
       Y        YES
       N        NO
OUTSIDE CONST GT 10000 SQ FT: YES//
B1 CONSTRUCTION TEXT: ??
     Specification of standards used and project elements analyzed for
     OUTSIDE CONST GT 10000 SQ FT. (VAF 10-1193a, Block B1)
B1 CONSTRUCTION TEXT:
INCREASE OFF SITE TRAFFIC >10%: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project increases off-site traffic flow by more than 10%. (VAF 10-
     1193a, Block B2)
     Choose from:
       Y        YES
       N        NO
INCREASE OFF SITE TRAFFIC >10%: YES//
B2 CONSTRUCTION TEXT: ??
     Specification of standards used and project elements analyzed for
     INCREASE OFF SITE TRAFFIC >10%. (VAF 10-1193a, Block B2)
B2 CONSTRUCTION TEXT:
SIGNIF ALTER OFF SITE TRAFFIC: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project significantly alters off-site traffic flow. (VAF 10-1193a,
     Block B3)
     Choose from:
       Y        YES
       N        NO
SIGNIF ALTER OFF SITE TRAFFIC: YES//
B3 CONSTRUCTION TEXT: ??
     Specification of standards used and project elements analyzed for
     SIGNIF ALTER OFF SITE TRAFFIC. (VAF 10-1193a, Block B3)
B3 CONSTRUCTION TEXT:
INVOLVE HISTORIC AREA/BLDGS: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
```

```
     proposed project involves a historically designated building or area. (VAF
     1193a, Block B4)
     Choose from:
       Y        YES
       N        NO
INVOLVE HISTORIC AREA/BLDGS: YES//
B4 CONSTRUCTION TEXT: ??
     Specification of standards used and project elements analyzed for
     INVOLVE HISTORIC AREA/BLDGS. (VAF 10-1193a, Block B4)
B4 CONSTRUCTION TEXT:
EMISSION/WATER QUALITY PROBLEM: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project conflicts with local, state, or federal standards
     regarding emissions, water quality, or toxic substances. (VAF 10-1193a,
     Block C1)
     Choose from:
       Y        YES
       N        NO
EMISSION/WATER QUALITY PROBLEM: YES//
C1 EMISSION/TOXINS TEXT: ??
     Specification of standards used and project elements analyzed for
     EMISSION/WATER QUALITY PROBLEM. (VAF 10-1193a, Block C1)
C1 EMISSION/TOXINS TEXT:
PUBLIC CONTROVERSY: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project have a known potential for public controversy. (VAF 10-
     1193a, Block D1)
     Choose from:
       Y        YES
       N        NO
PUBLIC CONTROVERSY: YES//
D1 PUBLIC CONTROVERSY TEXT: ??
     Specification of standards used and project elements analyzed for
     PUBLIC CONTROVERSY. (VAF 10-1193a, Block D1)
D1 PUBLIC CONTROVERSY TEXT:
CONFLICT LOCAL/STATE REGS: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project conflict with local or state  regulations. (VAF 10-1193a,
     Block D2)
     Choose from:
       Y        YES
       N        NO
CONFLICT LOCAL/STATE REGS: YES//
D2 PUBLIC CONTROVERSY TEXT: ??
     Specification of standards used and project elements analyzed for
     CONFLICT LOCAL/STATE REGS. (VAF 10-1193a, Block D2)
D2 PUBLIC CONTROVERSY TEXT:
OVERLOAD UTILITY SYS CAPACITY: YES// ??
     This field is a set of codes (Yes or No) indicating whether or not the
     proposed project overload the available utility system capacity. (VAF 10-
     1193a, Block D3)
     Choose from:
       Y        YES
       N        NO
```

```
OVERLOAD UTILITY SYS CAPACITY: YES//
D3 UTILITY OVERLOAD TEXT: ??
     Specification of standards used and project elements analyzed for
     OVERLOAD UTILITY SYS CAPACITY.
D3 UTILITY OVERLOAD TEXT:
Select PROJECT NUMBER:
```

Approval of Project Application

The Approval of Project Application option controls the Chief Engineer's and VAMC Director's sign off on the project application. Project Status must be set to "NEW PROJECT APPLICATION", "DESIGN PROGRAM", "A/E", "SCHEMATICS", "DESIGN DEVELOPMENT", "CONSTRUCTION DOCUMENTS", "AUTHORIZED", "INVITATION FOR BID", "BID OPEN", or "CONSTRUCTION" before the project can be approved. The security key ENPLK001 controls the Chief Engineer's approval. The security key ENPLK002 controls the VAMC Director's approval. The Chief Engineer must sign off before the VAMC Director. Both must approve before the project application can be transmitted electronically to higher approval authorities.

Chief Engineer and VAMC Director approvals of a project application will be considered current for six months. Any approvals performed over six months ago will need to be redone prior to transmission of the project application. The Approval of Project Application [ENPLM16] option has been modified to update the signed name and date whenever an application is re-approved. Previously, just pressing return at the approval prompt did not update the approval name or date of re-approved applications.

```
    Edit Project Application
    Activations E/E
    Environmental Analysis E/E (VAF 10-1193a)
>   Approval of Project Application
    Reports ...
    Validate Project Applications
    Transmit Project Applications
    Communication Log Display for a Project
```

Select Project Applications Option: **approval of Project Application**

```
Select PROJECT NUMBER:    999-97-101       ASBESTOS PROJECT


Project Number: 999-97-101 Title: ASBESTOS PROJECT
Program: NRM               Category: ASBESTOS


Do you wish to view a project summary:? NO//     y  YES


VHA                PROJECT APPLICATION - SIGN OFF SUMMARY        PROJECT NUMBER
                                                                   999-97-101
PROJECT PROGRAM: NRM                            FACILITY PRIORITY: 1
FACILITY: ANYCITY                               TOTAL PROJECT SCORE: 51
PROJECT TITLE: ASBESTOS PROJECT
EMERGENCY APPLICATION: NO             EQUIPMENT OVER $250K APPLICATION: YES
```

```
BUILDING NUMBER(S): 114
BUILDING OCCUPANCY: OTHER
PROJECT CATEGORY: ASBESTOS
BUDGET CATEGORY: ASBESTOS/IH
NET BED CHANGE: 0                              NET PARKING CHANGE: 0
LISTED ON 5 YR FACILITY PLAN: YES              5-YR FACILITY PLAN FY: 1996
NEW NET SQ. FT.: 2873                          NEW GROSS SQ. FT.: 2890
RENOVATED NET SQ. FT.: 3783                    RENOVATED GROSS SQ. FT.: 8387
AE $ REQUIRED IN FY: 1997                      CONSTRUCTION $ REQUIRED IN FY: 1997
PLANNED CONSTRUCTION METHOD: CONTRACT          TOTAL PROJECT COSTS: $ 0
PROJECT DESCRIPTION:
Remove asbestos materials from piping and walls.
PROJECT JUSTIFICATION:
This project is required because of the possibility
of asbestos exposure during maintenance in affected
areas.


WORKLOAD:

Project was previously approved by ENDIR,ONE on AUG 18, 1995@11:18:20
Do you want to change the approval status? NO//     y  YES
VAMC DIRECTOR APPROVED: YES// ??
     This field contains a set of codes (Yes or No) indicating that the proposal
     has been prepared and submitted in accordance with instructions, all
     supporting data that is required is forwarded, and is practical from a
     facility viewpoint. The field triggers fields 248, VAMC DIRECTOR/
     DESIGNEE NAME, and 249, VAMC DIRECTOR SIGN DATE.
     Choose from:
       Y        YES
       N        NO
VAMC DIRECTOR APPROVED: YES//     YES
```

Reports

```
  Edit Project Application
  Activations E/E
  Environmental Analysis E/E (VAF 10-1193a)
  Approval of Project Application
>   Reports ...
  Validate Project Applications
  Transmit Project Applications
  Communication Log Display for a Project
```

Select Project Applications Option: **reports**

```
  Project Application VAF 10-1193 (132 columns)
  Environmental Analysis VAF 10-1193a (132 columns)
  Minor/Minor Misc Prioritization
  NRM Prioritization Scoring Sheet
```

Note: Because many of the reports have footers, it is advisable not to use a number higher than 60 to designate page length (i.e., `DEVICE: HOME// ;132;60  LAN)`

Five Year Facility Plan
Project Applications

Project Application VAF 10-1193 (132 columns)

Some of the information printed on the 1193 is computed based on other data.

49. TOTAL CONST. COST (LOW BID)
= TOTAL M AND R COSTS + TOTAL BSEA COSTS + TOTAL BSER COSTS + TOTAL MI COSTS.

50. CONTINGENCY $
= TOTAL CONST. COST (LOW BID) * NSM CONTINGENCY PCT rounded up to the next thousand.

52. TECHNICAL SERVICES %
= TECHNICAL SERVICES $ / TOTAL CONST. COST (LOW BID) * 100

53. TOTAL PROJECT COSTS
= TOTAL CONST. COST (LOW BID) + CONTINGENCY $ + IMPACT COST + TECHNICAL SERVICES $.

54. TOTAL CONST. COST (LOW BID)
= MINOR/MAJOR CONST COSTS.

55. CONST. CONTINGENCY
Computed based on H089 new and renovated gross sq ft.
= 7.5% if there is any renovated gross sq ft.
= 5 % if there is only new gross sq ft.
= 7.5% if there is not any new or renovated gross sq ft.

57. TECHNICAL SERVICES %
= TECHNICAL SERVICES $ / MINOR/MAJOR CONST. COSTS * 100

58. TOTAL PROJECT COSTS
= MINOR/MAJOR CONST. COSTS + CONTINGENCY $ + IMPACT COST + TECHNICAL SERVICES $

66. EQUIP OVER $250K
= Sum of costs (UNIT COST * QUANTITY) for any EQUIPMENT OVER $250K

69. TOTAL PROJECT SCORE
NRM: see NRM PRIORITIZATION SCORING SHEET for details.
MINOR or MINOR MISC: see MINOR/MINOR MISC PRIORITIZATION SCORING SHEET for details.
MAJOR: = MCPS SCORE.

Note: Because this report has footers, it is advisable not to use a number higher than 60 to designate page length (i.e., DEVICE: HOME// ;132;60 LAN)

Select Reports Option: **project Application VAF 10-1193 (132 columns)**

```
Select PROJECT NUMBER:    999-97-101       ASBESTOS PROJECT
DEVICE: HOME//  <RET>  LAN

Must Support 132 Character Display
DEVICE: HOME//  ;132;60  LAN

VHA                                                PROJECT APPLICATION
                                                    EXECUTIVE SUMMARY

                                          ***********  GENERAL DATA  ***********

1. PROJECT PROGRAM: NRM                                  2. REGION: 1                  3. FACILITY PRIORITY:   1

4. FACILITY: ANYCITY                                                              DIVISION:

5. PROJECT TITLE: ASBESTOS PROJECT                                                     6. PROJECT NUMBER: 999-97-101

7. EMERGENCY  : NO           8. EQUIPMENT OVER   : YES     9. BUILDING : 114
   APPLICATION                  $250K APPLICATION             NUMBER(S)

10. BUILDING OCCUPANCY: OTHER                  11a. PROJECT CATEGORY: ASBESTOS

11b. BONUS CATEGORY:   NOT APPLICABLE          11c. SIR RATING:  2.00   11d. % ENERGY TARGET ACHIEVED: (Region  enters)

12a. BUDGET CATEGORY: ASBESTOS/IH                      12b. EPA CATEGORY:   ASBESTOS

13. NET BED CHANGE: 0                14. LISTED ON 5 YR FACILITY  PLAN: YES           15. 5-YR FACILITY PLAN FY: 1996

16. NET PARKING CHANGE: 0

17. PROJECT DESCRIPTION:  Remove asbestos materials from piping and walls.

18. PROJECT JUSTIFICATION:  This project is required because of the possibility of asbestos exposure during
                            maintenance in affected areas.
```

```
19. WORKLOAD:

20. FDP UPDATE COMPLETED: * Reserved for Future Use *

21. DEPARTMENT/SERVICE OR TECHNICAL                          22. FDP CRITICAL         23. FDP CORRECTIVE
    DEFICIENCIES TO BE ADDRESSED                                 RATING                   ACTION #

                              * Reserved for Future Use *

24. PROJECT SCOPE:
    25. CODE       26. DEPARTMENT/SERVICE                    27.       NEW                        28. RENOVATED
                                                                NSF          GSF                NSF          GSF
    214            CLINICAL SERVICES ADMINISTRATION             2873         2890               3783         8387

                              29.-30. NSF & GSF TOTALS:        2873         2890               3783         8387

31.-39. (ISSUES) SITE:
           HISTORICAL:
        ENVIRONMENTAL:
              SEISMIC: ,
     HAZARDOUS MAT'LS:
            TRANSPORT:
              PARKING:
               IMPACT:   Information (if any) moved to Impact Justification on page 3.
VAF 10-1193 REVISED 5/95 p.1
Hit <RETURN> to Continue; '^' to Quit <RET>
```

```
VHA                                          PROJECT APPLICATION                                  PROJECT NUMBER
                                              EXECUTIVE SUMMARY                                       999-97-101

                                        ***********  COST DATA  ***********

40. CONSTRUCTION METHOD  PLANNED: CONTRACT      41. AE $ REQUIRED IN FY: 1997        42. CONST $ REQUIRED IN FY: 1997

43. NRM COSTS: YES                                     44. MAJOR/MINOR/MINOR MISC. COSTS: NO
45. TOTAL M&R COSTS:
46. TOTAL BSEA COSTS:
47. TOTAL BSER COSTS:
48. TOTAL MI COSTS:
49. TOTAL CONST. COST (LOW BID):                     0    54. TOTAL CONST. COST (LOW BID):
50. CONST CONTCY % AND $:               %            0    55. CONST CONTCY % AND $:                 %
51. IMPACT COSTS:                                         56. IMPACT COSTS:
52. TECHNICAL SERVICES % AND $       0.0 %                57. TECHNICAL SERVICES % AND $            %

53. TOTAL PROJECT COSTS:                             0    58. TOTAL PROJECT COSTS:

***********  ACTIVATION DATA  ***********

59. ACTIVATION $ REQUIRED  IN FY: 1997                    66. EQUIP OVER $250K  :        250000
                                                              EQPMT (OVER $250K)
60. ADDITIONAL FTEE: 1                                    67. VAMC SCORE: 51
61. RECURRING PS $ :                            49000     68. REGION SCORE:
62. RECURRING ALL OTHER $ :                      2874
63. EQUIPMENT $ :                               28767
64. NON-RECURRING ALL OTHER  $ :                  296
65. TRAVEL .007 $ :                               260      69. TOTAL PROJECT SCORE:  51

                                           ***********  SIGNATURES  ***********

70. CHIEF ENGINEERING SVC/DESIGNEE:  ENCHIEF ,ONE                                  71. DATE: 07/17/95
72. DIRECTOR FACILITY/DESIGNEE:  ENDIR ,ONE                                        73. DATE: 09/27/94

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

74. REGION PROJECT VALIDATION:                                                        75. DATE:
```

```
VAF 10-1193 REVISED 5/95 p.2

VHA                                    PROJECT APPLICATION                    PROJECT NUMBER
                                        EXECUTIVE SUMMARY                        999-97-101

DETAILED PROJECT DESCRIPTION:

DETAILED PROJECT JUSTIFICATION:

IMPACT JUSTIFICATION:

VAF 10-1193 REVISED 5/95 p.3
Hit <RETURN> to Continue

Select PROJECT NUMBER:
```

Environmental Analysis VAF 10-1193a (132 columns)

Note: Because this report has footers, it is advisable not to use a number higher than 60 to designate page length (i.e., DEVICE: HOME// ;132;60 LAN)

Select Reports Option: **environmental Analysis VAF 10-1193a (132 columns)**

```
Select PROJECT NUMBER:    999-97-101       ASBESTOS PROJECT
DEVICE:  ;132;60  LAN


                              EMIS CONSTRUCTION PROGRAM ENVIRONMENTAL ANALYSIS                        RCS 13-37

DATE PRINTED: AUG 10,1995  14:32                                          1. CONSTRUCTION PROJECT NO.: 999-97-101

TO: ADCMD For Operations (138)                  2. FACILITY LOCATION                              DIVISION
    Veterans Administration Central Office         ANYCITY
    ANYCITY, D.C. 20420                            ANYCITY, DC

                                                  SECTION I - GENERAL DATA
3. PROJECT TITLE: ASBESTOS PROJECT

                                                SECTION II - ENVIRONMENTAL DATA
                                                  A. FACILITY REVIEW                        B. VACO/REGION REVIEW
4. ENVIRONMENTAL ASSESSMENT                          REQUIRED
5. ENVIRONMENTAL IMPACT STATEMENT                    REQUIRED
6. ADDITIONAL DOCUMENTATION                          REQUIRED
7. FURTHER ACTION REQUIRED              Y
8. EVALUATED                 BY                           DATE                BY                            DATE


                                             SECTION III - ENVIRONMENTAL ANALYSIS
Environmental Elements: A 'Yes' will require  an Assessment     Specify standards used and project elements analyzed,
of the Specific Element.                                        or provide additional documentation.
9. LAND USE
    DOES PROPOSED PROJECT:
    A1. Acquire or dispose of land?                   YES
    A2. Involve land located in a wetland or          YES
        flood plain?
```

```
    A3. Involve storm-water run-off and              YES
        retainage?
    A4. Conflict with local zoning and               YES
        planning regulations?
    A5. Dislocate persons, residences, or            YES
        cause major population shift?
    A6. Affect protected wildlife or vegetation?     YES
10. CONSTRUCTION/BUILDINGS
    DOES PROPOSED PROJECT:
    B1. Involve 'outside construction of more        YES
        than 10,000 sq. ft.?
    B2. Increase off-site traffic flow by more       YES
        than 10%?
    B3. Significantly alter off-site traffic flow?   YES
    B4. Involve a historically designated            YES
        building or area?
11. EMISSION, WATER, AND TOXIC SUBSTANCES
    DOES PROPOSED PROJECT:
    C1. Conflict with local, state, or federal       YES
        standards?
12. CULTURAL, COMMUNITY, LEGISLATIVE
    DOES PROPOSED PROJECT:
    D1. Have known potential for public              YES
        controversy?
    D2. Conflict with local or state                 YES
        regulations?
    D3. Overload available utility system            YES
        capacity?

                                                     VA FORM 10-1193a
                                                     FEB 1979

Select PROJECT NUMBER:
```

Minor/Minor Misc Prioritization

Scores are computed as follows:

1. Cited JCAHO/AALAC/CAP Accreditation Deficiency Based on CITING AUTHORITY, DATE, CORRECTION >50% PROJECT SCOPE

   Citation must have been issued within the last 6 years and more than 50% of the project scope must be for correction of the deficiency.

   10 Pts-Repeat Citation, 5 Pts-lst Citation, 0 Pts-No Citation

2. Safety: Handicapped (UFAS), EPA/NRC, Fire/Safety (RSFPE}, OSHA Based on CITING AUTHORITY, DATE, CORRECTION >50% PROJECT SCOPE

   Citation must have been issued within the last 6 years and more than 50% of the project scope must be for correction of the deficiency.

   10 Pts-Repeat Citation, 5 Pts-lst Citation, 0 Pts-No Citation

3. Space Based on SPACE USE FOR PRIORITIZATION

14	AMBULATORY CARE
14	DIRECT PATIENT CARE (WARDS)
14	DOMICILLIARY
14	FEMALE PRIVACY
14	NHCU
10	24 HR DIRECT PATIENT C ER/OR
8	24 HR ANCILLARY PATIENT CARE
6	12 HR DIRECT PATIENT CARE RMS/MHC
4	12 HR INDIRECT CARE
2	ADMINISTRATIVE AREAS
0	NOT APPLICABLE

4 Energy Conservation Based on SIR RATING

5.01+	5 Pts
4.01->5	4 Pts
3.01->4	3 Pts
2.01->3	2 Pts
1.01->2	1 Pts
0->1	0 Pts

5. Category Bonus Based on PROJECT CATEGO RY. No points are given if Space Points were taken.

5 Pts - Research, and Education

10 Pts - Preservation of Structure (Seismic Only) Area Cat I.

5 Pts - Preservation of Structure (Seismic Only) Area Cat II.

O Pts - Preservation of Structure (Seismic Only) Area Cat III.

10 Pts - Critical Building Systems: Electric, HVAC, Boiler, Computer, Telephone, Utility Systems, and Elevator.

10 Pts - Fire and Safety

6. VAMC Priority
   Based on VAMC PRIORITY

   MINOR MISC: 1st = 12 Pts, 2nd = 9 Pts., MINOR: Priority points not calculated.

Select Reports Option: **minor/Minor Misc Prioritization**

```
Select PROJECT NUMBER: 999-383          RENOVATE MED/CLINICAL
DEVICE: HOME//  ;80  LAN


              FY 1996 MINOR DESIGN PRIORITIZATION SCORING SHEET

Medical Center: ANYCITY
Project Title:                                            Project #
RENOVATE MED/CLINICAL                                     999-383

Category: CLINICAL IMPROVEMENT

TOTAL ESTIMATED:  Construction Cost: 0                Design Cost: 0

Activations FY: 1997
  Additional FTEE Required:           2.00  Recurring PS $:            70,000
  Non-Recurring All Other $:     400,000    Equipment $:            1,826,000
  Travel .007 $:                   9,132    Recurring all other $:          1

Major/Minor Funded Projects to which Domino
  #           Title                                                 Type



Equipment Over $250K:
  Name:                                A/R:      Qty:       $

Brief Project Description:
        RENOVATION, EXPANSION, AND UPGRADE OF 10000 S.F. OF SPACE TO
        CORRECT DEFICIENCIES IN FOUR SECTIONS OF MEDICAL SERVICE
        INCLUDING PULMONARY, RESPIRATORY, GASTROENTEROLOGY, AND
```

```
        CARDIOLOGY LAB. FDP ACTION # S18.


                                                                  POINTS
1. Cited JCAHO/AALAC/CAP Accreditation Deficiency.
      Date         Page      Name/Title
  (1)  3 MAY 1995  3         ENUSER1,EIGHT/INSPECTOR
                                                                   5

2. Safety: Handicapped (UFAS), EPA/NRC, Fire/Safety (RSFPE), OSHA.
      Date         Page      Name/Title
                                                                   0

3. Space:
     Not Applicable                                                0

4. Energy Conservation:
     Not Applicable                                                0

5. Category Bonus (Scope Dependent):
     Not Applicable                                                0

                                                FACTOR SUBTOTAL    5


                                                 Project #: 999-383

6. VAMC Priority: [Rank and Submit 2 Minor Design projects]
     PRIORITY 2                                                  UNK

Select PROJECT NUMBER:   <RET>
```

NRM Prioritization Scoring Sheet

Energy points have been replaced by Bonus Category points. Activation data, equipment list, and short description are no longer printed on the score sheet.

Scores are computed as follows:

1. FACILITY PRIORITY SCORE based on VAMC PRIORITY

   1st = 30 Pts, 2nd = 28 Pts, etc.

2. TOTAL FACTORED SQUARE FOOTAGE SCORE based on TOTAL FACTORED SQUARE FOOTAGE

2,000,001+	8 Pts
1,000,000->2,000,000	6 Pts
500,000->999,999	4 Pts
1->499,999	2 Pts

3. PROJECT CATEGORY SCORE based on PROJECT CATEGORY

   15 Pts - Special Initiatives: Female Patient Privacy, Architectural barriers, TB Infectious Control, Fire Sprinklers 2000, and Patient/Environment Privacy

   12 Pts - Utility systems: Electrical, HVAC, Boilers, Incinerator, Utility Systems, Bldg Service Equipment, Underground Storage Tanks, Laundry, Elevators, and Nurse Call.

   10 Pts - Environmental, and Waste Management.

   4 Pts - Communications: Telephones, Master TVs and Computer.

   2 Pts - System Retrofit: Signage/Graphics, and Security Items.

   0 Pts - Other Improvements: Biomedical, Minor Improvements, and Consultant Study.

4. BONUS CATEGORY based on BONUS CATEGORY

   8 Pts - Ambulatory Care.

   0 Pts - Education, Research, NHCU, and Not Applicable.

0-10 Pts - Energy
based on SIR RATING and % ENERGY TARGET ACHIEVED

0-5 Pts from SIR RATING:

4+	5 Pts
2->3.99	4 Pts
1->1.99	3 Pts
0->.99	0 Pts

0-5 Pts from % ENERGY TARGET ACHIEVED:

0->49.99	5 Pts
50->59.99	4 Pts
60->69.99	3 Pts
70->79.99	2 Pts
8O->89.99	1 Pts
90+	0 Pts

Note: % ENERGY TARGET ACHIEVED is not entered by the facility and therefore points can not be calculated. This data will be maintained and used in prioritization scoring by higher approval authorities.

5. CITATIONS based on CITATIONS

   12 are points given if there are any citations within last 6 years for which the CORRECTION >50% PROJECT SCOPE is YES.

Select Reports Option: **nrm Prioritization Scoring Sheet**

```
START WITH PROJECT NUMBER: FIRST// 999-97
GO TO PROJECT NUMBER: LAST// 999-97-900
DEVICE:  ;80  LAN


                          FY  1997
                   NRM PRIORITIZATION METHODOLOGY
                       PROJECT  SCORING SHEET

VAMC: ANYCITY
Proj Title: ASBESTOS PROJECT                          Proj #: 999-97-101
Total Est: Construction Cost:          0    Design Cost:

1   FACILITY PRIORITY:
    Facility priority for Project:   1                POINTS:  30

2   TOTAL FACTORED SQUARE FOOTAGE:
    Total Factored Square Footage:       22876        POINTS:   2
```

```
3   PROJECT CATEGORY:
    Category: ASBESTOS                                    POINTS:   7

4   BONUS CATEGORY:
    Category: NOT APPLICABLE                              POINTS:   0
    Ambulatory Care Percentage:    0
    SIR Rating: N/A
    % of Energy Target Achieved: N/A



5   CITATIONS:                                            POINTS:  12
    Date of citation:       MAR  9,1993
    Citing authority:       ENVIRONMENTAL PROTECTION AGENCY
    Survey official's name: ENUSER1 , F IVE

                                     TOTAL POINTS:                51
```

FY 1997
NRM PRIORITIZATION METHODOLOGY
PROJECT SCORING SHEET

VAMC: ANYCITY
Proj Title: NHCU BED CONVERSION Proj #: 999-97-110
Total Est: Construction Cost: 0 Design Cost:

1 FACILITY PRIORITY:
Facility priority for Project: POINTS: 0

2 TOTAL FACTORED SQUARE FOOTAGE:
Total Factored Square Footage: POINTS: 0

3 PROJECT CATEGORY:
Category: PATIENT ENVIRONMENT/PRIVACY POINTS: 15

4 BONUS CATEGORY:
Category: NHCU POINTS: 0
Ambulatory Care Percentage: 90
SIR Rating: N/A
% of Energy Target Achieved: N/A

5 CITATIONS: POINTS: 12
Date of citation: DEC 25,1994
Citing authority: JOINT COMM ON ACCREDITATION HEALTH CARE ORG
Survey official's name: ENUSER1 , FOUR

TOTAL POINTS: 27

Validate Project Applications

Projects are longer be automatically deleted after editing when problems are found with the required fields. Instead, projects are validated after editing and when selected for transmission. Invalid projects can not be transmitted to the Regional Construction Database. A detailed report of any validation problems is available. New options, Validate Five Year Plan Projects [ENPLFV] and Validate Project Applications [ENPLAV], have been added to allow validation to be performed whenever desired.

```
  Edit Project Application
  Activations E/E
  Environmental Analysis E/E (VAF 10-1193a)
  Approval of Project Application
  Reports ...
> Validate Project Applications
  Transmit Project Applications
  Communication Log Display for a Project
```

Select Project Applications Option: **validate Project Applications**

```
     Select one of the following:

          1         INDIVIDUAL PROJECTS
          2         FROM LIST OF PROJECT APPLICATIONS RETURNED TO SITE

Choose method of project selection: 1  INDIVIDUAL PROJECTS
Select PROJECT NUMBER: 999-97-101        ASBESTOS PROJECT
Select PROJECT NUMBER:  <RET>
Validating Projects.
This project failed the validation checks.
Do you want a detailed report? YES//    <RET>
DEVICE: HOME//   <RET> LAN



Project Application Validation Results     JUL 20, 1995        page 1
-----------------------------------------------------------------------------------------------
Project: 999-97-101 (failed)
E) VAMC Director approval date (Sep 27, 1994) is over 6 months old.

     Note: E) = Error which prevents transmission     W) = Warning

Enter RETURN to continue or '^' to exit:    <RET>
```

Transmit Project Applications

The Send Project Application [ENPLM17] option has been replaced by the Transmit Project Application [ENPLAX] option found on the Project Application [ENPLA] menu. Projects can be individually selected or chosen from a list of project applications which have been returned to the site for editing.

```
      Edit Project Application
      Activations E/E
      Environmental Analysis E/E (VAF 10-1193a)
      Approval of Project Application
      Reports ...
      Validate Project Applications
  >   Transmit Project Applications
      Communication Log Display for a Project

Select Project Applications Option:   transmit Project Applications

     Select one of the following:

          1         INDIVIDUAL PROJECTS
          2         FROM LIST OF PROJECT APPLICATIONS RETURNED TO SITE
          3         SELECTED PROJECTS FROM PROGRAM-YEAR LIST

Choose method of project selection:  1  INDIVIDUAL PROJECTS
Select PROJECT NUMBER:  999-97-101         ASBESTOS PROJECT
Select PROJECT NUMBER:  <RET>
Validating Projects.
No validation problems found

Do you want to Queue Transmission? Y//    <RET>
1 Project Application was queued for transmission.
```

Communication Log Display for a Project

This option displays the Communication Log for a selected project. It contains information on network messages exchanged between the site and the regional construction database.

Edit Project Application
Activations E/E
Environmental Analysis E/E (VAF 10-1193a)
Approval of Project Application
Reports ...
Validate Project Applications
Transmit Project Applications
> Communication Log Display for a Project

Select Project Applications Option: **communication Log Display for a Project**

```
Select PROJECT NUMBER:      999-97-101        ASBESTOS PROJECT

DEVICE: <RET>  LAN    RIGHT MARGIN: 80//



CONSTRUCTION PROJECT LIST                     JUL 20,1995  13:54    PAGE 1
COMMUNICATION LOG
-----------------------------------------------------------------------------------------------

PROJECT # :999-97-101


07/12/95 08:44  5-Yr Site transmitted project to Region

07/12/95 09:46  5-Yr Region ADDED   proj. transmitted at 07/12/95 08:44


Select PROJECT NUMBER:  <RET>
```

```
        CARDIOLOGY LAB. FDP ACTION # S18.



                                                                  POINTS
1. Cited JCAHO/AALAC/CAP Accreditation Deficiency.
      Date         Page      Name/Title
  (1)  3 MAY 1995  3         ENUSER1,EIGHT/INSPECTOR
                                                                   5

2. Safety: Handicapped (UFAS), EPA/NRC, Fire/Safety (RSFPE), OSHA.
      Date         Page      Name/Title
                                                                   0

3. Space:
     Not Applicable                                                0

4. Energy Conservation:
     Not Applicable                                                0

5. Category Bonus (Scope Dependent):
     Not Applicable                                                0

                                                FACTOR SUBTOTAL    5



                                                  Project #: 999-383

6. VAMC Priority: [Rank and Submit 2 Minor Design projects]
     PRIORITY 2                                                  UNK

Select PROJECT NUMBER:   <RET>
```

Approved Dates Screen Edit
Enter/edit approved dates on delegated projects. Approved dates indicate when certain project milestones were originally scheduled. Adherence to these dates is usually important in terms of keeping obligations consistent with an established spending plan.

Revised Dates Screen Edit
Enter/edit revised dates (if any) of project milestones. These dates must be exact (month-day-year) and should reflect any discrepancies between original schedule and current best estimates.

Actual Dates Screen Edit
Enter/edit actual milestone dates on Construction Project(s).

A/E Data Screen Edit
Enter/edit basic information on architectural firms retained by facility for specific projects.

Contractor Data Screen Edit
Enter/edit basic information on prime construction contractor for a delegated project.

Changes & Remarks Screen Edit
Enter/edit summary of change orders and narrative remarks.

Print Project Status Report
Generate hardcopy 10-0051 for a specific construction project.

Print All Project Status Reports
Print hardcopy 10-0051 of all construction projects for which the MONTHLY PRINT-OUT field is set to "YES".

Transmit 10-0051 Electronically
Packs 10-0051s into Network MailMan messages and routes them to the Office of Facilities in VACO.

Enter Project Data

```
--->1     Enter Project Data
   2  Screen Review All Data
   3  Preliminary Data Screen
   4  Approved Dates Screen Edit
   5  Revised Dates Screen Edit
   6  Actual Dates Screen Edit
   7  A/E Data Screen Edit
   8  Contractor Data Screen Edit
   9  Changes & Remarks Screen Edit
  10 Print Project Status Report
  11 Print All Project Status Reports
  12 Transmit 10-0051 Electronically
```

In this option, you can enter project data as a new project is opened. You can also edit an existing project from this option.

Select Project Tracking Option: 1 Enter Project Data

To use this option, enter the construction project number. Typing **< ??><RET>** after Select CONSTRUCTION PROJECT PROJECT NUMBER will list all current construction project numbers.

```
Select Project Tracking Option: 1  Enter Project Data
Select CONSTRUCTION PROJECT PROJECT NUMBER:  ??

CHOOSE FROM:
   999-011      BUILD HOSPITAL ANNEX
   999-012      RENOVATE CLINICAL LABORATORY
   999-014      EXPAND CLINICAL WARDS

Must begin with station number. Enter '??' for more help.
      The principal identifier of entries in the CONSTRUCTION PROJECT file.
     Format should be either 'SSS-NNN' or 'SSS-YY-NNN'; where SSS is the
     facility number and NNN is a sequential project number.
      YY is usually the fiscal year for which an NRM request is being
     submitted, but may also be used for a two-character alphabetic project
     category designation.
      Note that the facility number need not always be the number of the
     VAMC. For example, if you are reporting on a National Cemetery project
     the first 3 digits will generally be the facility number of the National
     Cemetery itself.
      If you have questions about official project numbers, please consult
     your Project Manager in the Region.
Select CONSTRUCTION PROJECT PROJECT  NUMBER: 999-011          BUILD HOSPITAL ANNEX
```

If you enter a new Construction Project number, the CONSTRUCTION PROJECT PROJECT TITLE is requested. After entering the title, the PROJECT NUMBER will be displayed.

```
PROJECT NUMBER: 999-011//
```

REPORT PERIOD END is the date for the end of the period covered by the report. If a date is already on the project, it is displayed with the "//". A < ?> entered here will show the different formats for entering dates.

```
REPORTING PERIOD (Month/Year): ??
     Current reporting period.  Used by Regional Offices for tracking
     project milestones over time.

     Enter MONTH and YEAR only.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer assumes a date in the PAST.
     You may omit the precise day, as:  JAN, 1957
REPORTING PERIOD (Month/Year):
```

PROJECT TITLE will be asked next and can be changed by typing a new title.

```
PROJECT TITLE: BUILD HOSPITAL ANNEX  Replace ??
     Official title of project.
PROJECT TITLE: BUILD HOSPITAL ANNEX  Replace
MONTHLY UPDATES: NO// ??
     This field determines whether or not a project will be included when
     Progress Reports of 'all projects' are requested. This field is
     examined when 10-0051's are transmitted electronically as well as
     when paper records are produced.
     CHOOSE FROM:
       Y        YES
       N        NO
MONTHLY UPDATES: NO//
MEDICAL CENTER: ANYCITY, DC, VAMC// ??
     Facility where the work is being performed. May  indicate
     a division or other functional element (National Cemetery,
     Regional Office, satellite clinic, etc.) if  appropriate.

CHOOSE FROM:
   VASITE                          ANYSTATE VAMC                    590
   ANYCITY, DC, VAMC               ANYPLACE                         999

MEDICAL CENTER: ANYCITY, DC, VAMC//
FUNDING YEAR  - A/E: 1993// ??
     This field contains the fiscal year for which A/E is funded or  proposed.
FUNDING YEAR  - A/E: 1993//
FUNDING YEAR - CONST: 1993//  ??
     Fiscal year for which construction is funded or proposed.
FUNDING YEAR - CONST: 1993//
APPROVED A/E FUNDING: ??
     Amount (in whole dollars) authorized for A/E at the time project is
     approved.
APPROVED A/E FUNDING:
APPROVED CONSTRUCTION: ??
     Amount (in whole dollars) authorized for construction at the
     time project is approved.
APPROVED CONSTRUCTION:
STATUS: PLAN// ??
     Present status of the project.

CHOOSE FROM:
   A/E
   BID OPEN      BO
   CANCELED
   COMPLETED PROJECT      CP
   CONSTRUCTION
   CONSTRUCTION DRAWINGSCD
   DESIGN DRAWINGS      DD
   DESIGN PROGRAM
   DRAFT PROJECT
   INVITATION FOR BID      IFB
   NEW PROJECT APPLICATION      NP
   NON-VIABLE      NV
   PLAN      PY
```

```
   PROPOSED FOR BUDGET
   SCHEMATICS
   STATION LEVEL PROJECT
   UNAPPROVED/VIABLE

STATUS: PLAN//
DESIGN METHOD: ??
     Indicates the design method.
     CHOOSE FROM:
       1        A/E
       2        SBA 8(a)
       3        VAMC
DESIGN METHOD:
CONSTR. METHOD: ??
     Indicates the construction method.
     CHOOSE FROM:
       1        CONTRACT
       2        P&H
       3        STATION LABOR
       4        SBA 8(a)
       5        DESIGN/BUILD
       6        LEASE
CONSTR. METHOD:
% DESIGN PROGRAM COMPL: ??
     Completion percentage of design program (if applicable).
% DESIGN PROGRAM COMPL:
% SCHEMATICS COMPLETE: ??
     Current estimate of work done on schematics. Expressed as a
     percentage of completion.
% SCHEMATICS COMPLETE:
% DESIGN DRAWINGS COMPL: 50// ??
     Current estimate of how much work has been done on project design.
     Expressed as percentage of completion.
% DESIGN DRAWINGS COMPL: 50//
%CONST DRAWINGS COMP: ??
     Current estimate of the status of construction (working) drawings.
     Expressed as a percentage of completion.
%CONST DRAWINGS COMP:
% CONSTRUCTION COMPLETE: 0// ??
     Current estimate of construction work actually performed. Expressed
     as a percentage of completion.
% CONSTRUCTION COMPLETE: 0//
```

Many of the following fields require entering dates. An explanation of valid date formats is shown for DESIGN PROGRAM START. These formats apply to the other date fields as well.

```
DESIGN PROGRAM START (PLANNED): MAY 25,1993// ??
     Planned start of design program.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer assumes a date in the PAST.
     You may omit the precise day, as:  JAN, 1957
DESIGN PROGRAM START (PLANNED): MAY 25,1993//
DESIGN PROGRAM COMP. (PLANNED): MAY 25,1993//  ??
     Planned completion of design program.
DESIGN PROGRAM COMP. (PLANNED): MAY 25,1993//
ADVERTISE FOR A/E (PLANNED): MAY 25,1993//  ??
     Planned date for A/E advertisement.
ADVERTISE FOR A/E (PLANNED): MAY 25,1993//
SELECT A/E (PLANNED): MAY 25,1993//
     Planned selection date for A/E.
A/E AWARD (PLANNED): MAY 25,1993//  ??
     Planned A/E award date.
A/E AWARD (PLANNED): MAY 25,1993//
START SCHEMATICS (PLANNED): MAY 25,1993// ??
     Planned date for the start of schematic plans.
START SCHEMATICS (PLANNED): MAY 25,1993//
COMPLETE SCHEMATICS (PLANNED): MAY 25,1993//  ??
     Original (approved) target date for completion of preliminary plans.
COMPLETE SCHEMATICS (PLANNED): MAY 25,1993//
```

```
START DESIGN DRWGS. (PLANNED): MAY 25,1993// ??
     Planned (approved) start of design drawings.
START DESIGN DRWGS. (PLANNED): MAY 25,1993//
COMPL. DESIGN DRWGS. (PLANNED): MAY 25,1993//  ??
     Planned (approved) completion of design drawings.
COMPL. DESIGN DRWGS. (PLANNED): MAY 25,1993//
START CONST. DRWGS. (PLANNED): MAY 25,1993//  ??
     Original (approved) date for start of working drawings.
START CONST. DRWGS. (PLANNED): MAY 25,1993//
COMPL. CONST. DRWGS. (PLANNED): MAY 25,1993//  ??
     Original (approved) target date for completion of construction
     drawings.
COMPL. CONST. DRWGS. (PLANNED): MAY 25,1993//
ISSUE IFB (PLANNED): MAY 25,1993// ??
     Original (approved) target date for issuance of Invitation For Bids.
ISSUE IFB (PLANNED): MAY 25,1993//
BID OPEN (PLANNED): MAY 25,1993//  ??
     Original (approved) target date for bid openings.
BID OPEN (PLANNED): MAY 25,1993//
CONSTRUCTION AWARD (PLANNED): MAY 25,1993// ??
     Original (approved) target date for award of construction contract(s).
CONSTRUCTION AWARD (PLANNED): MAY 25,1993//
CONSTRUCTION START (PLANNED): MAY 25,1993//  ??
     Original (approved) target date for start of construction.
CONSTRUCTION START (PLANNED): MAY 25,1993//
CONST. COMPLETE (PLANNED): ??
     Original (approved) target date by which construction is to be
     substantially complete.
CONST. COMPLETE (PLANNED):
ACTIVATION (PLANNED): ??
     Original (approved) target date for project activation.
ACTIVATION (PLANNED):
DESIGN PROGRAM START (REVISED): ??
     Revised design program start date.
DESIGN PROGRAM START (REVISED):
DESIGN PROGRAM COMP. (REVISED): ??
     Revised design program completion date.
DESIGN PROGRAM COMP.  (REVISED):
ADVERTISE FOR A/E (REVISED):  ??
     Revised date for A/E advertisement.
ADVERTISE FOR A/E (REVISED):
SELECT A/E (REVISED): ??
     Revised date for selection of A/E.
SELECT A/E (REVISED):
A/E AWARD (REVISED): ??
     Revised date for A/E award.
A/E AWARD (REVISED):
START SCHEMATICS (REVISED): ??
     Current (revised) estimate of starting date for development of
     schematics.
START SCHEMATICS (REVISED):
COMPL. SCHEMATICS (REVISED): ??
     Current (revised) estimate as to when schematics will be complete.
COMPL. SCHEMATICS (REVISED):
START DESIGN DRWGS. (REVISED): ??
     Revised date for start of design drawings.
START DESIGN DRWGS. (REVISED):
COMPL. DESIGN DRWGS. (REVISED): ??
     Revised date for completion of design drawings.
COMPL. DESIGN DRWGS. (REVISED):
START CONST. DRWGS. (REVISED): ??
     Current (revised) estimate of the starting date for development of
     construction drawings.
START CONST. DRWGS. (REVISED):
COMPL. CONST. DRWGS. (REVISED): ??
     Current (revised) estimate of the target date for completion of
     construction drawings.
COMPL. CONST. DRWGS. (REVISED):
ISSUE IFB (REVISED): ??
     Current (revised) estimate of the target date for issuance of the
     Invitation For Bids.
ISSUE IFB (REVISED):
BID OPEN (REVISED): ??
     Current (revised) estimate of the target date for bid openings.
BID OPEN (REVISED):
```

```
CONSTRUCTION AWARD (REVISED): ??
     Current (revised) estimate of the target date for award of the
     construction contract(s).
CONSTRUCTION AWARD (REVISED):
CONSTRUCTION START (REVISED): ??
     Current (revised) estimate of the target date for the start of
     construction.
CONSTRUCTION START  (REVISED):
CONST. COMPLETE (REVISED): ??
     Current (revised) target date by which it is expected that construction
     will be substantially complete.
CONST. COMPLETE (REVISED):
ACTIVATION (REVISED): ??
     Revised date for project activation.
ACTIVATION (REVISED):
DESIGN PROGRAM START (ACTUAL): ??
     Actual date of design program start.
DESIGN PROGRAM START (ACTUAL):
DESIGN PROGRAM COMPL. (ACTUAL): ??
     Actual date of design program completion.
DESIGN PROGRAM COMPL. (ACTUAL):
AUTHOR. LTR. REC'D. (ACTUAL): ??
     Actual date of Issue Letter. This is the transmittal used by Regions
     to formally approve a project.
AUTHOR. LTR. REC'D. (ACTUAL):
ADVERTISE FOR A/E (ACTUAL): ??
     Date of advertisement for Architect/Engineer.
ADVERTISE FOR A/E (ACTUAL):
SELECT A/E (ACTUAL): ??
     Actual date of selection of Architect/Engineer.
SELECT A/E (ACTUAL):
A/E AWARD (ACTUAL): ??
     Date of contract award to Architect/Engineer.
A/E AWARD (ACTUAL):
START SCHEMATICS (ACTUAL): ??
     Actual date on which schematic plans were begun.
START SCHEMATICS (ACTUAL):
COMPL. SCHEMATICS (ACTUAL): ??
     Date on which schematic plans were actually completed.
COMPL. SCHEMATICS (ACTUAL):
START DESIGN DRWGS. (ACTUAL): ??
     Actual start of design drawings.
START DESIGN DRWGS. (ACTUAL):
COMPL. DESIGN DRWGS. (ACTUAL): ??
     Actual completion date for design drawings.
COMPL. DESIGN DRWGS. (ACTUAL):
START CONST. DRWGS. (ACTUAL): ??
     Date on which construction drawings were begun.
START CONST. DRWGS. (ACTUAL):
COMPL. CONST. DRWGS. (ACTUAL): ??
     Actual date on which construction drawings were completed.
COMPL. CONST. DRWGS. (ACTUAL):
ISSUE IFB (ACTUAL): ??
     Actual date of issuance of Invitation For Bids.
ISSUE IFB (ACTUAL):
BID OPEN (ACTUAL): ??
     Actual date of bid opening.
     If the date is omitted, the current date is  assumed.
     Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
     You may enter a time, such as NOON, MIDNIGHT or  NOW.
BID OPEN (ACTUAL):
CONSTRUCTION AWARD (ACTUAL): ??
     Actual date of award of construction contract.
CONSTRUCTION AWARD (ACTUAL):
CONSTRUCTION START (ACTUAL): ??
     Date on which construction actually began.
CONSTRUCTION START  (ACTUAL):
CONST. COMPLETE (ACTUAL): ??
     Actual date on which construction was judged to be substantially
     complete.
CONST. COMPLETE (ACTUAL):
ACTIVATION (ACTUAL): ??
     Actual date of project activation.
ACTIVATION (ACTUAL):
A/E CONTRACT #: ??
```

```
     Official identifier of contract with Architect/Engineer for project
     design and related services.
A/E CONTRACT #:
A/E NAME: ??
     Name of Architect/Engineer firm retained for this project.
A/E NAME:
A/E ADDR1: ??
     First line of Architect/Engineer address. May be up to 35 characters
     long and should generally contain the street address or post office
     box (or equivalent).
A/E ADDR1:
A/E ADDR2: ??
     Second (and final) line of Architect/Engineer address. May be up  to
     35 characters long and should generally contain the city, state, and
     zip code.
A/E ADDR2:
A/E FUND CONTROL POINT: ??
     Fund control point (IFCAP) for design obligations.
A/E FUND CONTROL POINT:
A/E AWARD AMOUNT: ??
     Original A/E award obligation.
A/E AWARD AMOUNT:
A/E STUDY: ??
     Amount obligated to A/E for performance of a formal study.
A/E STUDY:
A/E SCHEMATICS: ??
     Amount obligated for Architect/Engineer services in
     development of schematics. Round to nearest whole  dollar.
A/E SCHEMATICS:
A/E DESIGN DEVELOPMENT:  ??
     Amount obligated to A/E for design development. Round to
     nearest whole dollar.
A/E DESIGN  DEVELOPMENT:
A/E CONST DOCUMENTS:  ??
     Amount obligated for Architect/Engineer services in
     development of working drawings and specifications. Round to
     nearest whole dollar.
A/E CONST DOCUMENTS:
A/E SITE SURVEY: ??
     Amount obligated to Architect/Engineer for services in
     making site surveys and related activities. Round to nearest whole
     dollar.
A/E SITE SURVEY:
A/E CONST PER SERVCS: ??
     Amount obligated to Architect/Engineer for services to the
     medical center during the course of the actual construction period.
     Round to nearest whole dollar.
A/E CONST PER SERVCS:
A/E OTHER SERVICES: ??
     Amount obligated to A/E for services not otherwise classified.
A/E OTHER SERVICES:
A/E SA ADDITION (#): ??
     SA stands for supplemental agreement.
     Number of A/E supplemental agreements that add to the cost of  design.
A/E SA ADDITION (#):
A/E SA ADDITIONS ($): ??
     SA stands for supplemental agreement.
     Total cost of A/E supplemental agreements that increase design costs.
A/E SA ADDITIONS ($):
A/E SA DEDUCTIONS (#): ??
     SA stands for supplemental agreements.
     Number of A/E supplemental agreements that reduce design cost.
A/E SA DEDUCTIONS (#):
A/E SA DEDUCTIONS ($): ??
     SA stands for supplemental agreements.
     Total dollar value of all A/E supplemental agreements that decrease
     design cost.
A/E SA DEDUCTIONS ($):
CONST. CONTRACT #: ??
     Unique identifier (contract number) of contract with a construction
     firm for the actual construction portion of this  project.
CONST. CONTRACT #:
CONTR. NAME: ??
     Name of the firm chosen as the prime (or sole) contractor for the
     construction portion of this project.
```

```
CONTR. NAME:
CONTR. ADDR1: ??
     First line of the construction contractor's two-line mailing address.
     Should generally contain the street address or post office box (or
     equivalent).
CONTR. ADDR1:
CONTR. ADDR2: ??
     Second (and last) line of the construction contractor's mailing
     address. Should generally contain the city, state, and zip  code.
CONTR. ADDR2:
CONSTRUCTION AWARD: ??
     Amount of original  construction award.  Should not include P&H
     (purchase and hire) or supplemental agreements (if  any).
CONSTRUCTION AWARD:
P&H LABOR TO DATE: ??
     Total expenditure on purchase and hire labor to date.
     in order to award the contract without exceeding available funding.
P&H LABOR TO DATE:
P&H MATERIALS TO DATE: ??
     Total expenditure on purchase and hire materials to date.
P&H MATERIALS TO DATE:
CONST SA ADDITIONS (#): ??
     SA stands for supplemental agreement.
     Total number of supplemental agreements that added to the
     construction cost.
CONST SA ADDITIONS  (#):
CONST SA ADDITIONS ($): ??
     SA stands for supplemental agreements.
     The sum of the dollar value (rounded to the nearest dollar) of all
     supplemental agreements that increase the cost of the  project.
CONST SA ADDITIONS ($):
CONST SA DEDUCTIONS (#): ??
     SA stands for supplemental agreements.
     Total number of supplemental agreements that decreased
     the construction cost.
CONST SA DEDUCTIONS (#):
CONST SA DEDUCTIONS ($): ??
     SA stands for supplemental agreements.
     The sum (to the nearest whole dollar) of all supplemental agreements
     that decreased the cost of construction on an approved
     project.
CONST SA DEDUCTIONS ($):
CONST FUND CONTROL PT: ??
     Fund control point (IFCAP) for construction obligations.
CONST FUND CONTROL PT:
TIME EXTENSION (DAYS): ??
     Time extension granted contractor, usually as a result of
     supplemental agreements.
TIME EXTENSION (DAYS):
REMARKS:

You are ready to enter a line of text.
If you have no text to enter, just press the return key.
Type 'CONTROL-I' (or TAB key) to insert tabs.
When text is output, these formatting rules will apply:
 A)  Lines containing only punctuation characters, or lines containing tabs
     will stand by themselves, i.e., no wrap-around.
 B)  Lines beginning with spaces will start on a new  line.
 C)  Expressions between '|' characters will be evaluated as
     'computed-field expressions and then be printed as  evaluated
     thus '|NAME|' would cause the current name to be inserted in the  text.

•Want to see a list of allowable formatting  'WINDOWS'? NO//    (NO)
  1>
PROGRESS NOTE: ?
     ANSWER MUST BE 1-235 CHARACTERS IN LENGTH
PROGRESS NOTE:

Select CONSTRUCTION PROJECT PROJECT NUMBER:
```

The system will then prompt for a new project number. If you do not wish to go to another project number, you can press < **RET**>, which will return you to the Project Tracking Options menu.

Screen Review All Data

This option provides a screen review of all the project data. Enter the project number and the screen will display page one as shown on the printout below.

PROJECT TRACKING OPTIONS

1 Enter Project Data
--->2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 2 Screen Review All Data

```
         CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    PROJECT NUMBER:           999-011
2    REPORTING PERIOD (Month/Year):
3    PROJECT TITLE:            BUILD HOSPITAL ANNEX
4    MONTHLY UPDATES:          NO
5    MEDICAL CENTER:           ANYCITY, DC, VAMC
6    FUNDING YEAR  - A/E:            1993
7    FUNDING YEAR - CONST:           1993
8    APPROVED A/E FUNDING:
9    APPROVED CONSTRUCTION:
10   TOTAL FUNDS APPROVED:               0
11   STATUS:                   A/E
12   DESIGN METHOD:
13   CONSTR. METHOD:
14   % DESIGN PROGRAM COMPL:
15   % SCHEMATICS COMPLETE:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

The eight screens present the information in the order that it was entered. The ability to make changes in any line entry is provided at the bottom of the screen. Select more than one line number at a time by putting a semicolon between the numbers. If they are consecutively numbered lines, the beginning and ending numbers can be entered with a colon between them. You can go to the next page by pressing < **RET**> or go backwards by entering a minus sign. You have the option of terminating the screen option by using the <^> for "QUIT" or a <^^> for rapid out. Both actions accomplish the same thing.

```
          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    % DESIGN DRAWINGS COMPL:          50
2    %CONST DRAWINGS COMP:
3    % CONSTRUCTION COMPLETE:           0
4    DESIGN PROGRAM START (PLANNED): MAY 25,  1993
5    DESIGN PROGRAM COMP. (PLANNED): MAY 25,  1993
6    ADVERTISE FOR A/E (PLANNED): MAY 25, 1993
7    SELECT A/E (PLANNED):    MAY 25, 1993
8    A/E AWARD (PLANNED):     MAY 25, 1993
9    START SCHEMATICS (PLANNED): MAY 25, 1993
10   COMPLETE SCHEMATICS (PLANNED): MAY 25,  1993
11   START DESIGN DRWGS. (PLANNED): MAY 25,  1993
12   COMPL. DESIGN DRWGS. (PLANNED): MAY 25, 1993
13   START CONST. DRWGS. (PLANNED): MAY 25, 1993
14   COMPL. CONST. DRWGS. (PLANNED): MAY 25, 1993
15   ISSUE IFB (PLANNED):     MAY 25, 1993

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 3

1    BID OPEN (PLANNED):      MAY 25, 1993
2    CONSTRUCTION AWARD (PLANNED): MAY 25,  1993
3    CONSTRUCTION START (PLANNED): MAY 25,  1993
4    CONST. COMPLETE (PLANNED):
5    ACTIVATION (PLANNED):
6    DESIGN PROGRAM START  (REVISED):
7    DESIGN PROGRAM COMP.  (REVISED):
8    ADVERTISE FOR A/E (REVISED):
9    SELECT A/E (REVISED):
10   A/E AWARD (REVISED):
11   START SCHEMATICS (REVISED):
12   COMPL. SCHEMATICS (REVISED):
13   START DESIGN DRWGS. (REVISED):
14   COMPL. DESIGN DRWGS. (REVISED):
15   START CONST. DRWGS. (REVISED):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 4

1    COMPL. CONST. DRWGS. (REVISED):
2    ISSUE IFB (REVISED):
3    BID OPEN (REVISED):
4    CONSTRUCTION AWARD  (REVISED):
5    CONSTRUCTION START  (REVISED):
6    CONST. COMPLETE (REVISED):
7    ACTIVATION (REVISED):
8    DESIGN PROGRAM START (ACTUAL):
9    DESIGN PROGRAM COMPL. (ACTUAL):
10   AUTHOR. LTR. REC'D. (ACTUAL):
11   ADVERTISE FOR A/E (ACTUAL):
12   SELECT A/E (ACTUAL):     MAY 24, 1993
13   A/E AWARD (ACTUAL):
14   START SCHEMATICS (ACTUAL):
15   COMPL. SCHEMATICS (ACTUAL):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
          CONSTRUCTION PROJECT  (999-011)                              PAGE 5

1    START DESIGN DRWGS. (ACTUAL):
2    COMPL. DESIGN DRWGS. (ACTUAL):
3    START CONST. DRWGS. (ACTUAL):
4    COMPL. CONST. DRWGS. (ACTUAL):
5    ISSUE IFB (ACTUAL):
6    BID OPEN (ACTUAL):
7    CONSTRUCTION AWARD  (ACTUAL):
8    CONSTRUCTION START  (ACTUAL):
9    CONST. COMPLETE (ACTUAL):
```

```
10   ACTIVATION (ACTUAL):
11   A/E CONTRACT #:
12   A/E NAME:
13   A/E ADDR1:
14   A/E ADDR2:
15   A/E FUND CONTROL POINT:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 6

1    A/E STUDY:
2    A/E SCHEMATICS:
3    A/E DESIGN DEVELOPMENT:
4    A/E CONST DOCUMENTS:
5    A/E SITE SURVEY:
6    A/E CONST PER SERVCS:
7    A/E OTHER SERVICES:
8    A/E SA ADDITION (#):
9    A/E SA ADDITIONS ($):
10   A/E SA DEDUCTIONS (#):
11   A/E SA DEDUCTIONS ($):
12   A/E AWARD AMOUNT:
13   A/E SA NET ($):                    0
14   A/E OBLIGATED:                     0
15   TOTAL PROJ OBLIGATION:             0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^"  QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 7

1    CONST. CONTRACT #:
2    CONTR. NAME:
3    CONTR. ADDR1:
4    CONTR. ADDR2:
5    P&H LABOR TO DATE:
6    P&H MATERIALS TO DATE:
7    CONST SA ADDITIONS  (#):
8    CONST SA ADDITIONS  ($):
9    CONST SA DEDUCTIONS  (#):
10   CONST SA DEDUCTIONS  ($):
11   CONSTRUCTION AWARD:
12   TOTAL P&H:                         0
13   CONST SUPPL (NET $):               0
14   TOTAL CONST OBLIGATION:            0
15   TOTAL PROJ OBLIGATION:             0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
          CONSTRUCTION PROJECT  (999-011)                              PAGE 8

1    CONST FUND CONTROL  PT:
2    TIME EXTENSION  (DAYS):
3    REMARKS:                 (WORD PROCESSING)
4    PROGRESS NOTE:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

The fourth entry on page 8 of the printout is a word processing field which will allow several lines of comments. When the 10-0051 reports are transmitted electronically, the PROGRESS NOTE is automatically saved in the REMARKS field for future reference. When the printout indicates (DATA) on this line, there are remarks. The remarks can be viewed by entering "4".

Preliminary Data Screen

The Preliminary Data Screen gives the first fifteen entries of the project information.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
--->3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

```
Select Project Tracking Option: 3  Preliminary Data Screen
Select CONSTRUCTION PROJECT PROJECT NUMBER:    999-011        BUILD HOSPITAL ANNEX

          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    PROJECT NUMBER:           999-011
2    REPORTING PERIOD (Month/Year):
3    PROJECT TITLE:            BUILD HOSPITAL ANNEX
4    MONTHLY UPDATES:          NO
5    MEDICAL CENTER:           ANYCITY, DC, VAMC
6    FUNDING YEAR  - A/E:            1993
7    FUNDING YEAR - CONST:           1993
8    APPROVED A/E FUNDING:
9    APPROVED CONSTRUCTION:
10   TOTAL FUNDS APPROVED:              0
11   STATUS:                   A/E
12   DESIGN METHOD:
13   CONSTR. METHOD:
14   GROSS SQUARE FEET:
15   % DESIGN PROGRAM COMPL:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)

          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    % SCHEMATICS COMPLETE:
2    % DESIGN DRAWINGS COMPL:          50
3    % CONST DRAWINGS COMP:
4    % CONSTRUCTION COMPLETE:            0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

The above information can be edited in the same manner as was shown in the section Screen Review All Data. Pressing **< RET>** will return you to the Project Tracking Options menu.

Approved Dates Screen Edit

This option allows you to edit the Approved Dates fields.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
--->4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 4 Approved Dates Screen Edit

```
Select Project Tracking Option:  Preliminary Data Screen
Select CONSTRUCTION PROJECT PROJECT NUMBER:    999-011        BUILD HOSPITAL ANNEX

          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    DESIGN PROGRAM START (PLANNED): MAY 25,  1993
2    DESIGN PROGRAM COMP. (PLANNED): MAY 25,  1993
3    ADVERTISE FOR A/E (PLANNED): MAY 25, 1993
4    SELECT A/E (PLANNED):    MAY 25, 1993
5    A/E AWARD (PLANNED):     MAY 25, 1993
6    START SCHEMATICS (PLANNED): MAY 25, 1993
7    COMPLETE SCHEMATICS (PLANNED): MAY 25,  1993
8    START DESIGN DRWGS. (PLANNED): MAY 25,  1993
9    COMPL. DESIGN DRWGS. (PLANNED): MAY 25, 1993
10   START CONST. DRWGS. (PLANNED): MAY 25, 1993
11   COMPL. CONST. DRWGS. (PLANNED): MAY 25, 1993
12   ISSUE IFB (PLANNED):     MAY 25, 1993
13   BID OPEN (PLANNED):      MAY 25, 1993
14   CONSTRUCTION AWARD (PLANNED): MAY 25,  1993
15   CONSTRUCTION START (PLANNED): MAY 25,  1993

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    CONST. COMPLETE (PLANNED):
2    ACTIVATION (PLANNED):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

Any of the information in the above printout can be changed by entering the entry number and then changing the information. Upon pressing < **RET**>, you will return to the Project Tracking Options menu.

Revised Dates Screen Edit

This section gives you the opportunity to edit all the revised dates on the project.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
--->5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 5 Revised Dates Screen Edit

```
Select Project Tracking Option: 5  Revised Dates Screen Edit
Select CONSTRUCTION PROJECT PROJECT NUMBER:    999-011        BUILD HOSPITAL ANNEX

          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    DESIGN PROGRAM START  (REVISED):
2    DESIGN PROGRAM COMP.  (REVISED):
3    ADVERTISE FOR A/E (REVISED):
4    SELECT A/E (REVISED):
5    A/E AWARD (REVISED):
6    START SCHEMATICS (REVISED):
7    COMPL. SCHEMATICS (REVISED):
8    START DESIGN DRWGS. (REVISED):
9    COMPL. DESIGN DRWGS. (REVISED):
10   START CONST. DRWGS. (REVISED):
11   COMPL. CONST. DRWGS. (REVISED):
12   ISSUE IFB (REVISED):
13   BID OPEN (REVISED):
14   CONSTRUCTION AWARD  (REVISED):
15   CONSTRUCTION START  (REVISED):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)

          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    CONST. COMPLETE (REVISED):
2    ACTIVATION (REVISED):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

As these dates become available, they can be entered using this screen display. Indicate the item number and then make the change when the computer prompts for the item.

Actual Dates Screen Edit

This section is for editing the actual dates from the screen. The screen display for this option is indicated below.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
--->6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 6 Actual Dates Screen Edit

```
Select Project Tracking Option: 6  Actual Dates Screen Edit
Select CONSTRUCTION PROJECT  PROJECT NUMBER:    999-011        BUILD HOSPITAL ANNEX

          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    DESIGN PROGRAM START (ACTUAL):
2    DESIGN PROGRAM COMPL. (ACTUAL):
3    AUTHOR. LTR. REC'D. (ACTUAL):
4    ADVERTISE FOR A/E (ACTUAL):
5    SELECT A/E (ACTUAL):     MAY 24, 1993
6    A/E AWARD (ACTUAL):
7    START SCHEMATICS (ACTUAL):
8    COMPL. SCHEMATICS (ACTUAL):
9    START DESIGN DRWGS. (ACTUAL):
10   COMPL. DESIGN DRWGS. (ACTUAL):
11   START CONST. DRWGS. (ACTUAL):
12   COMPL. CONST. DRWGS. (ACTUAL):
13   ISSUE IFB (ACTUAL):
14   BID OPEN (ACTUAL):
15   CONSTRUCTION AWARD (ACTUAL):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)

          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    CONSTRUCTION START (ACTUAL):
2    CONST. COMPLETE (ACTUAL):
3    ACTIVATION (ACTUAL):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

This information can be edited or changed by entering the item number and then making the changes the computer requests.

A/E-Contractor Data Screen Edit

This option allows the editing of architectural engineer-contractor information.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
--->7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 7 A/E-Contractor Data Screen Edit

```
Select Project Tracking Option: 7  A/E Data Screen Edit
Select CONSTRUCTION PROJECT  PROJECT NUMBER:    999-011        BUILD HOSPITAL ANNEX

         CONSTRUCTION PROJECT   (999-011)                              PAGE 1

1    A/E STUDY:
2    A/E SCHEMATICS:
3    A/E DESIGN DEVELOPMENT:
4    A/E CONST DOCUMENTS:
5    A/E SITE SURVEY:
6    A/E CONST PER SERVCS:
7    A/E OTHER SERVICES:
8    A/E SUBTOTAL:                      0
9    A/E SA ADDITION (#):
10   A/E SA ADDITIONS ($):
11   A/E SA DEDUCTIONS (#):
12   A/E SA DEDUCTIONS ($):
13   A/E AWARD AMOUNT:
14   A/E SA NET ($):                    0
15   A/E OBLIGATED:                     0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)

          CONSTRUCTION PROJECT  (999-011)                               PAGE 2

1    A/E CONTRACT #:
2    A/E FUND CONTROL POINT:
3    A/E NAME:
4    A/E ADDR1:
5    A/E ADDR2:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

This information can be edited by indicating the item number and then making the changes as the computer requests them. Upon pressing **< RET>**, you will return to the Project Tracking Options menu.

Contractor Data Screen Edit

This screen allows entry of information about the contractor and the construction.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
--->8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 8 Contractor Data Screen Edit

```
          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    CONST. CONTRACT #:
2    CONTR. NAME:
3    CONTR. ADDR1:
4    CONTR. ADDR2:
5    P&H LABOR TO DATE:
6    P&H MATERIALS TO DATE:
7    CONST SA ADDITIONS  (#):
8    CONST SA ADDITIONS  ($):
9    CONST SA DEDUCTIONS  (#):
10   CONST SA DEDUCTIONS  ($):
11   CONSTRUCTION AWARD:
12   TOTAL P&H:                        0
13   CONST SUPPL (NET $):              0
14   TOTAL CONST OBLIGATION:           0
15   TOTAL PROJ OBLIGATION:            0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT  (999-011)                              PAGE 2

1    CONST FUND CONTROL PT:
2    TIME EXTENSION (DAYS):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

Changes & Remarks Screen Edit

The number of change orders and the dollar amounts can be adjusted using this option. The Remarks field, which contains information to be electronically transferred via a 10-0051 maintenance report, may also be added (refer to Option 12, "Transmit Data Electronically," for additional information).

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
--->9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 9 Changes & Remarks Screen Edit

```
OPTION 9 CHANGES & REMARKS SCREEN EDIT
Select Project Tracking Option: 9  Changes & Remarks Screen Edit
Select CONSTRUCTION PROJECT PROJECT NUMBER:     999-011        BUILD HOSPITAL ANNEX

          CONSTRUCTION PROJECT  (999-011)                              PAGE 1

1    CONST SA ADDITIONS (#):
2    CONST SA ADDITIONS ($):
3    CONST SA DEDUCTIONS (#):
4    CONST SA DEDUCTIONS ($):
5    CONST SUPPL (NET $):               0
6    TOTAL CONST OBLIGATION:            0
7    TIME EXTENSION (DAYS):
8    TOTAL PROJ OBLIGATION:             0
9    REMARKS:                  (WORD PROCESSING)
10   PROGRESS NOTE:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
```

Print Project Status Report

The Print Project Status Report option gives a printout of the DM&S Project Progress Report RCS 10-311. This computer printout can be submitted to Central Office in place of VA FORM 10-0051s that have been submitted in the past.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
--->10 Print Project Status Report
11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Select Construction Project Option: 10 Print Project Status Report

If the report is done on the screen, < **RET**> can be entered and then the computer will prompt with a right margin. If you wish to change this, you can type in a new number. The report requires four screen displays. <**RET**> has to be entered after each screen in order to access the next one.

When produced from a printer, the report is continuous, as shown below. When the printout for the particular project is completed, <**RET**> can be entered to access the Project Tracking Options menu.

```
•Select Project Tracking Option: 10  Print Project Status Report
•Select CONSTRUCTION PROJECT PROJECT NUMBER:    999-92-001a     RENOVATE HEMATOLOGY LAB
•DEVICE: HOME// LASERDP  DEVELOPMENT
•DO YOU WANT YOUR OUTPUT QUEUED? NO//  Q• •Y  (YES)
•
•Requested Start Time: NOW//  (MAY 26, 1993@11:50:47)

                 VETERANS HEALTH ADMINISTRATION PROJECT PROGRESS REPORT

FACILITY: ANYCITY, DC, VAMC                FACILITY TYPE: VHA
PROJECT NUMBER: 999-92-001A                REPORTING PERIOD: APR 1993
TITLE: RENOVATE HEMATOLOGY LAB

PROGRAM: NR  STATUS: PLAN                  # NEW NHCU BEDS:
PROJECT CATEGORY: FIRE AND SAFETY          # NHCU BEDS RENOVATED:
BUDGET CATEGORY: FIRE AND SAFETY           # NHCU BEDS CONVERTED:

              FY     METHOD          $ APPROVED     $ OBLIGATED
DESIGN:         1995   A/E                 12000           11200
CONSTRUCTION:   1995   CONTRACT          115000          115700
TOTAL:                                    127000          126900
```

```
PROJECT                 PLANNED  PLANNED   REVISED/ACTUAL  PREVIOUSLY  PERCENT
MILESTONE               QUARTER  DATE      DATE            REPORTED    COMPLETE
Design Program Start    93.1     12-92     12-28-92A
Design Prog Complete    93.1     12-92     01-06-93A                   100
Auth Letter Received                       01-11-93A
Advertise for A/E       93.2     01-93     01-16-93A
Select A/E              93.2     01-93     01-21-93A
A/E Award               93.2     01-93     01-26-93A
Start Schematics        93.2     01-93     01-31-93A
Complete Schematics     93.2     01-93     02-06-93A                   100
Start DD                93.2     01-93     02-11-93A
Complete DD             93.2     02-93     02-16-93A                   100
Start CD                93.2     02-93     02-21-93A
Complete CD             93.2     02-93     02-26-93A                   100
Issue IFB               93.2     02-93     03-04-93A
Bid Open                93.2     02-93     03-09-93A
Construction Award      93.2     03-93     03-14-93A
Construction Start      93.2     03-93     03-23-93A
Construction Complete 93.3       05-93     06-15-93                    30
Activation              93.4     07-93     08-01-93

                        ARCHITECT/ENGINEER CONTRACT DATA
Contract: 590-00234       $:    10500   FCP: 384-A/E
A/E Name and Address:                   Study:                      1000
  DESIGNS IN TYME                       Schematics:                 2000
  1289 BROAD CREEK ROAD                 Design Drawings:
  POQUOSON, VA. 23423                   Construction Drawings:      7000
** A/E Supplemental Agreements **       Site Survey:
Add #:      2       $:    1000         Const Period Services:
Ded #:      1       $:     300         Other:                       500
Net                 $:     700         Subtotal:                  10500

                      CONSTRUCTION CONTRACT DATA
Contract: 590-00219       $:   112500   FCP: 385-CONST
Contractor Name and Address:            ** P&H OBLIGATIONS (if applicable) **
   VA BUILDERS                          Labor (to date):       1200
   2000 EASY STREET                     Matrls (to date):       500
   GRAFTON, VA 23612                    TOTAL P&H:             1700
*********** Construction Supplemental Agreements (Change Orders) ************
Add  #:     1       $:    3000         Time Extension (days): 30
Ded  #:     2       $:    1500         Net  $:    1500

NOTE: First electronic progress note on this project.

Select CONSTRUCTION PROJECT PROJECT NUMBER:
```

Print All Project Status Reports

The option Print All Project Status Reports provides the same information as the previous option. In this case you will get a printout for each active project. This would normally be done on the printer and provide for all the project reports at one time that have to be submitted to Central Office.

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
--->11 Print All Project Status Reports
12 Transmit 10-0051 Electronically

Every project for which the MONTHLY UPDATES field is set to "YES" will be represented in the output from this option.

Transmit 10-0051 Electronically

This option places 10-0051 reports into MailMan messages, and routes them to the Office of Facilities at VACO.

If the site AEMS/MERS system is not physically connected to the site DHCP computers, or linked to IDCU in some way, this option should be disabled by entering something in the OUT OF ORDER MESSAGE field.

PROJECT TRACKING OPTIONS

1 Enter Project Data
2 Screen Review All Data
3 Preliminary Data Screen
4 Approved Dates Screen Edit
5 Revised Dates Screen Edit
6 Actual Dates Screen Edit
7 A/E-Contractor Data Screen Edit
8 Contractor Data Screen Edit
9 Changes & Remarks Screen Edit
10 Print Project Status Report
11 Print All Project Status Reports
--->12 Transmit 10-0051 Electronically

Select Project Tracking Option: 12 Transmit 10-0051 Electronically

```
Electronic Transmission of VHA Project Progress Report Form 10-0051

Transmit report(s) for:
     1.  One project, or
     2.  All projects.
Enter a number (1-2): 1

Select CONSTRUCTION PROJECT PROJECT NUMBER:     999-92-001A        RENOVATE
HEMATOLOGY LAB

Do you wish to review/edit this project  before  transmission?  Y

          CONSTRUCTION PROJECT                                        PAGE 1

1    PROJECT NUMBER:           999-011
2    REPORTING PERIOD (Month/Year):
3    PROJECT TITLE:            BUILD HOSPITAL ANNEX
4    MONTHLY UPDATES:          NO
5    MEDICAL CENTER:           ANYCITY, DC, VAMC
6    FUNDING YEAR  - A/E:            1993
7    FUNDING YEAR - CONST:           1993
8    APPROVED A/E FUNDING:
9    APPROVED CONSTRUCTION:
10   TOTAL FUNDS APPROVED:               0
11   STATUS:                   A/E
12   DESIGN METHOD:
13   CONSTR. METHOD:
14   % DESIGN PROGRAM COMPL:
15   % SCHEMATICS COMPLETE:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
          CONSTRUCTION PROJECT                                        PAGE 2

1    % DESIGN DRAWINGS COMPL:          50
2    %CONST DRAWINGS COMP:
```

```
3    % CONSTRUCTION COMPLETE:          0
4    DESIGN PROGRAM START (PLANNED): MAY 25,  1993
5    DESIGN PROGRAM COMP. (PLANNED): MAY 25,  1993
6    ADVERTISE FOR A/E (PLANNED): MAY 25, 1993
7    SELECT A/E (PLANNED):    MAY 25, 1993
8    A/E AWARD (PLANNED):     MAY 25, 1993
9    START SCHEMATICS (PLANNED): MAY 25, 1993
10   COMPLETE SCHEMATICS (PLANNED): MAY 25,  1993
11   START DESIGN DRWGS. (PLANNED): MAY 25,  1993
12   COMPL. DESIGN DRWGS. (PLANNED): MAY 25, 1993
13   START CONST. DRWGS. (PLANNED): MAY 25, 1993
14   COMPL. CONST. DRWGS. (PLANNED): MAY 25, 1993
15   ISSUE IFB (PLANNED):     MAY 25, 1993

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT                                        PAGE 3

1    BID OPEN (PLANNED):      MAY 25, 1993
2    CONSTRUCTION AWARD (PLANNED): MAY 25, 1993
3    CONSTRUCTION START (PLANNED): MAY 25, 1993
4    CONST. COMPLETE (PLANNED):
5    ACTIVATION (PLANNED):
6    DESIGN PROGRAM START (REVISED):
7    DESIGN PROGRAM COMP. (REVISED):
8    ADVERTISE FOR A/E (REVISED):
9    SELECT A/E (REVISED):
10   A/E AWARD (REVISED):
11   START SCHEMATICS (REVISED):
12   COMPL. SCHEMATICS (REVISED):
13   START DESIGN DRWGS. (REVISED):
14   COMPL. DESIGN DRWGS. (REVISED):
15   START CONST. DRWGS. (REVISED):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT                                        PAGE 4

1    COMPL. CONST. DRWGS. (REVISED):
2    ISSUE IFB (REVISED):
3    BID OPEN (REVISED):
4    CONSTRUCTION AWARD  (REVISED):
5    CONSTRUCTION START  (REVISED):
6    CONST. COMPLETE (REVISED):
7    ACTIVATION (REVISED):
8    DESIGN PROGRAM START (ACTUAL):
9    DESIGN PROGRAM COMPL. (ACTUAL):
10   AUTHOR. LTR. REC'D. (ACTUAL):
11   ADVERTISE FOR A/E (ACTUAL):
12   SELECT A/E (ACTUAL):     MAY 24, 1993
13   A/E AWARD (ACTUAL):
14   START SCHEMATICS (ACTUAL):
15   COMPL. SCHEMATICS (ACTUAL):

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
          CONSTRUCTION PROJECT                                        PAGE 5

1    START DESIGN DRWGS. (ACTUAL):
2    COMPL. DESIGN DRWGS. (ACTUAL):
3    START CONST. DRWGS. (ACTUAL):
4    COMPL. CONST. DRWGS. (ACTUAL):
5    ISSUE IFB (ACTUAL):
6    BID OPEN (ACTUAL):
7    CONSTRUCTION AWARD  (ACTUAL):
8    CONSTRUCTION START  (ACTUAL):
9    CONST. COMPLETE (ACTUAL):
10   ACTIVATION (ACTUAL):
11   A/E CONTRACT #:
12   A/E NAME:
13   A/E ADDR1:
```

```
14   A/E ADDR2:
15   A/E FUND CONTROL POINT:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT                                        PAGE 6

1    A/E AWARD AMOUNT:
2    A/E STUDY:
3    A/E SCHEMATICS:
4    A/E DESIGN DEVELOPMENT:
5    A/E CONST DOCUMENTS:
6    A/E SITE SURVEY:
7    A/E CONST PER SERVCS:
8    A/E OTHER SERVICES:
9    A/E SA ADDITION (#):
10   A/E SA ADDITIONS ($):
11   A/E SA DEDUCTIONS (#):
12   A/E SA DEDUCTIONS ($):
13   A/E SA NET ($):                    0
14   A/E OBLIGATED:                     0
15   TOTAL PROJ OBLIGATION:             0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


          CONSTRUCTION PROJECT                                        PAGE 7

1    CONST. CONTRACT #:
2    CONTR. NAME:
3    CONTR. ADDR1:
4    CONTR. ADDR2:
5    CONSTRUCTION AWARD:
6    P&H LABOR TO DATE:
7    P&H MATERIALS TO DATE:
8    TOTAL P&H:                         0
9    CONST SA ADDITIONS  (#):
10   CONST SA ADDITIONS  ($):
11   CONST SA DEDUCTIONS  (#):
12   CONST SA DEDUCTIONS  ($):
13   CONST SUPPL (NET $):               0
14   TOTAL CONST OBLIGATION:            0
15   TOTAL PROJ OBLIGATION:             0

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)
          CONSTRUCTION PROJECT                                        PAGE 8

1    CONST FUND CONTROL PT:
2    TIME EXTENSION (DAYS):
3    REMARKS:                  (WORD PROCESSING)
4    PROGRESS NOTE:

CHANGE NUMBERS? (SEPARATE WITH ;)(USE : FOR RANGES)(+P -P TO PAGE)("^" QUIT)
("^^" RAPID OUT)


Requested Start Time: NOW//  (MAY 26, 1993@12:00:28)
```

PROGRESS NOTES

The last page of the transmission contains a text field called "Progress Notes". This free-text field has a maximum of 235 characters, and is transmitted as part of the 10-0051 in place of the Remarks field used in the screen display. After transmission, the current Progress Note is automatically filed in the Remarks field with a notation of the date it was sent to the Regional Office and VACO. The Progress Note is then cleared

out to make ready for the next update. In this manner, each station maintains a perpetual record of every Progress Note that was ever transmitted.

This field may also be edited from any Screen Edit option.

Upon exit, the user is returned to the Project Tracking Options menu.

Equipment Management

The Equipment Management module has been modified to act as a front-end to the Fixed Assets Package (FAP). Fixed Assets is a subsystem of the Financial Management System (FMS) and it will become the corporate database for capitalized non-expendable (NX) equipment.

The Equipment Management module is entered from the Engineering Main Menu. The option is selected from the menu by entering the first few unique characters of the name (EQ). This option is primarily used for equipment inventory tracking and maintenance purposes. FileMan may be used to enter the data, but screen entry of data is the desired method. For illustration purposes, the first menu item, New Inventory Entry, will be displayed using both FileMan and regular screen entry.

This module has an extensive sub menu system, as shown in the Orientation section of the manual.

AUTOMATED ENGINEERING MANAGEMENT SYSTEM
VERSION 7

Select Engineering Main Menu Option: ?

WO	Work Order & MERS ...
FYFP	Five Year Facility Plan (FYFP) ...
APPL	Project Applications ...
TRK	Project Tracking ...
EQ	**Equipment Management ...**
ENM	Program Management ...
SP	Space/Facility Management ...
FSA	2162 Report of Accident ...
XFER	Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu Option: **EQ** Equipment Management

ENGINEERING EQUIPMENT MANAGEMENT MODULE Version 7

1	New Inventory Entry
2	Multiple Inventory Entry
3	Inventory Edit
4	Display Equipment Record
5	Equipment Reports ...
6	PM Parameters ...
7	Generate PM Schedule ...
8	Record Equipment PMI ...

9 Print Bar Code Labels for Equipment Management...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

New Inventory Entry
Add a new item to the EQUIPMENT INV. file (#6914).

Multiple Inventory Entry
Enter several like items (e.g.; 50 new electric beds) into the EQUIPMENT INV. file (#6914) without having to enter common information each time.

Inventory Edit
Edit the record of an existing piece of equipment. The .01 field (ENTRY NUMBER) is assigned by the system when an item is first added to the EQUIPMENT INV. file and may not be edited.

This option gives access to both Supply and Engineering fields.

Display Equipment Record
Display selected fields from the EQUIPMENT INV. file. Repair history is not displayed via this option.

Equipment Reports
Contains options to print data from the EQUIPMENT INV. file (#6914).

PM Parameters
Contains options for enrolling devices and device types in the PMI program.

Generate PM Schedule
Contains options for printing PMI work sheets and for deletion of PM work orders.

Record Equipment PMI
Contains options to record PM inspections. This process essentially closes a PM work order and posts the activity to the equipment history.

Print Bar Code Labels for Equipment Management
Generates bar code labels (location labels and equipment labels) for equipment management applications. Designed for use with a dedicated bar code printer.

Bar Coded Equipment Inventory Management
Driver for NX inventory functions.

Purchase Order Group Edit

Edit a group of existing items in the inventory file without having to enter common data for each item. Equipment is initially selected by purchase order #. Therefore, the purchase order # field must already be populated before this option can be used to edit equipment. Equipment with the same purchase order # is selected for editing based on the equipment category, manufacturer, and model fields.

Lockout/Tagout Enter/Edit

Allows users to specify that equipment records (File #6914) and/or equipment categories (File #6911) are subject to lockout/tagout requirements. Lockout/tagout stipulates that the affected equipment must be rendered inoperative (usually by opening and tagging a circuit breaker) before the equipment is serviced.

The intent is to protect maintenance personnel.

Turn-In/Disposition Equipment

This option can be used to quickly update equipment records for the turn-in or final disposition of equipment not reported to Fixed Assets. If you attempt to apply this option to an item that has been reported to Fixed Assets, the system will tell you that it can't proceed and will instruct you to initiate an FD document from within the FAP system.

New Inventory Entry

Screen Entry (or Screen Handler)

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 **New Inventory Entry**
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

```
Select Equipment Management Option:    1  New Inventory Entry
Screen entry? YES//   ??

Enter 'Y' for screen handler, 'N' for standard FileMan.

Screen entry? YES//   YES

Enter a new equipment inventory item? NO//     YES

Please enter SERIAL # if available. Otherwise press <return>.
SERIAL #:  ??

Serial number. Assigned by manufacturer. Should be unique within model
and manufacturer. Use numbers, upper case letters, punctuation, and spaces
as needed.

SERIAL #:  <RET>
...Setting up new equipment record

Equipment Display (screen 1 of 3)   06/16/97

1 ENTRY #(R): 83

 2 MANUFACTURER: ENMFGR, F IVE
 3 MODEL: GJ2194                  4 SN: Q010D7164
 5 CSN: .................         6 LIFE EXPECTANCY: 10
 7 MFGR EQPT NAME: ULTRAVIOLET LAMP
 8 CMR: 280                       9 CATEGORY: .........................
10 P.O. NO.: A9633               11 ACQ. METHOD: PURCHASED
12 VENDOR: ....................................
13 LEASE COST: .......           14 ASSET VALUE: 324.48
15 ACQ. DATE: FEB 1980           16 WARRANTY EXP. DATE: FEB 1981
```

```
17 REPLACEMENT DATE: FEB 1993     18 SOURCE: 2
19 TYPE: NON-EXPENDABLE EQPT      20 REPLACING: ....................


          Equipment Display (screen 2 of 3)   06/16/97
   ***ENTRY NUMBER:83***

 1 USE STATUS: IN USE            2 PARENT SYSTEM: ..........
 3 SERVICE: .................... 4 NXRN: 16389
 5 LOCATION: GE26-01-JB          6 LAST INVENTORIED: ...........
 7 VA PM NUMBER: 6530-5531       8 LOCAL IDENTIFIER: ...............
 9 SERVICE CONTRACT: ...        10 CONTRACT COST: .........
11 JCAHO: YES                   12 RUC: ........................
13 TURN-IN DATE: ............   14 FINAL DISP DATE: ............
15 DISP METHOD: ...............
16 ORIG. VALUE(R): ............ 17 DISP VALUE: ............
18 COMMENTS(W): ...             19 SPEX(W): ...
20 LOCKOUT REQUIRED?(R): ...    21 CONDITION CODE: ........
22 OWNING STATION NUMBER: .....


          Equipment Display (screen 3 of 3)   06/16/97
   ***ENTRY NUMBER:83***

 1 CONTROLLED ITEM?: ...         2 CAPITALIZED?: NO
 3 FUND: ......                  4 FCP: ..............................

 5 BOC: ....
 6 SGL ACCOUNT: 6100             7 A/O: ....
 8 EQUITY ACCOUNT: ....................
```

You can enter **^C** (case sensitive) at any field to see the command menu display for the screen editor.

```
COMMANDS
^   -- Quit                          @  -- Delete data
^nn -- Go to the 'nn' statement      CR -- Go to the next statement
^C  -- Command menu display          <  -- Go to previous statement
^N  -- New Record                    ?? -- For more information about field
    -- Space bar, recall previous answer ? -- Information about field
^D  -- Down page                     ^U  -- Up page
```

If security key ENEDPM is held, then PM parameters can be edited as follows:

```
Would you like to include this item in the PM program? YES//      <RET>
There is no EQUIPMENT CATEGORY on file for this item. Would you
like to enter one now? Yes//   <RET>  (Yes)
EQUIPMENT CATEGORY:  ?
     Category of device (ex: DEFIBRILLATOR, AIR CONDITIONER, etc.) to which
     this piece of equipment belongs. Useful in establishing and maintaining
     preventive maintenance schedules.
EQUIPMENT CATEGORY:  <RET>
Select RESPONSIBLE SHOP:   ??
Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
Select RESPONSIBLE SHOP:   <RET>
```

If the Software option "ASK INCOMING INSPECTION Work Order" is set, a work order can be created during entry of new equipment.

```
Create an Incoming Inspection Work Order? YES//     ??
Enter either 'Y' or 'N'.
Create an Incoming Inspection Work Order? YES//     <RET>
Select ENGINEERING SECTION LIST: INSPECTION//    ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
Select ENGINEERING SECTION LIST: INSPECTION//    <RET>
WORK ORDER #: IN970224-001
PRIMARY TECH ASSIGNED:   ??
     Select current employees only.
 Answer with ENG EMPLOYEE NAME
Choose from:
   ENUSER , TWO
   ENUSER , THREE
   ENUSER , FOUR

PRIMARY TECH ASSIGNED:   <RET>
CONTACT PERSON: ENUSER ,ONE//   <RET>
PHONE:  <RET>
COMMENTS:
  1> <RET>
Print this work order? YES//   <RET>

Select output device:    <RET>
   RETURN    DISPLAY

DEVICE: HOME//  Eng Printer    RIGHT MARGIN: 80//   <RET>

WORK ORDER # IN970224-001
 1) PRIMARY EMPL:                        2) REQ DATE: FEB 24,1997@12:16
 3) REQ MODE: COMPUTER                   4) LOCATION:
 5) BED #:                               6) STATUS: IN PROGRESS
 7) TASK DESC: Incoming Inspection
 8) CONTACT: ENUSER , SEVEN              9) PHONE:
10) ENTERED BY: ENUSER, SEVEN           11) SHOP: INSPECTION
12) DATE ASSIGNED:                      13) PRIORITY: AVERAGE
14) EQUIP ID#: 75                       15) LOCAL ID:
16) EQUIP CAT:                          17) CONDITION:
18) MFGR:
19) MODEL:                              20) SERIAL #:
21) OWNER/DEPT:                                 22) PM #:
23) PARTS ORDER:                        24) WORK ACTION: I1
25) WORK CTR:
26) TOTAL HOURS:                        27) TOTAL MATERIAL COST:
28) TOTAL LABOR COST:                   29) VENDOR SERVICE COST:
30) *ASSIGNED TECH*                     31) DATE COMPLETE:
32) WORK PERFORMED:
33) COMMENTS:
Press <RETURN> to continue, '^' to escape...


Enter a new equipment inventory item? NO//     <RET>
```

If security key ENFACS is held, then an FA Document can be generated for capitalized NX equipment as follows:

```
You have just entered an Equipment Record that is both NONEXPENDABLE and CAPITALIZED.
Do you wish to send an FA document to Austin? YES//     <RET>
```

```
Enter a new equipment inventory item ? No//     <RET>  (No)
```

FileMan Entry

The following dialogue shows the FileMan entry with explanations of each field.

```
`Select Equipment Management Option: 1  New Inventory Entry
Screen entry? YES// NO


Enter a new equipment inventory item? NO//     YES

Please enter SERIAL # if available. Otherwise press <return>.
SERIAL #:  ??

Serial number. Assigned by manufacturer. Should be unique within model
and manufacturer. Use numbers, upper case letters, punctuation, and spaces
as needed.

SERIAL #:  <RET>
...Setting up new equipment record


MANUFACTURER:  ?
     Firm that actually manufactured this equipment, not necessarily the
     company from which it was purchased.
```

Answer with MANUFACTURER LIST FILE MFGID, or MFG/DIV, or PSEUDONYM

```
MANUFACTURER:  <RET>

MODEL:  ??
     Model number or designation, normally assigned by manufacturer. Spaces and
     punctuation may be included.

MODEL:  <RET>

SERIAL #:  ??
     Serial number. Assigned by manufacturer. Should be unique within model
     and manufacturer. Use numbers, upper case letters, punctuation, and spaces
     as needed.

SERIAL #:  <RET>


CATEGORY STOCK NUMBER:   ?
```

If a category stock number was entered, then the life expectancy will be extracted from the Category Stock number file.

```
Pointer to Category Stock Number File. This file was introduced to DHCP
     with Version 6.5 of the Engineering Package, and is maintained by
     Acquisition and Materiel Management (Cataloging).
```

Answer with CATEGORY STOCK NUMBER NAME, or BRIEF DESCRIPTION

```
CATEGORY STOCK NUMBER:   <RET>
```

```
LIFE EXPECTANCY:  ??
     Number of years for which this device is expected to provide useful and
     economical service. Generally determined by Supply Service on the basis
     of cumulative experience.

LIFE EXPECTANCY:  <RET>

MFGR. EQUIPMENT NAME:  ??
     Brief narrative description of item.  For NX (non-expendable) equipment,
     this data element can be triggered in from the Category Stock Number
     file if your site chooses to do so.

MFGR. EQUIPMENT NAME:  <RET>

CMR: ?

     Consolidated Memorandum of Receipt. The basic instrument by which
     accountability for capital equipment is established.
```

Answer with CMR NAME, or SERVICE, or RESPONSIBLE OFFICIAL

```
CMR: <RET>

EQUIPMENT CATEGORY:  ?
     Category of device (ex: DEFIBRILLATOR, AIR CONDITIONER, etc.) to which
     this piece of equipment belongs. Useful in establishing and maintaining
     preventive maintenance schedules.
```

Answer with EQUIPMENT CATEGORY NAME, or SYNONYM

```
EQUIPMENT CATEGORY:  <RET>

PURCHASE ORDER #:  ??
```

If this Purchase Order can be found in IFCAP, the system will automatically attempt to extract SERVICE, FUND CONTROL POINT, VENDOR, SOURCE, BUDGET OBJECT CODE, STANDARD GENERAL LEDGER, FUND, ADMINISTRATIVE/OFFICE, and EQUITY ACCOUNT from IFCAP. This IFCAP data is then stuffed into the equipment record, but only if the equipment record does not already contain this information. Data from IFCAP does not overwrite data already stored in the Equipment Inv. file.

```
VA Purchase Order number. May be assigned by the facility or perhaps by
     a centralized purchasing unit of the Office of Acquisitions and Material
     Management.

PURCHASE ORDER #:  <RET>

VENDOR POINTER:  ?
     Vendor from whom unit was actually purchased.
VENDOR POINTER:  <RET>

ACQUISITION METHOD:  ??
     Set of codes which establishes whether or not the facility legally
     owns the equipment.
     Choose from:
CHOOSE FROM:
'C'  FOR CONSTRUCTED
'G'  FOR GIFT/BEQUEST/DONATION
'L'  FOR LEASED
'M'  FOR LEASED/PURCHASED
'O'  FOR OTHER
```

```
'P'  FOR PURCHASED
'R'  FOR TRANSFERRED
'T'  FOR TRADED
'X'  FOR EXCESS
'1'  FOR ON LOAN TO VAMC

ACQUISITION METHOD:   <RET>

TOTAL ASSET VALUE:  ??
     Cost of this equipment at the time of purchase. This field is likely to
     become the basis for estimating depreciated value and replacement cost.

TOTAL ASSET VALUE:   <RET>

ACQUISITION DATE:  ?
Date of acceptance of this equipment by the agency. Month and year are
     generally sufficient.

ACQUISITION DATE:   <RET>

WARRANTY EXP. DATE:  ??
Date on which repairs to this item become the sole responsibility of the
     government. Generally stipulated in the contract or sales agreement.

WARRANTY EXP. DATE:   <RET>

REPLACEMENT DATE:  ??
Date on which this equipment is scheduled for replacement. Month and year
     are sufficient. When equipment is entered, this field should be the
     ACQUISITION DATE plus the LIFE EXPECTANCY. As scheduled REPLACEMENT DATE
     is approached, however, it may be necessary to revise it. Such revisions
     do not always alter the official LIFE EXPECTANCY.

REPLACEMENT DATE:   <RET>

ACQUISITION SOURCE:  ??
     Source of acquisition for this piece of equipment.

Choose from:
   0      Defense Supply Agency
   1      VA Servicing Supply Depot
   2      Open Market
   3      GSA Supply Depot
   4      VA Decentralized Schedule
   5      Federal Prison Industries
   6      Fed.Supply Sched.or OGA Contracts
   7      Consolidated Procurement
   9      Marketing Center
   B      Combination of 2,4,6
```

Answer with SOURCE CODE, or ABBREVIATION

```
ACQUISITION SOURCE:   <RET>

TYPE OF ENTRY:  ??
     Discriminates between entries for which a CMR Official is legally
     responsible and those that are accounted for in other ways.
     Choose from:
       NX       NON-EXPENDABLE EQPT
       BSE      BUILDING SERVICE EQPT
       EXP      EXPENDABLE EQPT

TYPE OF ENTRY:  <RET>

REPLACING (ENTRY NUMBER):   ??
     If this item was acquired as REPLACEMENT EQUIPMENT, then the old ENTRY
     NUMBER of the item which it replaced should appear in this field.

REPLACING (ENTRY NUMBER):   <RET>
```

```
USE STATUS:  ??
     Tells the user whether or not the equipment is currently in
     active use.
     Choose from:
       1        IN USE
       2        OUT OF SERVICE
       3        LOANED OUT
       4        TURNED IN
       5        LOST OR STOLEN

USE STATUS: <RET>

PARENT SYSTEM:  ?
     If Item A is a component of Item B, then the PARENT field of Item A
     should contain the CONTROL NUMBER of Item B. If Item B is, in turn,
     a component of an even larger Item C; then the PARENT field of Item B
     should contain the CONTROL NUMBER of Item C, and so on.
     Inventory items with no entry in the PARENT field are either free
     standing devices or major systems with one or more levels of components
     beneath them.
     An item must already be in the EQUIPMENT file before it can be named
     as the PARENT of another item.

SERVICE POINTER:  ?
The functional entity (generally a service) within the facility that uses the device.

SERVICE POINTER:  <RET>

LOCATION: ?
     Physical location of this item at the facility.
```

Enter as ROOM-BUILDING or select a SYNONYM.

```
LOCATION:  <RET>

VA PM NUMBER:  ??
     Property management number. Assigned by Supply Service upon receipt of
     new equipment. Should be unique within the facility. First four digits
     correspond to the Federal Supply Classification number.

VA PM NUMBER:  <RET>

LOCAL IDENTIFIER:  ??
     An optional identifier that has meaning to the facility. Most sites prefer
     to make these identifiers unique.

LOCAL IDENTIFIER:  <RET>

SERVICE CONTRACT:  ??
     YES indicates that device in question is under a service contract with
     an entity outside the medical center. A more comprehensive module for
     service contracts is being developed jointly by AEMS/MERS and IFCAP
     and will appear in a future release.
     Choose from:
       Y        YES
       N        NO

SERVICE CONTRACT:  <RET>

JCAHO:  ??
     New Joint Commission standards for accreditation of health care facilities
     require (in part) that a "separable inventory" of equipment be maintained.
     This flag should be set to 'YES' for items subject to review by Joint
     Commission surveyors.
     Choose from:
       Y        YES
       N        NO
```

```
JCAHO:  <RET>

REPLACEMENT UPDATE CODE:   ??
     Replacement information needed by A&MM.
     Choose from:
       4        NOT TO BE REPLACED
       5        TO BE REPLACED UNDER ACTIVATION PROJECT
       6        ON ORDER

REPLACEMENT UPDATE CODE:   <RET>

STATION NUMBER:  ??
     Station number of the facility that owns this equipment. If this equipment
     is owned by a national cemetery that is serviced by a VAMC, then the
     station number of the cemetery should appear in this field.

STATION NUMBER:  <RET>

CONTROLLED ITEM?:  ??
     Prior approval of VACO is required.
     Choose from:
       0        NO
       1        YES

CONTROLLED ITEM ?:  <RET>

CAPITALIZED?:  ??
     Reserved for future use.
     Choose from:
       0        NO
       1        YES

CAPITALIZED?:  <RET>

FUND CONTROL POINT:   ??
     Fund Control Point from which item was originally procured.
     If unknown, leave blank.

FUND CONTROL POINT:   <RET>

BUDGET OBJECT CODE:   ??
     An accounting classification.

Choose from:
   3105      TRUST EQUIPMENT
   3109      INVALID LIFTS, OTHER DEVICES & EQUIPMENT
   3110      TRANSPORTATION EQUIPMENT, PASSENGER VEHICLES
   3112      TRANSPORTATION EQUIP, NONPASSENGER VEHICLES
   3120      NONEXPENDIBLE FURNITURE & FIXTURES
   3121      OFFICE EQUIPMENT
   3122      OFFICE AUTOMATION/WORD PROCESSING, PURCHASED
   3123      ADP EQUIPMENT
   3124      ADP SOFTWARE
   3125      TELECOMMUNICATIONS EQUIPMENT
   3130      MEDICAL, DENTAL & SCIENTIFIC EQUIPMENT
   3150      UTILITY & OPERATING EQUIPMENT
   3160      EQUIPMENT UNDER CAPITAL LEASE

BUDGET OBJECT CODE:

STANDARD GENERAL LEDGER:   ??
     In accordance with the VA administrative accounting system. Only a
     limited number of Standard General Ledger Accounts are appropriate
     for use with non-expendable equipment.

Choose from:
   1561      PROPERTY PENDING DISPOSAL
   1750      NONEXPENDABLE EQUIPMENT
   1751      ADP NONEXPENDABLE PROPERTY
   1754      TRUST EQUIPMENT
```

```
   1756      INVALID LIFTS, OTHER DEVICES
   1811      EQUIPMENT UNDER CAPITAL LEASE
   1830      ADP SOFTWARE
   6100      EXPENSED NX EQUIPMENT (ALL TYPES)

STANDARD GENERAL LEDGER:   <RET>

FUND: ??
     The Fund Code (from the Treasury Symbol) under which this equipment was
     procured.

Choose from:
   4014      Canteen Service
   4048      Compensated Work Therapy
   4138      Medical Facilities Revolving Fund
```

Answer with NX FUND NX FUND CODE, or BRIEF DESCRIPTION

```
ADMINISTRATION/OFFICE:   ??
     An accounting classification.

Choose from:
   10       Veterans Health Administration
   20       Veterans Benefits Administration
   40       National Cemetery Service
   90       Office of Acquisition & Materiel Mgmnt
   04       Office of Finance and Info Resources Mgmnt
   08       Office of Facilities

ADMINISTRATION/OFFICE:   <RET>

EQUITY ACCOUNT:  ??
     An accounting classification used primarily in cost distribution reports.
     Choose from:
       3299     MEDICAL
       3210     NON-MEDICAL
       3402     DONATED

EQUITY ACCOUNT:  <RET>

COMMENTS:
  1><RET>

EDIT Option:  <RET>

SPEX:
  1><RET>
```

If security key ENEDPM is held, then PM parameters can be edited as follows.

```
Would you like to include this item in the PM program? YES//      <RET>

There is no EQUIPMENT CATEGORY on file for this item. Would you
like to enter one now? Yes//    <RET> (Yes)

Would you like to include this item in the PM program? YES//      <RET>
Equipment Category is:   DEFIBRILLATOR

Would you like to see the standard PM schedule for this Equipment Category?
Yes//  <RET>  (Yes)
```

Example:

```
Equipment Category:  DEFIBRILLATOR

Should this item be given the standard PM schedule for devices
of category DEFIBRILLATOR? Yes//    <RET>    (Yes)
```

If the Software option "ASK INCOMING INSPECTION Work Order" is set, a work order can be created during entry of new equipment.

```
Create an Incoming Inspection Work Order? YES//     <RET>
Select ENGINEERING SECTION LIST: INSPECTION//     <RET>
WORK ORDER #:  <RET>    IN970304-002
PRIMARY TECH ASSIGNED:    <RET>
CONTACT PERSON: ENTECH,ONE//    <RET>
PHONE:  <RET>
COMMENTS:
  1> <RET>
Print this work order? YES//   <RET>

Select output device:  <RET>

   RETURN    DISPLAY

DEVICE: HOME// <RET>  UCX/TELNET   RIGHT MARGIN: 80//   <RET>


                   WORK ORDER # IN970304-002
 1) PRIMARY EMPL:                      2) REQ DATE: MAR 4,1997@12:07
 3) REQ MODE: COMPUTER                 4) LOCATION:
 5) BED #:                             6) STATUS: IN PROGRESS
 7) TASK DESC: Incoming Inspection
 8) CONTACT: ENUSER,SEVEN              9) PHONE:
10) ENTERED BY: ENUSER,SEVEN          11) SHOP: INSPECTION
12) DATE ASSIGNED:                    13) PRIORITY: AVERAGE
14) EQUIP ID#: 83                     15) LOCAL ID:
16) EQUIP CAT: DEFIBRILLATOR          17) CONDITION:
18) MFGR:
19) MODEL:                            20) SERIAL #:
21) OWNER/DEPT:                                22) PM #:
23) PARTS ORDER:                      24) WORK ACTION: I1
25) WORK CTR:
26) TOTAL HOURS:                      27) TOTAL MATERIAL COST:
28) TOTAL LABOR COST:                 29) VENDOR SERVICE COST:
30) *ASSIGNED TECH*                   31) DATE COMPLETE:
32) WORK PERFORMED:
33) COMMENTS:

Enter a new equipment inventory item? NO//
```

If security key ENFACS is held, then an FA Document can be generated for capitalized NX equipment. Once an entry in the Equipment Inv. file has been established in the Fixed Assets system, data fields which are of interest to Fixed Assets can not be edited using the standard equipment edit options. Instead an FAP Document must be used to update these fields. The FAP Document will update both the Equipment Inv. file and the Fixed Assets system. The dialogue for generating the FA Document follows.

```
You have just entered an Equipment Record that is both NONEXPENDABLE and CAPITALIZED.
Do you wish to send an FA document to Austin? YES//     <RET>


Enter a new equipment inventory item ? No//    <RET>
```

FAP Documents are discussed in the Nonexpendable Equipment Module section of this chapter.

Multiple Inventory Entry

This option is used to enter multiple inventory entries of a particular item type.

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

```
Select Equipment Management Option:    2  Multiple Inventory Entry

Enter multiple equipment inventory items? NO//     ??

This option allows a rapid entry of multiple items which
are alike; e.g. 25 new electric beds.
Enter YES or NO

Enter multiple equipment inventory items? NO//     YES

Screen entry? YES//   ??

Enter 'Y' for screen handler, 'N' for standard FileMan.

Proceed by entering the first item in full

Enter Return to continue or "^" to quit.
```

Next, the opportunity is given to enter information about the remaining items.

```
For each additional equipment entry, enter:
SERIAL #, LOCATION, VA PM NUMBER, and LOCAL IDENTIFIER (if any).

Enter another item? YES//   ??

Enter YES to add another similar equipment item.

Enter another item? YES//    <RET>
...Setting up new equipment record
```

NOTE: If your original entry had a PARENT SYSTEM, you will be prompted for PARENT SYSTEM here. Likewise, if your original entry was replacement equipment, you will also be prompted for REPLACING (ENTRY NUMBER). If an

incoming inspection work order was created for the first entry then the system will automatically create incoming inspection work orders for the subsequent entries.

```
Equipment ID: 97
SERIAL #: <RET>
LOCATION: ??
     Physical location of this item at the facility.

Choose from:
   100-110-JC    110     CCU     MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
   102-148    148     C          EXAM/TREATMENT ROOM
   103-110-JC    110     CCU     MEDICINE

LOCATION:  <RET>
VA PM NUMBER:  ??
     Property management number. Assigned by Supply Service upon receipt of
     new equipment. Should be unique within the facility. First four digits
     correspond to the Federal Supply Classification number.
VA PM NUMBER:   <RET>
LOCAL IDENTIFIER:  ??
     An optional identifier that has meaning to the facility. Most sites prefer
     to make these identifiers unique.
LOCAL IDENTIFIER:   <RET>

Enter another item? YES//   N  (NO)
```

Inventory Edit

This option is used to edit previously entered equipment data. When selected, the system presents an editable screen display of the data.

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

```
Select Equipment Management Option:    3  Inventory Edit
Select EQUIPMENT ENTRY #:   83

Select EQUIPMENT ENTRY #:   ??
 'EC.value' => equipment whose EQUIP. CATEGORY starts with 'value'
 'LI.value' => equipment whose LOCAL ID starts with 'value'
 'LO.value' => equipment whose LOCATION starts with 'value'
 'MA.value' => equipment whose MANUFACTURER starts with 'value'
 'MF.value' => equipment whose MFGR. EQUIP. NAME starts with 'value'
 'MO.value' => equipment whose MODEL starts with 'value'
 'SN.value' => equipment whose SERIAL NUMBER starts with 'value'

Choose from:
   1     2221              IN USE
   2     91120526          TURNED IN
   3     3290A00220        IN USE

   '^' TO STOP:   ^
```

Equipment is cross-referenced by the various fields referred to above, which are used in selecting the desired Equipment Inventory.

```
Select EQUIPMENT ENTRY #:   83
```

Inventory Edit uses the same screen presentation and fields as seen in the New Inventory Entry. The editing of PM parameters is still controlled by the ENEDPM security key.

The symbol "R" after a field indicates that the user may not change its value.

The following message is displayed if you attempt to make an inappropriate change to the CMR field while there are active IT assignments for the equipment item you selected.

```
Equipment has an active IT assignment.
New CMR must be excess (99x) or have IT TRACKING = YES.
Press <RETURN> to continue...
```

NOTE: Users who do not hold the ENEDNX security key will not be allowed to edit the CATEGORY STOCK NUMBER, COST, ACQUISITION METHOD, or CMR data for equipment records whose TYPE is "NX". These users will not have access to the third screen.

Display Equipment Record

This option allows the display and entry/edit of previously entered records. It is not possible to edit equipment records using this option. Records are displayed using the same screens as New Inventory Entry.

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

This option allows the display and entry/edit of previously entered records. It is not possible to edit equipment records using this option. Records are displayed using the same screens as New Inventory Entry.

Equipment Reports

Equipment Reports contains options to print data from the Equipment Inv. file. As the reports can be quite lengthy, it is recommended that the options be run during off-peak hours.

1. New Inventory Entry
2. Multiple Inventory Entry
3. Inventory Edit
4. Display Equipment Record
5. Equipment Reports ...
6. PM Parameters ...
7. Generate PM Schedule ...
8. Record Equipment PMI ...
9. Print Bar Code Labels for Equipment Management ...
10. Bar Coded Equipment Inventory Management ...
11. Purchase Order Group Edit

12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

Select Equipment Management Option: **5** Equipment Reports

The following reports are available:

1. Specific Equipment History
Print-out of repair history of a specific entry in Equipment Inv. file.

2. Equipment Category History
A synopsis of the maintenance costs for a given Equipment Category.

3. Inventory Listing
Contains options to print data from the Equipment Inv. file.

4. Warranty List
Prints all devices whose warranties are scheduled to expire within a user specified time interval.

5. Replacement Listing
Prints all entries in the Equipment Inv. file scheduled for replacement within a user specified time interval.

6. Failure Rate Report
Prints a synopsis of the repair history of user specified Equipment Categories.

7. PM Workload Analysis
Prints a breakdown of scheduled PMI hours by month for a given shop. Intended as a tool in balancing PM workload.

8. Direct Posting to Equipment Histories
A utility for posting activities to Equipment Histories without going through the Work Order module.

9. Parent System/Component Hierarchy Report
Prints a hierarchical list of a parent system and all of its components. Components are indented and listed beneath their parent system. Items that are components of a component in the specified system are included.

10. Lockout/Tagout Flag Reports
Reports of Lockout/Tagout flags set by Equipment Record (file #6914) and/or Equipment Category file (#6911).

Specific Equipment History

```
Select Equipment Reports Option:   Specific Equipment History
Select EQUIPMENT ENTRY #:    79

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET   RIGHT MARGIN: 80//   <RET>


REPAIR HISTORY: 79                                   MAR 26,1997 Pg 1
Acq Date:   Acq Value: $  LE:   SN:
Criticality:   Condition:

REFERENCE  WORK ORDER       PM   HRS  LABOR$  MAT'L$ VENDOR$  TOTAL$  WORKER
-----------------------------------------------------------------------------------------
970326-P2  OC970326-001        40.0     740     300     200    1240 ENUSER1,ONE
   FIX BROKEN PART
_________________________________________________________________________________________
TOTAL                          40.0     740     300     200    1240
```

NOTE: It is also possible to extract a type of Equipment History from the Work Order module (option ENEQHID). There are two differences.

a) PM work orders that have been deleted will appear on Equipment module histories (above) but not on histories from the Work Order module.

b) Incomplete work orders will appear on histories from the Work Order module but not on histories from the Equipment module (above).

Equipment Category History

This option prints a synopsis of the maintenance costs for a given Equipment Category.

```
Select Equipment Reports Option:    2  Equipment Category History

Select EQUIPMENT CATEGORY NAME:    ??

Choose from:
   AIR CONDITIONER (THRU WALL)
   AMPLIFIER & SIGNAL CONDITIONER
   ANALYZER
   ANALYZER-ANESTHESIA
   ANALYZER-BACTERIAL
   ANALYZER-BLOOD

                ^
Select EQUIPMENT CATEGORY NAME:       BED-ELECTRIC
Include TURNED IN and LOST OR STOLEN Equipment? YES//      ??

Enter YES to include equipment with a USE STATUS of
TURNED IN or LOST OR STOLEN when repair statistics are
computed. If included, the age of this equipment will
be determined by comparing the Turn-In (or Disposition)
Date with the Acquisition Date.

Enter YES or NO.

Include TURNED IN and LOST OR STOLEN Equipment? YES//      <RET>

Select output device:    <RET>

   RETURN    DISPLAY


DEVICE: HOME//  <RET>   UCX/TELNET    RIGHT MARGIN: 80//    <RET>

compiling the data............


BED-ELECTRIC Equipment Type History                        MAR 26,1997

Equipment Type: BED-ELECTRIC
Number of Units: 9
Average Age: 0.73 Years
```

EQUIPMENT COSTS	LABOR	MATERIAL	VENDOR	TOTAL	HOURS
PER ITEM	4.33	0.00	0.00	4.33	0.27
PER YEAR	53.09	0.00	0.00	53.09	3.27
PER ITEM PER YEAR	5.90	0.00	0.00	5.90	0.36
TOTAL	38.95	0.00	0.00	38.95	2.40

VISITS	REPAIR	PMI	VENDOR	OTHER	TOTAL
PER ITEM	0.0	0.3	0.0	0.0	0.3
PER YEAR	0.0	4.1	0.0	0.0	4.1
PER ITEM PER YEAR	0.0	0.5	0.0	0.0	0.5
TOTAL	0.0	3.0	0.0	0.0	3.0

Inventory Listing

The Inventory Listing option has a separate sub menu containing seven options for the generation of a report by CMR, Equipment Category, device location, using service, responsible shop, or use status. The CMR Inventory option uses sort template ENCMR and print template ENCMR to produce an official CMR (Consolidated Memorandum of Receipt) document. This document is to be signed by the official responsible for the CMR each time a physical inventory is taken.

CMR (Consolidated Memorandum of Receipt) reports are normally sorted by CMR and then by category stock number within CMR.

Patch EN*7*19 modified the CMR Report and introduced a new report called NonExpendable Expensed Inventory. The CMR report only includes equipment that is capitalized or whose category stock number (CSN) begins with 10 (Firearms), 23 (Motor Vehicles), or 70 (ADP). The NonExpendable Expensed Inventory report includes equipment that is not included on the CMR report.

Inventory Listing Version 7.0

1 CMR Inventory
2 Equipment Category Inventory
3 Location Inventory
4 Using Service Inventory
5 Responsible Shop Inventory
6 Use Status Inventory
7 NonExpendable Expensed Inventory

CMR Inventory (EIL)

This option generates the Equipment Inventory Listing (EIL) report. Equipment that is belongs to the user-specified CMR and is either capitalized or whose category stock number beings with 10 (firearms), 23 (motor vehicles) or 70 (ADP) is printed on this report. A page suitable for the signature of the Responsible Official is printed when the output is directed to a printer.

See the Nonexpendable Expensed Inventory report to print equipment that belongs to a CMR but does not meet the other criteria for inclusion on the Equipment Inventory Listing report.

Equipment Category Inventory

Inventory listing by device type (cf: File 6911).

Location Inventory

Inventory listing by device location.

Using Service Inventory

Inventory listing by using service. Note that the using service is not necessarily the owning service (ex: a VCR may be used in Dental but owned by Medical Media Production). Owning service is established via the CMR.

Responsible Shop Inventory

Inventory listing by responsible shop.

Use Status Inventory

Inventory listing by use status.

NonExpendable Expensed Inventory

This option generates the Nonexpendable Expensed Inventory report. Equipment that is belongs to the user-specified CMR and is not capitalized and whose category stock number does not being with 10 (firearms), 23 (motor vehicles) or 70 (ADP) is printed on this report.

See the CMR Inventory (EIL) report to print accountable equipment that belongs to a CMR.

Inventory Listing Option 1. CMR Inventory

```
Select Inventory Listing Option: 1  CMR Inventory (EIL)
Start WITH: 112 ??
Start WITH: ?
 Answer with CMR NAME, or SERVICE, or RESPONSIBLE OFFICIAL, or
     ALTERNATE RESPONSIBLE OFFICIAL
 Do you want the entire 72-Entry CMR List? N  (No)
Start WITH: 160          LABORATORY
Go TO: 160
Should the COMMENTS field be printed? NO// y  YES

DEVICE: HOME//   ENG PRINTER    RIGHT MARGIN: 80//


EQUIPMENT INVENTORY LISTING (EIL)                JUL 10,1997  08:04    PAGE 1
 FOR EIL: 160   LABORATORY SERVICE

  ENTRY #     STN    FUND    SGL   LEASE COST  ASSET VALUE  LAST INVENTORIED
  -------------  -------  --------  ------  -------------  --------------  --------------------

CATEGORY STOCK NUMBER: 6515-285575  (DEFIBRILLATOR CARDIAC)
DEFIBRILLATOR, CARDIAC. AN APPARATUS USED TO COUNTERACT FIBRILLATION BY
APPLICATION OF ELECTRIC IMPULSES TO THE HEART.

  1                 AMAF    1750                 7200.00

    MFGR NAME: ENMFGR , S IX
    MANF: HEWLETT PACKARD/MEDICAL PROD
    MODEL: 8700                    SERIAL: 8978899
    VA PM #: 7530-4565             LOCAL ID:
    USE STATUS: IN USE             USING SVC: INFORMATION SYSTEMS CENTER
    LOCATION: 201-110              PREVIOUS:
    CONDITION:                     ACQ METH: PURCHASED
```

```
    ACQ DATE: JUN  4,1986  LE:   8  REPL DATE: JUN  4,1994
    COMMENTS:
    SPEX:


CATEGORY STOCK NUMBER: 7025-386116  (KEYBOARD AUX COMP SYS)
KEYBOARD, AUXILIARY, COMPUTER SYSTEM. AN AUXILIARY KEYBOARD, DIRECTLY CONNECTED
TO THE COMPUTER BY CABLES ORTRANSMISSION LINES, ENABLING DIRECT ENTRY OF
INFORMATION. ITEM MAY BE USED FOR VALIDATION PURPOSES, DIRECT ACCESS TO MEMORY
FILES, AND TIME-SHARING SYSTEMS THAT REQUIRE SEVERAL TYPES OF INTERMIXED DATA
FORMATS TO BEPROCESSED IN REAL-TIME MODE.

  154

    MFGR NAME: ENMFGR , SEVEN
    MANF: ENMFGR , E IGHT
    MODEL: 4200                    SERIAL: 12345678
       .
       .
       .

EQUIPMENT  INVENTORY  LISTING (EIL)                JUL 10,1997  08:05    PAGE 21
 FOR EIL: 160   LABORATORY SERVICE

  ENTRY #     STN    FUND    SGL   LEASE COST  ASSET VALUE  LAST INVENTORIED
  -------------  -------  --------  ------  -------------  --------------  --------------------

CATEGORY STOCK NUMBER: 2350-629155  (SNOWMOBILE)
SNOWMOBILE. A SELF-PROPELLED, POWERED MOTOR VEHICLE DESIGNED FOR TRAVELING OVER
SNOW. IT IS USUALLY EQUIPPED WITH STEERABLE RUNNERS AT THE FRONT AND ENDLESS
TRACKS AT THE REAR.

  178               AMAF    1750                 5000.00

    MFGR NAME: ENMFGR , NINE
    MANF: ENMFGR1 , ONE
    MODEL: 192837465               SERIAL: 4758694949494
    VA PM #:                       LOCAL ID:
    USE STATUS: IN USE             USING SVC:
    LOCATION:                      PREVIOUS:
    CONDITION:                     ACQ METH: PURCHASED
    ACQ DATE: NOV  7,1993  LE:   5  REPL DATE: NOV  7,1998
    COMMENTS:
    SPEX:

     TOTALS:
          STATION  FUND    SGL   COUNT  LEASE COST     ASSET VALUE
          ---------  --------  ------  -------  ------------------  ------------------
          500      5014A1  1751      1            0.00        6,194.48
          999      AMAF    1751      1            0.00       10,677.00
          999      AMAF    1750     10            0.00       63,737.06
          999      <null>  6100      4            0.00          402.00
                                  -------  ------------------  ------------------
                                       16            0.00       81,010.54
```

EQUIPMENT INVENTORY LISTING (EIL) JUL 10,1997
SIGNATURE PAGE

EIL: 160
LABORATORY SERVICE

I UNDERSTAND MY RESPONSIBILITIES LISTED IN VA MANUAL MP-2, SUBCHAPTER E, SUBPART 108-25.50 AND THAT I MAY BE HELD LIABLE UNDER CONDITIONS THEREIN. I ASSUME RESPONSIBILITY FOR ITEMS LISTED ABOVE WHICH WERE ON HAND ON THE DATE SIGNED.

I PERSONALLY REVIEWED AND EVALUATED THE NEED FOR THE EQUIPMENT ASSIGNED TO MY ACTIVITY AND FIND THAT:

_____
|__| (1) ALL EQUIPMENT IS ESSENTIAL FOR THE PROPER FUNCTIONING OF THIS ACTIVITY OR,

_____
|__| (2) THE ATTACHED VA FORM(S) 90-2237-ADP HAS (HAVE) BEEN PREPARED TO TURN IN THE EQUIPMENT DETERMINED TO BE EXCESS TO THE NEEDS OF THIS ACTIVITY OR,

_____
|__| (3) THE ATTACHED VA FORM(S) 10-1274, RESEARCH EQUIPMENT AVAILABLE TO VA REGIONAL RESEARCH EQUIPMENT PROGRAM HAS (HAVE) BEEN PREPARED FOR DISPOSITION AS APPROPRIATE IN ACCORDANCE WITH MP-2, SUBCHAPTER H, 108-43 OR,

_____
|__| (4) THE ITEM(S) LISTED ON ATTACHED REPORT OF SURVEY FORM(S), VA 90-1217, IS (ARE) MISSING OR DAMAGED. IT IS UNDERSTOOD THAT ACCOUNTABILITY WILL BE DROPPED FROM THE EIL BUT MY RESPONSIBILITY FOR SUCH ITEMS WILL BE TERMINATED ONLY WHEN FINAL SURVEY ACTION HAS BEEN COMPLETED.

I ALSO CERTIFY THAT ANY PERSONALLY OWNED PROPERTY WHICH HAS BEEN PLACED INTO OFFICIAL USE HAS BEEN LISTED ON VA FORM 90-2235 (LIST OF PERSONALLY OWNED PROPERTY PLACED IN OFFICIAL USE), AND HAS BEEN SUBMITTED THROUGH THE PROPER CHANNELS FOR APPROVAL.

SIGNATURE: _____

TITLE: _____

DATE: _____

Inventory Listing Option 2. Equipment Category Inventory

```
Select Inventory Listing Option: 2  Equipment Category Inventory
START WITH EQUIPMENT CATEGORY: FIRST// ??
TO SORT IN SEQUENCE, STARTING FROM A CERTAIN EQUIPMENT CATEGORY,
     TYPE THAT EQUIPMENT CATEGORY
     '@' MEANS 'INCLUDE NULL EQUIPMENT CATEGORY FIELDS'
START WITH EQUIPMENT CATEGORY: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//
EQUIPMENT INV. LIST                          MAR 30,1993  10:20    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------


8             AIR CONDITIONER                    ENGINEERING SVC
              MAR 17,1993   MAR 17,2008   50.00         6150-439347
                                                     IN USE

12            AIR CONDITIONER



13            AIR CONDITIONER


EQUIPMENT INV. LIST                          MAR 30,1993  10:20    PAGE 2
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------


1             BACKHOE
                                                        3805-438395


6             BACKHOE                            IRM


                                                     IN USE
EQUIPMENT INV. LIST                          MAR 30,1993  10:20    PAGE 3
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------


4             COUNTER-BLOOD CELL                 CLINICAL LABORATORY
  PM00000025  AUG  1,1111   AUG  1,2004   500  6630-438414
        414                      25-7A                IN USE

Press <RETURN> to continue...
```

Inventory Listing Option 3. Location Inventory

```
Select Inventory Listing Option: 3  Location Inventory
DEVICE:   LAN    RIGHT MARGIN: 80//
EQUIPMENT INV. LIST                          MAR 30,1993  10:21    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------

7                                              CLINICAL LABORATORY
   222222222   JAN 26,1993   JAN 26,2003   1400          3550-438952
       2222                      25-7A                IN USE

4            COUNTER-BLOOD CELL                CLINICAL LABORATORY
  PM00000025 AUG  1,1111   AUG  1,2004   500           6630-438414
        414                      25-7A                IN USE

Press <RETURN> to continue...
```

Inventory Listing Option 4. Using Service Inventory

```
Select Inventory Listing Option: 4  Using Service Inventory
START WITH SERVICE POINTER: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//

EQUIPMENT INV. LIST                          MAR 30,1993  10:21    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------

4            COUNTER-BLOOD CELL                CLINICAL LABORATORY
  PM00000025 AUG  1,1111   AUG  1,2004   500           6630-438414
        414                      25-7A                IN USE

7                                              CLINICAL LABORATORY
   222222222   JAN 26,1993   JAN 26,2003   1400          3550-438952
       2222                      25-7A                IN USE


EQUIPMENT INV. LIST                          MAR 30,1993  10:21    PAGE 2
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE     ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------

8            AIR CONDITIONER                   ENGINEERING SVC
             MAR 17,1993   MAR 17,2008   50.00         6150-439347
                                                     IN USE
```

Inventory Listing Option 5. Responsible Shop Inventory

```
Select Inventory Listing Option: 5  Responsible Shop Inventory

Important note: SHOP NAME(S) MUST BE ENTERED IN RESPONSE TO THE 'START WITH'
AND 'GO TO' PROMPTS. NUMBERS WILL NOT BE UNDERSTOOD BY THE SORT LOGIC.
START WITH RESPONSIBLE SHOP: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//
EQUIPMENT INV. LIST                          MAR 30,1993  10:22    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE    ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------------

        RESPONSIBLE SHOP: BIOMEDICAL

4            COUNTER-BLOOD CELL                CLINICAL LABORATORY
  PM00000025 AUG  1,1111    AUG  1,2004    500  6630-438414
        414                      25-7A                IN USE

5


6            BACKHOE                           IRM

                                                      IN USE

EQUIPMENT INV. LIST                          MAR 30,1993  10:22    PAGE 2
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE    ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------------

        RESPONSIBLE SHOP: HEAT AND AIR CONDITION

12           AIR CONDITIONER


13           AIR CONDITIONER
```

Inventory Listing Option 6. Use Status Inventory

```
Select Inventory Listing Option: 6  Use Status Inventory
START WITH CMR: FIRST//
  START WITH USE STATUS: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//
EQUIPMENT INV. LIST                          MAR 30,1993  10:22    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY               USING SERVICE
  PM NUMBER   ACQ. DATE      REPL. DATE    ACQ. VALUE     CAT STOCK #
     NXRN #  LAST INVENTORIEDLOCATION                   USE STATUS
-----------------------------------------------------------------------------------------------

        CMR: LAB EQUIP

4            COUNTER-BLOOD CELL                CLINICAL LABORATORY
  PM00000025 AUG  1,1111    AUG  1,2004    500  6630-438414
        414                      25-7A                IN USE
```

Inventory Listing Option 7 - NonExpendable Expensed Inventory

```
Select Inventory Listing Option:    7  NonExpendable Expensed Inventory
Start WITH: ??
```

```
Choose from:
   100      DENTAL
   110      DIETETIC
   130      ENGINEERING
.
   19W      MEDICAL MEDIA
                ^
Start WITH:  130          ENGINEERING
Go TO:  130
Should the COMMENTS field be printed? NO//     y  YES

DEVICE: HOME//   UCX/TELNET    RIGHT MARGIN: 80//

NON-EXPENDABLE EXPENSED INVENTORY                JUL 10,1997  08:06    PAGE 1
 FOR EIL: 130   ENGINEERING SERVICE

  ENTRY #     STN    FUND    SGL   LEASE COST  ASSET VALUE  LAST INVENTORIED
  ------------- ------- -------- ------ ------------- -------------- --------------------

CATEGORY STOCK NUMBER: 5820-439321  (RECE RADIO PAGING SYS)
RECEIVER, RADIO (PAGING SYSTEM). AN ITEM DESIGNED TO BE WORN BY KEY PERSONNEL
OF AN ORGANIZATION FOR THE PURPOSE OF NOTIFYING THEM TO CONTACT THE CALLER WHO
WILL RELAY A MESSAGE THAT HAS BEEN RECEIVED FOR THEM. IT IS DESIGNED FOR ONE
WAY PAGE CALLS AND USUALLY HAS A SPRING TYPE POCKET CLIP, AND IS BATTERY
OPERATED.

  47                        6100

    MFGR NAME: ENMFGR1 , TWO
    MANF: ENMFGR1 , THREE
    MODEL: AO3CJC24681             SERIAL: 12345678
    VA PM #:                       LOCAL ID:
    USE STATUS: IN USE             USING SVC: INFORMATION SYSTEMS CENTER
    LOCATION:                      PREVIOUS:
    CONDITION:                     ACQ METH: PURCHASED
    ACQ DATE:              LE:  15  REPL DATE:
    COMMENTS:   KEYNOTE PAGERS 164.525 TONE & VOICE WITH GROUP CODE
                ACTIVATION GROUP NUMBER 233 TO ACTIVATE CODE
    SPEX:

       .
       .
       .

NON-EXPENDABLE EXPENSED INVENTORY                JUL 10,1997  08:06    PAGE 12
 FOR EIL: 130   ENGINEERING SERVICE

  ENTRY #     STN    FUND    SGL   LEASE COST  ASSET VALUE  LAST INVENTORIED
  ------------- ------- -------- ------ ------------- -------------- --------------------

CATEGORY STOCK NUMBER: 6515-438301  (MONITOR CARDIAC)
MONITOR, CARDIAC. AN ELECTRONIC ITEM DESIGNED TO PROVIDE A CONTINUOUS AUDIBLE
AND/OR VISUAL INDICATION OF HEART RATE AND RHYTHM AND MAY ALSO BE DESIGNED TO
DISPLAY ELECTROCARDIOGRAM AND PULSE WAVEFORMS. IT IS USEDFOR DETECTION OF
CARDIAC ARREST, ARRHYTHMIAS, OR SUBSTANTIAL DROP IN BLOOD PRESSURE DURING
SURGERY, AND IS COMPLETE WITH ALARM. MAY CONSIST OF A NEEDLE INDICATOR OR
BUILT-IN CARDIOSCOPE. MAY BE THE RACK MOUNTING (PLUG-IN) OR SELF-CONTAINED,
CABINET TYPE.

  27                                            5964.97

    MFGR NAME:
    MANF: ENMFGR , TWO
    MODEL: 78510B                  SERIAL: 2622A08744
    VA PM #: 6515-7630             LOCAL ID:


USE STATUS: IN USE             USING SVC:
    LOCATION: A208-01-JC           PREVIOUS:
    CONDITION:                     ACQ METH: PURCHASED
    ACQ DATE: MAR 1988     LE:   8  REPL DATE: MAR 1998
```

```
    COMMENTS:
    SPEX:

TOTAL                                    0.00    6637.97
COUNT 8
```

Warranty List

The fourth Equipment Reports option allows the display of a warranty expiration list, with entry number, equipment category, owning service, PM number, acquisition date, acquisition value, and location being displayed.

```
Select Equipment Reports Option:    4  Warranty List
START WITH WARRANTY EXP. DATE: FIRST//    ??

     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957
     Date on which repairs to this item become the sole responsibility of the
     government. Generally stipulated in the contract or sales agreement.

START WITH WARRANTY EXP. DATE: FIRST//    <RET> DEVICE: UCX/TELNET  RIGHT MARGIN: 80//
<RET>


WARRANTY EXPIRATION LIST                        MAR 31,1997  15:35    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY                  USING SERVICE
  PM NUMBER   ACQ. DATE       ACQ. VALUE   LOCATION           CAT STOCK #
-----------------------------------------------------------------------------------------------

        WARRANTY EXP. DATE: JUN 1993

62            COPIER                              MEDICAL ADMINISTRATION
              JUN 1992           6200.00   100-110-JC         5835-238864
        WARRANTY EXP. DATE: DEC 25,1996

18                                                ACQUISITION & MATERIAL MGMT
  6515-8934   JAN 20,1996        6150.00   105-148            6630-185880
        WARRANTY EXP. DATE: DEC 31,1996

19                                                INFORMATION RESOURCES MGMT
  6515-8921   JUN 30,1996        7234.00   102-148            6640-095680
        WARRANTY EXP. DATE: MAR  6,1997

58            COMPUTER TERMINAL/DISPLAY           ENGINEERING
              DEC  6,1996         275.00   204-114            7025-438122

59            COMPUTER TERMINAL/DISPLAY           ENGINEERING
^
```

Replacement Listing

The fifth option for Equipment Reports prints all entries in the Equipment Inv. file which are scheduled for replacement within the time interval specified.

```
Select Equipment Reports Option:    5  Replacement Listing
START WITH REPLACEMENT DATE: FIRST//     <RET>
DEVICE:  <RET>  UCX/TELNET    RIGHT MARGIN: 80//    <RET>


REPLACEMENT LISTING                            MAR 31,1997  16:58    PAGE 1
ENTRY NUMBER  EQUIPMENT CATEGORY                 USING SERVICE
  PM NUMBER  ACQ. DATE    ACQ. VALUE  LOCATION           CAT STOCK #  CONDITION
-----------------------------------------------------------------------------------------------


        REPLACEMENT DATE: OCT 18,1999

1                                                BUILDING MANAGEMENT
            OCT 18,1992     9056.94  102-148           3610-438993

        REPLACEMENT DATE: FEB  4,2001

3                                                INFORMATION RESOURCES MGMT
            FEB  4,1993      500.00  102-148           7025-628324

        REPLACEMENT DATE: FEB 18,2001

4                                                MEDICINE
            FEB 18,1993     6570.40  213-114            6515-438660

6                                                MEDICINE
            FEB 18,1993     5670.50  303-110            6515-438660  POOR
```

Failure Rate Report

This option prints a synopsis of the repair history for the Equipment Category specified by the user.

```
Select Equipment Reports Option:    6  Failure Rate Report


Do you wish to analyze all equipment in the inventory? No//      ?

Alternately, you may elect to have a specific EQUIPMENT CATEGORY analyzed.

Do you wish to analyze all equipment in the inventory? No//      Y  (Yes)
Starting date for this report:  7/1/95  (JUL 01, 1995)
Ending date for this report:  (7/1/95 - 7/11/97): t  (JUL 11, 1997)Please enter the minimum
number of repair episodes necessary
for inclusion in this report. (1-99 per item)     ?

Enter the number of repair episodes per item necessary before that item is to
be identified as meeting the failure rate criteria (whole number only).

Please enter the minimum number of repair episodes necessary
for inclusion in this report. (1-99 per item)    1

Include all vendor activity, (work actions beginning with a 'V')? No//       ?

This report will consider all entries in the Equipment Histories that are
identified as 'General Repair' items.  You may also include entries that are
identified as 'Vendor Service' items by answering [Y]es at this prompt.

Include all vendor activity, (work actions beginning with a 'V')? No//       Y  (Yes)

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET    RIGHT MARGIN: 80//     <RET>


compiling the data.......................
```

EQUIPMENT REPAIRS (ALL EQUIPMENT) JUL 11,1997@08:56 Page 1
From: 07-01-95 To: 07-11-97

Reference	Entry #	Hrs	Labor$	Mat'l$	Vndr$	Total$	Worker
970710-G1	198	3.6	44.35	37.45	0.00	81.80	ENUSER1 , NINE
970710-G1	199	3.6	44.35	37.45	0.00	81.80	ENUSER1 , NINE
970709-G1	200	4.5	45.00	40.25	0.00	85.25	ENUSER2 , TEN
970709-G1	201	3.6	44.35	37.45	0.00	81.80	ENUSER1 , NINE
TOTAL		15.3	178.05	152.60	0.00	330.65	

PM Workload Analysis

This option for Equipment Reports prints a breakdown of scheduled PMI hours by month for a given shop. This display is to be used to help balance the preventive maintenance workload.

```
Select Equipment Reports Option:    7  PM Workload Analysis
Select ENGINEERING SECTION LIST:    ELE
     1   ELECTRIC
     2   ELEVATORS(M&R)
     3   ELEVATORS(OPERATORS)
CHOOSE 1-3:  1
Should results be broken out by TECHNICIAN? NO//     <RET>  YES
Include ALL technicians? YES//   <RET>

Select output device:
   RETURN    DISPLAY

DEVICE: HOME//  <RET>   UCX/TELNET   RIGHT MARGIN: 80//   <RET>


    compiling data


PM Workload Analysis: ELECTRIC Shop                        APR 1,1997
Responsible Technician: ENUSER,TWO
     Month          Item Count*    Standard Hours
-------------------------------------------------------------------------------------------------------------------------
       JAN                   0                0.0
       FEB                   0                0.0
       MAR                   1                3.7
       APR                   9               10.8
       MAY                   0                0.0
       JUN                   0                0.0
       JUL                   0                0.0
       AUG                   0                0.0
       SEP                   0                0.0
       OCT                   0                0.0
       NOV                   0                0.0
       DEC                   0                0.0
                    ----------     --------------
COUNT**                     10
TOTAL                                       14.5

*  Count of items to be inspected in month indicated.
**  Count of all items for which this technician has PM responsibility.

Enter RETURN to continue or '^' to exit:


PM Workload Analysis: ELECTRIC Shop                        APR 1,1997
Responsible Technician: ENUSER,FOUR
     Month          Item Count*    Standard Hours
-------------------------------------------------------------------------------------------------------------------------
       JAN                   0                0.0
       FEB                   0                0.0
       MAR                   0                0.0
       APR                   0                0.0
       MAY                   1                1.4
       JUN                   0                0.0
       JUL                   0                0.0
       AUG                   0                0.0
       SEP                   0                0.0
       OCT                   0                0.0
       NOV                   0                0.0
       DEC                   0                0.0
                    ----------     --------------
```

```
COUNT**                    1
TOTAL                                   1.4

*  Count of items to be inspected in month indicated.
**  Count of all items for which this technician has PM responsibility.
```

Note that the item count may add in the same piece of equipment more than once, as the piece may very well be subject to more than one PM in the course of a year.

Direct Posting to Equipment Histories

This option is really not a report, but rather a utility that allows posting of activities to Equipment Histories without going through the Work Order module.

```
Select Equipment Reports Option:   8  Direct Posting to Equipment Histories

This is a utility for posting information directly to the AEMS-MERS
Equipment History sub-file.

Are you sure you want to proceed? NO//    y  YES
```

One way of specifying the equipment records to be impacted is to perform a search of the Equipment Inv. file (#6914) using VA FileMan and store the results in a Sort template. At this point, the system will ask if such a template is to be used:

```
Are the Equipment Records to be found in a SORT template? NO//       <RET>

Select EQUIPMENT INV.:   ?
 Answer with EQUIPMENT INV. ENTRY NUMBER, or MANUFACTURER, or
     MFGR. EQUIPMENT NAME, or MODEL, or MODEL(C), or SERIAL #, or
     SERIAL #(C), or EQUIPMENT CATEGORY, or PURCHASE ORDER #, or
     CATEGORY STOCK NUMBER, or LOCATION, or VA PM NUMBER, or
     LOCAL IDENTIFIER
 Do you want the entire 95-Entry EQUIPMENT INV. List? N  (No)

Select EQUIPMENT INV.: defibRILLATOR
     1     1       8978899    DEFIBRILLATOR    IN USE     7530-4565
     2     64        32781    DEFIBRILLATOR    IN USE     6515-6328
     3     151       00002    DEFIBRILLATOR               6515-0001
     4     198                DEFIBRILLATOR    IN USE
     5     199                DEFIBRILLATOR    IN USE
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  1

Select EQUIPMENT INV.:  32781  64       32781    DEFIBRILLATOR    IN USE    65
15-6328
Select EQUIPMENT INV.:  78  89445A70    BED-ELECTRIC    IN USE    6530-7187
Select EQUIPMENT INV.:  80  89445A04    BED-ELECTRIC    IN USE    6530-6590


Shall we save these ENTRY NUMBERS in a SORT template for future use? NO//      y  YES


Name of SORT template.  Must begin with 'ENPOST':    ENPOSTTST
OK to create new SORT template? YES//    y  YES

Enter as much information as may apply.
Select NEW WORK ACTION:   ?
 Answer with NEW WORK ACTION NAME, or HISTORY CODE, or SYNONYM
 Do you want the entire 31-Entry NEW WORK ACTION List?     y  (Yes)
Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
                 ^

Select NEW WORK ACTION:   P2  PREVENTIVE MAINTENANCE       P2

WORK ORDER REFERENCE: ??

Enter 3 to 12 characters.  Optional.
```

```
WORK ORDER REFERENCE: <  RET>

     Select one of the following:

          P         PASSED
          C         CORRECTIVE ACTION REQUIRED
          D         DEFERRED

PM STATUS: CORRECTIVE ACTION REQUIRED

TOTAL HOURS:  (0-2080):  150

LABOR COST:  (0-999999):  3000

MATERIAL COST:(0-999999):    1500

VENDOR COST:  (0-999999):  <RET>

WORKER: ENTECH,ONE//   ??

This response can be free text.

WORKER: ENTECH,ONE//    <RET>

WORK PERFORMED:  ??

Free text.  60 character maximum..

WORK PERFORMED:   <RET>
1
64
78
80
```

Once the posting has been accomplished, the system will list all the equipment records that were affected.

Parent System/Component Hierarchy Report

This option prints a hierarchical list of a parent system and all of its components. Components are indented and listed beneath their parent system. Items that are components of a component in the specified system are included.

```
Select Equipment Reports Option:    9  Parent System/Component Hierarchy Report
Do you want a report for ALL systems? NO//     ??

Enter YES to generate a report for all systems.
The computer will identify all the topmost parent systems
by looping through the entire Equipment file. A complete
system hierarchy will be printed for each of the topmost
parent systems which includes all of their components.
It may take awhile to search the entire Equipment file.

Enter NO to generate a report for just one system.

Enter YES or NO

Do you want a report for ALL systems? NO//     YES

Select the 1st field (required) to print for each equipment item.
Select FIELD: EQUIPMENT CATEGORY//    ??

Choose from:
   .01            ENTRY NUMBER
   .5             ENTERED BY
   .6             DATE ENTERED
   1              MANUFACTURER
   2              PARENT SYSTEM
                ^
Select FIELD: EQUIPMENT CATEGORY// <RET>

Field EQUIPMENT CATEGORY can be 50 characters long.
You may want to just print a portion of this field.
Number of characters to print: (1-50): 20//  30

Select the 2nd field (optional) to print for each equipment item.
Select FIELD:  SERIAL #
Field SERIAL # can be 30 characters long.
You may want to just print a portion of this field.
Number of characters to print: (1-30): 20//  30
DEVICE: HOME//  <RET>  UCX/TELNET   RIGHT MARGIN: 80//    <RET>

PARENT SYSTEM/COMPONENT HIERARCHY              JUL 11, 1997@09:07:02   page 1
for ALL SYSTEMS  print field(s): EQUIPMENT CATEGORY and SERIAL #
-----------------------------------------------------------------------------------------
78BED-ELECTRIC                      89445A70  (3 comp.)
  180                                  4736583920
  181                                  64736485
  182                                  236453
165                                    (1 comp.)
  166POSITIONER                        86950498374657
211RADIOGRAPHIC UNIT (DIAGNOSTIC)   10215  (5 comp.)
  212TABLE-EXAMINING                   E12
  213INJECTOR-ANGIOGRAPHIC             DST8433
  214MONITOR-VIDEO                     SNA713
  215TABLE-EXAMINING                   XG342
  216RADIOGRAPHIC UNIT (DIAGNOSTIC)    FDXZII

END OF REPORT
```

Lockout/Tagout Flag Reports

Select Equipment Reports Option: 10 Lockout/Tagout Flag Reports
1 Equipment Categories with Lockout/Tagout SET
2 Equipment Records with Lockout/Tagout SET
3 Equip with Lockout/Tagout CLEAR but Category SET

Lockout/Tagout Flag Reports Option 1. Equipment Categories with Lockout/Tagout SET

Prints from Equipment Category file (#6911).

```
Select Lockout/Tagout Flag Reports Option:     1  Equipment Categories with Lockout/
Tagout SET
DEVICE: HOME// < RET>  UCX/TELNET    RIGHT MARGIN: 80// <   RET>


EQUIPMENT CATEGORIES with 'LOCKOUT REQUIRED?' Flag set to 'YES'          Page 1
JUL 11,1997@10:00
-----------------------------------------------------------------------------------------------

     DEFIBRILLATOR  (7 Equipment Records)
     COMPUTER TERMINAL/DISPLAY  (0 Equipment Records)
     AIR CONDITIONER (THRU WALL)  (2 Equipment Records)
     BED-ELECTRIC  (2 Equipment Records)
```

Lockout/Tagout Flag Reports Option 2. Equipment Records with Lockout/Tagout SET

Prints from the Equipment Inv. file (#6914).

```
Select Lockout/Tagout Flag Reports Option:     2  Equipment Records with Lockout/Tag
out SET
Sort Report by EQUIPMENT CATEGORY? YES// <    RET>
DEVICE: HOME// < RET>  UCX/TELNET    RIGHT MARGIN: 80// <   RET>


EQUIPMENT with 'LOCKOUT REQUIRED?' Flag 'SET'    JUL 11,1997@10:01      Page 1
ENTRY #     Equipment Category   Manufacturer Equipment Name    Location
    Manufacturer                     Model                 Serial Number
-----------------------------------------------------------------------------------------------

162         AIR CONDITIONER (THR
    A T SURGICAL                     SSDASD                S22222
195         AIR CONDITIONER (THR
    AFFILIATED HOSPITAL PROD/SHAMPAI 12344555331333344444
78          BED-ELECTRIC                                        A219A-01-JC
    HILL ROM                         894A50                89445A70
64          DEFIBRILLATOR                                       A218A-01-JC
    PHYSIO CONTROL                   LIFEPAK6              32781
151         DEFIBRILLATOR       JUNIOR JUMP START
    LOCAL TEST MANUFACTURER          JS20                  00002
198         DEFIBRILLATOR       DEFIBRILLATOR                 9-221

199         DEFIBRILLATOR       DEFIBRILLATOR                 9-222
```

```
200         DEFIBRILLATOR       DEFIBRILLATOR                 9-223

201         DEFIBRILLATOR       DEFIBRILLATOR                 9-224

14          PROJECTOR           PROJECTOR                     A206-01-JC
    EASTMAN KODAK/CUSTOMER EQUIP SVC 5400               352662
```

Lockout/Tagout Flag Reports Option 3. Equip with Lockout/Tagout CLEAR but Category SET

Prints list of Equipment Records (file #6914) that have the LOCKOUT REQUIRED? clear (not set to 'YES') but belonging to an Equipment Category (file #6911) for which the LOCKOUT REQUIRED? field is 'YES'.

Such records, if any exist, would represent exceptional situations.

```
Select Lockout/Tagout Flag Reports Option:     3  Equip with Lockout/Tagout CLEAR bu
t Category SET
DEVICE: HOME//  <RET>  UCX/TELNET    RIGHT MARGIN: 80//    <RET>


'LOCKOUT REQUIRED?' Flag Exception List          JUL 11,1997@10:01      Page 1
(Flag is CLEAR for these ENTRIES, but their EQUIPMENT CATEGORY Flag is SET)
ENTRY #     Equipment Category   Manufacturer Equipment Name    Location
    Manufacturer                     Model                 Serial Nummber
-----------------------------------------------------------------------------------------

1           DEFIBRILLATOR        DEFIBRILLATOR W/O MONITOR     201-110
    HEWLETT PACKARD/MEDICAL PROD     8700                 8978899
80          BED-ELECTRIC                                      A219B-01-JC
    HILL ROM                         894A50               89445A04
```

PM Parameters

This menu contains options for enrolling devices and Equipment Category in the PMI program. PM Parameters has a sub menu containing six options. An example of each option will be presented.

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

```
Select Equipment Management Option: 6 PM Parameters
```

PREVENTIVE MAINTENANCE PARAMETERS
Version 7

1 Display Specific Device PM Schedule
2 Display Equipment Category PM Schedule
3 Print PM Procedure
4 Enter/Edit Specific Device PM Schedule
5 Enter/Edit Equipment Category PM Schedule
6 Enter/Edit PM Procedure
7 Reassign a Technician's PM Responsibilities

```
Select PM Parameters Option:
```

Display Specific Device PM Schedule

```
Select PM Parameters Option:   1  Display Specific Device PM Schedule


Select EQUIPMENT INV. ENTRY NUMBER:    21         7888UYHG    BED-ELECTRIC     IN
USE    6530-6723



Equipment ID #: 21              BED-ELECTRIC
PM #: 6530-6723         Local ID:                        S/N: 7888UYHG
     Lockout Required? YES

                              BIOMEDICAL SHOP
Tech: ENTECH,FOUR                                   Starting Month: FEB
Skip Months:                                     Criticality: 6
Frequency (multiple):
     QUARTERLY      0.8 hrs      $0 (est)  Level: N/A
     Proc Ref: BME-1  Title: HOSPITAL BEDS


                              ELECTRIC SHOP
Tech: ENTECH,TWO                                Starting Month: APR
Skip Months:                                      Criticality: 6
Frequency (multiple):
     ANNUAL        1.2 hrs     $80 (est)  Level: N/A
```

Display Equipment Category PM Schedule

```
Select PM Parameters Option:   2  Display Equipment Category PM Schedule


Select EQUIPMENT CATEGORY NAME:   BED-ELECTRIC



Equipment Category: BED-ELECTRIC

                              BIOMEDICAL SHOP
Tech: ENUSER, FOUR                              Starting Month: FEB
Skip Months:                                     Criticality: 6
Frequency (multiple):
     QUARTERLY      0.8 hrs      $0 (est)  Level: N/A
     Proc Ref: BME-1  Title: HOSPITAL BEDS


                              ELECTRIC SHOP
Tech: ENUSER , TWO                              Starting Month: APR
Skip Months:                                     Criticality: 6
Frequency (multiple):
     ANNUAL         1.2 hrs     $80 (est)  Level: N/A
```

Print PM Procedure

```
START WITH PM REFERENCE: FIRST// A
GO TO PM REFERENCE: LAST// Z
DEVICE:    RIGHT MARGIN: 80//


PMI Procedure(s)                          MAR  2,1993  10:28    PAGE 1
PM REFERENCE     PROCEDURE TITLE            SOURCE
 TEXT
-------------------------------------------------------------------------------------------------------------------------------

BED01       BED,ELEC 21-SA                  ASHE
       1. Remove covers from motor assembly.
       2. Lubricate bearings and worm gears.
       3. Inspect belts for any sign of wear and replace if necessary.
       4. Replace plastic drive gear attached to shaft of electric motor located in
          main housing.
       5. Replace all covers.
```

Enter/Edit Specific Device PM Schedule

This option allows you to enter or edit a PM schedule for a specific piece of equipment. Users may specify whether or not a display of the PM schedule is desired.

```
Select PM Parameters Option:   4  Enter/Edit Specific Device PM Schedule


 Select EQUIPMENT INV. ENTRY NUMBER: 1
     1   1  8978899     DEFIBRILLATOR                IN USE      7530-4565
     2   1  193    05305003H1                        IN USE
     3   1125EA03  112                               IN USE
     4   1757B     108       3305096                 IN USE      6910-5109
     5   17B  166  86950498374657     POSITIONER    IN USE      7310-9876

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5:  1
Would you like to see the existing PM schedule for this device? Yes//      Y  (Yes)



Equipment ID #: 1               DEFIBRILLATOR
PM #: 7530-4565         Local ID:                        S/N: 8978899

                            BIOMEDICAL SHOP
Tech: ENUSER,ONE                                  Starting Month: MAR
Skip Months:                                     Criticality: 1
Frequency (multiple):
     ANNUAL       40.0 hrs    $500 (est)  Level: 6
     SEMI-ANNUAL  15.0 hrs     $50 (est)  Level: 3,5
     Proc Ref: DEFIB4  Title: ASHE-DEFIBRILLATOR
     MONTHLY       0.4 hrs      $0 (est)  Level: N/A


                            ELECTRIC SHOP
Tech:                                            Starting Month:
Skip Months:                                     Criticality:
Frequency (multiple):


Press <RETURN> to continue..<  RET>.
Select RESPONSIBLE SHOP: ELECTRIC// <   RET>

RESPONSIBLE SHOP: ELECTRIC// <  RET>
  TECHNICIAN: ?
     The Engineering Service employee who normally does the PM work on this
     piece of equipment for this shop.

TECHNICIAN: ENUSER , ONE
STARTING MONTH:  MAR  MAR
  SKIP MONTHS: ??
     A range of months (inclusive) during which PMI's are to be suspended.
     For example, an entry of 'NOV-MAR' for an air-conditioner would suppress
     the scheduling of any PMI's in NOV, DEC, JAN, FEB, and MAR.
     Some care needs to be taken when using this field. If you want an ANNUAL
     inspecton, for instance, be sure that the STARTING MONTH is not within
     the range specified by the SKIP MONTHS; otherwise the ANNUAL PMI will
     never be scheduled.
     Entries must take the form 'MMM-NNN', where MMM is a three character
     abbreviation of the first month for which PMiI's are to be suspended and
     NNN is a three character abbreviation for the last month for which PMI's
     are to be suspended. Valid abbreviations are: JAN, FEB, MAR, APR, MAY,
     JUN, JUL, AUG, SEP, OCT, NOV, and DEC.
  SKIP MONTHS: < RET>
  CRITICALITY: ??
     An index of the importance of performing PMI's on this device. Enter an
```

```
     integer between 1 and some upper limit not greater than 99 (most sites use
     10 or 20). The closer the values are to the upper limit the more critical
     the PMI's become. A value of 1 would indicate that PMI's are desireable
     but far from essential (least critical).

     When PM worklists are generated, the system will ask if all devices
     should be included or just those whose CRITICALITY is within a certain
     user selectable range (say, 7 to 10). This is intended as a means of
     adjusting workload to match available resources.

     Use of this feature is left entirely to the discretion of each site. If a
     CRITICALITY range is selected, the system will ask the user whether
     devices having no CRITICALITY should be included or excluded.
  CRITICALITY:  10
```

This is intended as a means of adjusting workload to match available resources. Use of this feature is left entirely to the discretion of each site. If a range of 1 through 10 seems like overkill, you may wish to restrict yourself to 5 through 10 instead. If all PMIs are deemed to be a high priority and adequate resources are available, there is probably no need to use this feature at all.

```
Select FREQUENCY: ??

     Make a separate entry for each category (MONTHLY, QUARTERLY, etc.) of PMI
     that is to be scheduled for this device. The PM module looks at this field
     in conjunction with the STARTING MONTH when PM lists are generated.
     Let's consider a fairly complex example: a device with SEMI-ANNUAL,
     QUARTERLY, and MONTHLY PMI's and a STARTING MONTH of MAR. Assuming no
     entry for SKIP MONTHS, the following PMI's will be scheduled:
       SEMI-ANNUAL in MAR and SEP;
       QUARTERLY in JUN and DEC;
       MONTHLY in APR, MAY, JUL, AUG, OCT, NOV, JAN and FEB.
Choose from:
       A     ANNUAL
       S     SEMI-ANNUAL
       Q     QUARTERLY
       M     MONTHLY
       BM    BI-MONTHLY
       W     WEEKLY
       BW    BI-WEEKLY
       N     NONE
       BA    BI-ANNUAL
       TA    TRI-ANNUAL
Select FREQUENCY:  A  (ANNUAL)
  Are you adding 'ANNUAL' as a new FREQUENCY (the 1ST for this RESPONSIBLE SHOP)
? No//  y  (Yes)
    HOURS (Estimated):  40
    MATERIAL COST (Estimated):  500
    LEVEL: ??
      Each scheduled PMI may be composed of some combination of one or more of
     the following discrete levels of activity:
        Level 1 - Visual inspection only;
        Level 2 - Check and adjust operator controls;
        Level 3 - Electrical safety analysis;
        Level 4 - Minor parts replacement;
        Level 5 - Major parts replacement;
        Level 6 - Complete overhaul.
      LEVEL is an optional field and is intended to accommodate the needs of
     certain facilities with highly developed PM programs. Entries for LEVEL
     (if any) will be printed on the PM worklist as a reminder to the
     responsible technician.
      If more than one number applies, separate numbers a comma.
    LEVEL:  6
    PROCEDURE: ?
      Enter the abbreviation (4 to 10 characters) of the PROCEDURE to be
     followed in performing this category of PMI on this device. The title
```

```
     (as well as the abreviation) of the PM PROCEDURE will appear on PM
     worksheets for reference.
      If disk space permits, the actual procedure itself may be entered in the
     TEXT field of the PM PROCEDURES file (Number 6914.2) and printed on demand.
     In any event, the procedure should be on file and readily accessible to
     the technician performing the work.

^
     You may enter a new PM PROCEDURES, if you wish
    ANSWER MUST BE 2-20 CHARACTERS IN LENGTH
    PROCEDURE:  DEFIB4          ASHE-DEFIBRILLATOR
  Select FREQUENCY:  S  (SEMI-ANNUAL)
  Are you adding 'SEMI-ANNUAL' as a new FREQUENCY (the 2ND for this RESPONSIBLE
SHOP)? No//  y  (Yes)
    HOURS (Estimated):  15
    MATERIAL COST (Estimated):  50
    LEVEL:  3,5
    PROCEDURE:
  Select FREQUENCY: <  RET>
```

When display of the PM schedule is not required, users enter all additional information in the order of the system prompts. Any information previously entered is displayed within the prompt itself.

Enter/Edit Equipment Category PM Schedule

This option allows you to enter/edit the PM schedule for a category of equipment.

```
Select PM Parameters Option:   5  Enter/Edit Equipment Category PM Schedule


Select EQUIPMENT CATEGORY NAME:      DEFIBRILLATOR


Equipment Category: DEFIBRILLATOR
     Lockout Required?: YES

                              BIOMEDICAL SHOP
Tech: ENUSER2,ONE                                Starting Month: MAR
Skip Months:                                     Criticality: 1
Frequency (multiple):
     ANNUAL        40.0 hrs    $500 (est)  Level: 6
     SEMI-ANNUAL   15.0 hrs     $50 (est)  Level: 3,5
     Proc Ref: DEFIB4  Title: ASHE-DEFIBRILLATOR
     MONTHLY        0.4 hrs      $0 (est)  Level: N/A


Press <RETURN> to continue... <  RET>
NAME: DEFIBRILLATOR//  ??
     A category of devices that receive the same frequencies and types
     of preventive maintenance inspections.
NAME: DEFIBRILLATOR// <  RET>
Select SYNONYM: CARDIOLIFE (NIHON KOHDEN)//    ??

Choose from:
   CARDIOLIFE (NIHON KOHDEN)
   HEART STATION (KONTRON)
   LIFEPAK (PHYSIO-CONTROL)
   MEDIC (BURDICK)

     A multiple-valued field intended to allow for selection of Equipment
     Category in more than one way.  For example: the category named
     ELECTROCARDIOGRAPH should have ECG and EKG as synonyms.
Select SYNONYM: CARDIOLIFE (NIHON KOHDEN)// <   RET>
Select RESPONSIBLE SHOP: BIOMEDICAL//  <   RET>
  RESPONSIBLE SHOP: BIOMEDICAL// <  RET>
  TECHNICIAN: ENUSER2,ONE// <  RET>
  STARTING MONTH: MAR// <  RET>
  SKIP MONTHS: < RET>
  CRITICALITY: 1// < RET>
  Select FREQUENCY: MONTHLY// <  RET>
    FREQUENCY: MONTHLY// <  RET>
    HOURS (Estimated): .4// <  RET>
    MATERIAL COST (Estimated): <  RET>
    LEVEL: < RET>
    PROCEDURE: < RET>
  Select FREQUENCY: < RET>
JCAHO: ??
     Joint Commission on the Accreditation of Healthcare Organizations (JCAHO)
     standards require that a "separable inventory" be maintained of devices
     that are of interest to the JCAHO. If this flag in the Equipment Category
     File is set to 'YES' then all equipment added under that category will
     have its individual JCAHO field set to 'YES'.
     Choose from:
       Y        YES
       N        NO
JCAHO: < RET>
Are you finished with this Equipment Category? Yes// <    RET>  (Yes)
Do you wish to assign this PM schedule to ALL existing equipment records
in the category of DEFIBRILLATOR? No//    ??
```

'YES' will cause the system to immediately find every equipment record of type BED-ELECTRIC and assign each of them the PM schedule just entered. The ENTRY NUMBER of each affected equipment record will be displayed at your terminal, but you will not be asked to confirm the transaction unless you say that you want to.

The ID# of each affected device will be displayed at your terminal, but you will not be asked to confirm the transaction unless you have said that you want to.

```
Once this process has begun, it should not be interrupted.
Do you wish to assign this PM schedule to ALL existing equipment records
in the category of DEFIBRILLATOR? No//    y  (Yes)
Do you wish to confirm each transaction? No//    ??
```

You should enter 'YES' if you want to apply the revised schedule to some BED-ELECTRIC's but not others. Enter 'NO' if you want the revised schedule applied to all equipment of type BED-ELECTRIC.

```
                Do you wish to confirm each transaction? No// <    RET>  (No)
1         7530-4565
64        6515-6328
151       6515-0001
198
199
200
201
Press <RETURN> to continue...

Select EQUIPMENT CATEGORY NAME:
```

If a new PM schedule is applied to existing devices, the STARTING MONTH will be handled differently from the other fields. If the EQUIPMENT CATEGORY contains a STARTING MONTH, that STARTING MONTH will be applied to existing devices. If, however, the EQUIPMENT CATEGORY does not include a STARTING MONTH, the STARTING MONTH of existing devices will remain unchanged. That is, STARTING MONTHs will never be deleted from the Equipment Inv. file via this option.

If preventive maintenance work on items in an equipment category is scheduled to occur over a period of months (ten items for May, six items for June, etc.) two approaches may be taken. The first is to set up equipment categories such as Analyzer-Glucose, Analyzer-Gas, and so on, and enter a month for each category. The second approach is to edit the EQUIPMENT INV. file, entering a month for each item in a selected equipment category.

Enter/Edit PM Procedure

```
Select PM Parameters Option: 6  Enter/Edit PM Procedure_

Select PM PROCEDURES PM REFERENCE:    CLEAN
PROCEDURE TITLE: CLEAN
SOURCE: ??
     Source of the PM instructions. Could be the equipment manufacturer or some
     authoritative and/or knowledgable organization (ex: ASHE, VACO, NEMA, etc).
     Use of this field is optional.
SOURCE:
TEXT:
  1>

Select PM PROCEDURES PM REFERENCE:
```

Entering a **<RET>** returns the viewer to the PM Parameters option screen.

Reassign a Te chnician's PMResponsibilities

This option is used to to change the preventive maintenance (PM) schedules by replacing one technician by a different techinican. This change can be limited to PMs by one responsible shop or done for all responsible shops. Both the Equipment Category and Equipment Inv. files will be updated.

```
Select PM Parameters Option:   7  Reassign a Technician's PM Responsibilities

Replace this TECHNICIAN:   ??

Choose from:
   ENUSER , TWO
   ENUSER , THREE
   ENUSER , FOUR
   ENUSER , F IVE
   ENUSER , S IX
   ENUSER1 , ONE
   ENUSER , TEN
   ENUSER1 , TWO
   ENUSER1 , S IX
   ENUSER1 , SEVEN

Replace this TECHNICIAN: ENUSER , FOUR
With this TECHNICIAN:   ??

Choose from:
   ENUSER , TWO
   ENUSER , THREE
   ENUSER , FOUR
   ENUSER , F IVE
   ENUSER , S IX
   ENUSER1 , ONE
   ENUSER , TEN
   ENUSER1 , TWO
   ENUSER1 , S IX
   ENUSER1 , SEVEN

With this TECHNICIAN: ENUSER1 , SEVEN

     Select one of the following:

          0         ONE RESPONSIBLE SHOP
          1         ALL RESPONSIBLE SHOPS


For PM schedules by: ALL//   <RET>  RESPONSIBLE SHOPS

Do you want to individually edit each entry? NO//     ??

If YES is entered here, the system will pause after each
entry for which TECHNICIAN ENUSER,FOUR has been changed
and allow you to edit the TECHNICIAN field.

Enter YES or NO

Do you want to individually edit each entry? NO//      <RET>

All occurrences of TECHNICIAN in both the EQUIPMENT CATEGORY and
EQUIPMENT INV. preventive maintenance schedules will be changed
from ENUSER , FOUR to ENUSER1 ,SEVEN.
This change will be made for the PM schedules of ALL responsible shops.

OK to Proceed?  <RET>
This is a required response. Enter '^' to exit
```

```
OK to Proceed?   YES

Updating EQUIPMENT CATEGORY file
  2 entries were changed.

Updating EQUIPMENT INV. file
  11 entries were changed.
```

Generate PM Schedule

This menu contains options for printing PMI work sheets and for deleting PM work orders. The explanatory help prompts, as well as examples of each option, are listed in this section.

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

The following options are available:

1. Monthly PM List
Print PMI worksheet(s) for monthly PMIs. These worksheets will include scheduled ANNUAL, SEMI-ANNUAL, QUARTERLY, BI-MONTHLY, and MONTHLY PMIs.

2. Weekly PM List
Print PMI worksheet(s) to include WEEKLY and BI-WEEKLY PMIs. You will be prompted for a week number (1 through 5). BI-WEEKLY PMIs will appear on worksheets for weeks 1 and 3.

3. Delete PM Work Orders
Intended to enable you to delete PM work orders in order to conserve disk space. Deletion of PM work orders via this option will not remove an existing record of the PMI from the Equipment History. Deletion of any work order via the EDIT WORK ORDER option WILL remove the corresponding entry from the Equipment History. If you intend to record PMIs in the Equipment History, you should not delete PM work orders until after they have been recorded.

Monthly PM List

```
Select Generate PM Schedule Option:    1  Monthly PM List


GENERATE MONTHLY PM LIST(S)
                              VERSION 7


Select Month: JUL 1997// <  RET> (JUL 1997)
Sort by: (E,P,I,L,C,S or ? for Help) L// ??
```

If you have previously set PM Sort using Software Options Enter/Edit on the Program Management menu, you will not be asked this prompt.

```
All PM lists are sorted by shop, and within shop they may be sorted again by
RESPONSIBLE TECHNICIAN. You must now choose how this list should be sorted
further. You have the following choices:
         'E' for Equipment Entry #
         'P' for PM #
         'I' for Local Identifier
         'L' for Location
         'C' for Equipment Category
         'S' for Owning Service

Sort by: (E,P,I,L,C,S or ? for Help) L//    C
For all EQUIPMENT CATEGORIES? Yes// ??
Please enter 'Y'es or 'N'o.
For all EQUIPMENT CATEGORIES? Yes//   <RET>  (Yes)

Within CATEGORY, shall worklist be sorted by LOCATION?
Enter Yes or No: YES// ??

If you want this list to be ordered by LOCATION within CATEGORY,
please enter 'YES', otherwise enter 'NO' and items will be ordered by
EQUIPMENT ENTRY NUMBER.

Enter Yes or No: YES//   <RET>
Shall all LOCATIONS be included? YES// ??

Enter 'NO' if you want to screen your worklist by DIVISION, BUILDING, WING,
and/or ROOM. If you enter 'YES' then all LOCATIONS will be included. The
sort order will be DIVISION, BUILDING, WING, and finally ROOM.

Shall all LOCATIONS be included? YES//    <RET>
Shall worklist be sorted by RESPONSIBLE TECHNICIAN? YES// /??

Enter 'YES' if you want your worklist sorted by RESPONSIBLE TECHNICIAN, with
page breaks between each TECH. If you enter 'NO' then equipment items will
be selected without regard to RESPONSIBLE TECH.

Shall worklist be sorted by RESPONSIBLE TECHNICIAN? YES// <     RET>
For all TECH's: ? Yes// ??
You may select all TECH's or one specific TECH. Enter 'Y'es for a worklist
which includes all equipment, regardless of RESPONSIBLE TECHNICIAN.
For all TECH's: ? Yes//  <  RET> (Yes)
Shall 'OUT OF SERVICE' equipment be included in worklist? YES// ??

Enter 'YES' if you want equipment entries with a USE STATUS of 'OUT OF
SERVICE' to appear on this PM worklist. Otherwise enter 'NO'.

Shall 'OUT OF SERVICE' equipment be included in worklist? YES// <     RET>
For what levels of CRITICALITY: ALL// ??
This feature enables you to print a 'partial' PMI list, containing only those
devices whose 'CRITICALITY' falls within a certain range.
```

```
For example, if your site ranks devices from 1 to 10 (10 being most critical)
and circumstances are such that you only have resources for a limited number
of PMI's in a given month, you may wish to enter something like '6-10'. This
will mean that PMI's which would normally be scheduled for devices in the
criticality range 1-5 will be suppressed, as will entries with 'CRITICALITY'
greater than 10, but since your site only uses 1 thru 10 there shouldn't be
any.

The system will not attempt to re-schedule these PMI's for the next month,
because that would tend to defeat any efforts to balance the PM work load.

In short, this feature is not intended for routine use but rather as a sys-
tematic approach to dealing with an exceptional situation.

Entries must be in the form 'M-N' where M and N are integers in the range of
1 to 99 and M is less than or equal to N.
For what levels of CRITICALITY: ALL// <   RET>
For all shops? Yes// ??
You may generate worklists for ALL shops or for ONE PARTICULAR shop.
For all shops? Yes//  < RET> (Yes)


DEVICE: HOME//   3  ENG PRINTER    RIGHT MARGIN: 80//



Monthly PM List: BOILER PLANT Shop for 7/97  Printed: 07/14/97  Page 1
Order: CATEGORY (All)
Includes OUT OF SERVICE Equip.  Responsible Tech: NUTT, Q.Q.
Entry #    Equipment Category            Model           Serial Number
 [ROOM-BLDG-DIV (Wing)]   Manufacturer Equipment Name           Local ID
 Status   PM #       Manufacturer                   Service
Work Order Number
-----------------------------------------------------------------------------------------------------

5                                        NONE            926929
 A202D-01-JC            FLAME FAILURE CONTROL
 IN USE   4410-0012  ENUSER2,TWO
 Proc:                                Crit:     Freq: A  Level: N/A

PM-BP9707M-001   Initials:____Date:_______Hours:_____(3) Cost:______
 PM Status (circle):  P  C  D0  D1  D2  D3    Condition:  LN  G  P


Press <RETURN> to continue, '^' to escape...
```

.
.
.

```
Monthly PM List: PREV.MAINT.INSPECT Shop for 7/97  Printed: 07/14/97  Page 33
Order: CATEGORY (All)
Includes OUT OF SERVICE Equip.  Responsible Tech: STAFF
Entry #    Equipment Category            Model           Serial Number
 [ROOM-BLDG-DIV (Wing)]   Manufacturer Equipment Name           Local ID
 Status   PM #       Manufacturer                   Service
Work Order Number
-----------------------------------------------------------------------------------------------

195        AIR CONDITIONER (THRU WALL)   1234455533133334

                  AFFILIATED HOSPITAL PROD/SHAMP AUDIOLOGY AND SPEECH PATHOLO
 Proc:                                Crit:     Freq: BM Level: N/A
 IMPORTANT: Device MUST be isolated & rendered inoperative before servicing.

PM-PM9707M-001   Initials:____Date:_______Hours:_____(5) Cost:_____(45)
 PM Status (circle):  P  C  D0  D1  D2  D3    Condition: LN  G  P


Press <RETURN> to continue, '^' to escape...
```

Weekly PM List

```
GENERATE WEEKLY PM LIST(S)
                              VERSION 7


Select Month: JUL 1997// <  RET> (JUL 1997)
Week number (enter an integer from 1 to 5, or '^' to escape): 1
Sort by: (E,P,I,L,C,S or ? for Help) L//    C
For all EQUIPMENT CATEGORIES? Yes// <   RET>  (Yes)

Within CATEGORY, shall worklist be sorted by LOCATION?
Enter Yes or No: YES// <  RET>
Shall all LOCATIONS be included? YES// <   RET>
Shall worklist be sorted by RESPONSIBLE TECHNICIAN? YES// <     RET>
For all TECH's: ? Yes// <  RET>  (Yes)
Shall 'OUT OF SERVICE' equipment be included in worklist? YES// <     RET>
For what levels of CRITICALITY: ALL// <   RET>
For all shops? Yes// < RET> (Yes)

DEVICE: HOME//   3  ENG PRINTER    RIGHT MARGIN: 80//



Weekly PM List: BIOMEDICAL Shop for 7/97 Week: 1  07/14/97  Page 1
Order: CATEGORY (All)
Includes OUT OF SERVICE Equip.  Responsible Tech: ENUSER2,THREE
Entry #    Equipment Category            Model            Serial Number
 [ROOM-BLDG-DIV (Wing)]   Manufacturer Equipment Name           Local ID
 Status   PM #       Manufacturer                   Service
Work Order Number
-------------------------------------------------------------------------------------------------------------------------------

7          X-RAY GENERATOR #A201        NONE            NONE
 *173                  HUMIDIFIER-MEDICAL
 IN USE   6515-5098  PURITAN BENNETT CORP
 Proc: 1234                        Crit: 8   Freq: W Level: N/A   JCAHO: YES

PM-B9707W1-001   Initials:____Date:_______Hours:_____(2) Cost:______
 PM Status (circle):  P  C  D0  D1  D2  D3    Condition: LN  G  P


Press <RETURN> to continue, '^' to escape...



18                                      580430          NONE
 GE05-01-ET            BRAIN LESION MAKER
 IN USE   6640-5138  AUTOGENIC/CYBORG              RESEARCH
 Proc: BMET 004                    Crit:     Freq: W  Level: N/A

PM-B9707W1-002   Initials:____Date:_______Hours:_____(1) Cost:_____(100)
 PM Status (circle):  P  C  D0  D1  D2  D3    Condition: LN  G  P


Press <RETURN> to continue, '^' to escape...
```

Delete PM Work Orders

```
Select Generate PM Schedule Option:    delete PM Work Orders

Which do you wish to delete?

      1. Individual work order(s), or
      2. An entire PM work list.

Select 1 or 2: ??

Enter '1' to delete individual PM work orders or '2' to delete a specific
worklist (MONTHLY or WEEKLY) for an entire shop.
```

Note: Deletion of PM work orders which have been closed out does NOT remove them from the equipment history.

Option 1 Individual work order(s)

```
Select 1 or 2:  1
Please enter first work order to be deleted ??

Choose from:
   PM-B9609M-001
   PM-B9609M-002
   PM-B9609M-003
   PM-B9611M-001
   PM-B9611M-002     221-114
   PM-B9611M-003     221-114
   PM-B9611M-004     301-110
   PM-B9611M-005     221-114


Please enter first work order to be deleted     PM-B9609M-001
PM-B9609M-001   Are you sure? Yes//    <RET>  (Yes)
```

Note: You will be prompted to delete each successive work order. If you enter **<RET>** the work order will be deleted. **Enter an ^ to exit from the option.**

```
Next work order: PM-B9609M-002//   <RET>  (Yes)
Next work order: PM-B9609M-003//   ^

   1      Monthly PMList
   2      Weekly PM List
   3      Delete PM Work Orders
```

Option 2 An Entire PM Work List

```
Select Generate PM Schedule Option:    3  Delete PM Work Orders

Which do you wish to delete?
      1. Individual work order(s), or
      2. An entire PM work list.
Select 1 or 2:  2
Select ENGINEERING SECTION LIST:    35  BIOMEDICAL
Select Month: JUL 1997// <  RET> (JUL 1997)
MONTHLY or WEEKLY PM list: MONTHLY// ??
A MONTHLY PMI list contains work orders for ANNUAL, SEMI-ANNUAL, QUARTERLY,
BI-MONTHLY, and MONTHLY preventive maintenance inspections.
A WEEKLY PMI list is for WEEKLY and BI-WEEKLY inspections.
MONTHLY or WEEKLY PM list: MONTHLY//    WEE [ This prompt is case sensitive]
Which week?  1


This option will delete the entire WEEKLY PM List of the BIOMEDICAL
Shop for JULY, 1997 (Week 1).

Just a moment, please...

There are 2 PM work orders on this list. Deletion of these work orders will
not affect equipment histories. Are you sure you want to proceed? Yes// <      RET>  (Yes)
Requested Start Time: NOW// <  RET> (JUL 14, 1997@10:50:42)
```

Record Equipment PMI

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment P MI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

This option is used to close out PM worklists, by specific entry or by worklist. It is also used to record a PMI on a given device. The option has a seven item sub menu. Due to the complexity of the bar code process, the fourth and fifth options are explained in detail in the Attachments section of this manual. The remaining options are presented with actual examples.

1 Close Out PM Work Orders
2 Rapid Closeout of PM Work Orders
3 Record Single Device PMI
4 Bar Coded PMI Functions
5 Upload Data from MedTester
6 Rapid Deferral of PM Worklist
7 Print PM Manhours

1. Close Out PM Work Orders
Close out a PM work list entry by entry. User is asked for a complete specification of the first PM work order; after that the system assumes the shop, month, and type (MONTHLY or WEEKLY) of work list.

2. Rapid Closeout of PM Work Orders
Closes out an entire PM worklist. User is prompted for any PM work orders that are to be closed out individually. All work orders on the specified list which are not closed out individually will be assigned a PM status of PASSED and default values (if any) for time and materials. This option may take a while to run, so the user is given the opportunity to free his terminal. Freeing the terminal causes this option

to begin to run immediately as a background job. This option may slow the system noticeably and it may be desirable to assign this task a lower priority than interactive jobs.

3. Record Single Device PMI

May be used to record a PMI on any specified device, regardless of whether or not it is on an active PMI list. One use envisioned for this is recording the results of area sweeps. If the specified device is in the scheduled PMI program and it appears that a PMI recorded via this option may make it desirable to change the scheduled FREQUENCY or the STARTING MONTH, the user will be afforded an opportunity to do so.

4. Bar Coded PMI Functions

Driver for bar coded Preventive Maintenance functions. Will prompt you to either (1) download a data acquisition program to a bar code reader, (2) upload collected data from a bar code reader, or (3) restart processing of a previously uploaded data set.

5. Upload Data from MedTester

Reads data from MedTester (Electrical Safety Analyzer manufactured by Dynatech Nevada, Inc.) and posts electrical safety inspections to Equipment Histories.

6. Rapid Deferral of PM Worklist

Defers all entries on a user specified PM worklist. All work orders on subject worklist are given a PM Status of DEFERRED and a close out date of TODAY. Time and Materials are not posted. This option is intended to be run only if you want to post DEFERRALs of all open line items (PM work orders) on subject worklist to Equipment Histories.

This option is not intended for use in cases where there is some expectation that you may wish to otherwise close-out the PM worklist in question at some later date. That is to say, once a scheduled preventive maintenance inspection task has been recorded as DEFERRED it will be difficult to change it to PASSED.

7. Print PM Manhours

Prints total manhours expended on preventive maintenance by shop and by month for each technician. These manhours are automatically recorded when PM work orders are closed out.

Close Out PM Work Orders

```
Select Record Equipment PMI Option:    1  Close Out PM Work Orders
```

The following prompt only appears if the site parameter option field "DELETE PM WORK ORDERS?" is null. If the site parameter option field has been set to No or Yes, this prompt is bypassed.

```
Should PM work orders be deleted after close out? YES//     ??

  Deletion of PM work orders after they have been closed out is recommended
for sites that are short on disk space. The results of the PMI will be posted
to the equipment history file before the PM work order is deleted.
  If disk space is not a problem, then you may wish to retain PM work orders
in accordance with your established archive criteria. In this way, the Work
Order # File will reflect scheduled as well as unscheduled work load.
  For estimating purposes, each PM work order will consume about 300 bytes
of disk space (or about 3 such work orders per block).

Should PM work orders be deleted after close out? YES//     N
Please enter first PM work order to be closed:        PM-B9611M-009       201-114

WORK ORDER #: PM-B9611M-009//    <RET>
REQUEST DATE: NOV 7,1996//    <RET>
LOCATION: 201-114//  ??
     Physical location where work is to be performed.

Choose from:
   100-110-JC    110    CCU    MEDICINE
   101-148    148    C         EXAM/TREATMENT ROOM
   102-148    148    C         EXAM/TREATMENT ROOM
   103-110-JC    110    CCU    MEDICINE
                 ^
LOCATION: 201-114//    201-114      114          INFORMATION SYSTEMS CENTER
 OFFICE
Select ASSIGNED TECH: ENUSER,FOUR//    ??
   1              ENUSER,FOUR

     Engineering employee(s) assigned to this work order.

Choose from:
   ENUSER,TWO
   ENUSER,THREE
   ENUSER,FOUR

Select ASSIGNED TECH: ENUSER,FOUR//     <RET>
  ASSIGNED TECH: ENUSER,FOUR//    <RET>
  HOURS: .8//  ??
     Number of hours (to the nearest tenth) spent on this work order
     by this employee.
  HOURS: .8//   <RET>
  SHOP: BIOMEDICAL//    <RET>
Select ASSIGNED TECH:    <RET>
Select WORK ACTION: PREVENTIVE MAINTENANCE//     ??
   1              PREVENTIVE MAINTENANCE

     Type of work performed or requested.

Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
                 ^
Select WORK ACTION: PREVENTIVE MAINTENANCE//      <RET>
PM STATUS:  ??
```

```
     Outcome of preventive maintenance inspection.  Useable for
     PM work orders only.
     Choose from:
       P        PASS
       C        CORRECTIVE ACTION TAKEN/REQUESTED
       D0       DEFERRED
       D1       DEFERRED, COULD NOT LOCATE
       D2       DEFERRED, IN USE
       D3       DEFERRED, OUT OF SERVICE OR LOANED OUT
PM STATUS:   <RET>
TOTAL MATERIAL COST:   ??
     Approximate cost of materials needed to complete this task.
TOTAL MATERIAL COST:    <RET>
VENDOR SERVICE COST:   ??
     Approximate cost of vendor services needed to complete this task.
VENDOR SERVICE COST:    <RET>
WORK PERFORMED (140 char max): QUARTERLY PMI HOSPITAL BEDS
           Replace     <RET>
  CONDITION CODE:  ??
     Condition code of equipment is normally determined by an Engineering
     technician and entered during close out of a work order. The code are:

      (1) LIKE NEW - Like new condition, good performance record,
                     low service cost.
      (2) GOOD     - Middle of service life, fair performance record,
                     increasing service cost.
      (3) POOR     - Approaching end of service life, poor performance record,
                     high service cost, consider budgeting for replacement.
     Choose from:
       1        LIKE NEW
       2        GOOD
       3        POOR
  CONDITION CODE:  <RET>
DATE COMPLETE (or closed): APR 9,1997//    ??

Next work order: PM-B9611M-010//   ^
```

Work orders are automatically generated for failed preventive maintenance inspections if the preventive maintenance is recorded via bar code reader or electrical safety analyzer. If being done manually, the user will be prompted for the creation of a regular work order.

At this point, the user is returned to the Record Equipment PMI menu.

Rapid Closeout of PM Work Orders

```
Select Record Equipment PMI Option:    2  Rapid Closeout of PM Work Orders
Select Worklist Month: JUL 1997// <   RET> (JUL 1997)
Select ENGINEERING SECTION LIST:    22  AIR CONDITIONING
MONTHLY or WEEKLY PM List: MONTHLY// <   RET>

COMPLETION DATE (future dates will not be accepted). MONTH and YEAR are
required, DAY is optional: JUL 1997// <   RET> (JUL 1997)

Do you wish to substitute one technician for another? NO// ??

If all of the work assigned to TECHNICIAN A has actually been done by
TECHNICIAN B then you should enter 'YES' at this point and then 'Replace'
TECHNICIAN A 'With' TECHNICIAN B.

Do you wish to substitute one technician for another? NO// <     RET>

This option will scan the MONTHLY PM Worklist of the AIR CONDITIONING Shop
for JULY, 1997. It will automatically assign a PM Status of 'PASSED'
and a completion date of JUL 1997 to each work order on the list,
except for those that you close out individually.

Default values for labor and material costs (if any) from the Equipment File
will be posted to the Equipment History during Rapid Close Out.

Are you sure you want to proceed ? No//    y  (Yes)

Please enter any PM work orders (or the sequential portion thereof) that you
wish to close out individually. Press <RETURN> to terminate the process.

Work order (ex: 'PM-A9707M-001' or just '1'): ??

Choose from:
   PM-A9707M-001      A208-01-JC
   PM-A9707M-002      A212-01-JC


Please enter an existing PM work order, or the sequential portion thereof.
If there are no work orders to be closed out individually, enter <cr>.

Would you like a list of existing work orders? Yes//  <     RET> (Yes)
     PM-A9707M-002

Work order (ex: 'PM-A9707M-001' or just '1'):     PM-A9707M-002
WORK ORDER #: PM-A9707M-002//
REQUEST DATE: JUL 14,1997//
LOCATION: A212-01-JC//
Select ASSIGNED TECH: ENUSER2,FOUR//
  ASSIGNED TECH: ENUSER2,FOUR//
  HOURS: .5//
  SHOP: AIR CONDITIONING//
Select ASSIGNED TECH:
Select WORK ACTION: PREVENTIVE MAINTENANCE//
PM STATUS:
TOTAL MATERIAL COST: 20//
VENDOR SERVICE COST:
WORK PERFORMED (140 char max): MONTHLY PMI Level 1,2,3
            Replace
  CONDITION CODE:
DATE COMPLETE (or closed): JUL 14,1997//

Next work order (or sequential portion), <RETURN> to quit: <     RET>


The following work orders will be unaffected by Rapid Close Out:
          PM-A9707M-002
All other work orders on the MONTHLY PM list for the AIR CONDITIONING
Shop for JULY, 1997 are subject to Rapid Close Out.

Would you like to specify starting and stopping points for
```

```
Rapid Close Out? No// ??

If you want to close out only a portion of a PM worklist, you may specify the
first and last work orders that you want Rapid Close Out to operate on.
NOTE: Rapid Close Out will close the first and the last and everything
      in between.

Would you like to specify starting and stopping points for
Rapid Close Out? No// <  RET>  (No)
Would you like to free up this terminal? Yes// n  (No)
```

Record Single Device PMI

```
Select Record Equipment PMI Option:    3  Record Single Device PMI
Select ENGINEERING SECTION LIST:    ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
                ^
Select ENGINEERING SECTION LIST:    OFFICE OF THE CHIEF
Select Month: APR 1997//    <RET>  (APR 1997)
Are you recording a WEEKLY PMI? No//     <RET>  (No)

Do you want to retain PM work orders in your Work Order File after they have
been posted to the Equipment History? No//    ??
```

This prompt only appears if the site parameter option field "DELETE PM WORK ORDERS?" is null. If the site parameter option field has been set to No or Yes, this prompt is bypassed.

```
  Deletion of PM work orders after they have been closed out is recommended
for sites that are short on disk space. The results of the PMI will be posted
to the equipment history file before the PM work order is deleted.
  If disk space is not a problem, then you may wish to retain PM work orders
in accordance with your established archive criteria. In this way, the Work
Order # File will reflect scheduled as well as unscheduled work load.
  For estimating purposes, each PM work order will consume about 300 bytes
of disk space (or about 3 such work orders per block).

Do you want to retain PM work orders in your Work Order File after they have
been posted to the Equipment History? No//    Y  (Yes)

Select EQUIPMENT ENTRY #:   50
     1   50         91120508    BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8      AB34300UER    COMPUTER-PC-ADMINISTRATIVE     T
URNED IN
CHOOSE 1-2:  2  8
WORK ORDER #: PM-OC9704M-002//   ??
     Identifier of each individual work action.  Composed of the shop
     abbreviation, date generated, and a computer generated sequential
     component.  Users may delete work orders when necessary, but
     they should never change a work order number.
WORK ORDER #: PM-OC9704M-002//    <RET>
REQUEST DATE: APR 9,1997//    <RET>
LOCATION: 301-110//  ??
     Physical location where work is to be performed.

Choose from:
   100-110-JC    110     CCU     MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
   102-148    148     C          EXAM/TREATMENT ROOM
^
LOCATION: 301-110//   <RET>
Select ASSIGNED TECH: ENUSER,FOUR//    ??
   1               ENUSER,FOUR

     Engineering employee(s) assigned to this work order.

Select ASSIGNED TECH: ENUSER,FOUR//     <RET>
  ASSIGNED TECH: ENUSER,FOUR//    <RET>
  HOURS: .8//  ??
     Number of hours (to the nearest tenth) spent on this work order
     by this employee.
  HOURS: .8//   <RET>
```

```
  SHOP: BIOMEDICAL//   ??
     Engineering section under whose direction this work was performed.

SHOP: BIOMEDICAL//    <RET>
Select ASSIGNED TECH:    <RET>
Select WORK ACTION: PREVENTIVE MAINTENANCE//     ??
   1               PREVENTIVE MAINTENANCE

     Type of work performed or requested.

Choose from:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
                 ^
Select WORK ACTION: PREVENTIVE MAINTENANCE//       <RET>
PM STATUS:  ??
     Outcome of preventive maintenance inspection.  Useable for
     PM work orders only.
     Choose from:
       P        PASS
       C        CORRECTIVE ACTION TAKEN/REQUESTED
       D0       DEFERRED
       D1       DEFERRED, COULD NOT LOCATE
       D2       DEFERRED, IN USE
       D3       DEFERRED, OUT OF SERVICE OR LOANED OUT
PM STATUS:   <RET>
TOTAL MATERIAL COST:   ??
     Approximate cost of materials needed to complete this task.
TOTAL MATERIAL COST:    <RET>
VENDOR SERVICE COST:   ??
     Approximate cost of vendor services needed to complete this task.
VENDOR SERVICE COST:    <RET>
WORK PERFORMED (140 char max): OFF-SCHEDULE PMI//     ??
     Brief description of work actually performed (may be extracted from COMMENTS
     field). The WORK PERFORMED field will be saved in the EQUIPMENT (Inventory)
     File (No. 6914) where it will be a permanent part of the device history. In
     contrast, the COMMENTS field will be removed from disk (on-line) storage
     when the work order is archived.
WORK PERFORMED (140 char max): OFF-SCHEDULE PMI//      <RET>
  CONDITION CODE:  ??
     Condition code of equipment is normally determined by an Engineering
     technician and entered during close out of a work order. The code are:

      (1) LIKE NEW - Like new condition, good performance record,
                     low service cost.
      (2) GOOD     - Middle of service life, fair performance record,
                     increasing service cost.
      (3) POOR     - Approaching end of service life, poor performance record,
                     high service cost, consider budgeting for replacement.
     Choose from:
       1        LIKE NEW
       2        GOOD
       3        POOR
  CONDITION CODE:   <RET>
DATE COMPLETE (or closed): APR 9,1997//     <RET>
```

Bar Coded PMI Functions

1 Download PM Program to Portable Bar Code Reader
2 Upload Data From Portable Bar Code Reader
3 Restart Processing of Bar Coded PMI

Bar Coded PMI Functions Option 1. Download PM Program to Portable Bar Code Reader

```
Select Bar Coded PMI Functions Option:    1  Download PM Program to Portable Bar Code
Reader
Select PM Inspector:  ??

Choose from:
   ENUSER , TWO
   ENUSER , THREE
   ENUSER , FOUR
   ENUSER , F IVE

Select PM Inspector: ENUSER , FOUR

OK, enter the device to which the bar code reader is connected.

DEVICE: HOME//   <RET>    UCX/TELNET    RIGHT MARGIN: 80//     <RET>


### WARNING: When a program is sent to the barcode reader, ALL DATA
stored on the barcode reader will be LOST!  Make sure that previous
users of this barcode reader have no need for data, if any, that
might exist on the reader.

Please follow the following steps:

1) If you have not already done so, you may now connect up the
   barcode reader to the output device.

2) After you have connected the barcode reader to the device, clear
   the barcode reader by turning the reader off and back on.

3) After you have completed the above steps, press the return
   key to start sending the program to the barcode reader.  If you
   want to abort this option, enter a ^ and return.

OK, you must now enter either a return ...
                      ... or an '^' return:


Download time: 8 sec.
```

Bar Coded PMI Functions Option 2. Upload Data From Portable Bar Code Reader

```
Select Bar Coded PMI Functions Option: 2 Upload Data From Portable Bar Code Reader

Enter the device to which the bar code reader is connected.

Device:  TRAKKER  RM 221
>>>Use the TRANSMIT option on the bar code reader to start sending data:
    Thank you. Data is now being received....

OK, You are loading data on APR 28, 1993@13:03:15...
... using the BAR CODE program PREVENTIVE MAINTENANCE

Reading bar code reader....
...........
Data transmission complete. Number of records read: 12

For which month do you wish to record PMI's:  APR 1993//2-93  (FEB 1993)
Are you recording a MONTHLY (as opposed to a WEEKLY) worklist?  YES//   (YES)
Select ENGINEERING SECTION LIST:  BIOMEDICAL
Should existing PM work orders be deleted after close out?  YES//    (YES)

The system is now ready to update the Equipment File on the basis of data acquired
from the portable bar code reader.

Data that cannot be processed normally will be reported as Exception Messages.
These messages will provide notification of such things as missing bar code labels
and database inconsistencies.

Exception Messages will also be printed for devices that FAIL their PM inspection.
Regular work orders will be automatically generated. The PM work order will be
closed with a reference to the regular work order.

You must now select a hard copy device (printer) to receive PMI Exception Messages.

You may enter the letter 'Q' and then select a device if you wish to schedule this
data processing task for some later time.

Select Device for PMI Exception Messages: HOME//


BAR CODED PMI EXCEPTION MESSAGES                                    APR 28, 1993
      Global Reference:  ^PRCT(446.4,4,2,1,1,                         Page 1
-----------------------------------------------------------------------------------------------------------
-

Equipment Entry #5 FAILED PMI. CORRECTIVE ACTION REQUIRED.
      Label scanned as :  999   EE5          Location:  25-7A
PM work order PM-B9304M-001 is being closed out.

Regular work order B930308-001 is open.
Problem description:  UNIT INOPERATIVE.  REPAIR IN PROGRESS.    (Time: .2 hrs)

PM Work Order already posted for Equipment ID#:  6
     Label scanned as : 999-EE6   Location: 25-7A

Equipment Entry # 4 FAILED PMI. CORRECTIVE ACTION REQUIRED.
     Label scanned as: 999EE4     Location: 25-7A
PM work order PM-B9304M-003 is being closed.
Regular work order B930428-002 has been generated.
Problem Description: KNOB MISSING. PARTS NEEDED.  (Time: .7 hrs)
```

Bar Coded PMI Functions Option 3. Restart Processing of Bar Coded PMI

```
Select Bar Coded PMI Functions Option: 3  Restart Processing of Bar Coded PMI

Enter PROCESS ID: ENPM

Enter TIME STAMP of process to be restarted: 2930428.140043


For which month do you wish to record PMI's: MAY 1993//4-93  (APR 1993)
Are you recording a MONTHLY (as opposed to a WEEKLY) worklist? YES//   (YES)
Select ENGINEERING SECTION LIST: BIOMEDICAL
Should existing PM work orders be deleted after close out? YES//

The system is now ready to update the Equipment File on the basis of
data acquired from the portable bar code reader.

Data that cannot be processed normally will be reported as Exception Messages.
These messages will provide notification of such things as missing bar code
labels and database inconsistencies.

Exception Messages will also be printed for devices that FAIL their PM
inspection.  Regular work orders will be automatically generated.  The PM work
order will be closed with a reference to the regular work order.

You must now select a hard copy device (printer) to receive PMI Exception
Messages.

You may enter the letter 'Q' and then select a device if you wish to
schedule this data processing task for some later time.

Select Device for PMI Exception Messages: HOME//   LAN
```

Further information on Bar Code PMIs can be found in the Attachments section of this manual.

Upload Data from MedTester

```
Select Record Equipment PMI Option: 5  Upload Data from MedTester

Enter the device to which the MedTester is connected.

DEVICE:  MED   MEDTESTER  RM 221

...OK, use the MedTester 'PALL' function to send the data. Please
be sure that you are connected to a MedTester COMM port and that the
MedTester PRINTER port is OFF..............................

MedTester UPLOAD MODULE:

Should data from the MedTester be used to close out work orders on a
PM worklist?  YES// ?

If MedTester is being used in conjunction with a specific Preventive
Maintenance worklist, you should answer 'YES' to this question. You will then
be asked to identify the worklist.

If you say 'NO' at this point, safety tests stored in the MedTester will be
posted to the Equipment Histories without affecting a PM worklist in any way.

Press <RETURN> to continue...

MedTester UPLOAD MODULE:

Should data from the MedTester be used to close out work orders on a
PM worklist? YES//   (YES)

For which month do you wish to record PMI's: APR 1993//  (APR 1993)
Are you recording a MONTHLY (as opposed to a WEEKLY) worklist? YES//   (YES)
Select ENGINEERING SECTION LIST:  BIOMEDICAL
Should existing PM work orders be deleted after close out? YES//

The system is now ready to update the Equipment File on the basis of
data acquired from the MedTester.

If the system encounters data that cannot be processed in the normal fashion
it will give you written notice in the form of a MedTester Exception Message.
These messages will provide notification of such things as test failures
and database inconsistencies.

If a device fails a MedTester test sequence, the site is expected to
evaluate the failure and issue a regular work order for corrective action.
If a PM work order exists for such a device and if you have elected to use
MedTester data to close out that worklist, then the PM status will be set to
'CORRECTIVE ACTION TAKEN/REQUESTED' but the PM work order will remain open
and nothing will be posted to the Equipment History. Once corrective action
has been taken, then the PM work order should be closed out manually. The WORK
PERFORMED field should contain a reference to the regular work order.

You will soon select a hard copy device (printer) to receive MedTester
Exception Messages, but first we need to know whether or not you want paper
copies of the actual test results

Do you want a paper copy of test results (will print on same
device as Exception Messages)?  NO// Y  (YES)

Select Device for EXCEPTION MESSAGES:  HOME//  ^&   WORK BENCH   RIGHT MARGIN:  80//
DO YOU WANT YOUR OUTPUT QUEUED? NO//   (NO)


MedTester REC #4
SEQUENCE: 5    DATE:  11/20/92     TIME:  6:23:32
OPERATOR CODE: 1

DEVICE INFORMATION  (* Item not found in Equipment File *)
    TYPE:                 MANF:                 LOC: 201-114
    MODEL:                SN:                   CN:  6515-5419
PHYSICAL INSPECTION
    LOVELY
```

```
LINE VOLTAGES
  L1-L2                    L1-GND                    L2-GND
   124.7                      .7                      125.2  VOLTS RMS
GROUND RESISTANCE:    .010  OHMS
LEAKAGE TESTS, EQUIPMENT POWER OFF
     CASE EXT LEAD, NORM POL, CLSD GND                                .0 uAMPS RMS
     CASE EXT LEAD, NORM POL, OPEN GND                              93.9 uAMPS RMS
     CASE EXT LEAD, REV POL, OPEN GND                               96.7 uAMPS RMS
LEAKAGE TESTS, EQUIPMENT POWER ON
     CASE EXT LEAD, REV POL, OPEN GND                               96.3 uAMPS RMS
     CASE EXT LEAD, NORM POL, OPEN GND                              94.9 uAMPS RMS
     CASE EXT LEAD, NORM POL, CLSD GND                                .1 uAMPS RMS
EUT CURRENT DRAWN:         .2 amps
COMMENTS: NOTHING FURTHER
NEXT TEXT DUE DATE:

LOOK-UP ON EQUIPMENT FILE FAILED.
  Control Number:  6515-5419   Location:  201-114
Attempt was by PM#: 6515-5419
```

Further information on using the MedTester can be found in the Attachments section of this manual.

Rapid Deferral of PM Worklist

```
Select Record Equipment PMI Option:    6  Rapid Deferral of PM Worklist
Select Month: APR 1997//    <RET> (APR 1997)
Select ENGINEERING SECTION LIST:    ??

Choose from:
   1              OFFICE OF THE CHIEF
   2              ADMIN.+CLER.
   3              SUPERVISORY OPERAT.
   4              UTILITY OPERATIONS
                ^
Select ENGINEERING SECTION LIST:    OFFICE OF THE CHIEF
MONTHLY or WEEKLY PM List: MONTHLY//    ??
A MONTHLY PMI list contains work orders for ANNUAL, SEMI-ANNUAL, QUARTERLY,
BI-MONTHLY, and MONTHLY preventive maintenance inspections.
A WEEKLY PMI list is for WEEKLY and BI-WEEKLY inspections.
MONTHLY or WEEKLY PM List: MONTHLY//
Should PM work orders be deleted after close out? YES//    ??

  Deletion of PM work orders after they have been closed out is recommended
for sites that are short on disk space. The results of the PMI will be posted
to the equipment history file before the PM work order is deleted.
  If disk space is not a problem, then you may wish to retain PM work orders
in accordance with your established archive criteria. In this way, the Work
Order # File will reflect scheduled as well as unscheduled work load.
  For estimating purposes, each PM work order will consume about 300 bytes
of disk space (or about 3 such work orders per block).
Should PM work orders be deleted after close out? YES//      N

This option will scan the MONTHLY PM Worklist of the OFFICE OF THE CHIEF Shop
for APRIL, 1997.
It will automatically assign a PM Status of 'DEFERRED' and a close out date of
APR 9,1997 to each work order on the list.
Default values for labor and material costs (if any) from the Equipment File
will NOT be posted to the Equipment History during RAPID DEFERRAL.
Are you sure you want to proceed ? No//    Y  (Yes)

Would you like to specify starting and stopping points for
Rapid Deferral? No//   ??

If you want to defer only a portion of a PM worklist, you may specify the
first and last work orders that you want Rapid Deferral to operate on.
Everything between and including these two work orders will be DEFERRED.
Please enter the entire work order numbers (ex: 'PM-E9702M-102').

Would you like to specify starting and stopping points for
Rapid Deferral? No//    <RET>  (No)
Would you like to free up this terminal? Yes//    N  (No)
Rapid deferral now in progress ..
```

If you want to defer only a portion of a PM worklist, you may specify the first and last work orders that you want Rapid Deferral to operate on. Everything between and including these two work orders will be DEFERRED. Please enter the entire work order numbers (ex: "PM-E9302M-102").

There is no further screen display at this point.

The user is returned to the Record Equipment PMI menu.

Print PM Manhours

```
Select Record Equipment PMI Option:    7  Print PM Manhours
* Previous selection: ENGINEERING SECTION not null
START WITH ENGINEERING SECTION: FIRST//    ??


     Engineering Shop or Receiving Area for electronic work orders.
     Receiving Areas should be numbered so that they end with 90
     thru 99, inclusive (ex: 90,91,190,295, etc.). Working shops
     should not be given numbers within the range reserved for
     Receiving Areas.

* Previous selection: ENGINEERING SECTION not null
START WITH ENGINEERING SECTION: FIRST//     <RET>
  * Previous selection: PM MONTH not null
  START WITH PM MONTH: FIRST//    ??


     Examples of Valid Dates:
      JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
        T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
        T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957

  * Previous selection: PM MONTH not null
  START WITH PM MONTH: FIRST//     <RET>
DEVICE:  <RET>   UCX/TELNET    RIGHT MARGIN: 80//     <RET>


PREVENTIVE MAINTENANCE MANHOURS                APR  9,1997  16:16    PAGE 1
PM MONTH     TECHNICIAN                         MANHOURS
-----------------------------------------------------------------------------------------------


        ENGINEERING SECTION: BIOMEDICAL

DEC 1993     ENUSER , F IVE                          0.80

JUN 1995     ENUSER , TEN                            0.80

MAY 1996     ENUSER , FOUR                         268.00

JUL 1996     ENUSER , FOUR                         160.00

NOV 1996     ENUSER , FOUR                           2.40

DEC 1996     ENUSER , TEN                            0.60

FEB 1997     ENUSER , FOUR                           2.40
```

```
PREVENTIVE MAINTENANCE MANHOURS                APR  9,1997  16:16    PAGE 2
PM MONTH     TECHNICIAN                         MANHOURS
-----------------------------------------------------------------------------------------------

APR 1997     ENUSER , TEN                          1.00
             ENUSER , FOUR                         0.80

MAY 1997     ENUSER , FOUR                       804.00

NOV 1997     ENUSER , FOUR                         0.00
             ENUSER , S IX                         0.00

APR 1998     ENUSER , TEN                          1.60

        ENGINEERING SECTION: ELECTRIC

NOV 1997     ENUSER1 ,ONE                          0.00
```

Print Bar Code Labels for Equipment Management

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

Select Equipment Management Option: **9** Print Bar Code Labels for Equipment Management

Select Equipment Labels Option:

1 Equipment Labels
2 Location Labels

The Print Bar Code Labels for Equipment Management option allows users to print bar code equipment or location labels for different sort categories. The labels may be printed with a companion listing which lists the sort category, description, manufacturer, model, and related information.

Equipment Labels

1 Equipment Category Bar Code Labels
2 CMR Bar Code Labels (EQUIPMENT)
3 Bar Code Labels by PM Number
4 Bar Code Labels by General Location (WING)
5 Bar Code Labels by Specific Location (ROOM)
6 Single Device Bar Code Label
7 Equipment Labels by Equipment ID#
8 Bar Code Labels in Conjunction with PM Worklist
9 Bar Code Labels for a Purchase Order
10 Bar Code Labels by LOCAL ID
11 Bar Code Labels by Using Service

Equipment Category Bar Code Labels
Prints bar coded equipment labels for all pieces of equipment in specified category.

CMR Bar Code Labels (EQUIPMENT)
Prints bar code labels for all equipment on a specified CMR.

Bar Code Labels by PM Number
Prints bar coded equipment labels for a specified range of Property Management numbers.

Bar Code Labels by General Location (WING)
Prints bar code labels for each piece of equipment located on a specified wing, where wing is taken from the Space file (#6928).

Bar Code Labels by Specific Location (ROOM)
Prints bar code labels for each piece of equipment in a specified room. Sites must be using the Space file (#6928) in order to profit from using this option.

Single Device Bar Code Label
Print bar code label for one specific piece of equipment.

Equipment Labels by Equipment ID#
Prints bar coded equipment labels for each and every entry in the Equipment Inv. file.

Bar Code Labels in Conjunction with PM Worklist
Prints bar coded equipment labels for each piece of equipment on a monthly PM worklist. User specifies the worklist by responding to prompts for date (month and year only) and shop.

Bar Code Labels for a Purchase Order
Prints a bar coded equipment label for each item on a specific purchase order.

Bar Code Labels by LOCAL ID
Prints equipment labels for a range of local identifiers.

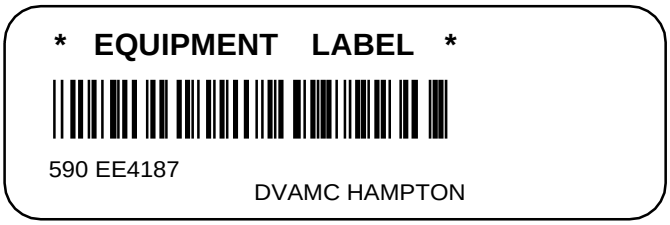
Bar Code Labels by Using Service
Prints bar coded equipment labels for all devices that are identified in the Equipment Inv. file as belonging to a particular service.

1 Equipment Category Bar Code Labels

The first sub option of the Equipment Labels option, Equipment Category Bar Code Labels, is used to illustrate the option.

```
Select Equipment Labels Option:    1  Equipment Category Bar Code Labels

New labels only? YES// ??

The system records the printing of equipment bar code labels. If you do not
wish to have labels printed again if they have already been printed at least
once, please enter 'YES' at this time.
Select Equipment Labels Option: 1  Equipment Category Bar Code Labels
New labels only? YES//   Y
Would you like a companion listing for this set of labels? YES// <      RET>  (YES)
Select PRINTER for Companion Listing: ??
The following information is available:
       All Printers
       Complete Device Listing
       Extended Help [UNAVAILABLE]
               Select one (A,P,C,D, or E):     P
INTERMEC8646 COMPUTER ROOM    LASER2FL SECOND FLOOR
LASER2FP 2ND FLOOR OFFICES
LASERP LOUNGE                 LASERTJ TRAILER
LASERTL TRAILER               LASERTP DEVELOPMENT
PRINTER TRAILER COMPRESSED PRINT

Select PRINTER for Companion Listing: LASERTP  DEVELOPMENT

Select EQUIPMENT CATEGORY NAME: ?
 ANSWER WITH EQUIPMENT CATEGORY NAME
CHOOSE FROM:
   DEFIBRILLATOR
   DISPLAY CENTRAL STATION
   ELECTROCARDIOGRAPH
   PUMP PERFUSION
   STAMP TIME-DATE

Select EQUIPMENT CATEGORY NAME: DEFIBRILLATOR
Sort labels by LOCATION? YES//   (YES)
Select BARCODE PRINTER: LASERTP  DEVELOPMENT
DO YOU WANT YOUR OUTPUT QUEUED? NO//   (NO)
```

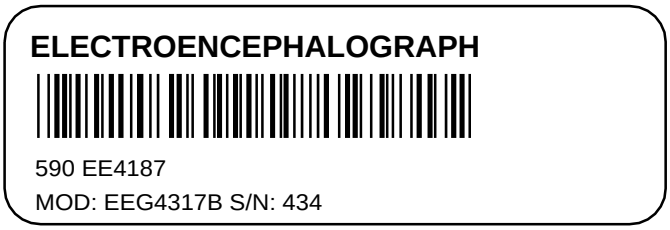
If a site loads the Engineering package without using the Engineering Site Parameters option, the following label is produced.



A companion listing for a label of this type follows:

```
COMPANION LISTING (Bar Code Labels)                                Page 1
CMR 112    (ENUSER2,FIVE)                                           FEB 22, 1990@14:50
Equip ID                          *Description*
-------------------------------------------------------------------------------------------
     60                           DEFIBRILLATOR (LINE POWERED)
     Man: HEWLETT PACKARD               Cat: DEFIBRILLATOR
     Model: 1518LP                      S/N: 999
     Servc: SURGICAL                    Status: INUSE
     Location: 4D WEST                  PM#: 7530-9876
```

If a site runs the Engineering Site parameters Enter/Edit option to customize bar code labels, a label of the following type is produced.



Location Labels

The Location Labels sub option of the Print Bar Code Labels for Equipment Management option prints bar code labels sorted by location. The format for the labels is essentially the same. The ROOM Bar Code Label will be used to illustrate this option.

Select Print Bar Code Labels for Equipment Management Option: 2 Location Labels

1 WING Bar Code Labels
2 BUILDING Bar Code Labels
3 ROOM Bar Code Label
4 ALL Bar Coded Location Labels

WING Bar Code Labels
Prints bar code location labels for all rooms in a specified wing, where wing is as defined in the Space file (#6928).

BUILDING Bar Code Labels
Prints bar code location labels for all rooms in a specified building, where building is taken to be the second piece (with "-"as delimiter) of the Name field from the Space file (#6928).

ROOM Bar Code Label
Prints bar code label for specified room. Room in question must first exist in the Space file (#6928).

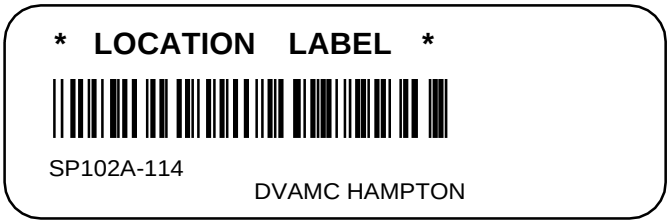
ALL Bar Coded Location Labels
Prints bar code labels for all entries in the Space file (#6928).

Option 3 is used to illustrate the creation of location labels.

3. ROOM Bar Code Labels

```
Select Location Labels Option: 3 ROOM Bar Code Labels

Select ENG SPACE ROOM NUMBER: ?
 ANSWER WITH ENG SPACE ROOM NUMBER, OR WING
CHOOSE FROM:
   102-114       114     4D-WEST
   102A-114      114




Select ENG SPACE ROOM NUMBER: 102A-114         114
Select BARCODE PRINTER: XXXX
DO YOU WANT YOUR OUTPUT QUEUED? NO//   (NO)
```

If a site loads the Engineering package without using the Engineering Site Parameters option, the following label is produced. If the SPACE FUNCT ON LOCATION LABEL? parameter has been set to “YES” the first 20 charactersof the space function will be printed instead of “*LOCATION LABEL*”



Bar Coded Equipment Inventory Management

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

Two types of bar code labels are necessary for equipment management. They are commonly referred to as *location labels* and *equipment labels*. The Engineering package contains software to generate both types. To conduct a CMR (Consolidated Memorandum of Receipt) inventory, users will scan a location label (affixed to a door frame) and then scan the equipment labels on every piece of equipment in that physical location. When all the equipment in a given room has been scanned, the user will scan the location label again to "close out" that location. The user will then move to the next room and repeat the process. At some point, the user will upload data from the portable bar code reader into DHCP. The Engineering package will automatically use the data to update individual records in the Equipment Inv. file.

The package expects that a Trakker Model 9440 (or equivalent) portable bar code reader will be used for bar code based equipment inventory and for bar code based preventive maintenance inspections.

Two programs are included which may be downloaded from DHCP to the Trakkers. One is for equipment inventory; the other is for preventive maintenance. These programs are written in a language called IRL (Interactive Reader Language), which is the native instruction set for this brand of portable bar code reader.

The IRL programs (to be downloaded to the Trakkers) and actual data sets (once they have been uploaded from the Trakkers) are both stored in the same file. The file is called Barcode Program (File #446.4). This file, together with all software necessary for uploading and downloading, is included in the Engineering package.

The Bar Coded Equipment Inventory Management options include:

1 Download NX Program to Portable Bar Code Reader
2 Upload Data From Portable Bar Code Reader
3 Inventory Exception Listing
4 Manual Update of Equipment Inventory
5 Restart Processing of Uploaded NX Inventory Data

1. Download NX Program to Portable Bar Code Reader

Downloads an IRL (Interactive Reader Language) program to a portable bar code reader.

2. Upload Data From Portable Bar Code Reader

Calls a routine that causes a portable bar code reader to upload its data to DHCP.

3. Inventory Exception Listing

Produces a list of those items on a specified CMR that have not been located in the course of a physical inventory.

4. Manual Update of Equipment Inventory

Uses FileMan to update physical inventory data on individual entries in the Equipment Inv. file.

5. Restart Processing of Uploaded NX Inventory Data

Used to resume processing of NX inventory that has been uploaded from a portable bar code reader. User will need PROCESS ID and TIME STAMP from failed process. If this information is unavailable, data upload must be re-started from the beginning.

Download NX Program to Portable Bar Code Reader

Note: This option uses an automated process to download bar code data.

To use this option, enter the name of the bar code program for downloading, and the device to which the bar code reader is connected, at the screen prompts.

```
Select Bar Coded Equipment Inventory Management Option:     1  Download NX Program t
o Portable Bar Code Reader

OK, enter the device to which the bar code reader is connected.

DEVICE: HOME//  <RET>  UCX/TELNET   RIGHT MARGIN: 80//     <RET>


### WARNING: When a program is sent to the barcode reader, ALL DATA
stored on the barcode reader will be LOST!  Make sure that previous
users of this barcode reader have no need for data, if any, that
might exist on the reader.

Please follow the following steps:

1) If you have not already done so, you may now connect up the
   barcode reader to the output device.

2) After you have connected the barcode reader to the device, clear
   the barcode reader by turning the reader off and back on.

3) After you have completed the above steps, press the return
   key to start sending the program to the barcode reader.  If you
   want to abort this option, enter a ^ and return.

OK, you must now enter either a return ...
                     ... or an '^' return:


Download time: 11 sec.
```

At this point, the program is loaded directly into the device. When downloading is completed, the message "OK, you may now disconnect the bar code reader" is displayed.

Upload Data From Portable Bar Code Reader

This option calls a routine that causes a portable bar code reader to upload its data to DHCP.

Enter the device to which the bar code reader is connected.

```
DEVICE:  64  RM  221   RIGHT MARGIN:  80//

...OK, use the Transmit option on the bar code reader
to start sending the data...

OK, you are logging data on JUN 18,1111@09:46...
...using the BAR CODE program NON-EXPENDABLE

Reading bar code reader.....
.......................................................................................
.......................................................................................
.......................................................................................
.....................................
.......................................................................................
.......................................................................................
.......................................................................................
.....................................
.......................................................................................
.......................................................................................
.......................................................................................
.....................................
.................
Number of records read: 986
```

The system is now ready to update the EQUIPMENT INV. file on the basis of data acquired from the portable bar code reader. If the system encounters data that cannot be processed in the normal fashion, it will give written notice in the form of an Exception Message. These messages will provide notification of such things as missing bar code labels and database inconsistencies.

You must now select a hard copy device (printer) to receive Exception Messages. You may enter the letter Q and then select a device if you wish to schedule this data processing task for some later time.

You can abort this process by uparrowing out at the Exception Messages prompt. The system then gives you a process ID, so that the user can restart the session at a later time, using the fifth option, Restart Processing of Uploaded NX Inventory Data.

```
Select Device for Exception Messages: HOME//^

FATAL ERROR OR USER ABORT.
Process ID is: ENNX   Time stamp is: 2910618.0946
Please make a note of this information, as you will need it to RESTART
processing of the data on file.
```

Inventory Exception Listing

This option produces a list of those items on a specified CMR that have not been located in the course of a physical inventory.

```
Select Bar Coded Equipment Inventory Management Option:      3  Inventory Exception L
isting
Report equipment not inventoried since: JUL 1,1997// <     RET> (JUL 01, 1997)
For all CMR's? NO// <  RET>
Select CMR NAME:  110          DIETETICS
Check All NX equipment? YES// ??

Enter NO if you only want to check for physical inventory
of accountable NX equipment. This consists of capitalized
equipment and equipment whose category stock number (CSN)
begins with 10, 23, or 70 (firearms, motor vehicles, or ADP).

Enter YES to check all equipment on CMR.

Check All NX equipment? YES// <   RET>
DEVICE: HOME//  < RET> UCX/TELNET    RIGHT MARGIN: 80//


EXCEPTION LIST (NX INVENTORY)                    JUL 14,1997      Page 1
  All NX Equipment Not Inventoried Since Jul 01, 1997 for
  CMR: 110   DIETETICS

Equipment ID#  PM Number    Location       Previous Location   Last Inventoried
   Manufacturer Equipment Name                                  Use Status
-----------------------------------------------------------------------------------------

1              7530-4565   201-110
   DEFIBRILLATOR W/O MONITOR                                     IN USE

21             B7310-5113  GE08-01-JB
   FOOD TRUCK                                                    IN USE

154            7025-7488   A202-01-JC
   DEC                                                           IN USE

180                        201
                                                                IN USE

181            6530-43909  201
                                                                IN USE

182            6530-9876   201
                                                                IN USE

6 Items Not Inventoried (out of 6 items that met selection criteria).
Enter RETURN to continue or '^' to exit:
```

Manual Update of Equipment Inventory

This option uses FileMan to update physical inventory data on individual entries in the Equipment Inv. file.

```
Select Bar Coded Equipment Inventory Management Option:      4  Manual Update of Equi
pment Inventory


Select EQUIPMENT ENTRY #:   ??
 'EC.value' => equipment whose EQUIP. CATEGORY starts with 'value'
 'LI.value' => equipment whose LOCAL ID starts with 'value'
 'LO.value' => equipment whose LOCATION starts with 'value'
 'MA.value' => equipment whose MANUFACTURER starts with 'value'
 'MF.value' => equipment whose MFGR. EQUIP. NAME starts with 'value'
 'MO.value' => equipment whose MODEL starts with 'value'
 'SN.value' => equipment whose SERIAL NUMBER starts with 'value'

Choose from:
   1     2221               IN USE
   2     91120526            TURNED IN
   3     3290A00220          IN USE
   4     3301A01107          IN USE

Select EQUIPMENT ENTRY #:   50
     1   50         91120508     BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8       AB34300UER    COMPUTER-PC-ADMINISTRATIVE     T
URNED IN
CHOOSE 1-2:  1

Entry Number: 50
     Location: 201-114       Previous location: 221-114
     Last inventoried: APR 24,1997

Do you wish to update this record? Yes//    <RET>  (Yes)
LOCATION: 201-114//  ??
     Physical location of this item at the facility.

Choose from:
   100-110-JC    110     CCU     MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
   102-148    148     C          EXAM/TREATMENT ROOM
   103-110-JC    110     CCU     MEDICINE
   105-148    148     C          EXAM/TREATMENT ROOM
                ^
LOCATION: 201-114//  101-148         148     C          EXAM/TREATMENT ROOM

Select EQUIPMENT ENTRY #:   50
     1   50         91120508     BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8       AB34300UER    COMPUTER-PC-ADMINISTRATIVE     T
URNED IN
CHOOSE 1-2:  1

Entry Number: 50
     Location: 101-148       Previous location: 201-114
     Last inventoried: APR 24,1997

Do you wish to update this record? Yes//    N  (No)
```

Restart Processing of Uploaded NX Inventory Data

This option is used to resume processing of NX inventory that has been uploaded from a portable bar code reader. Users will need PROCESS ID and TIME STAMP from failed process. If this information is unavailable, data upload must be re-started from the beginning.

```
Enter PROCESS ID: ENNX

Enter TIME STAMP of process to be restarted: 2910618.0946

The system is now ready to update the EQUIPMENT INV. file on the basis of data
acquired from the portable bar code reader.
```

If the system encounters data that cannot be processed in the normal fashion, it will give you written notice in the form of an Exception Message. These messages will provide notification of such things as missing bar code labels and database inconsistencies.

```
Now select a hard copy device (printer) to receive Exception Messages.

You may enter the letter Q and then select a device if you wish to schedule this
data processing task for some later time.

Select Device for Exception Messages: HOME//  67  WORK BENCH
```

Purchase Order Group Edit

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

Edit a group of existing items in the inventory file without having to enter common data for each item. Equipment is initially selected by purchase order number (#). Therefore, the purchase order # field must already be populated before this option can be used to edit equipment. Equipment with the same purchase order # is selected for editing by line item.

```
Select Equipment Management Option:    11  Purchase Order Group Edit
Multiple Equipment Edit

PURCHASE ORDER #:  A12345


13 Equipment Items found with Purchase Order # = A12345
Line  Equipment Category       Manufacturer              Model          Count

1     BED (ONE WARD)           STRYKER                   2020           8
2     COMPUTER TERMINAL/DISPLA DIGITAL EQUIP             VT320          2
3     AUTO/SEDAN               FORD MOTOR/AUTOMOTIVE     unspecified    1
4     unspecified              ACME LAB                  X1000          1
5     unspecified              COBE LAB                  8900           1
Select line(s) to edit:  (1-5): 1,4
9 Equipment Items will be edited


Select FIELD:  ??

Choose from:

   15              LIFE EXPECTANCY
   16              REPLACEMENT DATE
   17              NXRN #
   18              CATEGORY STOCK NUMBER
                 ^
Select FIELD:  18  CATEGORY STOCK NUMBER
CATEGORY STOCK NUMBER:   ??
```

```
Pointer to Category Stock Number File. This file was introduced to DHCP
with Version 6.5 of the Engineering Package, and is maintained by
Acquisition and Materiel Management (Cataloging).

Choose from:
   1005-000667      GUN PELLET
   1005-001067      MACHINE GUN
   1005-001837      REVOLVER
   1005-001948      RIFLE
                ^


CATEGORY STOCK NUMBER:      6530-439473        BED ADJUSTABLE

Select FIELD:  LOCATION
LOCATION can be individually entered for each equipment item.
Should LOCATION be asked for each of the 9 items? NO//
LOCATION:  ??

Physical location of this item at the facility.

Choose from:

   221-114     114          INFORMATION SYSTEMS CENTER    OFFICE
   243-140     140     F1     MEDICAL ADMINISTRATION    OFFICE
   301-110     110     3W     SURGERY     BED ROOM - 4 BED
   302-110     110     3W     SURGERY     BED ROOM - 4 BED
                ^


LOCATION:  201-114         114          INFORMATION SYSTEMS CENTER     OFFICE

Select FIELD:   <RET>
Do you want to replace any existing PM data? NO//      <RET>
OK to update the 9 selected items?     YES.........
Would you like a list of modified equipment?      YES
DEVICE: HOME//   <RET>   UCX/TELNET   <RET>


Multiple Edit of Equipment Report          APR 10, 1997        page 1
-------------------------------------------------------------------------------------------------

Edited Field(s)                    New Value

CATEGORY STOCK NUMBER              6530-439473
LOCATION                           201-114

List of Modified Equipment
43          44          45          46          47          48
49          50          56
```

Lockout/Tagout Enter/Edit

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

This option allows users to specify that equipment records (file #6914) and/or equipment categories (file #6911) are subject to lockout/tagout requirements. Lockout/tagout stipulates that the affected equipment must be rendered inoperative (usually by opening and tagging a circuit breaker) before the equipment is serviced.

```
Select Equipment Management Option:    12  Lockout/Tagout Enter/Edit

     Select one of the following:

          S         Set
          C         Cleared

Should 'LOCKOUT REQUIRED?' Flag be SET or CLEARED: Set//      ??

Enter a code from the list.

     Select one of the following:

          S         Set
          C         Cleared

Should 'LOCKOUT REQUIRED?' Flag be SET or CLEARED: Set//      <RET>


Select one of the following:

          1         Equipment Categories
          2         Equipment Entries

SET 'LOCKOUT REQUIRED?' Flag by: 1//    ??

This utility is to manage (SET or CLEAR) the LOCKOUT REQUIRED field in the
Equipment File. You may specify changes to all equipment belonging to
selected EQUIPMENT CATEGORIES (Option 1) or you may select Equipment Records
individually (Option 2).
```

```
Please enter '1' or '2' or '^' to escape.

     Select one of the following:

          1         Equipment Categories
          2         Equipment Entries

SET 'LOCKOUT REQUIRED?' Flag by: 1//     <RET>  Equipment Categories

Select EQUIPMENT CATEGORY NAME:    ??

Choose from:
   AIR CONDITIONER (THRU WALL)
   AMPLIFIER & SIGNAL CONDITIONER
   ANALYZER
^
Select EQUIPMENT CATEGORY NAME:    BED
     1   BED (ONE WARD)
     2   BED-ELECTRIC
     3   BED-FLOTATION THERAPY
     4   BED-FLUOROSCOPIC
     5   BEDPAN WASHER  WASHER-BEDPAN

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5:  2

Would you like to add another Equipment Category:  (Y/N/L): NO//       <RET>


Select DEVICE for Action Taken Report: HOME//     <RET>  UCX/TELNET  RIGHT MARGIN: 80//
<RET>


'LOCKOUT REQUIRED?' Flag SET for ...       APR 10,1997@11:08           Page 1
ENTRY #     Equipment Category   Manufacturer Equipment Name    Location
    Manufacturer                      Model                   Serial Number
-----------------------------------------------------------------------------------------

21          BED-ELECTRIC        ELECTIC BED                   221-114
    ENMFGR , ONE                   2300                  7888UYHG
22          BED-ELECTRIC        ELECTIC BED                   221-114
    ENMFGR , ONE                   2300                  67YYGTH
24          BED-ELECTRIC        ELECTIC BED                   100-110-JC
    ENMFGR , ONE                   2300                  786YYU8
25          BED-ELECTRIC        ELECTIC BED                   100-110-JC
    ENMFGR , ONE                   2300                  789IIKI88
26          BED-ELECTRIC        ELECTIC BED                   221-114
    ENMFGR , ONE                   2300                  788UU7YY6
27          BED-ELECTRIC        ELECTIC BED                   221-114
    ENMFGR , ONE                   2300                  675TT54R
28          BED-ELECTRIC        ELECTIC BED
    ENMFGR , ONE                   2300                  7886YUU7
29          BED-ELECTRIC        ELECTIC BED                   221-114
    ENMFGR , ONE                   2300                   78UIIUY76

Press <RETURN> to continue, or '^' to escape...
```

Turn-In/Disposition Equipment

ENGINEERING EQUIPMENT MANAGEMENT MODULE
Version 7

1 New Inventory Entry
2 Multiple Inventory Entry
3 Inventory Edit
4 Display Equipment Record
5 Equipment Reports ...
6 PM Parameters ...
7 Generate PM Schedule ...
8 Record Equipment PMI ...
9 Print Bar Code Labels for Equipment Management ...
10 Bar Coded Equipment Inventory Management ...
11 Purchase Order Group Edit
12 Lockout/Tagout Enter/Edit
13 Turn-In/Disposition Equipment

This option can be used to quickly update equipment records for the turn-in or final disposition of equipment not reported to Fixed Assets. The new option uses input templates to control which fields are changed or edited. The ENEQTURN template is used for turn-in and the ENEQDISP template is used for final disposition. If local templates ENZEQTURN or ENZEQDISP are created, they will be used in place of the national templates.

```
Select Equipment Management Option:    13  Turn-In/Disposition Equipment

Select EQUIPMENT ENTRY #: 50
     1   50         91120508     BED (ONE WARD)     TURNED IN
     2   50 MHZ EISA PC  8       AB34300UER    COMPUTER-PC-ADMINISTRATIVE     T
URNED IN
CHOOSE 1-2:  1
-----------------------------------------------------------------------------------------------------------------------
Entry #: 50          Mfg. Name: BED
Mfg: ENMFGR1, FOUR
Mod: 2020                                Ser #: 91120508
Cat: BED (ONE WARD)                                        Acq Date: OCT 15, 1996
-----------------------------------------------------------------------------------------------------------------------
Select TURN-IN or FINAL DISPOSITION (enter '^' to quit):      ??

Enter a code from the list.

     Select one of the following:

          T         TURN-IN
          D         FINAL DISPOSITION

Select TURN-IN or FINAL DISPOSITION (enter '^' to quit):       <RET>
This is a required response. Enter '^' to exit

Select TURN-IN or FINAL DISPOSITION (enter '^' to quit):      TURN-IN
```

```
Note: Some data fields are automatically modified.
USE STATUS: TURNED IN//   ??
     Tells the user whether or not the equipment is currently in
     active use.
     Choose from:
       1        IN USE
       2        OUT OF SERVICE
       3        LOANED OUT
       4        TURNED IN
       5        LOST OR STOLEN
USE STATUS: TURNED IN//   <RET>
CMR:  ??
     Consolidated Memorandum of Receipt. The basic instrument by which
     accountability for capital equipment is established.

Choose from:
   90      MAS 5.0 USERS
   100      DENTAL
   130      ENGINEERING
   131      ENGINEERING
                 ^
CMR: <RET>
LOCATION: 201-114//  ??
     Physical location of this item at the facility.

Choose from:
   100-110-JC 110     CCU    MEDICINE
   101-148    148     C          EXAM/TREATMENT ROOM
   102-148    148     C          EXAM/TREATMENT ROOM
   103-110-JC 110     CCU    MEDICINE
   221-114    114            INFORMATION SYSTEMS CENTER     OFFICE
   243-140    140     F1     MEDICAL ADMINISTRATION    OFFICE
   301-110    110     3W     SURGERY     BED ROOM - 4 BED
   302-110    110     3W     SURGERY     BED ROOM - 4 BED
                ^
LOCATION: 201-114//   <RET>
TURN-IN DATE: OCT 21,1996//   ?
Date on which item is turned over to A&MM for disposition.  At this
     point it should be removed from the using service CMR.
TURN-IN DATE: OCT 21,1996//    <RET>
COMMENTS:
  1> <RET>

Checking for inconsistencies...OK
```

Nonexpendable Equipment Module (A&MM)

The Nonexpendable Equipment (ENMM MGR) menu is a specially assigned menu option not available to all users. It is generally used by the PPM Chief and designee in A&MM.

Select OPTION NAME: ENMM MGR Nonexpendable Equipment Module (A&MM)

1 Equipment Enter/Edit (NX) ...
2 Equipment Management Reports (NX) ...
3 Bar Code Features (NX Equipment) ...
4 NX (Nonexpendable Equipment) Utilities ...
5 FAP Documents (Code Sheets) ...
6 Fixed Assets Reports ...

Equipment Enter/Edit (NX)
Collection of options for entering data into the AEMS/MERS Equipment Inv. file.

Equipment Management Reports (NX)
Collection of AEMS/MERS outputs that are thought to be of interest to the Property Management Section of A&MM.

Bar Code Features (NX Equipment)
Collection of options designed for use in bar coding nonexpendable equipment and in using bar code to maintain CMR inventories.

NX (Nonexpendable Equipment) Utilities
Includes options used to maintain anciliary files that are necessary for Personal Property Management under AEMS/MERS.

FAP Documents (Code Sheets)
This menu contains options to validate or transmit FAP code sheets.

Fixed Assets Reports
This menu option contains reports on FAP documents.

Equipment Enter/Edit (NX)

The options on this menu have been described in previous sections of this chapter.

Select Nonexpendable Equipment Module (A&MM) Option: **1** Equipment Enter/Edit (NX)

1 New Inventory Entry (See page 7- 4)
2 Inventory Edit (See page 7- 15)
3 Display Equipment Record (See page 7- 18)
4 Multiple Inventory Entry (See page 7- 13)
5 Manual Update of Equipment Inventory (See page 7- 87)
6 Purchase Order Group Edit (See page 7- 89)
7 Turn-In/Disposition Equipment (See page 7- 93)

Display Equipment Record
Display selected fields from the EQUIPMENT INV. file. Repair history is not displayed via this option.

Inventory Edit
Edit the record of an existing piece of equipment. The .01 field (ENTRY NUMBER) is assigned by the system when an item is first added to the EQUIPMENT INV. file and may not be edited.
This option gives access to both Supply and Engineering fields.

Manual Update of Equipment Inventory
Uses FileMan to update physical inventory data on individual entries in the Equipment Inv. file.

Multiple Inventory Entry
Enter several like items (e.g.; 50 new electric beds) into the EQUIPMENT INV. file (#6914) without having to enter common information each time.

New Inventory Entry
Add a new item to the EQUIPMENT INV. file (#6914).

Purchase Order Group Edit
Edit a group of existing items in the inventory file without having to enter common data for each item. Equipment is initially selected by purchase order #. Therefore, the purchase order # field must already be populated before this option can be used to edit equipment. Equipment with the same purchase order # is selected for editing by line item.

Turn-In/Disposition Equipment
This option can be used to quickly update equipment records for the turn-in or final disposition of equipment not reported to Fixed Assets.

Equipment Management Reports (NX)

Most of the options on this menu have been described in previous sections of this chapter. Accountable NX for Station and Check of Equipment Capitalization are shown in this section.

1 Specific Equipment History (See page 7-20)
2 CMR Inventory (EIL) (See page 7-23)
3 Warranty List (See page 7-31)
4 Replacement Listing (See page 7-31)
5 Location Inventory (See page 7-27)
6 Using Service Inventory (See page 7-27)
7 Use Status Inventory (See page 7-28)
8 NonExpendable Expensed Inve ntory (See page 7-28)
9 Accountable NX for Station
10 Parent System/Component Hierarchy Report (See page 7-38)
11 Check of Equipment Capitalization

Specific Equipment History

Print-out of repair history of a specific entry in EQUIPMENT INV. file.

CMR Inventory (EIL)

This option generates the Equipment Inventory Listing (EIL) report. Equipment that is belongs to the user-specified CMR and is either capitalized or whose category stock number beings with 10 (firearms), 23 (motor vehicles) or 70 (ADP) is printed on this report. A page suitable for the signature of the Responsible Official is printed when the output is directed to a printer.

Warranty List

Prints all devices whose warranties are scheduled to expire within a user specified time interval.

Replacement Listing

Prints all entries in the EQUIPMENT INV. file scheduled for replacement within a user specified time interval.

Location Inventory

Inventory listing by device location.

Using Service Inventory

Inventory listing by using service. Note that the using service is not necessarily the owning service (ex: a VCR may be used in Dental but owned by Medical Media Production). Owning service is established via the CMR.

Use Status Inventory

Inventory listing by use status.

NonExpendable Expensed Inventory

This option generates the Nonexpendable Expensed Inventory report. Equipment that is belongs to the user-specified CMR and is not capitalized and whose category stock number does not being with 10 (firearms), 23 (motor vehicles) or 70 (ADP) is printed on this report.

See the CMR Inventory (EIL) report to print accountable equipment that belongs to a CMR.

Accountable NX for Station

This option generates a list of capitalized equipment sorted by category stock number and CMR for a specified station. Equipment must be on a CMR in order to be included in this report. Non-expendable expensed equipment which is accountable (firearms, motor vechicles, and ADP) can optionally be included in the output.

Parent System/Component Hierarchy Report

Prints a hierarchical list of a parent system and all of its components. Components are indented and listed beneath their parent system. Items that are components of a component in the specified system are included.

Check of Equipment Capitalization

This option generates a report of equipment items which appear to have unusual combinations in the TOTAL ASSET VALUE and CAPITALIZED? fields. Capitalized equipment is reported when it's Type Entry is blank. Capitalized NX equipment is reported when it's CMR does not begin with one of the standard two digit values, or it's Standard General Ledger is blank. Equipment items with a disposition date are excluded from the report. This report. This report searches the entire Equipment Inv. file and may take some time to run.

These equipment items should be checked to ensure that the data in the Equipment Inv. file is accurate.

See the Nonexpendable Expensed Inventory report to print equipment that belongs to a CMR but does not meet the other criteria for inclusion on the Equipment Inventory Listing report.

Accountable NX for Station

One report, Accountable NX for Station has been added to menu option 2. The other reports appear on the ENEQ REPORTS menu and have been described under that heading.

This option generates a list of capitalized equipment sorted by category stock number and CMR for a specified station. Equipment must be on a CMR in order to be included in this report. Non-expendable expensed equipment which is accountable (firearms, motor vehicles, and ADP) can optionally be included in the output.

```
Select Equipment Management Reports (NX) Option:     9  Accountable NX for Station
STATION NUMBER: 999//   <RET>
Include Accountable NX-Expensed Equipment? YES//     <RET>
DEVICE: HOME//   <RET> LAN    RIGHT MARGIN: 80//   <RET>


ACCOUNTABLE NX EQUIP. FOR STATION: 999          APR 04, 1996@10:47:31   page 1

  EQUIPMENT  ACQ   FUND SGL  ASSET VALUE    LE REPL  LOCATION            CMR
  ENTRY #    DATE                              DATE  ROOM-BLDG-DIV
  ------------- ------- ------ ------ ------------------ --- ------- ------------------------- ------

RIFLE (CSN: 1005-001948)

  1013         /        6100      $1,000.00 20   /   23E-135             161
            (CSN TOTAL  #1        $1,000.00)

SHOTGUN (CSN: 1005-002137)

  1006         /        6100      $1,000.00 20   /   23E-135             780
            (CSN TOTAL  #1        $1,000.00)

AUTO AMBUL (CSN: 2310-003324)

  1161       02/96 AMAF           $9,200.00 7  02/03 101-114A            130
    Manf: ENMFGR1 , F IVE
    Model: N100C
    S/N: GFGF54545

  1025         /        6100      $1,000.00 7    /   23E-135             451
    PM: 7800-7888
            (CSN TOTAL  #2       $10,200.00)

BUS MOTOR (CSN: 2310-008591)

  1100       03/94 AMAF 1750     $56,040.00 8  03/02                     13V
    PM: 3770-9030
    Manf: ENMFGR1, S IX
    Model: econoline
    S/N: w5207
```

```
           (CSN TOTAL  #1       $56,040.00)

TRUCK CARGO (CSN: 2320-438836)

  1023        /        6100      $1,000.00 9    /   23E-135             300
           (CSN TOTAL  #1        $1,000.00)

TRUCK DUMP (CSN: 2320-438839)

  1130       11/95 AMAF          $11,630.85 10 11/05                    995
    Manf: ENMFGR1, SEVEN
    Model: C100
    S/N: 123456
           (CSN TOTAL  #1       $11,630.85)

TRUCK VAN (CSN: 2320-438847)

  1020        /        6100      $1,000.00 7    /   23E-135             260
           (CSN TOTAL  #1        $1,000.00)

TRAILER LOW BED (CSN: 2330-438830)

  1019        /        6100      $1,000.00 10   /   23E-135             230
           (CSN TOTAL  #1        $1,000.00)

       .
       .
       .

ACCOUNTABLE NX EQUIP. FOR STATION: 999          APR 04, 1996@10:47:31   page 48

  EQUIPMENT  ACQ   FUND SGL  ASSET VALUE    LE REPL  LOCATION            CMR
  ENTRY #    DATE                              DATE  ROOM-BLDG-DIV
  ------------- ------- ----- ----- ------------------ --- ------- ------------------------- ------
-----------------------------------------------------------------------------------------------------
TOTALS             COUNT     ASSET VALUE
        SGL 1561       4      $      23,600.00
        SGL 1750      65     $ 101,126,838.55
        SGL 1751       5      $     102,160.00
        SGL 1754       1      $       5,001.00
        SGL 1811       1      $         101.00
        SGL 1830       1      $       7,000.00
        SGL 6100      14      $      38,020.00
        SGL <null>    14      $     162,127.12
                     -----      ----------------
     REPORT TOTAL    105     $ 101,464,847.67
```

Check of Equipment Capitalization

This report prints a list of equipment items which appear to have unusual combinations in the TOTAL ASSET VALUE and CAPITALIZED? fields. Capitalized NX equipment whose CMR does not begin with one of the standard two digit values is also listed.

The report should be used to assist with identification of equipment which may not have been appropriately marked as capitalized. The capitalized field is important for identification of equipment which is of interest to FAP.

```
Select Comparison Reports (AEMS/MERS vs LOG1) Option: cap  Check of
Equipment Capitalization
This report searches the entire equipment file and may take some
time to complete. Consider queuing this report to run after-hours.
DEVICE: HOME//  <RET>  LAN    RIGHT MARGIN: 80//   <RET>

CHECK OF EQUIPMENT CAPITALIZATION              NOV 27, 1995@14:53:08   page 1

            TYPE         ASSET
EQUIP ID#   ENTRY  CMR   VALUE      CAPITALIZED
-------------------------------------------------------------------------------------------

1050        NX     160   23500                  Check capitalization

1057        NX                      YES         Check capitalization
                                                Check CMR
                                                SGL is blank

1058        NX           10100      YES         Check CMR

1059        NX                      YES         Check capitalization
                                                Check CMR
                                                SGL is blank

1064              205    7800                   Check capitalization

1068        NX     160   8623.43    YES         SGL is blank


6 questionable equipment items found
```

Bar Code Features (NX Equipment)

1 Equipment Labels ... (See page 7- 76)
2 Location Labels ... (See page 7- 79)
3 Download NX Program to Portable Bar Code Reader (See page 7- 84)
4 Upload Data From Portable Bar Code Reader (See page 7- 85)
5 Restart Processing of Uploaded NX Inventory Data (See page 7- 87)
6 Inventory Exception Listing (See page 7- 86)

Equipment Labels

Prints bar coded equipment labels. Cohorts of labels (ex: labels by CMR, labels by Equipment Category, etc.) will be sorted by LOCATION unless the user specifies otherwise.

Location Labels

Driver option to print bar coded location labels.

Download NX Program to Portable Bar Code Reader

Downloads an IRL (Interactive Reader Language) program to a portable bar code reader.

Upload Data From Portable Bar Code Reader

Calls a routine that causes a portable bar code reader to upload its data to DHCP.

Restart Processing of Uploaded NX Inventory Data

Used to resume processing of NX inventory that has been uploaded from a portable bar code reader. User will need PROCESS ID and TIME STAMP from failed process. If this information is unavailable, data upload must be re-started from the beginning.

Inventory Exception Listing

Produces a list of those items on a specified CMR that have not been located in the course of a physical inventory.

NX (Nonexpendable Equipment) Utilities

Select Nonexpendable Equipment module (A&MM) Option: 4 NX (Nonexpendable Equipment) Utilities

1 CMR File Enter/Edit
2 Category Stock Number Enter/Edit
3 National EIL Enter/Edit

CMR File Enter/Edit

For maintaining the list of CMR (Consolidated Memoranda of Receipt) in use at your facility. This option is usually held by your PPM Chief and/or his designee.

Category Stock Number Enter/Edit

Intended for maintenance of Category Stock Number file. This option should be held by no more than one or two persons at each site, at the discretion of A&MM.

National EIL Enter/Edit

This option is used to edit the National EIL file. This file contains the list of valid Equipment Inventory Listing (EIL) codes as determined by VACO. This file is used to associate EIL codes with cost centers.

CMR File Enter/Edit

```
Select NX (Nonexpendable Equipment) Utilities Option:       CMR File Enter/Edit

Select CMR NAME: ??

Choose from:
   100      DENTAL
   110      DIETETIC
   130      ENGINEERING
       .
       .
   42B      ACQUISITION & MATERIEL MGMNT

     Name of CMR.
Select CMR NAME: 160          LABORATORY
NAME: 160// < RET>
SERVICE: LABORATORY// ??
     Service to which this CMR is assigned.


SERVICE: LABORATORY// < RET>
BRIEF DESCRIPTION (Optional): ??
     A means for sites to briefly describe the purpose of this CMR, if they
     find it useful to do so.
BRIEF DESCRIPTION (Optional): <  RET>
RESPONSIBLE OFFICIAL: ??
     Employee currently responsible for items on this CMR.

RESPONSIBLE OFFICIAL: < RET>
PHONE (RESP OFFICIAL): ??
PHONE (RESP OFFICIAL): <  RET>
LAST RECONCILED: ??
     Date on which this CMR was last reconciled with centralized non-
     expendable equipment records (Log 1 or ISMS).
LAST RECONCILED: < RET>
RESEARCH?: ??
     Intent of this field is to provide a means of flagging equipment
     purchased and maintainable with research funds. Please enter 'YES'
     if and only if this is a research CMR.
     Choose from:
       Y        YES
       N        NO
RESEARCH?: < RET>
STATION NUMBER: ??
     Station number of the facility that owns the assets in this CMR. For
     example, if this CMR is for a national cemetery which is seviced by
     a VAMC then the entry in this field should be the station number of the
     national cemetery.

     Entries must match an entry in the ALTERNATE STATION NUMBER field
     (multiple) of the Eng Init Parameters File (#6910).
STATION NUMBER: < RET>
```

Equipment Management
Nonexpendable Equipment Module (A&MM)

```
IT TRACKING: YES// ???
        If a CMR has IT TRACKING set to YES, the equipment on that Equipment
        Inventory List (EIL) can be edited using options on the IT Equipment
        Module menu. Additionally, all equipment on such EILs will be expected
        to be assigned to individual IT owners.

     Choose from:
       1        YES
       0        NO
IT TRACKING: YES// <RET>
ALTERNATE RESPONSIBLE OFFICIAL: ??
A person authorized to act for the RESPONSIBLE OFFICIAL. This is an
optional data element to be used at the discretion of each facility. ALTERNATE
RESPONSIBLE OFFICIAL: <RET>
DAYS BETWEEN RETURNS: ??
        This is the maximum number of days before an equipment item must be
        returned to be serviced and physically inventoried.

DAYS BETWEEN RETURNS: <RET>
LOAN FORM PHONE: ??
        This is the telephone number to be called concerning loan forms for
        equipment on this CMR.

LOAN FORM PHONE: (555) 555-5555// <RET>
```

NOTE: If CMR data is changed, the system will automatically update equipment records belonging to that CMR with the new information. In cases where affected equipment has been reported to FAP, the system will note that and instruct you to enter the appropriate FAP document.

Pages 35 and 39

Category Stock Number Enter/Edit

```
Select NX (Nonexpendable Equipment) Utilities Option: 2 Category Stock Number
Enter/Edit

Select CATEGORY STOCK NUMBER NAME: ??

CHOOSE FROM:
   1005-000667      GUN PELLET CROSMAN
      .
      .
   2340-438835      SCOOTER MOTOR
   2340-629016      MOTO 2WHTHRU10HP150CC
      .
     YOU MAY ENTER A NEW CATEGORY STOCK NUMBER, IF YOU WISH
     Answer must be 4 numerics, a dash (-), and then 6 numerics.

Format entries as 4 numbers followed by dash (-) followed by 6 numbers.
Select CATEGORY STOCK NUMBER NAME: 2340-438835      ENMFGR1,EIGHT
NAME: 2340-438835// <RET>
LIFE EXPECTANCY: 8// <RET>
BRIEF DESCRIPTION: ENMFGR1,EIGHT       Replace
<RET>
SPECIAL HANDLING CODE: ??
     Indicates that the Category Stock Number in question is subject to special
     reporting requirements. This data element was explicitly added to DHCP in the
     summer of 1111. '0' indicates COMPUTERS (ADP/WP); '1' indicates CCTV (CLOSED
     CIRCUIT TV); '2' indicates AUDIOVISUAL (OTHER THAN CCTV); and '3' indicates
     PRINTING AND REPRODUCTION. Numbers '4' thru '9' are reserved.
        '1' indicates CCTV (CLOSED CIRCUIT TV)
        '2' indicates AUDIOVISUAL (OTHER THAN CCTV)
        '3' indicates PRINTING & REPRODUCTION.
     CHOOSE FROM:
        0 Auto Data Process Equip
        1 Closed Circuit TV (CCTV)
        2 Audio Visual Equip
        3 Print & Repro Equip
SPECIAL HANDLING CODE: . <RET>.............
NOMENCLATURE:
   1>SCOOTER, MOTOR. A DROP FRAME VEHICLE HAVING TWO WHEELS, ONE BEHIND
   2>THE OTHER, OR CONSISTING OF ONE FRONT ANDTWO
   3>REAR WHEELS, OR ONE REAR AND TWO FRONT WHEELS; STEERED
   4>WITH A HANDLE BAR OR WHEEL AND PROPELLED BY
   5>AN ELECTRIC OR GASOLINE MOTOR DRIVING THROUGH SPROCKETS
   6>AND CHAINS, PULLEYS AND BELTS, OR A SHAFT
   7>TO THE REAR WHEELS.
   8> <RET>
EDIT Option: <RET>

Select CATEGORY STOCK NUMBER NAME: <RET>
```

National EIL Enter/Edit

```
Select NX (Nonexpendable Equipment) Utilities Option:      National EIL Enter/Edit

The National EIL file should only be changed at the direction of
VACO. If the cost center associated with an EIL code is changed
then FR Documents will automatically be generated in order to
update the cost center value in Fixed Assets. A FR Document will
be sent for each equipment item that belongs to a CMR that starts
with the EIL code and is currently established in Fixed Assets.

Select NATIONAL EIL CODE: ??

Choose from:
   10      DENTAL
   11      DIETETICS
   12      MEDICAL EDUCATION
                ^
     You may enter a new NATIONAL EIL, if you wish
     Answer must be 2 characters in length.
Select NATIONAL EIL CODE:   17          LIBRARY
         ...OK? Yes// <  RET>  (Yes)
DESCRIPTION: LIBRARY// ??
     Description of the EIL code.
DESCRIPTION: LIBRARY// <  RET>
COST CENTER: 822600// ??
     Cost Center (if any) that is linked to the EIL code. This will be used as
     the cost center of any equipment entries whose CMR begins with the
     national EIL code.
COST CENTER: 822600// < RET>

Select NATIONAL EIL CODE:<  RET>
```

FAP Documents (Code Sheets)

This menu is used to transmit the Fixed Asset Documents from AEMS/MERS to FAP. An equipment entry is considered to be established in Fixed Assets if there is an FA Document (Acquisition) on file for that entry which has not been followed by a later FD Document (Disposition). There are five different FAP Documents. The FA Document *cannot* be sent for equipment which is already established in Fixed Assets. The FB, FC, FD, and FR Documents *can only* be sent for equipment entries which are already established in the Fixed Assets system.

FA1	Send a Single FA Document
FA2	Batch Send FA Documents (by CMR)
FA3	Batch Send FA Documents (by Station)
FB	Better An Equipment Record (FB Document)
FC	Acquisition Data Edit (FC Document)
FD	Disposition an Asset (FD Document)
FR	Financial Data Edit (FR Document)
V1	FAP Validity Check For A Single Item (FA Document)
V2	FAP Validity Check By CMR (FA Documents)
V3	FAP Validity Check by Station (FA Documents)
AV	Adjustment Voucher Entry
	Recalculate FAP Balances

Send a Single FA Document

This option will send a FA Document (code sheet) to the Fixed Assets package (FAP) in Austin for a selected equipment entry. Appropriate data is extracted from the Equipment Inv. file and used to populate the code sheet.

FA Documents will not be created for equipment entries already established in FAP.

Batch Send FA Documents (by CMR)

This option will send FA Documents (code sheets) to the Fixed Assets package (FAP) in Austin for equipment belonging to a specified CMR. Appropriate data will be extracted from the Equipment Inv. file and used to populate the code sheets. Only equipment which is capitalized (CAPITALIZED field = YES) will be considered. FA Documents will not be created for equipment entries already established in FAP.

Batch Send FA Documents (by Station)

This option will send FA Documents (code sheets) to the Fixed Assets package (FAP) in Austin for equipment belonging to a specified Station. Appropriate data will be extracted from the Equipment Inv. file and used to

populate the code sheets. Only equipment which is capitalized (CAPITALIZED field = YES) and on a CMR (CMR field not blank) will be considered. FA Documents will not be created for equipment entries already established in FAP.

Better An Equipment Record (FB Document)

This option is used to record abetterment or upgrade to a recorded fixed asset. The informationis transmitted to FAP.

Acquisition Data Edit (FC Document)

This option is used to record changes or adjustments to a recorded fixed asset. The informationis transmitted to FAP.

Disposition an Asset (FD Document)

This option records the disposition of a fixed asset due to sale, destruction, trade-in, etc. The informationis transmitted to FAP.

Financial Data Edit (FR Document)

This document is used to edit documents that cannot be changed with an FC document.

FAP Validity Check For A Single Item (FA Document)

This option will perform a validity check on an entry in the Equipment file to determine if a FA Document (code sheet) can be created for that entry.

FAP Validity Check By CMR (FA Documents)

This option will perform validity checks on equipment belonging to a specified CMR to determine if FA Documents (code sheets) can be created for those equipment entries. Only capitalized (CAPITALIZED field = YES) equipent will be considered. Equipment which is already established in Fixed Assets will not be checked.

FAP Validity Check by Station (FA Documents)

This option will perform validity checks on equipment belonging to a station to determine if FA Documents (code sheets) can be created for those equipment entries. Only capitalized (CAPITALIZED field = YES) equipment which is on a CMR (CMR field not blank) will be considered. Equipment which is already established in Fixed Assets will not be checked.

Adjustment Voucher Entry

This option is used to create an adjustment voucher for an existing FAP Document.

Recalculate FAP Balances

Dollar balances (by Station, Fund, SGL, and month) are maintained in the FAP BALANCES file and printed on the Voucher Summary report. This option can be used to recalculate the balances if they appear incorrect.

The net $ activity for a specified month will be computed from the individual FAP code sheets. The results are then compared to the values maintained in the FAP BALANCES file. If there are any discrepancies, the recalculated values can be used to update the FAP BALANCES file.

The following Equipment Inventory file fields are of interest to Fixed Assets:

Field #	Field Name	On Screen	Screen Position	User Edit via FAP Document
18	CATEGORY STOCK NUMBER	1	5	FC-00
15	LIFE EXPECTANCY	1	6	FC-00
19	CMR	1	8	FR
20.1	ACQUISITION METHOD	1	11	FC-00
12	TOTAL ASSET VALUE	1	14	FB adds, FC adjusts by net
13	ACQUISITION DATE	1	15	FC-00
16	REPLACEMENT DATE	1	17	FC-00
7	TYPE OF ENTRY	1	19	
20.5	TURN-IN DATE	2	13	FD-T
22	DISPOSITION DATE	2	14	FD-D
31	DISPOSITION METHOD	2	15	FD-D
32	DISPOSITION VALUE	2	16	FD-D
60	STATION NUMBER	2	18	
34	CAPITALIZED?	3	2	
62	FUND	3	3	FR
35	FUND CONTROL POINT	3	4	FR
61	BUDGET OBJECT CODE	3	5	FR
38	STANDARD GENERAL LEDGER	3	6	
63	ADMINISTRATIVE/OFFICE	3	7	FR
64	EQUITY ACCOUNT	3	8	

Note that some fields can't be changed while the asset is established in Fixed Assets.

FD-T and FD-D represent FD Documents for Turn-In and Final Disposition respectively.

FC-00 represents a FC Document used to change a FA Document (betterment 00).

Send a Single FA Document

This option is used to send a single equipment record from AEMS/MERS to the corporate date base (FAP) in Austin.

```
Select FAP Documents (Code Sheets) Option:     FA1   Send a Single FA Document

This option TRANSMITS FA Documents (code sheets) for specified equipment.

Select EQUIPMENT ENTRY #: ??
 'EC.value' => equipment whose EQUIP. CATEGORY starts with 'value'
 'LI.value' => equipment whose LOCAL ID starts with 'value'
 'LO.value' => equipment whose LOCATION starts with 'value'
 'MA.value' => equipment whose MANUFACTURER starts with 'value'
 'MF.value' => equipment whose MFGR. EQUIP. NAME starts with 'value'
 'MO.value' => equipment whose MODEL starts with 'value'
 'SN.value' => equipment whose SERIAL NUMBER starts with 'value'

Choose from:
   1     8978899     DEFIBRILLATOR     IN USE     7530-4565
   2     82437         IN USE     4130-0106
   3     82437         TURNED IN     4130-0224     ** TURNED IN **
Select EQUIPMENT ENTRY #:   8978899  1       8978899     DEFIBRILLATOR     IN USE
    7530-4565
Should an Adjustment Voucher be created? YES// ??

Adjustment Vouchers are used to inform Fiscal personnel
of FAP transactions that Fiscal must take action on.

Enter YES or NO

Should an Adjustment Voucher be created? YES// <    RET>
A.V. REASON: ??

Choose from:
   EIL TO EXCESS
   EXCESS TO EIL
   INVENTORY PICK UP
   OTHER
   SGL TO SGL

A.V. REASON: OTHER//   exCESS TO EIL
A.V. COMMENTS:
  1> Had too many.
  2>
EDIT Option: < RET>
Is adjustment voucher correct?    y  YES
Adjustment Voucher was created.


Equipment Entry #: 1 was transmitted.
Select EQUIPMENT ENTRY #:
```

Batch Send FA Documents by CMR

This option is used to send equipment records by CMR from AEMS/MERS to the corporate date base (FAP) in Austin.

```
Select FAP Documents (Code Sheets) Option:    fa2  Batch Send FA Documents (by CMR)

This option TRANSMITS FA Documents (code sheets)
for all equipment that belongs to a specified CMR.

Select CMR NAME: ??

Choose from:
   100      DENTAL
   110      DIETETIC
.
.
   451      VOLUNTARY
                ^

Select CMR NAME:  205          MEDICAL
Now select the device to print results on.
DEVICE: HOME//  <RET>  LAN

FA DOCUMENT TRANSMISSION FOR CMR: 205           APR 04, 1996@11:58:08  page 1

11 records have been processed from CMR: 205.

4 records were sent to FAP.
4 were not sent due to already being established in FAP.
3 were not sent due to validation problems.

Equipment Records not sent because of validation problems:

Entry #                Reason
       1065       Missing Acquisition Date

       1066       Missing Acquisition Date

       1173       Missing Fund
       1173       Missing A.O. Code
       1173       Missing Equity Account
```

Batch Send FA Documents by Station

This option will send FA Documents (code sheets) to the Fixed Assets package (FAP) in Austin for equipment belonging to a specified Station. Appropriate data will be extracted from the Equipment Inv. file and used to populate the code sheets. Only equipment which is capitalized (CAPITALIZED field = YES) and on a CMR (CMR field not blank) will be considered. FA Documents will not be created for equipment entries already established in FAP.

```
Select FAP Documents (Code Sheets) Option:    FA3  Batch Send FA Documents (by Station)

This option TRANSMITS FA Documents (code sheets)
for all equipment that belongs to a specified Station.

STATION NUMBER: 999// <  RET>
Now select the device to print results on.
DEVICE: HOME//  < RET> UCX/TELNET



FA DOCUMENT TRANSMISSION FOR STATION: 999       JUL 16, 1997@15:30:20  page 1

29 records have been processed from STATION: 999.

2 records were sent to FAP.
8 were not sent due to already being established in FAP.
19 were not sent due to validation problems.

Equipment Records not sent because of validation problems:

Entry #                Reason
        42        Missing General Ledger Account
        42        Missing Category Stock Number
        42        Missing Fund
        42        Missing A.O. Code
        42        Missing Budget Object Code
        42        Missing Equity Account

        45        Missing General Ledger Account
        45        Missing Category Stock Number
        45        Missing Fund
        45        Missing A.O. Code
        45        Missing Budget Object Code
        45        Missing Equity Account

        51        Missing General Ledger Account
        51        Missing Category Stock Number
        51        Missing Fund
        51        Missing A.O. Code
        51        Missing Budget Object Code
        51        Missing Equity Account

        63        Missing General Ledger Account
        63        Missing Category Stock Number
        63        Missing Fund
        63        Missing A.O. Code
        63        Missing Budget Object Code
         63                 Missing Equity Account
```

Better An Equipment Record (FB Document)

This document records a betterment or upgrade to a recorded fixed asset and transmits the information to FAP.

```
Select EQUIPMENT ENTRY #:   8978899  1       8978899    DEFIBRILLATOR     IN USE
    7530-4565

Current Asset Value is $7200.00

DESCRIPTION:  Description of the betterment
ACQUISITION DATE:  t  (JUL 16, 1997)
ACQUISITION METHOD: ??
     This is the method by which the betterment was acquired; purchased,
     leased, etc.
     Choose from:
       C        CONSTRUCTED
       G        GIFT/BEQUEST/DONATION
       L        LEASED
       M        LEASED/PURCHASED
       O        OTHER
       P        PURCHASED
       R        TRANSFERRED
       T        TRADED
       X        EXCESS
ACQUISITION METHOD:  p  PURCHASED
BETTERMENT VALUE: ??
     This is the total value of the betterment.
BETTERMENT VALUE:  1000.00
Should an Adjustment Voucher be created? YES//     y  YES
A.V. REASON: ??

Choose from:
   ASSET VALUE VARIANCE/ADJUSTMEN
   OTHER

A.V. REASON: aSSET VALUE VARIANCE/ADJUSTMEN
A.V. COMMENTS:
  1> explain the adjustment voucher
  2>
EDIT Option:< RET>
Is adjustment voucher correct?   y  YES
Sure you want to process this betterment? YES// <    RET>

Updating the Equipment File...

Sending FB document to FAP.
Adjustment Voucher was created.
```

Acquisition Data Edit (FC Document)

This document records changes or adjustments to recorded fixed assets and transmits the information to FAP. The dialogue is different depending on the BETTERMENT NUMBER chosen.

```
Select FAP Documents (Code Sheets) Option:    fc  Acquisition Data Edit (FC Document)
Select EQUIPMENT ENTRY #:      1       8978899     DEFIBRILLATOR     IN USE     75
30-4565

BETTERMENT NUMBER: 00// <  RET>

CATEGORY STOCK NUMBER: 6515-438660//    <    RET>       DEFIBRILL-CARDIOSCOPE
ACQUISITION DATE: JUN 4,1986// <  RET>  (JUN 04, 1986)
ACQUISITION METHOD: P// <  RET>  PURCHASED
USEFUL LIFE: 8// < RET>
SUMMARY ASSET VALUE: 7200.00// <  RET>
REPLACEMENT DATE: JUN 4,1994//   June 4, 1998  (JUN 04, 1998)
Should an Adjustment Voucher be created? YES// <    RET>
A.V. REASON: ??

Choose from:
   ASSET VALUE VARIANCE/ADJUSTMEN
   OTHER

A.V. REASON:  aSSET VALUE VARIANCE/ADJUSTMEN
A.V. COMMENTS:
  1> repair extended life
  2><RET>
EDIT Option: < RET>
Is adjustment voucher correct?   y  YES
Sure you want to process these changes? YES// <    RET>

Updating the Equipment File...

Sending FC document to FAP...
Adjustment Voucher was created.
```

Disposition an Asset (FD Document)

This document records the disposition of a fixed asset due to sale, destruction, trade-in, etc. The information is transmitted to FAP. The dialogue is different depending on whether TURN-IN or DISPOSITION is chosen.

```
Select FAP Documents (Code Sheets) Option:    fd  Disposition an Asset (FD Document
)
Select EQUIPMENT ENTRY #:      1       8978899    DEFIBRILLATOR     IN USE     75
30-4565
TURN-IN OR DISPOSITION?: ??
     Since FD documents may be used in moving an asset to EXCESS as well as in
     processing final disposition, we must ask the user which he wants to do.
     This repsonse tells us whether to update the TURN-IN DATE or the
     DISPOSITION DATE.
     Choose from:
       T        TURN-IN
       D        FINAL DISPOSITION
TURN-IN OR DISPOSITION?:   t  TURN-IN

TURN-IN DATE:  t  (JUL 16, 1997)
DISPOSITION AUTHORITY: 00000// ??
     This is the authority under which the item was disposed of.
DISPOSITION AUTHORITY: 00000// <  RET>

When equipment is turned-in, its TOTAL ASSET VALUE must be
changed to the fair market value per VA Accounting Standards.
NOTE: The current TOTAL ASSET VALUE will automatically be saved
in the ORIGINAL ASSET VALUE field.

Current TOTAL ASSET VALUE: 8,200.00
Acquisition Date: Jun 04, 1986   Life Expectancy: 8
Replacement Date: Jun 04, 1998   Condition:
Repair Costs (excluding preventive maintenance)
   Labor$ :3,000   Material$: 1,500   Vendor$: 0   Total$: 4,500

FAIR MARKET VALUE: ??
     The estimated, realistic dollar value of an asset when categorized as "VA
     Excess" personal property. This value will replace the current TOTAL ASSET
     VALUE in the Equipment Inv. file. Note that the current TOTAL ASSET VALUE
     will automatically be saved as the ORIGINAL ASSET VALUE.

     VA Accounting Standards require capitalized nonexpendable property to be
     recorded in the "Excess" Standard General Ledger (SGL) 1561 at its
     "Expected Net Realizable Value".
FAIR MARKET VALUE:  5000.00
Should an Adjustment Voucher be created? YES// <    RET>
A.V. REASON: ??

Choose from:
   ABANDONED/DESTROYED
   DISPOSAL/EXCESS-SOLD
   DISPOSAL/SCRAP
   DISPOSAL/TRADE-IN
   EIL TO EXCESS
   EXCESS TO EIL
   EXCESS/TRANSFERRED TO OGA
   EXCESS/TRANSFERRED WITHIN VA
   OTHER
   REPORT OF SURVEY
   SGL TO SGL

A.V. REASON:  EXCESS TO EIL
A.V. COMMENTS:
  1> Had too many of them
  2>< RET>
```

```
EDIT Option: < RET>
Is adjustment voucher correct?   y  YES
Sure you want to process this disposition? YES// <    RET>

Updating the Equipment File...

Sending FD document to FAP.
Adjustment Voucher was created.


Editing Equipment Data
USE STATUS: TURNED IN// <  RET>
CMR: 996// < RET>          SUPPLY      Excess
STANDARD GENERAL LEDGER: 1561// <   RET>          PROPERTY PENDING DISPOSAL

Should a FA Document also be sent? YES// <    RET>
Should an Adjustment Voucher be created? YES// <    RET>
A.V. REASON: ??

Choose from:
   EIL TO EXCESS
   EXCESS TO EIL
   INVENTORY PICK UP
   OTHER
   SGL TO SGL

A.V. REASON:  EXCESS TO EIL
A.V. COMMENTS:
  1> had too many
  2><RET>
EDIT Option: < RET>
Is adjustment voucher correct?   y  YES

Sending FA document to FAP...
Adjustment Voucher was created.
```

Financial Data Edit (FR Document)

This document is used to edit financial documents that cannot be changed with an FC document.

```
Select FAP Documents (Code Sheets) Option:    fr  Financial Data Edit (FR Document)
Select EQUIPMENT ENTRY #:    1    8978899   DEFIBRILLATOR   TURNED IN
NEW FUND: AMAF// ??
     Financial classification of appropriation (based on line of business).

Choose from:
   4014      Canteen Service
   4048      Compensated Work Therapy
   4138      Medical Facilities Revolving Fund
   4538      Parking Facilities
   4539      Franchise Fund
   6019      Shared Medical Equipment Purchase
   4537B     Supply Fund
   5014A1    Medical Care Cost Recovery
   8129G     National Cemetery Gift Fund
   8180S     General Post Fund
   AMAF      Assets and Miscellaneous Accounts Fund

NEW FUND: AMAF//  <  RET>         Assets and Miscellaneous Accounts Fund
NEW ADMINISTRATIVE/OFFICE: 10// ??
     New A/O (10 for VHA, 20 for VBA, etc.).

Choose from:
   10      Veterans Health Administration
   20      Veterans Benefits Administration
   40      National Cemetery Service
   90      Office of Acquisition & Materiel Mgmnt
   04      Office of Finance and Info Resources Mgmnt
   08      Office of Facilities

NEW ADMINISTRATIVE/OFFICE: 10//  <   RET>         Veterans Health Administration
NEW FUND CONTROL POINT: ??
     Used to derive the ACC (field #31). Free text required because Fund
     Control Points are subject to change.
NEW FUND CONTROL POINT: <  RET>
NEW BOC: 3130//  <  RET>         MEDICAL, DENTAL & SCIENTIFIC EQUIPMENT
NEW CMR: 996//   <  RET>        SUPPLY      Excess
Should an Adjustment Voucher be created? YES// <    RET>
A.V. REASON: ?
     Select reason for adjustment voucher.
     Applicable reasons for FR Document
 Answer with AV REASON NAME
 Do you want the entire AV REASON List?    y  (Yes)
Choose from:
   FUND TO FUND
   OTHER

A.V. REASON:  fUND TO FUND
A.V. COMMENTS:
  1> sent somewhere else
  2><RET>
EDIT Option: < RET>
Is adjustment voucher correct?   y  YES
Sure you want to process these changes? YES// <    RET>

Updating the AEMS/MERS Equipment File.

Sending FR document to FAP.
Adjustment Voucher was created.
```

FAP Validity Check For A Single Item (FA Document)

This option will perform a validity check on an entry in the Equipment Inv. file to determine if a FA Document (code sheet) can be created for that entry.

```
Select FAP Documents (Code Sheets) Option:    v1  FAP Validity Check For A Single Item (FA
Document)
Select EQUIPMENT INV. ENTRY NUMBER:     1071      DEFIBRILLATOR    IN USE    7800-8978


Looks OK!
```

If information is missing, you will receive a message similar to the following.

```
This record would not have been sent to FAP!
Reasons:
  Missing Type of Entry
  Asset not capitalized
```

FAP Validity Check By CMR (FA Documents)

This option will perform validity checks on equipment belonging to a specified CMR to determine if FA Documents (code sheets) can be created for those equipment entries. Only capitalized (CAPITALIZED field = YES) equipment will be considered. Equipment which is already established in Fixed Assets will not be checked.

```
Select FAP Documents (Code Sheets) Option:    v2  FAP Validity Check By CMR (FA Documents)

This option VALIDATES FA Documents (code sheets)
for all equipment that belongs to a specified CMR.

Select CMR NAME: ??

Choose from:
   100      DENTAL
   110      DIETETIC
.
.
   451      VOLUNTARY
               ^
Select CMR NAME:  381          MEDICAL ADMINISTRATION
Now select the device to print results on.
DEVICE: HOME//  <RET>  LAN
```

```
FA DOCUMENT VALIDITY CHECK FOR CMR: 381         APR 04, 1996@10:29:05  page 1

5 records have been processed from CMR: 381.

0 records would have been sent to FAP.
2 would not have been sent due to already being established in FAP.
3 would not have been sent due to validation problems.


Equipment Records not sent because of validation problems:

Entry #                Reason
       1125       Acquisition Month Missing
       1125       Replacement Month Missing

       1126       Acquisition Month Missing
       1126       Replacement Month Missing

       1127       Acquisition Month Missing
       1127       Replacement Month Missing
```

FAP Validity Check by Station (FA Documents)

This option will perform validity checks on equipment belonging to a station to determine if FA Documents (code sheets) can be created for those equipment entries. Only capitalized (CAPITALIZED field = YES) equipment which is on a CMR (CMR field not blank) will be considered. Equipment which is already established in Fixed Assets will not be checked.

```
Select FAP Documents (Code  Sheets) Option:     v3    FAP Validity Check by Station (FA
Documents)

This option VALIDATES FA Documents (code sheets)
for all equipment that belongs to a specified Station.

STATION NUMBER: 999//   <RET>
Now select the device to print results on.
DEVICE: HOME//   <RET> LAN



FA DOCUMENT VALIDITY CHECK FOR STATION: 999     APR 04, 1996@10:29:38  page 1

85 records have been processed from STATION: 999.

28 records would have been sent to FAP.
44 would not have been sent due to already being established in FAP.
13 would not have been sent due to validation problems.

Equipment Records not sent because of validation problems:

Entry #                Reason
          9        Missing Acquisition Date
          9        Missing Life Expectancy
          9        Invalid CSN

       1065        Missing Acquisition Date

       1066        Missing Acquisition Date

       1068        Missing General Ledger Account
       1068        Missing Category Stock Number
       1068        Missing Fund
       1068        Missing A.O. Code
       1068        Missing Budget Object Code
       1068        Missing Equity Account

       1117        Acquisition Month Missing

       1120        Missing Type of Entry
```

1125	Acquisition Month Missing
1125	Replacement Month Missing
1126	Acquisition Month Missing
1126	Replacement Month Missing
1127	Acquisition Month Missing
1127	Replacement Month Missing
1170	Not non-expendable
1171	Missing General Ledger Account
1171	Missing Fund
1171	Missing A.O. Code
1171	Missing Budget Object Code
1171	Missing Equity Account
1172	Missing A.O. Code
1172	Missing Equity Account
1173	Missing Fund
1173	Missing A.O. Code
1173	Missing Equity Account

Adjustment Voucher Entry

```
Select FAP Documents (Code Sheets) Option:     AV  Adjustment Voucher Entry

Select Type of FAP Document:  (FA/FB/FC/FD/FR): ??

Choose the type of FAP Document for which an Adjustment
Voucher should be created. After the type is chosen, you
will be asked to select the specific FAP Document.

     Select one of the following:

          FA        FA DOCs
          FB        FB DOCs
          FC        FC DOCs
          FD        FD DOCs
          FR        FR DOCs


Select Type of FAP Document:  (FA/FB/FC/FD/FR):     FA DOCs
Select FA DOCUMENT (by Transaction Number or Equipment ENTRY #): ??

Choose from:
   1     07-16-97     5007N0012    8978899    DEFIBRILLATOR     TURNED IN
7530-4565
   1     07-16-97     5007N0015    8978899    DEFIBRILLATOR     TURNED IN
7530-4565
  178    07-16-97     5007N0013    4758694949494                IN USE
  196    06-11-97     9997N0001                                 IN USE
Select FA DOCUMENT (by Transaction Number or Equipment ENTRY #): 178       475
8694949494         IN USE                   07-16-97    5007N0013


ADJ. VOUCHER    TRANSACTION .............  STN    FUND    SGL  NET AMOUNT
DATE/TIME       CODE NUMBER      DATE
----------------------------------------------------------------------------
                FA   5007N0013   07/16/97  500    AMAF    1750         5,000.00
     EQUIP #:  178         SNOWMOBILE

Should an Adjustment Voucher be created? YES//     y  YES
A.V. REASON: ??

Choose from:
   EIL TO EXCESS
   EXCESS TO EIL
   INVENTORY PICK UP
   OTHER
   SGL TO SGL

A.V. REASON:  EXCESS TO EIL
A.V. COMMENTS:
  1> Global warming made equipment unnecessary.
  2><RET>
EDIT Option: <RET>
Is adjustment voucher correct?   y  YES
Adjustment Voucher was created.


Select Type of FAP Document:  (FA/FB/FC/FD/FR):
```

Recalculate FAP Balances

Dollar balances (by Station, Fund, SGL, and month) are maintained in the FAP BALANCES file and printed on the Voucher Summary report. This option can be used to recalculate the balances if they appear incorrect.

The net $ activity for a specified month will be computed from the individual FAP code sheets. The results are then compared to the values maintained in the FAP BALANCES file. If there are any discrepancies, the recalculated values can be used to update the FAP BALANCES file.

```
Select FAP Documents (Code Sheets) Option:    recalculate FAP Balances
Enter month to recalculate:  Mar 1996//    <RET>  (MAR 1996)

You have chosen to recalculate the $ from FAP transactions during
the month of Mar 1996.

OK to proceed?  y  YES

Calculating net activity from transactions...
Comparing FAP BALANCES file with transactions...
Comparing transactions with FAP BALANCES file...

No problems were found.
```

Fixed Assets Reports

The Fixed Assets reports are intended for use during monthly reconciliation and can be compared with the Inventory Report (Report ID: RGLLIAV) which is produced by the FMS system.

Select Nonexpendable Equipment Module (A&MM) Option: 6 Fixed Assets Reports

Voucher Summary for Station
Adjustment Voucher Report
Document History (FAP) for Equipment
Equipment Not Reported to FAP
Excessed Equipment Report
Summary of SGL Balances
Transaction Register (FAP Documents)

Voucher Summary for Station

This option generates a voucher summary report for a specified station and accounting period. The data is obtained from FAP documents which have an impact on dollars for a Fund and Standard General Ledger. The ouput can be used to reconcile FAP transactions with FMS transactions. The Inventory Report (Report ID: RGLLIAV) from FMS is the anticipated source of information on FMS transactions.

Adjustment Voucher Report

This option generates a report of adjustment vouchers for a selected date range. Adjustment vouchers are used to communicate information to Fiscal concerning selected FAP Documents. Each adjustment voucher is associated with one FAP Document. Not all FAP Documents have an adjustment voucher.

It is recommended that this option be scheduled to automatically print on a daily basis (via TaskManager). If automatically queued, the report will include all adjustment vouchers created on the previous day.

Document History (FAP) for Equipment

This option lists Fixed Assets (FAP) documents (code sheets) which have been sent for a specified equipment item.

Equipment Not Reported to FAP

This option generates a report of capitalized non-expendable (NX) equipment which is not currently established in Fixed Assets (FAP). Equipment which has a disposition date will not be included in the output.

This report is intended to identify equipment items which should be established in Fixed Assets by transmission of a FA Document (code sheet).

It is recommended that this option be scheduled to automatically print on a weekly basis (via TaskManager).

Excessed Equipment Report

This option generates a report of FA Documents (code sheets) which were transmitted to FAP for standard general ledger 1561 (excess). This list is intended to identify equipment assets which should have been picked up in the FMS excess account by Fiscal Service.

It is recommended that this option be scheduled to automatically print on a monthly basis (via TaskManager). If automatically queued, the report will include FA Documents transmitted within the last 30 days or so.

Summary of SGL Balances

This option generates a report of closing dollar balances by Standard General Ledger for a specified month. This data is obtained from FAP Documents (FA, FB, FC, FD, and FR) that have been sent by the site. The output is sorted by Station and optionally by Fund.

Transaction Register (FAP Documents)

This option generates a list of FAP Documents for a specified date range.

Voucher Summary for Station

Only FAP documents which impact the dollars for a fund or SGL are included in the output. (e.g. an FC document which only changed the CMR value will not be listed on this voucher summary).The output is sorted by Fund, SGL, and transaction date/time.

The Voucher Summary asks for a station, start date, and end date. The start date defaults to the first day of the previous month. The end date defaults to the last day of the month which was selected for the start date.

```
Select Fixed Assets Reports Option:    voucher Summary for Station
STATION NUMBER: 999// <  RET>
Start Date:6/1/97// <  RET>    (JUN 01, 1997)
End Date:  6/30/97// <  RET>  (JUN 30, 1997)
DEVICE: HOME// < RET>  UCX/TELNET   RIGHT MARGIN: 80//
```

```
VOUCHER SUMMARY FOR STATION: 999                JUL 17, 1997@09:35:56  page 1
  FUND: AMAF MISC                  ACCOUNTING PERIOD FROM 6/1/97 TO 6/30/97

    TRANSACTION                 EQUIP ID#   NET AMOUNT        EQUIP P.O.#
    CODE NUMBER      DATE
    ------ -------------- ----------  -------------  ---------------------------  ---------------------

  SGL: 1561 EXCESS
           Opening Balance for Jun 1997:                 $0.00
    FA   9997N0011   6/11/97   204                  1,000.00  A33004
    FD   9997N0002   6/11/97   204                 -1,000.00  A33004
           G/L Acct 1561 Net Activity:                  0.00
           Closing Balance for Jun 1997:                $0.00

  SGL: 1750 NX EQUIP
           Opening Balance for Jun 1997:                 $0.00
    FA   9997N0001   6/11/97   196                  6,175.00  A11002
    FA   9997N0002   6/11/97   198                  5,570.40  A22002
    FA   9997N0003   6/11/97   199                  5,570.40  A22002
    FA   9997N0004   6/11/97   200                  5,570.40  A22002
    FA   9997N0005   6/11/97   201                  5,570.40  A22002
```

```
VOUCHER SUMMARY FOR STATION: 999                JUL 17, 1997@09:35:56  page 2
  FUND: AMAF MISC                  ACCOUNTING PERIOD FROM 6/1/97 TO 6/30/97

    TRANSACTION                 EQUIP ID#   NET AMOUNT        EQUIP P.O.#
    CODE NUMBER      DATE
    ------ -------------- ----------  -------------  ---------------------  ---------------_

  SGL: 1750 NX EQUIP (continued)
    FA   9997N0007   6/11/97   203                  8,246.00  A33002
    FA   9997N0008   6/11/97   204                  7,417.23  A33004
    FA   9997N0009   6/11/97   205                  7,417.23  A33004
    FA   9997N0010   6/11/97   206                  7,417.23  A33004
    FC   9997N0001   6/11/97   204                     33.27  A33004
    FD   9997N0001   6/11/97   204                 -7,450.50  A33004
           G/L Acct 1750 Net Activity:              51,537.06
           Closing Balance for Jun 1997:           $51,537.06
```

Adjustment Voucher Report

```
Select Fixed Assets Reports Option:    adjustment Voucher Report
Start Date:  T-1// <  RET>  (JUL 16, 1997)
End Date:  Jul 16, 1997// <  RET>  (JUL 16, 1997)
Sort by person that created the Adj. Voucher? NO//     y  YES
Include all users? YES// <  RET>
DEVICE: HOME// < RET>  UCX/TELNET   RIGHT MARGIN: 80//

ADJUSTMENT VOUCHERS                              JUL 17, 1997@09:36:35  page 1
  FROM 7/16/97 TO 7/16/97  (SORT BY USER FOR ALL USERS)
A.V.s By: ENDI R, ONE

ADJ. VOUCHER     ..... TRANSACTION........ STN    FUND   SGL  NET AMOUNT
DATE/TIME       CODE  NUMBER      DATE
----------------------  ------- -------------- ----------         ---------- ------- --------------------------
07/16/97@15:28   FA    5007N0012   07/16/97  500    AMAF   1750         7,200.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: EXCESS TO EIL
    COMMENTS:  Had too many.

07/16/97@15:38  FB    5007N0002   07/16/97  500    AMAF   1750         1,000.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: ASSET VALUE VARIANCE/ADJUSTMENT (+) (-)
    COMMENTS:  explain the adjustment voucher

07/16/97@15:40  FC    5007N0002   07/16/97  500    AMAF   1750             0.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: ASSET VALUE VARIANCE/ADJUSTMENT (+) (-)
    Transaction: FC-5007N0002  (continued)
    COMMENTS: repair extended life

07/16/97@15:42  FD    5007N0003   07/16/97  500    AMAF   1750        -8,200.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: EXCESS TO EIL
    COMMENTS: Hadtoo many of them

07/16/97@15:43  FA    5007N0015   07/16/97  500    AMAF   1561         5,000.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: EXCESS TO EIL
    COMMENTS: hadtoo many

07/16/97@15:45  FR    5007N0002   07/16/97  500    AMAF   1561             0.00
    EQUIP #: 1            DEFIBRILLATOR W/O MONITOR
    P.O. #: A006754       A.V. REASON: FUND TO FUND
    COMMENTS: sent somewhere else

07/16/97@16:01  FA    5007N0013   07/16/97  500    AMAF   1750         5,000.00
    EQUIP #: 178          SNOWMOBILE
    P.O. #: A40020        A.V. REASON: EXCESS TO EIL
    COMMENTS: Global warming made equipment unnecessary.

                              TOTALS:
                                          500     AMAF    1561         5,000.00
                                          500     AMAF    1750         5,000.00
                                                                  ----------------
                                          500     AMAF    TOTAL       10,000.00

                                                                  ----------------
                                          500    TOTAL                10,000.00

                                                                 ================
                                          USER TOTAL                  10,000.00
```

Document History (FAP) for Equipment

This option lists Fixed Assets (FAP) documents (code sheets) which have been sent for a specified equipment item.

```
Select Fixed Assets Reports Option:    document History (FAP) for Equipment
Select EQUIPMENT ENTRY #:   8978899  1       8978899    DEFIBRILLATOR     TURNED
IN    7530-4565
Include transaction details? YES// <   RET>
DEVICE: HOME//  < RET> UCX/TELNET    RIGHT MARGIN: 80//


FAP DOCUMENT HISTORY FOR EQUIPMENT                JUL 17, 1997@09:37:40  page 1
  ENTRY #: 1   CURRENT VALUE: $5,000.00

TRANSACTION                STA    SGL  DOCUMENT VALUE  SENDER     ASSET VALUE
CODE* NUMBER    DATE       NBR                                    AFTER DOCUMENT
------- ------------ ----------- ------- ------ ------------------ ------------- ------------------
FA 00 5007N0012 07/16/97  500    1750      $7,200.00  BARKER          $7,200.00
                         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 11    COST CENTER: 824300    ACQ METH: PURCHASED
    ACQ DATE: 06/04/86  LE: 8                  REPL DATE: 06/04/94
    BOC: 3130           A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A006754

FB 01 5007N0002 07/16/97  500    1750      $1,000.00  BARKER          $8,200.00
                         DESCRIPTION: Description of the betterment
    P.O.#: A006754      ACQ DATE: 07/16/97     ACQ METH: PURCHASED


 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.


FAP DOCUMENT HISTORY FOR EQUIPMENT                JUL 17, 1997@09:37:40  page 2
  ENTRY #: 1   CURRENT VALUE: $5,000.00

TRANSACTION                STA    SGL  DOCUMENT VALUE  SENDER     ASSET VALUE
CODE* NUMBER    DATE       NBR                                    AFTER DOCUMENT
------------------------- ------------------------------------------------------------------------
FC 00 5007N0002 07/16/97  500    1750      $7,200.00  ENDI R, ONE     $8,200.00
                         P.O.#: A006754
    REPL DATE CHANGED   OLD: Jun 04, 1994          NEW: Jun 04, 1998

FD T  5007N0003 07/16/97  500    1750                 ENDIR,ONE       $8,200.00
                         TURN-IN DATE: 07/16/97  DISP AUTHORITY: 00000

FA 00 5007N0015 07/16/97  500    1561      $5,000.00  ENDIR,ONE       $5,000.00
                         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 99    COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 06/04/86  LE:                    REPL DATE: //
    BOC: 3130           A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A006754


 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:


FAP DOCUMENT HISTORY FOR EQUIPMENT                JUL 17, 1997@09:37:40  page 3
  ENTRY #: 1   CURRENT VALUE: $5,000.00

TRANSACTION                STA    SGL  DOCUMENT VALUE  SENDER     ASSET VALUE
CODE* NUMBER    DATE       NBR                                    AFTER DOCUMENT
------- ------------ ----------- ------- ------ ------------------ ------------- ------------------
FR    5007N0002 07/16/97  500    1561                 BARKER          $5,000.00
```

```
 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.

Select EQUIPMENT ENTRY #:
```

Equipment Not Reported to FAP

This option generates a report of capitalized non expendable (NX) equipment which is not currently established in Fixed Assets (FAP). Equipment which has a disposition date will not be included in the output. This report is intended to identify equipment items which should be established in Fixed Assets by transmission of a FA Document (code sheet).

Is recommended that this option be scheduled to automatically print on a weekly basis (via TaskManager).

```
Select Fixed Assets Reports Option:    Equipment Not Reported to FAP

This report searches the entire equipment file and may take some
time to complete. Consider queuing this report to run after-hours.
DEVICE: HOME// < RET>  UCX/TELNET   RIGHT MARGIN: 80//


CAPITALIZED NX EQUIP. NOT REPORTED TO FAP        JUL 17, 1997@09:37:58  page 1

ENTRY#     ACQ. DATE    ASSET VALUE     STATION FUND  SGL   CSN          CMR
---------- ------------ ------------    ------------- ----- ------------ ---
42         MAY 1989        $115,748.20  999                              041
45         DEC 1987          $5,066.24  999                              13A
51         JUN 1988        $110,000.00  999                              20G
63         DEC 1987         $11,434.77  999                              43C
64         NOV 1985          $6,068.25  999                              422
65         OCT 1987         $10,502.00  999                              43F
66         NOV 1990          $8,479.94  999                              43F
67         APR 1988         $17,150.00  999                              20D
68         NOV 1989          $9,591.00  999                              20C
78         FEB 1988          $5,468.75  999                              422
80         MAR 1988          $5,593.75  999                              422
84         JAN 1989          $6,486.00  999                              423
89         OCT 1987         $14,442.69  999                              43B
91         FEB 1986         $17,100.00  999                              20B
102        DEC 1989         $17,518.32  999                              37A
106        OCT 1985          $9,406.07  999                              170
110        MAR 1990          $5,588.00  999                              13B
126        DEC 1989         $17,518.33  999                              37A
133        NOV 1987          $6,817.32  999                              19A

19 capitalized NX equipment entries have not been reported to Fixed Assets.
Enter RETURN to continue or '^' to exit:
```

Excessed Equipment Report

This option generates a report of FA Documents (code sheets) which were transmitted to FAP for standard general ledger 1561 (excess). This list is intended to identify equipment assets which should have been picked up in the FMS excess account by Fiscal Service.

It is recommended that this option be scheduled to automatically print on a monthly basis (via TaskManager). If automatically queued, the report will include FA Documents transmitted within the last 30 days or so.

```
Select Fixed Assets Reports Option:    Excessed Equipment Report
Start Date:  6/17/97// <  RET>  (JUN 17, 1997)
End Date:  7/17/97// <  RET>  (JUL 17, 1997)
DEVICE: HOME// < RET>  UCX/TELNET   RIGHT MARGIN: 80//



FA DOCUMENTS FOR EXCESS EQUIP. (SGL 1561)     JUL 17, 1997@09:38:17  page 1
  ACCOUNTING PERIOD FROM 6/17/97 TO 7/17/97

   STATION FUND  TRANSACTION              EQUIPMENT   ASSET VALUE
                 CODE NUMBER     DATE     ENTRY #
   --------- -------- ----- ------------- ---------- ------------- -----------------

   500     AMAF   FA   5007N0015  7/16/97  1                 5,000.00
Enter RETURN to continue or '^' to exit:
```

Summary of SGL Balances

```
Select Fixed Assets Reports Option:    summary of SGL Balances
Enter month of desired closing balances:  Jun 1997// <     RET>  (JUN 1997)
Report SGL totals by Fund? YES// <   RET>
DEVICE: HOME// < RET>  UCX/TELNET   RIGHT MARGIN: 80//


Jun 1997 CLOSING BALANCES FOR STATION: 500       JUL 17, 1997@09:38:32  page 1
-----------------------------------------------------------------------------------------------

                    STANDARD  TOTAL
                    GENERAL   ASSET
            FUND    LEDGER    VALUE
            --------  ----------  ---------------------
            5014A1    1751    $        6,194.48
                                -----------------
                                $        6,194.48

                                -----------------
                STATION TOTAL $        6,194.48
Enter RETURN to continue or '^' to exit:


Jun 1997 CLOSING BALANCES FOR STATION: 999       JUL 17, 1997@09:38:32  page 2
-----------------------------------------------------------------------------------------------

                    STANDARD  TOTAL
                    GENERAL   ASSET
            FUND    LEDGER    VALUE
            ------  --------  -----------------
             AMAF      1750    $       51,537.06
                               ----------------
                               $       51,537.06

                               ----------------
                STATION TOTAL $       51,537.06
Enter RETURN to continue or '^' to exit:
```

Transaction Register (FAP Documents)

```
Select Fixed Assets Reports Option:    transaction Register (FAP Documents)
Start Date:  6/1/97// <  RET>  (JUN 01, 1997)
End Date:  6/30/97// <  RET>  (JUN 30, 1997)
Include Adjustment Voucher data? YES// <    RET>
DEVICE: HOME// < RET>  UCX/TELNET    RIGHT MARGIN: 80//


TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 1

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  ------------

  FA 00 9997N0001   06/11/97  999    AMAF    1750          6,175.00  ENCHIEF,ONE
    ENTRY #: 196         CSN: 6530-439473 (BED ADJUSTABLE)
    NATIONAL EIL: 20     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 01/09/92   LE: 12                 REPL DATE: 01/09/04
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A11002

  FA 00 9997N0002   06/11/97  999    AMAF    1750          5,570.40  ENCHIEF,ONE
    ENTRY #: 198         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 20     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 02/18/93   LE: 8                  REPL DATE: 02/18/01
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A22002

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:


TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 2

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  ------------

  FA 00 9997N0003   06/11/97  999    AMAF    1750          5,570.40  ENCHIEF,ONE
    ENTRY #: 199         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 20     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 02/18/93   LE: 8                  REPL DATE: 02/18/01
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A22002

  FA 00 9997N0004   06/11/97  999    AMAF    1750          5,570.40  ENCHIEF,ONE
    ENTRY #: 200         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 20     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 02/18/93   LE: 8                  REPL DATE: 02/18/01
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A22002

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:


TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 3

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  ------------

  FA 00 9997N0005   06/11/97  999    AMAF    1750          5,570.40  ENCHIEF,ONE
    ENTRY #: 201         CSN: 6515-438660 (DEFIBRILL-CARDIOSCOPE)
    NATIONAL EIL: 20     COST CENTER:           ACQ METH: PURCHASED
```

```
    ACQ DATE: 02/18/93   LE: 8                  REPL DATE: 02/18/01
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A22002

  FA 00 5007N0006   06/11/97  500    AMAF    1751          5,844.48  ENCHIEF,ONE
    ENTRY #: 202         CSN: 7021-438121 (COMPUTER DIGITAL)
    NATIONAL EIL: 78     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 11/10/93   LE: 8                  REPL DATE: 11/10/01
    BOC: 3123            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33001

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:



TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 4

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  -------------

  FA 00 9997N0007   06/11/97  999    AMAF    1750          8,246.00  ENCHIEF,ONE
    ENTRY #: 203         CSN: 3610-438992 ( COPY & DUP MACH THER)
    NATIONAL EIL: 18     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 09/23/93   LE: 10                 REPL DATE: 09/23/03
    BOC: 3121            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33002

  FA 00 9997N0008   06/11/97  999    AMAF    1750          7,417.23  ENCHIEF,ONE
    ENTRY #: 204         CSN: 6520-439367 (CHAIR DENTAL OPERTING)
    NATIONAL EIL: 10     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 10/06/94   LE: 15                 REPL DATE: 06/11/12
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33004

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:



TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 5

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  -------------

  FA 00 9997N0009   06/11/97  999    AMAF    1750          7,417.23  ENCHIEF,ONE
    ENTRY #: 205         CSN: 6520-439367 (CHAIR DENTAL OPERTING)
    NATIONAL EIL: 10     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 10/06/94   LE: 15                 REPL DATE: 06/11/12
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33004

  FA 00 9997N0010   06/11/97  999    AMAF    1750          7,417.23  ENCHIEF,ONE
    ENTRY #: 206         CSN: 6520-439367 (CHAIR DENTAL OPERTING)
    NATIONAL EIL: 10     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 10/06/94   LE: 15                 REPL DATE: 06/11/12
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33004

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:



TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 6

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  -------------
```

```
  FB 01 5007N0001   06/11/97  500    AMAF    1751           350.00  ENCHIEF,ONE
    ENTRY #: 202         DESCRIPTION: ADDITIONAL MEMORY (16M)
    P.O.#: A33001        ACQ DATE: 06/11/97     ACQ METH: PURCHASED

  FC 00 9997N0001   06/11/97  999    AMAF    1750            33.27  ENCHIEF,ONE
    ENTRY #: 204         P.O.#: A33004
    ASSET VALUE CHANGED  OLD: 7417.23               NEW: 7450.50
    AV REASON: ASSET VALUE VARIANCE  DATE: JUN 11, 1997  BY: ENCHIEF,ONE
    AV COMMENTS: Additional charges will incurred.


 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:



TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 7

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  ------------

  FR    5007N0001   06/11/97  500    AMAF    1751         -6,194.48  ENCHIEF,ONE
                                   5014A1  1751          6,194.48
    ENTRY #: 202
    FUND CHANGED         OLD: AMAF                  NEW: 5014A1
    COST CENTER CHANGED  OLD:                       NEW: 847000
    AV REASON: FUND TO FUND          DATE: JUN 11, 1997  BY: ENCHIEF,ONE
    AV COMMENTS: Originally picked up in wrong Fund.


 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:
```

```
TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 8

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  -------------

  FD T  9997N0001   06/11/97  999    AMAF    1750         -7,450.50  ENCHIEF,ONE
    ENTRY #: 204         TURN-IN DATE: 06/10/97  DISP AUTHORITY: 00000

  FA 00 9997N0011   06/11/97  999    AMAF    1561          1,000.00  ENCHIEF,ONE
    ENTRY #: 204         CSN: 6520-439367 (CHAIR DENTAL OPERTING)
    NATIONAL EIL: 99     COST CENTER:           ACQ METH: PURCHASED
    ACQ DATE: 10/06/94   LE:                    REPL DATE: //
    BOC: 3130            A/O: 10                EQUITY ACCOUNT: MEDICAL
    P.O.#: A33004
    AV REASON: EIL TO EXCESS         DATE: JUN 11, 1997  BY: ENCHIEF,ONE
    AV COMMENTS: Moving to excess account.


 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:



TRANSACTION REGISTER FROM 6/1/97 TO 6/30/97      JUL 17, 1997@09:38:47  page 9

  ...... TRANSACTION .......  STN    FUND    SGL   NET AMOUNT        SENDER
  CODE* NUMBER      DATE
  ------ -------------- ----------  -------  --------  ------  --------------------  -------------

  FD D  9997N0002   06/11/97  999    AMAF    1561         -1,000.00  ENCHIEF,ONE
    ENTRY #: 204         DISP DATE: 06/11/97     DISP AUTHORITY: 00000
    SELLING PRICE: 0.00           DISP METHOD: SCRAPPED

 * Betterment # follows FB and FC. T (Turn-In) or D (Final Disp.) follows FD.
Enter RETURN to continue or '^' to exit:
```

Program Management

The Program Management option is entered from the Engineering Main Menu. The option is selected from the menu by entering the first few unique characters or the synonym "ENM".

This option is only available to the Engineering Applications Manager or Engineering Site Manager. It is where the various lists are established and maintained. The Engineering Employee file and the Equipment Device Type list must be maintained on a continuing basis for the system to be up-to-date.

```
        AUTOMATED ENGINEERING MANAGEMENT SYSTEM
                VERSION 7.0

    WO      Work Order & MERS
    PLAN    Project Planning
    TRK     Project Tracking
    EQ      Equipment Management
    ENM     Program Management
    SP      Space/Facility Management
    FSA     2162 Report of Accident
    XFER    Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu Option: ENM Program Management

        ENGINEERING PROGRAM MANAGEMENT ROUTINE

  --->1 Engineering Computer Port
  2   Section List
  3   Work Center Code
  4   Engineering Employee File
  5   Enter/Edit Equipment Category PM Schedule
  6   Manufacturer
  7   ENG SITE PARAMETERS Enter/Edit
  8   SOFTWARE OPTIONS Enter/Edit
  9   Engineering Archive Module
  10  Biomedical Engineering Resource Survey
  11  Work Action
      Select Program Management Option: 1 Engineering Computer Port
```

Engineering Computer Port

This option is used to specify those ports that are suitable for hard-copy reports. The Computer Port file is a pointer to the Device file.

```
   Select ENGINEERING COMPUTER PORT  DEVICE #:   ?
ANSWER WITH ENGINEERING COMPUTER PORT DEVICE #
   CHOOSE FROM:
      1  CONSOLE
      3  ENG PRINTER
      64  M&R FOREMAN
      71 OPERATIONS

YOU MAY ENTER A NEW ENGINEERING COMPUTER PORT, IF YOU WISH
   ANSWER WITH DEVICE NAME
   DO YOU WANT THE ENTIRE 42-ENTRY DEVICE  LIST? N   (NO)
   Select ENGINEERING COMPUTER PORT  DEVICE #:   3
   ..OK?  YES// Y   (YES)
   ENG PRINTER

          DEVICE #:  3//
   DEVICE # TRIGGERED:  3//
   DEVICE DESCRIPTION:  ENG PRINTER//
   Select ENGINEERING COMPUTER PORT DEVICE #:
```

Section List

This option is where the Engineering Section List is developed and maintained. This system comes with a 32-entry Engineering Section list.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

1 Engineering Computer Port
--->2 Section List
3 Work Center Code
4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 2 Section List

```
 Select ENGINEERING SECTION LIST:  ?
  ANSWER WITH ENGINEERING SECTION LIST SECTION NUMBER
CHOOSE FROM:
   1  OFFICE OF THE CHIEF        ..........................2 ADMIN.+
   3  SUPERVISORY OPERAT.      ............................4 UTIL
   5  AIR CONDITIONING PLT  ...............................6 BOIL
   7  SEWAGE PLANT               ..........................8 INCINER
   9  TRANSPORTATION            ........................... 10 FIREFIGHTING SERVICE
   11 GUARD SERVICE             ........................... 12 SAFETY
   13 ELEVATORS(OPERATORS)  ................................14 GROU
   20 SUPERVISORY(M&R) .....................................21
   22 AIR CONDITIONING      ................................23  REFR
   24 ELEVATORS(M&R)        .............................. ...25 PLUM
   26 MACHINE                   ........................... . 27 SHEET M
   28 WELDING                   ........................... . 29 MOTOR V
   30 CARPENTRY                 ........................... 31 MASONRY
   32 LOCKSMITH                 ........................... 33 MAINTIN
   34 STRUCT+FAC, OTHER     ..............................   35 BIOM
   36 PREV. MAINT. INSPECTION   ........................... 90 HOLDING

  YOU MAY ENTER A NEW ENGINEERING SECTION LIST, IF YOU WISH
  ANSWER MUST BE 3-21 CHARACTERS IN LENGTH
  Select ENGINEERING SECTION LIST:
```

If an existing section number is entered, you can step through and edit ENGINEERING SECTION, ABBREVIATION, and DEVICE assigned to that section as shown below:

```
Select ENGINEERING SECTION LIST:  35  BIOMEDICAL
ENGINEERING SECTION:  BIOMEDICAL//
ABBREVIATION:  B//
```

The device chosen will be used for automatic printing of new work orders, if automatic printing has been selected through the Software Options Enter/Edit.

```
DEVICE:  65//
Select ENGINEERING SECTION LIST:  21  ELECTRIC
ENGINEERING SECTION:  ELECTRIC//
ABBREVIATION:  E//
DEVICE:  64//
```

```
Select ENGINEERING SECTION LIST:  1  OFFICE OF THE CHIEF
ENGINEERING SECTION:  OFFICE OF THE CHIEF//
ABBREVIATION:  OC//
DEVICE:  67//

Select ENGINEERING SECTION LIST:
```

A new Engineering section could be added here or one of the existing sections could be deleted.

When no Engineering section needs to be added or edited, pressing **< RET>** at the "Select ENGINEERING SECTION LIST" prompt will return you to the Program Management option menu.

Important Note:

Engineering Section numbers 90 through 99 should be used **ONLY** for a receiving area for electronic work orders and other administrative requests.

Work Center Code

This option allows the editing, addition, and deletion of work center codes.

1 Engineering Computer Port
2 Section List
--->3 Work Center Code
4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 3 Work Center Code

```
Select WORK CENTER CODE NAME:  ?
  ANSWER WITH WORK CENTER CODE NAME
  DO YOU WANT THE ENTIRE 431-ENTRY WORK CENTER  CODE LIST?  YES
     51105     ..............................................  51105/OTHER  LEAVE
     51106     ..............................................  51106/OTHER  TIME
     51108 ..................................................  51108/SUPERVISION
     51109 ....................................................  51109/TRAINING
     51200     ......................................  51200/INCINERATOR PLANT
   '^' TO STOP: ^
  YOU MAY ENTER A NEW WORK CENTER CODE, IF YOU WISH
  ENTER THE WORK CENTER NUMBER (5 DIGITS),A SLASH, AND THE
  WORK CENTER NAME(E.G.,50102/SICK LEAVE).
  ANSWER MUST BE 3-40 CHARACTERS
```

This example contains only a sampling of the work center codes.

When a work center code is entered, the following display, which may be edited, is shown:

```
Select WORK CENTER CODE NAME:  55555  55555/NEUROLOGY EQUIP, PREV MAINT
NAME:  55555/NEUROLOGY EQUIP, PREV MAINT  Replace
```

A work center code can be added or deleted as shown in the following examples:

```
Select WORK CENTER CODE NAME:  55655/ETC OTHER
ARE YOU ADDING A NEW WORK CENTER CODE  (THE 432ND)?  Y  (YES)
NAME:  55655/ETC OTHER
WORK CENTER CODE CODE:  55655//
NAME:  55655/ETC OTHER//

Select WORK CENTER CODE NAME:  55655  55655/ETC OTHER
NAME:  55655/ETC OTHER// @
SURE YOU WANT TO DELETE THE ENTIRE '55655/ETC OTHER'  WORK CENTER......... CODE?
Y  (YES)
Select WORK CENTER CODE NAME:
```

Pressing **<RET>** instead of entering a work center code will return you to the Program Management option Menu.

Engineering Employee File

The Engineering Employee file will have to be generated locally by the Engineering Applications Manager. Many of the programs require the entering of an employee's name which will not be accepted unless it is in this file and is spelled in exactly the same manner. This file should contain a list of all employees who may be wholly or partially responsible for completing work requests. This option can be used to review and edit employee data as well as to add new employees.

On entering this option, < **?**> can be entered to get a list of all employees.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

1 Engineering Computer Port
2 Section List
3 Work Center Code
--->4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 4 Engineering Employee File

```
   Select ENG EMPLOYEE NAME:  ?
ANSWER WITH ENG EMPLOYEE NAME
   CHOOSE FROM:
      ENUSER2 , S IX
      ENUSER2 , SEVEN
      ENUSER2 , E IGHT
      ENUSER2 , NINE
      ENUSER3 , TEN
      ENUSER3 , ONE
      ENUSER3 , TWO
      ENUSER3 , THREE
      ENUSER3 , FOUR
   YOU MAY ENTER A NEW ENG EMPLOYEE, IF YOU WISH
ANSWER MUST BE 3-30 CHARACTERS IN LENGTH AND CONTAIN A COMMA IE-. LAST NAME,
FIRST NAME
```

It is very important that all employees to whom work may be assigned be entered in this file, not just those who use the computer directly. If you are not certain how an employee's name was entered, you can enter the first letter of the last name and then choose from the computer generated listing. Great care should be taken to avoid duplicate entries in this file.

The following example shows the information on file for a specific employee.

```
Select ENG EMPLOYEE NAME: ENUSER2 , SEVEN
NAME:  ENUSER2 , SEVEN//
ORGANIZATIONAL TITLE:  LABORER//
SHOP:  OFFICE OF THE CHIEF//
HOME STREET ADDRESS:  NO #//
HOME CITY, STATE, ZIP:  NO WHERESVILLE, PA//
HOME PHONE:
GRADE/STEP:  9/5//
WAGE:  10//
```

```
STATION:  ANYCITY//
ACTIVITY:  1//
ID#:  999//
COST CENTER:  150001/OFFICE OF THE CHIEF, ENGINEERING
STATUS:  PERM//
CLASSIFICATION SERIES:  456//
POS. #:  345//  ??
ANSWER MUST BE 3-6 CHARACTERS IN LENGTH
POS. #:  345//
CLASSIFICATION TITLE:  LABORER//
HOSP. TELE. EXT.:  6101//
Select ENG EMPLOYEE NAME:
```

A new employee can be entered by entering the last name first, a comma, and then the first name.

```
Select ENG EMPLOYEE NAME:  ENUSER3,FIVE
ARE YOU ADDING 'ENUSER3,FIVE' AS A NEW ENG EMPLOYEE  (THE 9TH)?  Y
(YES)
NAME:  ENUSER3,FIVE//
ORGANIZATIONAL TITLE:  ASST. CHIEF
```

SHOP comes from the ENGINEERING SECTION LIST.

```
SHOP:  ?
ANSWER WITH ENGINEERING SECTION LIST SECTION NUMBER
DO YOU WANT THE ENTIRE 31-ENTRY ENGINEERING SECTION  LIST LIST?  N (NO)
SHOP:  1  OFFICE OF THE CHIEF
HOME STREET ADDRESS:  5512 9 N THIRD
HOME CITY, STATE, ZIP:  N. LITTLE ROCK, AR  72115
HOME PHONE:  555-8000
```

The GRADE/STEP and the WAGE are requested next. The WAGE can be entered as dollars and cents. It does not have to be a whole number.

```
GRADE/STEP:  13/5
WAGE:  18.25
STATION:  ?
ANSWER MUST BE 1-30 CHARACTERS IN LENGTH
STATION:
```

ACTIVITY has to be a number between 1 and 99. The ID # is limited to 3 digits. The COST CENTER to which the employee is assigned is also requested.

```
ACTIVITY:  ?
TYPE A WHOLE NUMBER BETWEEN 1 AND 99
ACTIVITY:  1
ID#:  ?
TYPE EMPLOYEE ID NUMBER USE 999 IF NONE ASSIGNED
ID#:  561
COST CENTER:      ?
ANSWER WITH COST CENTER NAME
DO YOU WANT THE ENTIRE COST CENTER LIST? N (N)
COST CENTER:  850100  850100 Office of the Chief Engineering  Service
```

The STATUS of an employee can be chosen from the following three codes.

```
STATUS:  ?
CHOSE FROM:
          T.............................................................. TEMP
          P.............................................................. PERM
          V............................................................. VACATED
STATUS:  P  PERM

CLASSIFICATION SERIES:  ?
   ANSWER MUST BE 1-15 CHARACTERS IN LENGTH
```

```
CLASSIFICATION SERIES:  801
POS. #:  ?
ANSWER MUST BE 3-6 CHARACTERS IN LENGTH
POS. #:  8356
CLASSIFICATION TITLE: ?
ANSWER MUST BE 3-30 CHARACTERS IN LENGTH
CLASSIFICATION  TITLE:  ENGINEER,  GENERAL
HOSP. TELE. EXT.: 1151
Select ENG EMPLOYEE NAME:
```

When **<RET>** is entered instead of employee name, the computer will return to the Program Management option menu.

Enter/Edit Equipment Category PM Schedule

This option is used to enter or change the PM schedule for a specified device type (such as defibrillators, generators-electrical, etc.). A device type is formally defined as a discrete entry in the Equipment Category file. When a device type PM schedule is entered or changed, the user will be given the opportunity to apply the new schedule to all existing devices of the specified type.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

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--->5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 5 Enter/Edit Equipment Category PM Schedule

This option is used to enter or change the PM schedule for a specified device type. A "device type" is formally defined as a discrete entry in the Equipment Category file, such as defibrillator, bar code reader, generator, etc.

```
Select EQUIPMENT CATEGORY NAME: ?
 ANSWER WITH EQUIPMENT CATEGORY  NAME
CHOOSE FROM:
       DEFIBRILLATOR
       DISPLAY CENTRAL STATION
       ELECTROCARDIOGRAPH
       PUMP PERFUSION
       STAMP TIME-DATE
       YOU MAY ENTER A NEW EQUIPMENT CATEGORY, IF YOU WISH
       ANSWER MUST BE 1-50 CHARACTERS IN LENGTH AND CONTAIN NO COMMAS(,)
Select EQUIPMENT CATEGORY NAME: DEFIBRILLATOR
```

A screen display of information concerning responsible technician, schedule, and cost is then displayed. All information may be edited at the prompts following the display.

```
       Equipment Category: DEFIBRILLATOR

                          BIOMEDICAL SHOP
       Tech: ENUSER,TWO                          ............... Starting Month: JAN
       Skip Mo ..................................................................Critical
       Frequency (multiple):
       ANNUAL        1.0 hrs   $300 (est) Level: 2     Proc: REPLACE BATTERIES
       MONTHLY       0.5 hrs     $0 (est) Level: 1     Proc: PERFORMANCE
       Press <RETURN> to continue...
       NAME: DEFIBRILLATOR//
     Select SYNONYM: DEFIB//??
      A multiple-valued field intended to allow for selection of Equipment
      Category in more than one way.  For example: the category named
      ELECTROCARDIOGRAPH should have ECG and EKG as synonyms.
       Select RESPONSIBLE SHOP: BIOMEDICAL//
       RESPONSIBLE SHOP: BIOMEDICAL//
```

```
      TECHNICIAN: ENUSER3,SIX// ??
    The Engineering Service employee who normally does the PM work on this piece of
equipment
    for this shop.
      STARTING MONTH: JAN// ??
     STARTING MONTH is used by the PM module as a criterion in determining
     when a PM is due. Let's consider the following example: an item subject
     to MONTHLY, QUARTERLY, and ANNUAL PM inspections. If STARTING MONTH were
     set to FEB; an ANNUAL inspection would be scheduled in FEB; QUARTERLY
     inspections in MAY, AUG, and NOV; and MONTHLY inspections in MAR, APR,
     JUN, JUL, SEP, OCT, DEC, and JAN.
      If STARTING MONTH is left blank, JAN will be assumed.
     CHOOSE FROM:
       1        JAN
       2        FEB
       3        MAR
       4        APR
       5        MAY
       6        JUN
       7        JUL
       8        AUG
       9        SEP
       10       OCT
       11       NOV
       12       DEC
  STARTING MONTH: JAN//

      SKIP MONTHS: ??
     A range of months (inclusive) during which PMI's are to be suspended. For
     example, an entry of 'NOV-MAR' for an air-conditioner would suppress the
     scheduling of any PMI's in NOV, DEC, JAN, FEB, and MAR.
     Some care needs to be taken when using this field. If you want an annual
     inspection, for instance, be sure that the STARTING MONTH is not within the
     range specified by the SKIP MONTHS; otherwise the ANNUAL PMI will never be
     scheduled.
     Entries must take the form 'MMM-NNN', where MMM is a three character
     abbreviation of the first month for which PMI's should be suspended and NNN
     is a three character abbreviation of the last month for which PMI's should
     be suspended. Valid abbreviations are: JAN, FEB, MAR, APR, MAY, JUN, JUL,
     AUG, SEP, OCT, NOV, and DEC.
      SKIP MONTHS:
    CRITICALITY: 10// ??
      An index of the importance of performing PMI's on this device. Enter an
integer from 1 to
   10, where 10 indicates that PMI's are extremely critical and 1 indicates that
PMI's are
   desirable but far from essential ...............................................
      (least critical).
      When PM worklists are generated, the system will ask if all devices
      should be included or just those whose CRITICALITY is within a certain
      user specified range (say, 7 to 10). This is intended as a means of
      adjusting workload to match available resources.
      Use of this feature is left entirely to the discretion of each site.  If
      a range of 1 through 10 seems like overkill, you may wish to restrict yourself
      to 5 through 10 instead. If all PMI's are deemed to be a high priority and
      adequate resources are available, there is probably no need to use this
      feature at all.
      Devices with no entry for CRITICALITY will never be excluded from a PM
      worklist on the basis of a user specified CRITICALITY range which includes
      devices of CRITICALITY 10.
      CRITICALITY: 10//
      Select FREQUENCY: ANNUAL// ??
     Make a separate entry for each category (MONTHLY, QUARTERLY, etc.) of PMI
     that is to be scheduled for this device. The PM module looks at this field
     in conjunction with the STARTING MONTH when PM lists are  generated.
     Let's consider a fairly complex example: a device with SEMI-ANNUAL,
     QUARTERLY, and MONTHLY PMI's and a STARTING MONTH of MAR. Assuming no
     entry for SKIP MONTHS, the following PMI's will be  scheduled:
       SEMI-ANNUAL in MAR and SEP;
       QUARTERLY in JUN and DEC;
       MONTHLY in APR, MAY, JUL, AUG, OCT, NOV, JAN, and FEB.
CHOOSE FROM:
       A        ANNUAL
       S        SEMI-ANNUAL
       Q        QUARTERLY
```

```
      M        MONTHLY
      BM       BI-MONTHLY
      W        WEEKLY
      BW       BI-WEEKLY
      N        NONE
         FREQUENCY: ANNUAL//
         HOURS (Estimated): 1// ??
     Approximate amount of time required for this PMI (standard hours), to
    the nearest tenth of an hour. This value will be recorded in the
    EQUIPMENT HISTORY field when a PM is closed out unless another (more
    precise) value is explicitly entered.

         MATERIAL COST (Estimated): 300// ??
     Estimated material cost for this PMI (standard cost). This cost will be
    charged to the piece of equipment whenever a PMI of this type is closed
    out unless another (more precise) value is entered at close-out  time.
   MATERIAL COST (Estimated): 150//
         LEVEL: 2// ??
     Each scheduled PMI may be composed of some combination of the following
    discrete levels of activity:
       Level 1 - Visual inspection only;
       Level 2 - Check and adjust operator controls;
       Level 3 - Electrical safety analysis;
       Level 4 - Minor parts replacement;
       Level 5 - Major parts replacement;
       Level 6 - Complete overhaul.
     LEVEL is an optional field, and is intended to accommodate the needs of
    certain facilities with highly developed PM programs. Entries for LEVEL
    (if any) will appear on the PM worklist as a reminder to the responsible
    technician.
         PROCEDURE: REPLACE BATTERIES// ??
     Enter the abbreviation (4 to 10 characters) of the PROCEDURE to be
    followed when performing this Preventive Maintenance Inspection. The
    full title (as well as the abbreviation) of the PM PROCEDURE will
    appear on the computer generated worklist for reference.
     If disk space permits, the actual step-by-step procedure may be entered
    in the TEXT field of the PM PROCEDURES file (Number 6914.2) and printed
    out on demand. In any event, the PMI procedure should be on file in some
    form and readily accessible to the technician performing the  work.

CHOOSE FROM:
   BUFF FLOORS
   CALIBRATE
   CHANGE OIL
   CLEAN
   VACUUM POOL

    PROCEDURE:

       Select FREQUENCY:
```

When a device type PM schedule is entered or changed, the user will be given the opportunity to apply the new schedule to all existing devices of the specified type.

```
       Are you finished with this Equipment  Category? YES//    (YES)
       Do you wish to assign this PM schedule to ALL existing devices in the
       category of DEFIBRILLATOR? NO// ?

       'YES' will cause the system to immediately find every device of type
       DEFIBRILLATOR and assign each of them the PM schedule just  entered.
       The ID# of each affected device will be displayed at your terminal, but
       you will not be asked to confirm the transaction unless you have said
       that you want to.
       Once this process has begun, it should not be  interrupted.

    Are you finished with this Equipment  Category? YES//    (YES)
       Do you wish to assign this PM schedule to ALL existing devices in the
       category of  DEFIBRILLATOR? NO//    (NO)
```

Manufacturer

This option maintains the Manufacturer List file.

This file is maintained by the Engineering Service Center in cooperation with the ANYCITY ISC. Sites may add entries as necessary, using a ZZ namespace convention. Application managers should check carefully to insure that any local entries are not duplications.

On entering this option, the computer will ask for a manufacturer which can be entered by name or common pseudonym. In the following example, HP has been entered for Hewlett-Packard.

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11 Work Action

```
      Select Program Management Option:  6  Manufacturer

Select MANUFACTURER LIST FILE MFG/DIV: ??

CHOOSE FROM:
   1           ENMFGR1,NINE       Cityville
       .
       .
   21          ENMFGR2,TEN        Newark
   '^' TO STOP: ^

Select MANUFACTURER LIST FILE MFG/DIV: ENMFGR1,NINE
     1   ENMFGR1,NINE          Cityville
     2   ENMFGR2,ONE           Skokie
CHOOSE 1-2: 1
MFG/DIV: ENMFGR1,NINE//
MFG'S FULL LENGTH NAME: ENMFGR1,NINE
          Replace
DIVISION:
STREET: One Security Drive//
CITY: Cityville//
STATE: KY//
ZIP: 40356//
PHONE: (606) 885-9411//
Select PSEUDONYM: IBM/GENERAL SYS (ALSO SEE MFG #1107)// ??
   1           IBM/GENERAL SYS (ALSO SEE MFG #1107)

Select PSEUDONYM: IBM/GENERAL SYS (ALSO SEE MFG #1107)
         //
```

Information on the manufacturer including full name, division, address and phone number is accessed through this option. New manufacturers for a local list can be added, but they must start with ZZ, and contain no dashes.

Pressing **<RET>** will return to the Program Management option menu.

Eng Site Parameters Enter/Edit

Use this option to edit the site parameters for employee costs, 2237 form used, and other information. Certain entries in this file are mandatory if a site intends to transmit 10-0051s (Construction Project Tracking Reports) electronically and/or allow computerized entry of work requests by non-Engineering personnel.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

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6 Manufacturer
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8 SOFTWARE OPTIONS Enter/Edit
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11 Work Action

Select Program Management Option: 7 Engineering Site Parameters Enter/Edit

```
Select ENG INIT PARAMETERS STATION NAME: ?
 ANSWER WITH ENG INIT PARAMETERS STATION  NAME:
   ANYCITY, DC
Select ENG INIT PARAMETERS STATION NAME: ANYCITY, DC
STATION NUMBER: 999//
TYPE OF 2237 FORM:
PM HOURLY LABOR COST:??
     Default value. If a device has an entry for estimated PM hours AND an entry
     for responsible tech, the labor cost will be taken from the Engineering
     Employee File (No. 6929). If there is an entry for estimated hours  but
     NO entry for responsible tech, then this hourly figure will be used to
     compute total labor cost.
PM HOURLY LABOR COST:
DELETE PM WORK ORDERS?: ??
     Setting this field to 'YES' will cause PM work orders to be deleted from
     the system at close out time. Deletion of PM work orders is strongly
     recommended for sites that are short on disk space. The PMI will be posted
     to the equipment history (File 6914) before the actual work order is
     deleted.
       CHOOSE FROM:
       Y  YES
       N  NO
DELETE PM WORK ORDERS?:
TEMPORARY WORK ORDER SECTION: RECEIVING// ??
     Intended for use at sites that allow direct entry of Engineering work
     orders by end-users. Since assignment of work requests to specific shops
     is an Engineering responsibility; 'electronic work orders' are initially
     directed to a 'fictitious shop' (or receiving area). Engineering should
     clean out a receiving area at least once a day. Electronic work orders
     may be transferred to working shops or disapproved.
     The system will keep a permanent record of the number originally assigned
     to each work order. This number may always be used to look up the request,
     no matter how many times it's transferred. Initial requesters may edit
     their requests; but not after Engineering has transferred them.
     'Fictitious' shops should have numbers in the range of 90 to 99,
     inclusive. Multi-division sites may have more than one receiving  area.
     If there is more than one receiving area AND if this field (TEMPORARY
     WORK ORDER SECTION) is left blank; end-users will be asked to specify
     the appropriate receiving area when they enter a work  order.
```

```
REGION: 2//
EQPT CAT ON BAR CODE LABEL?: ??
     Should be set to 'YES' if you want to print the EQUIPMENT CATEGORY
     at the top of your bar coded EQUIPMENT LABELs (instead of the words
     'EQUIPMENT LABEL'.  Due to space limitations on label stock, only  the
     first twenty (20) characters of the EQUIPMENT CATEGORY will be  printable.

       CHOOSE FROM:
       1  YES
       0  NO
EQPT CAT ON BAR CODE LABEL?:

Select EQPT LABEL PRINT FIELD: ??
     Enter the FIELD NUMBER (from the Equipment File) of a field that
     you want to have printed (in human readable format) on your bar
     coded EQUIPMENT LABELs.  Please do not enter more than two (2)
     such fields.  If more than two fields are specified, the system
     will accept the first two and ignore all  others.

     MULTIPLE fields, WORD PROCESSING fields, and COMPUTED fields should
     not be selected for inclusion on bar coded EQUIPMENT  LABELs.

 ANSWER WITH EQPT LABEL PRINT FIELD
       YOU MAY ENTER A NEW EQPT LABEL PRINT FIELD, IF YOU WISH
       Type a Number between 1 and 9999999999, 4 Decimal Digits
Select EQPT LABEL PRINT FIELD:
Select COMP LIST PRINT FIELD:??
     Enter the FIELD NUMBER (from the Equipment File) of a field that
     you want to have printed on the 'Companion Listings' that are
     produced along with bar coded  EQUIPMENT LABELs.  Please do not
     enter more than two such fields.

     Fields selected for inclusion (in human readable format) on bar
     code labels are NOT automatically printed on Companion  Listings.

     MULTIPLE fields, WORD PROCESSING fields, and COMPUTED fields cannot
     be printed on Companion Lists.
SPACE FUNCT ON LOCATION LABEL?: ??
     If set to 'YES' and if a SPACE FUNCTION exists for the subject
     location, then the first 20 characters of the SPACE FUNCTION
     will be printed at the top of your bar coded LOCATION LABELS.
     CHOOSE FROM:
       0        NO
       1        YES
SPACE FUNCT ON LOCATION LABEL?:

Select ENG INIT PARAMETERS STATION NAME:
```

Pressing **<RET>** will return to the Program Management option menu.

Software Options Enter/Edit

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11 Work Action

Select Program Management Option: 8 Software Options Enter/Edit

The Software Options Enter/Edit allows site-specific control of the following AEMS/MERS features:

Auto Print New W.O.
Equipment Replacement Template
Expanded PM Work Orders
Inventory Template
PM Device Type Identifier
PM Sort
Print Bar Codes On W.O.
Safety Printout
Space Survey Printout
Warranty Expiration Template

Each feature has an explanation of its function, and the special settings for implementing the feature. The lines of the explanatory text may be edited at the site. All of the features are optional.

Each feature will be presented in this section.

```
Select ENG SOFTWARE OPTIONS FEATURE NAME: ?
ANSWER WITH ENG SOFTWARE OPTIONS FEATURE NAME
CHOOSE FROM:
   AUTO PRINT NEW W.O.
   EQUIPMENT REPLACEMENT TEMPLATE
   EXPANDED PM WORK FORDER
   INVENTORY TEMPLATE
   PM DEVICE TYPE IDENTIFIER
   PM SORT
   PRINT BAR CODES ON W.O.
   SAFETY PRINTOUT
   SPACE SURVEY PRINTOUT
   WARRANTY EXPIRATION TEMPLATE
```

Select ENG SOFTWARE OPTIONS FEATURE NAME: **AUTO PRINT NEW W.O.**
CHOICES:
'S' WILL PRINT A SHORT SUMMARY WORK ORDER EACH TIME A NEW ONE IS ENTERED
'L' WILL PRINT A LONG W.O. EACH TIME ONE IS ENTERED
'N' WILL SUSPEND THE PRINTING OF NEWLY ENTERED WORK ORDERS.
SELECTION:

Select ENG SOFTWARE OPTIONS FEATURE NAME: **EXPANDED PM WORK ORDERS**
'Y' will cause all the equipment related fields in PM work orders to be filled in using data from the Equipment File.

If this option is not set to 'Y', the system will produce skeleton PM work orders in order to conserve disk space. Note that information from the Equipment File is always printed on the PM worklists.

SELECTION:

Select ENG SOFTWARE OPTIONS FEATURE NAME: **EQUIPMENT REPLACEMENT TEMPLATE**
CHOICES:
One standard output of the AEMS/MERS Equipment Management Module is a listing of all non-expendable equipment due for replacement within a user specified date range. The fields to be printed on this list are defined by output template 'ENEQ REPLACEMENT'.

If you so desire, you can specify that a different set of fields be printed at your facility. To do this, simply set this software option to 'L' and create print template 'ENZEQ REPLACEMENT'.

Choices are 'L' for local, or
'S' for standard (default).
SELECTION: S//

Select ENG SOFTWARE OPTIONS FEATURE NAME: **INVENTORY TEMPLATE**
CHOICES:
One standard output of the DHCP Equipment Management Module is a listing of all non-expendable equipment sorted by CMR, EQUIPMENT CATEGORY, LOCATION, OWNING SERVICE, RESPONSIBLE SHOP, or USE STATUS. The standard print for these reports is defined by output template 'ENEQ EQUIP. LIST'. If you so desire, you can use a different output template at your facility. To do this, just enter an 'L' for this software option and be sure to call your local template 'ENZEQ EQUIP. LIST'.
Choices are 'L' for local, or
'S' for standard (default).
SELECTION: S//

Select ENG SOFTWARE OPTIONS FEATURE NAME: **PM DEVICE TYPE IDENTIFIER**
CHOICES:
'E' will stand for EQUIPMENT CATEGORY
'M' will stand for MFG. EQUIPMENT NAME
This option determines what is printed on PMI worklists under the heading of 'Equip Category'. EQUIPMENT CATEGORY will be printed unless 'M' is explicitly entered as the option of choice.
SELECTION: E//

```
   Select ENG SOFTWARE OPTIONS FEATURE NAME: PM SORT
PM worklists are automatically  sorted by  responsible shop, and
by technician within shop. Within tech, a site may choose to have
worklists sorted by PM #; Local Identifier; Location; Equipment
Category, or Owning Service. Choices are,  therefore:
  'P' for PM #
  'I' for Local Identifier
  'L' for Location
  'C' for Equipment Category
  'S' for Owning Service.

If no choice is made via this file, the user will be asked for a
'Sort By' parameter each time a worklist is requested. Note that all
data for the worklists come from the Equipment  File.
   SELECTION:


   Select ENG SOFTWARE OPTIONS FEATURE NAME: PRINT BAR CODES ON W.O.
   CHOICES:
'Y' will cause bar code to be printed at the bottom of hard-copy
work orders, provided the printer is capable of printing bar code.
'N' will cause work orders to be printed without bar  code.
   SELECTION: N//


   Select ENG SOFTWARE OPTIONS FEATURE NAME: SAFETY PRINTOUT
   CHOICES:
   'L' FOR LOCAL TEMPLATE (TEMPLATE NAME MUST BE 'ENZFSA1')
   'S' FOR STANDARD TEMPLATE
   SELECTION: S//


   Select ENG SOFTWARE OPTIONS FEATURE NAME: SPACE SURVEY PRINTOUT
   CHOICES:
'L' for local template (template name must be 'ENZSPRM').
'S' for standard template ('ENSPRM').
   SELECTION: S//


   Select ENG SOFTWARE OPTIONS FEATURE NAME: WARRANTY EXPIRATION TEMPLATE
   CHOICES:
One standard output of the AEMS/MERS Equipment Management Module
is a list of equipment whose warranty expires within a  user
specified date range. The standard output for this report is defined
by print template 'ENEQ WARRANTY'.

If you so desire, you may create a different template for use at
your facility. To make this work, you should enter an 'L' for this
option and create a print template named 'ENZEQ  WARRANTY'.

 Choices are 'L' for local template, or
             'S' for standard template (default).
```

Engineering Archive Module

The Engineering Archive module presently services the Work Order and 2162 Accident Report files. It allows individual records to be stored on tape and then purged from the disk.

Pointers to external files are replaced by the equivalent text before records are saved to tape.

Data definitions are stored on the same tapes as the records themselves. The recall option uses these data definitions to automatically construct a temporary file for the storage and display of archived records. VA FileMan may be used to print information from these temporary files. There is no provision for restoring archived records back into the production file from which they were extracted.

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1 Engineering Computer Port
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4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
--->9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 9 Engineering Archive Module

1. Find & Assemble Records
   Searches the database and finds the individual records to be archived, after which it moves them to an archive global and simultaneously purges them from the production file. The user is asked for record type, station number, and sort parameters. Records may be archived for an entire fiscal year, or a specific quarter. Completed work orders may be archived by shop (all shops, one shop, or all shops but one).

   Since this function actually purges data from disk, you may wish to backup your system before executing "Find and Assemble Records".

2. Archive & Verify Records
   Moves a collection of records (archive set) from the archive global to tape.
   This function should be executed immediately after "Find and Assemble Records".

3. Delete Archive Global
   Kills the archive global, which may be thought of as a temporary storage area. The archive global holds records in the process of being archived, as well as records which have been recalled from an archive tape for inspection via VA FileMan. "Delete Archive Global" should be executed after "Archive and Verify" and after "Recall Archive Global" (once the recalled records have been inspected and/or printed).

4. Recall Archive Global
   Restores records from an archive tape into the archive global, where they may be examined via FileMan. The user may recall an entire tape or search a tape for a specific record.

5. Review Activity Log
   Displays a chronological listing of everything that has been done with a given archive set.

Find & Assemble Records

```
Select Engineering Archive Module  Option: 1   Find & Assemble Records

ARCHIVAL FILE TYPES:
7.0T3

AVAILABLE FILES:

               1. WORK ORDERS
               2. 2162 ACCIDENT REPORTS
Select AVAILABLE FILE: 1  WORK ORDERS
Station Number: 590
Is this correct? YES//   (YES)
Do you wish to archive by fiscal YEAR or QUARTER (Y or Q) Y//
SELECT FISCAL YEAR: 93 //88
Include all shops ? YES//   (YES)

•You have requested to locate all completed work orders
for all shops, in Fiscal Year 88

•IS IT O.K. TO PROCEED? NO// Y  (YES)

Now searching data base
Hold on, this could take awhile
Elapsed time:   0.15 minutes.
3 Records were found meeting the archive criteria

 Is it O.K. to accept these data  ? YES//   (YES)
The identification reference, 590.2930426.1253
 has been entered into the Engineering Archive File.
Would you care to add your own local description and location
for this archival episode? YES//   (YES)

              Engineering Archive Log Screen   04/23/93


 1 ARCHIVE I.D.(R):590.2930426.1253
 2 RECORDS TYPE(R):ENG. WORK ORDERS      3 FILE TYPE VERSION(R):1

 4 DATA START DATE (R):OCT 1987          5 DATA ENDING DATE(R): SEP 30,1988
 6 NO. RECORDS SAVED(R):3                7 PHYS. LOCATION:CABINET #2
 8 OPT. SEARCH PARAMS.(R):NONE

 9 TAPE DESCRIPTION:WORK ORDERS - 1988


Please confirm, is this the expected archive record? YES//


Transferring data dictionary
Now extracting data from your files, this could take a while....
Elapsed time:   0.03 minutes.

•Records gathering complete
<cr> to continue
```

Archive & Verify Records

```
Select Engineering Archive Module  Option: 2  Archive & Verify Records

ARCHIVAL FILE TYPES:
7.0T3

AVAILABLE FILES:

               1. WORK ORDERS
               2. 2162 ACCIDENT REPORTS
Select AVAILABLE FILE: 1  WORK ORDERS

              Engineering Archive Log Screen   04/23/93


 1 ARCHIVE I.D.(R):590.2930426.1253
 2 RECORDS TYPE(R):ENG. WORK ORDERS       3 FILE TYPE VERSION(R):1

 4 DATA START DATE (R):OCT 1987           5 DATA ENDING DATE(R): SEP 30,1988
 6 NO. RECORDS SAVED(R):3                 7 PHYS. LOCATION:CABINET #2
 8 OPT. SEARCH PARAMS.(R):NONE

 9 TAPE DESCRIPTION:WORK ORDERS -  1988


Please confirm, is this the expected archive record? YES//

•Please load WRITE ENABLED tape and bring on-line now
Press <RETURN> to continue
DEVICE: MT  TAPE DRIVE  ADDRESS/PARAMETERS: (FORMAT="VAL4":BLOCKSIZE=1024)//    R
EWIND? NO// Y
  (YES)

Beginning output.....................
Elapsed time:   0.22 minutes.


Archive complete, care to verify? YES//     (YES)
ARCHIVAL DEVICE: HOME// TAPE  COMPUTER ROOM  ADDRESS/PARAMETERS:   ("CVAL4"::2048)
  REWIND?  NO//   Y   (YES)

Do you prefer a  record-for-record verify?  NO// Y   (YES)
Header OK
..Beginning full verify
Eflapsed time:    0.05 minutes.
Please label your tape clearly for future reference


verify completed
<cr> to continue
```

Delete Archive Global

```
Select Engineering Archive Module  Option: 3   Delete Archive Global

ARCHIVAL FILE TYPES:
7.0T3

AVAILABLE FILES:

               1. WORK ORDERS
               2. 2162 ACCIDENT REPORTS
Select AVAILABLE FILE: 1  WORK ORDERS

              Engineering Archive Log Screen   04/23/93


 1 ARCHIVE I.D.(R):590.2930426.1253
 2 RECORDS TYPE(R):ENG. WORK ORDERS
 3 FILE TYPE VERSION(R):1
 4 DATA START DATE (R):OCT 1987
 5 DATA ENDING DATE(R): SEP 30,1988
 6 NO. RECORDS SAVED(R):3
 7 PHYS. LOCATION:CABINET #2
 8 OPT. SEARCH PARAMS.(R):NONE
 9 TAPE DESCRIPTION:WORK ORDERS - 1988


Tape written on:  APR 23, 1993@12:56
with header:  WO ARCHIVE, ID#  "590.2930426.1253",  3 RECORDS SAVED

Please confirm, is this the expected archive record? YES//

OK to delete this global?  NO// Y  (YES)

Archive global deleted
<cr> to continue
```

Recall Archive Global

```
Select Engineering Archive Module  Option: 4   Recall Archive Global

ARCHIVAL FILE TYPES:
7.0T3

AVAILABLE FILES:

               1. WORK ORDERS
               2. 2162 ACCIDENT REPORTS
Select AVAILABLE FILE: 1  WORK ORDERS


Please load ARCHIVE Tape and bring on-line now
Press <RETURN> to continue
ARCHIVAL DEVICE: HOME// TAPE  COMPUTER ROOM  ADDRESS/PARAMETERS:  ("CVAL4"::2048)
  REWIND?  NO//   Y   (YES)


              Engineering Archive Log Screen   04/23/93


 1 ARCHIVE I.D.(R):590.2930426.1253
 2 RECORDS TYPE(R):ENG. WORK ORDERS
 3 FILE TYPE VERSION(R):1
 4 DATA START DATE (R):OCT 1987
 5 DATA ENDING DATE(R): SEP 30,1988
 6 NO. RECORDS SAVED(R):3
 7 PHYS. LOCATION:CABINET #2
 8 OPT. SEARCH PARAMS.(R):NONE
 9 TAPE DESCRIPTION:WORK ORDERS - 1988


Tape written on:  APR 23, 1993@12:56
with header:  WO ARCHIVE, ID#  "590.2930426.1253",  3 RECORDS SAVED

Is this the tape you want?  YES//

Recall all records?  YES//  (YES)
Now fetching global...
I'll print a dot for each 10 nodes so you'll know I'm not  asleep.

ARCHIVAL DEVICE: HOME// TAPE  COMPUTER ROOM  ADDRESS/PARAMETERS:  ("CVAL4"::2048)
  REWIND?  NO//   Y   (YES)
......................

The global is now on the system disk
Elapsed time:   0.13 minutes
Initializing archive file...

Initializing data dictionary for this tape.

Routine ENARX101 filed.
Routine ENARX102 filed.
Routine ENARX11 filed.
Routine ENARX12 filed.
Routine ENARX13 filed.
Routine ENARX14 filed.
Routine INIT filed.
Routine INIT1 filed.
Routine INIT2 filed.
Routine INIT3 filed.
THIS VERSION OF 'ENARX11' WAS CREATED ON JAN 25,  1111
      (AT AEMS Development BY VA FileMan V.17.32)

TO SET UP FOR YOU THE FOLLOWING FILE:

6919.1   WO ARCHIVE
NOTE --YOU ALREADY FHAVE 'WO ARCHIVE' FILE

SHALL I WRITE OVER EXISTING  DATA DEFINITIONS?  NO// Y  (YES)
SHALL I WRITE OVER FILE  SECURITY CODES?  NO//    (N0)
```

```
ARE YOU SURE EVERYTHING'S OK?  Y  (YES)

...SORRY, HOLD ON.....
OK, I'M DONE.
NO SECURITY-CODE PROTECTION HAS BEEN MADE

O.K.  Archive film is ready
```

Review Activity Log

```
Select Engineering Archive Module Option: 5  Review Activity Log

Select ENG ARCHIVE LOG ARCHIVE I.D.: 590.2930426.1253
Select output device: HOME

ARCHIVE Log for:590.2930426.1253
RECORDS TYPE:ENG. WORK ORDERS      FILE VERSION(R):1
START DATE:OCT 1987                STOP DATE: SEP 30,1988
OPT. PARAMETERS.:NONE
RECORDS SAVED:3                    PHYSICAL LOCATION: TAPE CABINET #2
TAPE DESCRIPTION:WORK ORDERS - 1988

-----------------------------------------------------------------------------------------------------------------------
-
ACTIVITY DATE                      ACTIVITY TYPE                          REQUESTOR
-----------------------------------------------------------------------------------------------------------------------
-
APR 26,1993  12:53                 Assemble records                      ENUSER3,SEVEN
APR 26,1993  12:55                 Purge live data                       ENUSER3,SEVEN
APR 26,1993  12:56                 Archive global                        ENUSER3,SEVEN
APR 26,1993  12:58                 Verify global                         ENUSER3,SEVEN
APR 26,1993  12:59                 Delete global                         ENUSER3,SEVEN
APR 26,1993  13:01                 Recall archive                        ENUSER3,SEVEN

Press <RETURN> to continue
```

Biomedical Engineering Resource Survey

This module collects data on how individual facilities maintain their biomedical equipment and instrumentation. Data from all sites is aggregated once a year by the Engineering Service Center in St. Louis.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

1 Engineering Computer Port
2 Section List
3 Work Center Code
4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
--->10 Biomedical Engineering Resource Survey
11 Work Action

Select Program Management Option: 10 Biomedical Engineering Resource Survey

1 Entering Data into the BERS Survey File
2 Print Personnel Survey Listing
3 Print Contract Survey Listing
4 Print General Survey Listing
5 Print Additional Survey Listing

Entering Data into the BERS Survey File

```
Select Biomedical Engineering Resource Survey  Option: 1   Entering Data into the
BERS Survey File

Enter Survey Year and Hospital Number:  ??
   93999
VAMC: 93999// ?
     Enter last two digit of year concatenated with three digit hospital code:
     i.e., 87657:

Ex: 87668 for Year 87 Station 668.
VAMC: 93999//
HOSPCODE: 999// ?
     Enter  hospital code i.e., 657 for St. Louis
HOSPCODE: 999//
VAMC ADDRESS: 123 HERE// ?
     Enter City, State, & Zip, i.e., St.  Louis, MO   63125
VAMC ADDRESS: 123 HERE//
FYEARRPT: 93// ?
     Enter last two digits of Survey year, i.e., for 1986 enter only  86.
FYEARRPT: 93//
Select I.A.1. NAME: ENUSER2,SEVEN// ?
 ANSWER WITH I.A.1. NAME
CHOOSE FROM:
   1           ENUSER2,SEVEN
     YOU MAY ENTER A NEW I.A.1. NAME, IF YOU WISH
     Enter Person's LastName, FirstName
Select I.A.1. NAME: ENUSER2,SEVEN//
  I.A.1. NAME: ENUSER2,SEVEN//
  2. ABBREVIATED CLASS TITLE: ?
```

```
     Enter Abbreviated title i.e., BE or BMET or MER or ET
  2. ABBREVIATED CLASS TITLE:
  2a. TYPE OF CLASSIFICATION: BIOMEDICAL ENGINEER
         // ?
     Choose one of the above!!!
     CHOOSE FROM:
       T        TECHNICIAN
       B        BIOMEDICAL ENGINEER
       O        OTHER CLERICAL SUPPORT
  2a. TYPE OF CLASSIFICATION: BIOMEDICAL ENGINEER
         // B  BIOMEDICAL ENGINEER
  3. ORGANIZATIONAL TITLE: ?
     Enter Position Title. Ex:: Supervisory Technician or Staff Engineer
  3. ORGANIZATIONAL TITLE:
  4. PAYPLAN/CLASS: ?
     Enter Pay plan. Ex: WG-4305 or GS-607 etc.
  4. PAYPLAN/CLASS:
  4a. GRADE/STEP: ?
     Example 9/3 or 11/2 or 12/5
  4a. GRADE/STEP:
  5. EMPLOYEE STATUS: ?
     CHOOSE FROM:
       F        FULL-TIME
       PT       PART-TIME
       PY       PART-YEAR
       S        SHARED
  5. EMPLOYEE STATUS: F  FULL-TIME
  5a. No. OF MONTHS WORKED: 8//
  5b. SHARED BY: ?
     ENTER ALL SERVICES BY NAME & PERCENT i.e. RESEARCH 20%
  5b. SHARED BY:
  6. ANNUAL SALARY: ?
     Enter employee's annual salary.
  6. ANNUAL SALARY:
  Select 7a. GENERAL EXPERTISE: ?
 ANSWER WITH 7a. GENERAL EXPERTISE
     YOU MAY ENTER A NEW 7a. GENERAL EXPERTISE, IF YOU WISH
     Enter General Area of Expertise (limit of 4); REF CIRCULAR 10-84-206
     PARA 7(a)
  Select 7a. GENERAL EXPERTISE:
  Select 7b. MFG NAME: ?
 ANSWER WITH 7b. MFG/EQUIP TYPE/MOD#
     YOU MAY ENTER A NEW 7b. MFG/EQUIP TYPE/MOD#, IF YOU WISH
     ENTER MANUFACTURER'S NAME!!!
 ANSWER WITH MANUFACTURER LIST FILE MFGID, OR PSEUDONYM
 DO YOU WANT THE ENTIRE 4584-ENTRY MANUFACTURER LIST FILE  LIST? N   (NO)
  Select 7b. MFG NAME: EO
     1   HP/ANALYTICAL   ENMFGR2,TWO        Avondale
     2   HP/CALCULATOR   ENMFGR2,THREE      Fort Collins
     3   HP/MEDICAL PROD ENMFGR,TWO         Waltham
CHOOSE 1-3: 2  ENMFGR2,THREE
    EQUIPMENT TYPE: ?
     Enter Generic Name of Equipment
    EQUIPMENT TYPE: COMPUTER
    MODEL: ?
     If more then one model use , as separator
    MODEL:
  Select 7b. MFG NAME: ?
 ANSWER WITH 7b. MFG/EQUIP TYPE/MOD#:
   1          ENMFGR2,THREE
     YOU MAY ENTER A NEW 7b. MFG/EQUIP TYPE/MOD#, IF YOU WISH
     ENTER MANUFACTURER'S NAME!!!
 ANSWER WITH MANUFACTURER LIST FILE MFGID, OR PSEUDONYM
 DO YOU WANT THE ENTIRE 4584-ENTRY MANUFACTURER LIST FILE  LIST? N   (NO)
  Select 7b. MFG NAME:
Select I.A.1. NAME:
II.A. WORK AREA (SQFT): ?
     Enter Work Area Space in Square Feet.
II.A. WORK AREA (SQFT):
II.B. STORAGE AREA (SQFT): ?
     Enter the storage space in square feet
II.B. STORAGE AREA (SQFT):
II.C. BME OFFICE (SQFT): ?
     Enter BME Office space in square feet
II.C. BME OFFICE (SQFT):
```

```
III.A. TOTAL ACQUISITION COST: ?
     Enter Total Test Equipment Acquisition cost.
III.A. TOTAL ACQUISITION COST:
IV.A. COST OF PARTS: ?
     Enter Cost of parts used for inhouse repairs & added to stock during the
     reporting period.
IV.A. COST OF PARTS:
V.A. COST OF REPAIRS (NON): ?
     ENTER COSTS OF PARTS & LABOR FOR VENDOR REPAIRS (NON CONTRACT)
V.A. COST OF REPAIRS (NON):
IV.B. COST OF X-RAY PART N/T: ?
     ENTER COST OF X-RAY PARTS ALONE (NO TUBES)
IV.B. COST OF X-RAY PART N/T:
IV.C. COST OF X-RAY (TUBES): ?
     ENTER COSTS OF X-RAY TUBES ONLY (NOT TO INCLUDE ANY PROVIDED BY CONTRACTS
     OR ONE-TIME SERVICE COSTS)
IV.C. COST OF X-RAY (TUBES):
V.B. COST OF X-RAY CALLS: ?
     ENTER COSTS OF X-RAY CALLS IN LIEU OF CONTRACT SERVICE.
V.B. COST OF X-RAY CALLS:
Select VI.A. CONTRACT SERVICE: LAB// ?
 ANSWER WITH VI.A. CONTRACT SERVICE CONTRACT NUMBER
CHOOSE FROM:
   1           OTHER
   2           LAB
     YOU MAY ENTER A NEW VI.A. CONTRACT SERVICE, IF YOU WISH
     Enter "L" or "R" or "N" to enter new contracts:
CHOOSE FROM:
       L        LAB
       R        RAD
       N        NUC
       O        OTHER
Select VI.A. CONTRACT SERVICE: LAB// L   (LAB)
  VI.A. CONTRACT SERVICE: LAB//
  COMPANY NAME: ?
     Enter Company Name providing service (NO DEPOTS)
  COMPANY NAME:
  MANUFACTURER NAME: ENMFGR2,TWO// ?
     Enter Manufacturer's Name:
 ANSWER WITH MANUFACTURER LIST FILE MFGID, OR PSEUDONYM
 DO YOU WANT THE ENTIRE 4584-ENTRY MANUFACTURER LIST FILE  LIST? N   (NO)
  MANUFACTURER NAME: ENMFGR2,TWO//
  TYPE OF EQUIPMENT: ?
     Enter type of equipment name; i.e., Automicrobic System
  TYPE OF EQUIPMENT:
  MODEL #: ?
     Enter model numbers separated by commas; i.e., S+,33,MD
  MODEL #:
  EQUIPMENT COST (ACQST): ?
     Enter Equipment Cost (Acquisition):
  EQUIPMENT COST (ACQST):
  CONTRACT COST: ?
     Enter Contract Cost (Actual Expense):
  CONTRACT COST:
  CONTRACT PERIOD: ?
     Enter Contract Period (# Months 1-12):
  CONTRACT PERIOD:
  CONTRACT TYPE: FULL SERVICE// ?
     Select from displayed list ONLY
     CHOOSE FROM:
       F        FULL SERVICE
       PM       PREVENTIVE MAINTENANCE ONLY
       S        SAFETY INSPECTION
       SP       SERVICE PLUS PARTS
       P        PARTIAL SERVICE
       PO       PARTS ONLY
  CONTRACT TYPE: FULL SERVICE//
  ADDITIONAL COST: ?
     ENTER ADDITIONAL COSTS FOR PARTS & SERVICES PROVIDED BY VENDOR (IN
     ADDITION TO CONTRACT COSTS).
  ADDITIONAL COST:
Select VI.A. CONTRACT SERVICE: ?
 ANSWER WITH VI.A. CONTRACT SERVICE CONTRACT NUMBER
CHOOSE FROM:
   1           OTHER
```

```
   2           LAB
     YOU MAY ENTER A NEW VI.A. CONTRACT SERVICE, IF YOU WISH
     Enter "L" or "R" or "N" to enter new contracts:
CHOOSE FROM:
       L        LAB
       R        RAD
       N        NUC
       O        OTHER
Select VI.A. CONTRACT SERVICE:
Select VII. ADDITIONAL SUPPORT AREAS: RESEARCH// ?
 ANSWER WITH VII. ADDITIONAL SUPPORT AREAS:
   1           RESEARCH
     YOU MAY ENTER A NEW VII. ADDITIONAL SUPPORT AREAS, IF YOU WISH
CHOOSE FROM:
       A        RESEARCH
       B        COMMUNICATION
       C        OFFICE EQUIPMENT
       D        ENTERTAINMENT
       E        EDUCATIONAL EQUIPMENT
       F        ADP EQUIPMENT
       G        OTHER
Select VII. ADDITIONAL SUPPORT AREAS: RESEARCH//
  VII. ADDITIONAL SUPPORT AREAS: RESEARCH// ?• •
  TYPE OF EQUIPMENT: ?
     ENTER TYPE OF EQUIPMENT. (MUST BE 1-45 CHARACTERS):
  TYPE OF EQUIPMENT:
  FTEE REQUIRED: ?
     Enter number of FTEE required
  FTEE REQUIRED:
  ESTIMATED ACQ VAL OF INV SRVCD: ?
     ENTER Estimated Acquisition value of inventory serviced:
  ESTIMATED ACQ VAL OF INV SRVCD:
  NUMBER OF UNITS INVOLVED: ?
     Enter number of units in support area
  NUMBER OF UNITS INVOLVED:
  PARTS COST: ?
     Enter Dollar value of Parts Cost
  PARTS COST:
  PARTS COST INC ELSEWHERE: ?
     If parts cost are included elsewhere in report, give brief description of
     location, i.e., under lab contracts etc.
  PARTS COST INC ELSEWHERE:
  COMMENTS:
  1>?• •
Select VII. ADDITIONAL SUPPORT AREAS:

Enter Survey Year and Hospital Number:
```

Print Personnel Survey Listing

```
Select Biomedical Engineering Resource Survey  Option: 2   Print Personnel Survey
Listing
SORT BY: VAMC//
START WITH VAMC: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//

BIOMEDICAL RESOURCES PERSONNEL SURVEY LISTING
•                                                JUL  8,1993  10:01    PAGE 1
•-------------------------------------------------------------------------------
•
•VAMC:   87668
•HOSPCODE:
•VAMC ADDRESS:
•FYEARRPT:
•VAMC:   93999
•HOSPCODE:   999
•VAMC ADDRESS:  123 HERE
•FYEARRPT:   93
•

•           I.A.1. NAME:   ENUSER2,SEVEN
```

```
•2. ABBREVIATED CLASS TITLE:
•2a. TYPE OF CLASSIFICATION:  BIOMEDICAL ENGINEER
•3. ORGANIZATIONAL TITLE:
•4. PAYPLAN/CLASS:
•4a. GRADE/STEP:
•5. EMPLOYEE STATUS:  FULL-TIME
•5a. No. OF MONTHS WORKED:    8
•5b. SHARED BY:
•6. ANNUAL SALARY:
•7a. GENERAL EXPERTISE:
•7b. SPECIFIC SKILLS:
•
•    MFG NAME:  ENMFGR2,THREE
•    EQUIPMENT TYPE:  COMPUTER
•    MODEL:
```

Print Contract Survey Listing

```
Select Biomedical Engineering Resource Survey  Option: 3   Print Contract Survey
Listing
SORT BY: VAMC//
START WITH VAMC: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//

BIOMEDICAL RESOURCES SURVEY  CONTRACT LISTING   APR  8,1993  14:39    PAGE 1
-----------------------------------------------------------------------------------------------------------
VAMC:   87668

VI.A. CONTRACT SERVICE
VAMC:   93999

VI.A. CONTRACT SERVICE

OTHER COMPANY NAME:
      MANUFACTURER NAME:   ENMFGR2,THREE
      TYPE OF EQUIPMENT:
      MODEL:  #
      ACQUISITION COST:  $
      CONTRACT COST:  $
      CONTRACT PERIOD:
      CONTRACT TYPE:
      ADDITIONAL COST:  $
```

Print General Survey Listing

```
Select Biomedical Engineering Resource Survey  Option: 4   Print General Survey
Listing
SORT BY: VAMC//
START WITH VAMC: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//

BIOMEDICAL RESOURCES GENERAL SPECIFICATIONS SURVEY LISTING
                                                    APR  8,1993  14:39    PAGE 1
-----------------------------------------------------------------------------------------------------------
VAMC:   87668

II.A.  WORK AREA (SQFT):
II.B.  STORAGE AREA (SQ. FT.):
II.C.  BME OFFICE (SQ. FT.):
III.A. TOTAL ACQUISITION COST:  $
V.A.   COST OF REPAIRS (NON):  $
IV.A.  COST OF PARTS:  $
IV.B.  COST OF X-RAY PART N/T:  $
IV.C.  COST OF X-RAY (TUBES):  $
V.B.   COST OF X-RAY CALLS:  $
•
BIOMEDICAL RESOURCES GENERAL SPECIFICATIONS SURVEY LISTING
                                                    APR  8,1993  14:39    PAGE 2
-----------------------------------------------------------------------------------------------------------

VAMC:   93999

II.A.  WORK AREA (SQFT):
II.B.  STORAGE AREA (SQ. FT.):
II.C.  BME OFFICE (SQ. FT.):
III.A. TOTAL ACQUISITION COST:  $
V.A.   COST OF REPAIRS (NON):  $
IV.A.  COST OF PARTS:  $
IV.B.  COST OF X-RAY PART N/T:  $
IV.C.  COST OF X-RAY (TUBES):  $
V.B.   COST OF X-RAY CALLS:  $
```

Print Additional Survey Listing

```
Select Biomedical Engineering Resource Survey  Option: 5   Print Additional Survey
 Listing
SORT BY: VAMC//
```

```
START WITH VAMC: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//

BIOMEDICAL RESOURCES SURVEY ADDITIONAL SUPPORT LISTING
                                                    APR  8,1993  14:39    PAGE 1
-----------------------------------------------------------------------------------------------------------

VAMC:   87668

VII. ADDITIONAL SUPPORT AREAS
VAMC:   93999

VII. ADDITIONAL SUPPORT AREAS
```

Work Action

This option allows the entering of work action names. On entering this option, the computer will ask Select WORK ACTION NAME.

ENGINEERING PROGRAM MANAGEMENT ROUTINE

1 Engineering Computer Port
2 Section List
3 Work Center Code
4 Engineering Employee File
5 Enter/Edit Equipment Category PM Schedule
6 Manufacturer
7 ENG SITE PARAMETERS Enter/Edit
8 SOFTWARE OPTIONS Enter/Edit
9 Engineering Archive Module
10 Biomedical Engineering Resource Survey
--->11 Work Action

Select Program Management Option: 11 Work Action

```
Select NEW WORK ACTION NAME: ??

CHOOSE FROM:
   BEYOND ECONOMICAL REPAIR      B1
   CONSULTATION      C1
   CONTRACTOR ASSISTANCE      C2
   COULD NOT DUPLICATE      C3
   DAMAGE/ABUSE      D1
   ELECTRICAL SAFETY      E1
   EVALUATION (Equipment)      E2
   FABRICATION      F1
   GENERAL REPAIR (In-house)      G1
   HAZARD ALERT (Equipment)      H1
   INCOMING INSPECTION      I1
   INSERVICE   EDUCATION   (Provide)   I2
   INSERVICE   EDUCATION   (Receive)   I3
   INSTALLATION I4
   KEY FABRICATION      K1
   LOCK CHANGE      L1
   MISCELLANEOUS      M1
   MODIFICATION (Equipment)      M2
   OPERATOR ERROR      O1
   PERFORMANCE VERIFICATION      P1
   PREVENTIVE MAINTENANCE      P2
   PROJECT SUPPORT      P3
   RELOCATION (Equipment)      R1
   REMOVAL (Equipment)      R2
   RENOVATION (Space)      R3
   SPACE & UTILITY CERTIFICATION      S1
   UTILITY SYSTEM FAILURE      U1
   VENDOR SERVICE (Contract)      V1
   VENDOR  SERVICE  (Off  site  repai  V2
   VENDOR  SERVICE  (On  site  repair  V3
   VENDOR SERVICE (Warranty) V4

Select NEW WORK ACTION NAME: P1  PERFORMANCE VERIFICATION        P1
Select SYNONYM: TEST, PERFORMANCE// ??

   TEST, PERFORMANCE
     Informal name for physical location. Example: 'KITCHEN',
     'SICU', etc. It's permissible for more than one location
     to have the same synonym.
Select SYNONYM: TEST, PERFORMANCE//
```

```
Select NEW WORK ACTION NAME:
```

This option allows users to add SYNONYMS to existing Work Actions in order to facilitate look-ups . Additions or deletions of WORK ACTIONS themselves should not be made without first consulting with IRM Service.

When no other entries are required under this option, < **RET**> is pressed to access the Program Management option menu.

Space/Facility Management

The Space/Facility Management module is entered from the Engineering Main Menu.

AUTOMATED ENGINEERING MANAGEMENT SYSTEM
VERSION 7.0

WO	Work Order & MERS
PLAN	Project Planning
TRK	Project Tracking
EQ	Equipment Management
ENM	Program Management
SP	Space/Facility Management
FSA	2162 Report of Accident
XFER	Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu Option: SP Space/Facility Management

The following menu will then be displayed:

ENGINEERING SPACE/FACILITY MANAGEMENT

1 Space Management
2 Key/Lock Management
3 Export Facility Management Data
4 Facility Management Utilities
5 Leased Space Options
6 Planning Space Program Menu

Space Management
This is the main driver option for Engineering Space package.

Key/Lock Management
This is the main driver option for Engineering lock/key management.

Export Facility Management Data
These options output reports in an ASCII format suitable for capturing to use in several popular MS-DOS PC spreadsheets for better analysis and graphic capability.

Facility Management Utilities
These options are used to edit files associated with facility management and other utilities for the package.

Leased Space Options
Driver for leased space data entry and printing.

Planning Space Program Menu

Menu for options to be used for entering space planning data for construction projects.

Each of these options can be selected by entering the appropriate number and then pressing **<RET>**. Each of these options will be explained in the following sections.

Space Management

--->1 Space Management
2 Key/Lock Management
3 Export Facility Management Data
4 Facility Management Utilities
5 Leased Space Options
6 Planning Space Program Menu

The Space Management option has the following options:

Enter New Room Space Data
Enter/edit of space data for any selected room using standard FileMan functionality.

Display/Edit Room Data
Enter/edit space data using a screen server.

Finish Replacement Schedules Report Menu
Driver option for printing scheduled replacement dates for room finishes.

Space Survey Report Menu
Driver option for Engineering Space Reports.

Non-Space File Location Report
This report generates a list of equipment that has an entry in the NON-SPACE FILE LOCATION field. (See page 12-5 for complete documentation).

Enter New Room Space Data

This option uses the edit option of FileMan to add new and edit existing entries in the Space Management file. Choose a room number and edit each field as necessary. The fields will be presented one at a time in standard FileMan format.

More functionality has been added to aid handling of multi-division facilities, space planning criteria and leased space.

The following is an example of all the fields the user is prompted with after selecting Option l. A question mark (?) was entered at each prompt to display the help information available. It is important to note that for multi-building facilities, the room number should include the building number in the format ROOM NO. - BLDG. NO.

```
Select Space Management Option: 1 Enter New Room Space Data
Select ENG SPACE ROOM NUMBER: ??
CHOOSE FROM:
   25-7A     7A     EAST     CLINICAL LABORATORY     LAB
   DNG                     DINING ROOM
Enter as 'ROOM-BUILDING'; or 'ROOM-BUILDING-DIVISION' at two-division facilities and
other sites where building numbers may be duplicated. The Building File (6928.3) is
used for data validation.
  Identifier of a physical location (room). With the advent of bar coding, it is
  essential that this field uniquely and unambiguously specify a particular location.
  Entries may consist of one, two, or three pieces. Hyphens (if present) are treated
  as delimiters between pieces. First piece (always present) is room designation,
  second piece (optional) is building designation, and third piece (optional) is
  division designation (may be used for outpatient clinics, regional offices, etc. as
  well as for formal divisions).

  It is anticipated that most sites will use two piece entries. True single-building
  facilities may use one-piece entries. Multi-division facilities and sites supporting
  remote offices where duplicate building numbers may be a problem should use three-
  piece entries.

  Entry of a two-piece ROOM NUMBER will automatically populate the BUILDING field.
  Entry of a three-piece ROOM NUMBER will automatically populate the BUILDING and
  DIVISION fields.

  Hyphens must not be used as anything other than delimiters between ROOM, BUILDING,
  and DIVISION.
Select ENG SPACE ROOM NUMBER: 25-7A           7A      EAST     CLINICAL LABORATORY LAB
ROOM NUMBER: 25-7A//
BUILDING NUMBER: 7A// ??
  Assigned number of the BUILDING. This field is populated automatically when ROOM
  NUMBERS are entered as 'ROOM-BUILDING'.
BUILDING NUMBER: 7A//
DIVISION:
WING: EAST// ??
  Intended as a means of defining functional groupings of physical locations. WINGs may
  or may not equate to an extension or annex of a building, and/or a clinical
  specialty area (ex: surgical wing) of a hospital. Used in the Equipment Management
  Module. In sorting a Preventive Maintenance Worklist by LOCATION, the system will
  attempt to sort by WING rather than ROOM NUMBER.
WING: EAST//
SERVICE: CLINICAL LABORATORY// ??
CHOOSE FROM: CLINICAL LABORATORY
```

```
   ENGINEERING SVC
   IRM
SERVICE: CLINICAL LABORATORY// c• •
KEY: ??
   1111
KEY: 1111
Select OTHER KEY: ??
Enter multiple free text entries for other keys that have been added to this
Lock other than the one selected in the KEY field. The KEY field is a pointer
to the LOCK file
Select OTHER KEY:
FUNCTION: LAB// ??
     This field points to function file for selection of rooms primary  use.

FUNCTION: LAB//
LENGTH IN FT.: 55
WIDTH IN FT.: 25•
CEILING HT: 10
NET SQ.FT.:
SPACE GUIDE:
H-08-9 CRITERIA: ??
     Criteria Chapter from H-08-9 Space Planning Criteria. Especially
     important when entering a project space plan (IMFP).
CHOOSE FROM:
   A & MM ADMINISTRATION      284
   A & MM SUPPLY, PROCESSING AND       285
          .
          .
   VOCATIONAL REHABILITATION AND       828
   VOLUNTARY SERVICE      290
H-08-9 CRITERIA:
BEDS:
BED TYPE:
SPECIAL CHARACTERISTICS:
WALL: ??
     CHOOSE FROM:
       VP       VINYL PAPER
       CT       CERAMIC TILE
       PT       PAINT
       WP       WOOD PANELING
       BL       BLOCK
       PL       PLASTER
       OT       OTHER
WALL: PL  PLASTER
WALL FINISH DESCRIPTION:
WALL REPLACEMENT DATE: 1-1-92  (JAN 01, 1992)
FLOOR: ??
     TYPE OF FLOOR FINISH MATERIAL
     CHOOSE FROM:
       CP       CARPET
       TL       TILE
       CT       CERAMIC TILE
       CE       CONCRETE
       SV       SHEET VINYL
       CF       CONDUCTIVE FLOORING
       TE       TERRAZZO
FLOOR: TL  TILE
FLOOR FINISH DESCRIPTION:
FLOOR REPLACEMENT DATE: ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
     You may omit the precise day, as:  JAN, 1957
FLOOR REPLACEMENT DATE:  02/02/89   (FEB 02, 1989)
CEILING: ??
     CHOOSE FROM:
       G        GRID
       P        PLASTER
       C        CONCRETE
       O        OTHER
CEILING: G  GRID
CEILING FINISH DESCRIPTION:
CEILING REPLACEMENT DATE:  03/03/93   (MAR 03, 1993)
```

```
Select LIGHTING: ??
CHOOSE FROM:
       F        FLUORESCENT
       I        INCANDESCENT
       O        OTHER
Select LIGHTING: F  (FLUORESCENT)•
  FIXTURE QTY: 10
  WATTAGE: 100
Select LIGHTING:
WINDOWS: 5
WINDOW TYPE: ??
     CHOOSE FROM:
       SS       SINGLE HUNG/SINGLE  GLAZED
       SD       SINGLE HUNG/DOUBLE  GLAZED
       DS       DOUBLE HUNG/SINGLE  GLAZED
       DD       DOUBLE HUNG/DOUBLE  GLAZED
       O        OTHER
WINDOW TYPE: SD  SINGLE HUNG/DOUBLE GLAZED
DRAPES:
CUB. CTNS.:
DOORS:
Select UTILITIES: ??
CHOOSE FROM:
   A/C - CENTRAL
       .
   ELEC-208V +
       .
   PAGING SYSTEM
   '^' TO STOP:
Select UTILITIES: A/C - CENTRAL
   ARE YOU ADDING 'A/C - CENTRAL' AS A NEW UTILITIES (THE 1ST FOR THIS ENG  SPACE
)? Y
  (YES)
Select UTILITIES:
BLDG MNGT AMIS CLASS: ??
     Entry indicates one of the 14 divisions on the AMIS form  VA-10-6007a.
     This will be used to generate a report from the Space Survey  Report
     menu for use by Building Management Service for quarterly AMIS reporting.
     CHOOSE FROM:
       1        PSYCHIATRY
       2        INTERMEDIATE
       3        MEDICINE
       4        NEUROLOGY
       5        R.M.S.
       6        S.C.I.
       7        SURGERY
       8        N.H.C.U.
       9        DOMICILIARY
       10       CLINICS
       11       DENTAL
       12       RESEARCH
       13       ADMIN.
       14       OTHER
BLDG MNGT AMIS CLASS: 12  RESEARCH
RCS 10-0141(14-4): ??
     CHOOSE FROM:
       Y        YES
       N        NO
RCS 10-0141(14-4):
COMMENTS:
  1>

Select ENG SPACE ROOM NUMBER:
```

You may enter another room number at the above prompt or press < **RET**> to return to the Space Management option main menu.

Display/Edit Room Data

This option shows a room entry with all its associated data on the screen at one time. All fields will be displayed and can be viewed, edited, or printed on another device.

This is an easy method of printing data on individual rooms, for use in the Space committee, or for whenever a quick picture of a room is needed.

The following is an example of the screen display for room 25-7A. Each of the fields on the screen can be edited by selecting the field number.

```
Select ENG SPACE  ROOM NUMBER:    25-7A       7A     EAST     CLINICAL LABORATORY
     LAB                             SINGLE ROOM DATA DISPLAY

 1) ROOM NO.  : 25-7A                    2) BUILDING #: 7A
 3) WING      : EAST                     4) SERVICE   : CLINICAL LABORATORY
 5) ROOM KEY  : 1111                     6) FUNCTION  : LAB
 7) NO. OF BED:                          8) SPEC CHAR.:

 9) LENGTH : 55            10) WIDTH  : 24            11) NET SF :
12) WALL   : PL            13) FLOOR  : TL            14) CEILING:G
15) REPL.DT: 01/01/92      16) REPL.DT: 02/02/89      17) REPL.DT:03/03/93

18) LIGHTING  : F              QUANTITY  : 10             WATTAGE   : 100

19) WINDOW QTY: 5                         20) WINDOW TYPE: SD
21) DRAPE NO. :                           22) CUB. CTNS. :
23) DOOR QTY  :                           24) RCS 10-0141:
25) UTILITIES : A/C - CENTRAL

26) COMMENTS:

27) SYNONYM :
Choose Item to Enter/Edit (2-27,  D(DISPLAY), P(PRINT)):   EXIT//

Want to view another ?  YES// N   (NO)
```

NOTE: Users who do not hold the ENROOM security key will not be allowed to edit data via this option.

Finish Replacement Schedules Report Menu

Fields have been added to record the estimated replacement dates for ceilings, walls, and floors. These dates can be sorted and a replacement schedule printed through the use of this option. The menu includes the four options shown below.

Finish Replacement Schedules Report Menu

1 Replacement Schedule for All Finishes
2 Ceiling Replacement Schedule
3 Wall Replacement Schedule
4 Floor Replacement Schedule

Select Finish Replacement Schedules Report Option:

An example of each report is included at the end of this section.

Replacement Schedule for All Finishes
This option prints out a range of user selected rooms with dates for all finishes on a 132-column printout sorted by room number.

Ceiling Replacement Schedule
This option prints a range of dates for ceiling replacement only, sorted by date.

Wall Replacement Schedule
This option prints a range of dates for wall finish replacement only, sorted by date.

Floor Replacement Schedule
This option prints a range of dates for floor finish replacement only, sorted by date.

1. Replacement Schedule for All Finishes

```
ROOM FINISH REPLACEMENT SCHEDULE          FEB  1,1990  13:35    PAGE 1
Select Finish Replacement Schedules Report Menu  Option: 1  Replacement Schedule
for All Finishes
START WITH ROOM NUMBER: FIRST//  • •
DEVICE:   LAN    RIGHT MARGIN: 132//
ROOM FINISH REPLACEMENT SCHEDULE               MAR 31,1993  13:48    PAGE 1
                      BUILDING
ROOM NUMBER           NUMBER      SERVICE
  WALL REPL  FLOOR      CEILING
  DATE       REPL DATE  REPL DATE
-----------------------------------------------------------------------------------------------------------

25-7A                 7A          CLINICAL LABORATORY
  01/01/92   02/02/89   03/03/93


DNG

•ROOM FINISH REPLACEMENT SCHEDULE               MAR 31,1993  13:48    PAGE 2
                      BUILDING
ROOM NUMBER           NUMBER      SERVICE
  WALL REPL  FLOOR      CEILING
  DATE       REPL DATE  REPL DATE
-----------------------------------------------------------------------------------------------------------

LVR
```

2. Ceiling Replacement Schedule

```
Select Finish Replacement Schedules Report Menu  Option: 2  Ceiling Replacement
Schedule
START WITH CEILING REPLACEMENT DATE: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 132//
ROOM FINISH REPLACEMENT SCHEDULE               MAR 31,1993  13:48    PAGE 1
                      BUILDING
ROOM NUMBER           NUMBER      SERVICE
  CEILING   FINISH DESCR.    REPL DATE
-----------------------------------------------------------------------------------------------------------

        CEILING REPLACEMENT DATE: MAR  3,1993
25-7A                 7A          CLINICAL LABORATORY
  GRID                       03/03/93
```

3. Wall Replacement Schedule

```
Select Finish Replacement Schedules Report Menu  Option: 3   Wall Replacement Schedule
START WITH WALL REPLACEMENT DATE: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 132//
ROOM FINISH  REPLACEMENT SCHEDULE                MAR 31,1993  13:48    PAGE 1
                        BUILDING
ROOM NUMBER             NUMBER      SERVICE
  WALL              FINISH DESCR.    REPL DATE
-----------------------------------------------------------------------------------------------------------------------------------

         WALL REPLACEMENT  DATE: JAN  1,1992
25-7A                   7A          CLINICAL LABORATORY
  PLASTER                            01/01/92
```

4. Floor Replacement Schedule

```
Select Finish Replacement Schedules Report Menu  Option: 4   Floor Replacement
Schedule
START WITH FLOOR REPLACEMENT DATE: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 132//
ROOM FINISH  REPLACEMENT SCHEDULE                MAR 31,1993  13:49    PAGE 1
                        BUILDING
ROOM NUMBER             NUMBER      SERVICE
  FLOOR                 FINISH DESCR.    REPL DATE
-----------------------------------------------------------------------------------------------------------------------------------

         FLOOR REPLACEMENT  DATE: FEB  2,1989
25-7A                   7A          CLINICAL LABORATORY
  TILE                                     02/02/89
```

Space Survey Report Menu

The Space Survey Report Menu has the following options:

1. Room/Keying/Function Report
   Room listing with keys that open room.

2. Space Survey by Room
   Generates print-out of space data sorted by room number.

3. Service Space Survey
   Generates listing of space data sorted by owning service. Allows full listing or a summary of square foot figures only.

4. Function Space Survey
   Generates list of rooms sorted by designated function.

5. Building Space Survey
   Prints principal fields from Engineering Space file. Sorts first by building, then by room.

6. RCS 10-0141 Report
   Report to aid in preparing CDR data for Fiscal Service.

7. Building Management RCS 10-203, VAF 10-6007a
   Generates a square footage report in the AMIS format needed by Building Management.

These reports are now sorted by DIVISION as well as BUILDING.

1. Room/Keying/Function Report

The Room/Keying/Function Report is an 80-column report that ties the Lock and Space files together. It prints the Room Number and Function from the Space file and the different levels of keying information from the Lock file. This presents a report of all of the keying information about a single room or group or rooms.

This option will also allow sorting by Service with a secondary sort on the key name and a tertiary sort in room order under each key. The report sections are segregated for clarity and therefore make an excellent keying plan document for each service.

```
PAGE 1
ROOM                MST  SUB
NUMBER    GGM       KEY  MST  KEY    ..............................................     OTHER

-------------------------------------------------------------------------------------------------------------------------------
111                 ..................................................................
115                 ..................................................................
123                 ..................................................................
152                 ..................................................................
277                 ..................................................................
434                 ..................................................................
456                 ..................................................................
564       YES    31  ..................................................................
789       YES    31  ..................................................................
100-1               ..................................................................
101-1               ..................................................................
102-24    YES    ENG  ..................................................................    FLR
106-11    YES    ENG  ..................................................................    FLR
111-B               ..................................................................
1D-145              ..................................................................
100                 ..................................................................
2-4-203             ..................................................................
4-10               ..................................................................  GGGM
4-105               ..................................................................
444-1               ..................................................................
A-111               ..................................................................
ASYLUM             ..................................................................  GGGM
BMED                ..................................................................
C-124               ..................................................................
C123-1              ..................................................................
D-144     YES    MM-1  ..................................................................    SS-1
```

2. Space Survey by Room

This option prints a l32-column report sorted by room number that has most of the pertinent data fields associated with the Space file. The report loses clarity when printed on the 80-column screen since it is designed for l32-column paper. Most terminals can be switched to l32-column for displaying this report on the screen.

```
•Select Space Survey Report Menu Option: 2 Space Survey by Room
•START WITH BUILDING NUMBER: FIRST//
•  START WITH ROOM NUMBER: FIRST//
•DEVICE: ;;690• •• •0  LAN    RIGHT MARGIN: 80// 132
ENGINEERING SPACE INVENTORY (132 col.)                                          JUL 20,1993  08:57    PAGE 1
•                                                        B                                          W   D
•                                                   NET  E                                          N   R  14
•ROOM NUMBER  WING  SERVICE        KEY  FUNCTION    S.F. D  WALL        FLOOR   CEILING  LIGHTING     D   S  -4
•-----------------------------------------------------------------------------------------------------------------
•
•        BUILDING NUMBER: 100
•101-100-JC       CLINICAL LABORA       LAB
•102-100-JC
•12-100-JC        CLINICAL LABORA       LAB          400    VINYL PAPER  CARPET  GRID     FLOURESCENT  4   2  YES

200-100-JC        CLINICAL LABORA 11124 LAB          900    PLASTER      TILE                              YES
•
       BUILDING NUMBER: 120
•210E-120         CLINICAL LABORA
•        BUILDING NUMBER: 7A
•210-7A
•25-7A      EAST CLINICAL LABORA 1111 LAB            1000   PLASTER      TILE    GRID     FLOURESCENT  5      YES
•
30-7A             CLINICAL LABORA    STORAGE, GENERAL  160
•LVR
•                                                    ----
•TOTAL                                               2460
•
•Press <RETURN> to continue
•
```

3. Service Space Survey

This option has the same format as option 2 except that it sorts the list by Owning Service and subtotals the Net Square Footage for each service.

```
•Select Space Survey Report Menu Option: 3 Service Space Survey
•
•Want just a net square foot and room count summary? NO//   (NO)
•START WITH BUILDING NUMBER: FIRST//
•  START WITH SERVICE: FIRST//
•    START WITH ROOM NUMBER: FIRST//
•DEVICE: ;;60  LAN    RIGHT MARGIN: 80// 132
ENGINEERING SPACE INVENTORY BY OWNING SERVICE                                   JUL 20,1993  08:58    PAGE 1
•                                                        B                                          W   D
•                                                   NET  E                                          N   R  14
•ROOM NUMBER  WING  SERVICE       KEY   FUNCTION    S.F. D  WALL         FLOOR  CEILING  LIGHTING     D   S  -4
•-----------------------------------------------------------------------------------------------------------------
•
•        BUILDING NUMBER: 100
•101-100-JC       CLINICAL LABORA       LAB
•12-100-JC        CLINICAL LABORA       LAB          400      VINYL PAPER  CARPET   GRID  FLOURESCENT  4   2  YES
•
200-100-JC        CLINICAL LABORA 11124 LAB          900      PLASTER      TILE                              YES
                                                    -----
•SUBTOTAL                                           1300
•        BUILDING NUMBER: 120
•210E-120         CLINICAL LABORA
•                                                    ----
•SUBTOTAL                                            0
•        BUILDING NUMBER: 7
•25-7A      EAST  CLINICAL LABORA 1111  LAB          1000     PLASTER      TILE     GRID  FLOURESCENT  5     YES
3
0-7A              CLINICAL LABORA    STORAGE, GENERAL  160
•                                                    ----
•SUBTOTAL                                            1160
•                                                    ----
•TOTAL                                               2460
•
•Press <RETURN> to continue
```

4. Function Space Survey

This option is the same as Option 3 except it sorts by function and sub-totals Net Square footage by function.

```
•Select Space Survey Report Menu Option: 4 Function Space Survey
•
•Want just a net square foot and room count summary? NO//   (NO)
•START WITH BUILDING NUMBER: FIRST//
•  START WITH FUNCTION: FIRST//
•    START WITH ROOM NUMBER: FIRST//
•DEVICE: ;;60  LAN    RIGHT MARGIN: 80// 132
ENGINEERING SPACE INVENTORY BY ROOM FUNCTION                                    JUL 20,1993  08:58    PAGE 1
•                                                          B                                           W   D
•                                                     NET  E                                           N   R  14
•ROOM NUMBER  WING  SERVICE        KEY   FUNCTION     S.F. D  WALL        FLOOR   CEILING  LIGHTING    D   S  -4
•-------------------------------------------------------------------------------------------------------------------
•
•        BUILDING NUMBER: 100
•101-100-JC        CLINICAL LABORA       LAB
•12-100-JC         CLINICAL LABORA       LAB          400     VINYL PAPER  CARPET  GRID    FLOURESCENT  4  2  YES
•
200-100-JC         CLINICAL LABORA 11124 LAB          900     PLASTER      TILE                             YES
•
                                                      --------
•SUBTOTAL                                             1300
•        BUILDING NUMBER: 7A
•25-7A       EAST  CLINICAL LABORA 1111  LAB          1000    PLASTER      TILE    GRID    FLOURESCENT  5     YES


•SUBTOTAL                                             1000
•30-7A              CLINICAL LABORA     STORAGE, GENERAL 160
•                                                     ----
•SUBTOTAL                                              160
```

5. Building Space Survey

This option is the same as Option 4 except that it sorts by Building and gives subtotals by building. This would be useful for multi-building facilities.

```
•Select Space Survey Report Menu Option: 5 Building Space Survey
•
•Want just a net square foot and room count summary? NO//   (NO)
•START WITH BUILDING NUMBER: FIRST//
•  START WITH ROOM NUMBER: FIRST//
•DEVICE: ;;60  LAN    RIGHT MARGIN: 80// 132
ENGINEERING SPACE INVENTORY BY BUILDING                                         JUL 20,1993  08:55    PAGE 1
•                                                          B                                           W   D
•                                                     NET  E                                           N   R  14
•ROOM NUMBER WING  SERVICE        KEY  FUNCTION      S.F. D  WALL       FLOOR   CEILING  LIGHTING    D   S  -4
•-------------------------------------------------------------------------------------------------------------------
•
•        BUILDING NUMBER: 100
•101-100-JC        CLINICAL LABORA       LAB
•102-100-JC
•12-100-JC         CLINICAL LABORA       LAB          400    VINYL PAPER  CARPET  GRID    FLOURESCENT  4   2  YES
•
200-100-JC         CLINICAL LABORA 11124 LAB          900    PLASTER      TILE                             YES

                                                      ------
•SUBTOTAL                                             1300
•        BUILDING NUMBER: 120
•210E-120          CLINICAL LABORA
•                                                     ----
•SUBTOTAL                                             0
•        BUILDING NUMBER: 7A
•210-7A
•25-7A       EAST  CLINICAL LABORA 1111  LAB          1000   PLASTER      TILE    GRID    FLOURESCENT  5      YES
•
30-7A              CLINICAL LABORA    STORAGE, GENERAL  160
•                                                     ----
•SUBTOTAL                                             1160
•TOTAL                                                2460
•
•
•Press <RETURN> to continue
```

6. RCS 10-0141 Report

This option gives a subtotal for each service that has been indicated to fall under the RCS 10-0l41 report for Fiscal Service. Each room that is to be charged to the cost accounting report should be marked with a < **Y**> in the RCS l0-0l4l field of the space file.

```
•Select Space Survey Report Menu  Option: 6  RCS 10-0141 Report
•  START WITH BUILDING NUMBER: FIRST//
•    START WITH SERVICE: FIRST//
•DEVICE: ;;60  LAN    RIGHT MARGIN: 80// 132
RCS 14-4 REPORTABLE SPACE SORTED  BY SERVICE                      JUL 20,1993  08:56
PAGE 1
•          NET SQ.FT.
•-------------------------------------------------------------------------------------
--------
•
•        RCS 10-0141(14-4): YES
•           BUILDING NUMBER: 100
•
•              SERVICE: CLINICAL LABORATORY
•SUBTOTAL      1300.0
•SUBCOUNT           2
•SUBMEAN         650.0
•           BUILDING NUMBER: 7A
•
•              SERVICE: CLINICAL LABORATORY
•SUBTOTAL      1000.0
•SUBCOUNT           1
•SUBMEAN       1000.0
•TOTAL         2300.0
•COUNT              3
•MEAN            766.7
•
•
•Press <RETURN> to continue
•
```

7. Building Management RCS 10-203, VAF 10-6007a

This option will generate a square footage report in the AMIS format needed by Building Management.

```
BUILDING MANAGEMENT AMIS REPORT,  RCS 10-203    MAR 31,1993  13:53    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------------------

TOTAL    345600.0
COUNT    210


BUILDING MANAGEMENT AMIS REPORT,  RCS 10-203      FEB 22,1111  09:21    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------------------

        BLDG MNGT AMIS CLASS: MEDICINE
SUBTOTAL         7000.0
SUBCOUNT         1
SUBMEAN          7000.0
TOTAL            7000.0
COUNT            1
MEAN             7000.0

BUILDING MANAGEMENT AMIS REPORT,  RCS 10-203      FEB 22,1111  09:21    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------------------

        BLDG MNGT AMIS CLASS:  PHYSICAL PLANT
SUBTOTAL         91330.0
SUBCOUNT         1
SUBMEAN          91330.0
TOTAL            91330.0
COUNT            1
MEAN             91330.0
```

Key/Lock Management

ENGINEERING SPACE/FACILITY MANAGEMENT

1 Space Management
--->2 Key/Lock Management
3 Export Facility Management Data
4 Facility Management Utilities
5 Leased Space Options
6 Planning Space Program Menu

The options for Key/Lock Management are:

Key Distribution by Employee Enter/Edit
Enter/edit list of door keys assigned to individual employees.

Lock Number File Enter/Edit
Enter/edit information on door locks, by control number.

Print Key Distribution By Employee
Generates list of employees to whom door keys have been individually assigned. Information on keys assigned is pro vided.

Print Employee List sorted by Key
Prints list of all employees (if any) who have been issued door keys within a user-specified range of keys.

Print Employee List by Service
Lists employees and keys in order by service, page break on each service. For review, by Service, of key holders

Key Distribution by Employee Enter/Edit

This option serves the same purpose as the earlier releases. Keys are assigned to employees for accountability. NOTE: Employees must be entered under this option in order to run the print options of the Key/Lock Management option.

The following is an example of all the fields the user is prompted with after selecting option 3. Two question marks were entered at each prompt to display the help information available.

```
Select EMPLOYEE(KEYS): ??

Select EMPLOYEE(KEYS): ENUSER2,SEVEN•
   ARE YOU ADDING 'ENUSER2,SEVEN' AS A NEW EMPLOYEE(KEYS) (THE  7TH)? Y   (YES)
EMPLOYEE: ENUSER2,SEVEN//
SERVICE: ENG//??

CHOOSE FROM:
   CLINICAL LABORATORY
   ENGINEERING SVC
   IRM
SERVICE: ENG• //CLINICAL LABORATORY
ID NUMBER: ??
Select KEYS ISSUED: ??
   1111
Select KEYS ISSUED: 1111
   ARE YOU ADDING '1111' AS A NEW KEYS ISSUED (THE 1ST FOR THIS EMPLOYEE(KEYS))? Y
(YES)
  Select DATE ISSUED: T-10   MAR 21, 1993•
   ARE YOU ADDING 'MAR 21, 1993' AS A NEW DATE ISSUED (THE 1ST FOR THIS KEYS
ISSUED)? Y  (YES)
    QUANTITY ISSUED: ??

Enter the quantity of this key number that was issued to the employee on this
particular date only. The total quantity from all dates will be  calculated
by the system.
    QUANTITY ISSUED: 1
  TOTAL QUANTITY ISSUED:  ??

Enter the total of this key issued on all recorded dates.
  TOTAL QUANTITY ISSUED: 1
Select KEYS ISSUED:


Select EMPLOYEE(KEYS):
```

You may enter another name at the above prompt or press < **RET**> to return to the Space/Facility Management option main menu.

Lock Number FileEnter/Edit

This option serves the same purpose as before in that information can be entered or edited on the facility's locks.

In the following example, a question mark has been entered after each field to display the help information available.

```
Select LOCKS KEY:  GA-1
KEY:  GA-1//  ?
ANSWER MUST BE 1-10 CHARACTERS IN LENGTH
KEY:  GA-1//
CTRL KEY:
GGM:  YES//  ?
CHOOSE FROM:
          Y   KEYED TO GGM
          N   NOT KEYED TO GGM
GGM:  YES//
Select MASTER:  ENG//  ??
     MASTER KEYS FOR THIS LOCK
ENTER MASTER KEYS FOR THIS LOCK
Select MASTER:  ENG//
Select SUB-MASTER:  FLR//  ?
ANSWER WITH SUB-MASTER:  1           FLR
YOU MAY ENTER A NEW SUB-MASTER, IF YOU WISH
ANSWER MUST BE 1-4 CHARACTERS IN LENGTH
ENTER SUB-MASTER KEYS FOR THIS LOCK
Select SUB-MASTER:  FLR//
Select LOCKS KEY:
```

You may enter another key at the above prompt or press **< RET>** to return to the Space/Facility Management Option main menu.

Print Key Distribution by Employee

This option prints a list, sorted by employee, of employees and the keys that they are accountable for. After selecting this option you are asked which employee you wish to start with and go to, and then prompted for an output device.

```
START WITH EMPLOYEE:  FIRST// ENUSER3,EIGHT
GO TO EMPLOYEE:  LAST//
DEVICE:  HOME//     RIGHT MARGIN:  79//
```

Return to the Space Management option main menu by pressing < **RET**>.

The following page is an example of a printout of the Key Distribution by Employee Report.

```
KEY DISTRIBUTION REPORT SORTED BY EMPLOYEE       MAR 31,1993  21:05
EMPLOYEE          ............................................................ SERVICE        ID
                  ............................................................
_____________________________________________________________

ENUSER3,EIGHT    ...... ............................................................
ENUSER3,NINE     ..... ............................................................
ENUSER4,TEN      .... ............................................................
                  ... ............................................................
                  .. ............................................................
                  . ............................................................
ENUSER4,TEN       ............................................................
ENUSER4,ONE       ............................................................
ENUSER4,TWO       ............................................................
                  ............................................................
ENUSER4,THREE    ............................................................
                  ............................................................
ENUSER4,FOUR     ............................................................
                  ............................................................
ENUSER4,FIVE     ............................................................
ENUSER4,SIX      ............................................................
ENUSER4,SEVEN    ............................................................
ENUSER4,EIGHT     ENGINEERING  ............................................
```

Print Employee List Sorted by Key

This option, while similar to option 5, is more oriented to keys. It presents a list, sorted by key number, of data about the lock and includes the employees that hold the key.

After selecting this option you are asked which key you wish to start with and then prompted for an output device.

```
START WITH KEY:  FIRST//  GA-1
GO TO KEY:  LAST//  GA-2
DEVICE:  HOME//     RIGHT MARGIN:  80//

KEY/LOCK REPORT WITH EMPLOYEE DISTRIBUTION........... MAR 30,1993   15:37       PG  1

KEY          GGM  ..................................................................           M
                  ..................................................................
_____________________________________________________________________________

GA-1              ..................................................................
GA-2      NOT KEYED TO  GGM ........................................................        GA
```

Print Employee List by Service

This option, while similar to option 5, is more oriented to employee service. It presents a list, sorted by service, of data about the lock and includes the employees that hold the key. A page break is made for each service.

After selecting this option you are asked which key you wish to start with and then prompted for an output device.

```
START WITH SERVICE: FIRST// LABORATORY
  START WITH EMPLOYEE: FIRST//
DEVICE:   HOME    RIGHT MARGIN: 80//

Service Key Holders by  Employee Name       JUN  7,1111  13:15    PAGE 1
                                                 ID      KEYS
EMPLOYEE         SERVICE                     NUMBER   ........................... ISSUED       QTY
-----------------------------------------------------------------------------------------------
ENUSER2 , SEVEN     CLINICAL  LABORATORY        322  ............................  1111     1
ENUSER4 , NINE      IRM                         277 ...................................
ENUSER5 , TEN ..........................................................................LABORATORY
```

Export Facility Management Data

1 Space Management
2 Key/Lock Management
--->3 Export Facility Management Data
4 Facility Management Utilities
5 Leased Space Options
6 Planning Space Program Menu

The Export Facility Management Data options are:

Output Service/NSF Spreadsheet
: Output an ASCII file that can be captured via a smart terminal for loading into a commercial spreadsheet product.

Output Function/NSF Spreadsheet
: Output an ASCII file that can be captured via a smart terminal for use in a commercial spreadsheet.

Output RCS 10-0141 Spreadsheet
: Output an ASCII file that can be captured via a smart terminal for use in a commercial spreadsheet.

Output Service/NSF Spreadsheet

This option outputs an ASCII file that can be captured via a smart terminal for loading into a commercial spreadsheet product. The following prompts are generated.

```
Report sorted by Service is Requested

I must do a FileMan sort to organize the data you want to export. The data will
Print in FileMan format on your screen. At the end of the print you will be
instructed on how to capture the data you have requested.
```

No Device Selection will be asked. This option cannot be queued.

```
Press <RETURN> when ready, or '^' to escape.
START WITH SERVICE: FIRST//

ENG SPACE STATISTICS                        JAN  8,1992  09:20    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------------------

TOTAL            0.0
COUNT              0

Press <RETURN> to continue

Ready to list Spreadsheet data in Comma Separated Value (CSV)  format.

Turn on your ASCII file capture feature and save an MS-DOS file with an
extension of CSV, i.e. ASCII file  name =..........CSV
```

At the end of the data listing, Turn off your ASCII file capture feature and then open the CSV file in your spreadsheet program to produce graphs.

NOTE: The last cell of your spreadsheet will contain extraneous text. You'll probably want to delete it.

```
Press <RETURN> when ready, or '^' to escape.
Facility Management Data
Service Report
Net Square Foot and Room Count Report

SERVICE,COUNT,NET SQUARE FT.

Turn off data capture, Press <RETURN> when ready.

I still have this data stored and can list it for capture again without
re-running the FileMan sort in case you missed it the first  time.

Want to list the data again  ? NO//   (NO)
```

Upon exit, the user returns to the Export Facility Management Data menu.

Output Function/NSF Spreadsheet

This option outputs an ASCII file that can be captured via a smart terminal for use in a commercial spreadsheet.

```
Report sorted by Function is requested
I must do a FileMan sort to organize the data you want to export. The data will
Print in FileMan format on your screen. At the end of the print you will be
instructed on how to capture the data you have requested.
```

No Device Selection will be asked. This option cannot be queued.

```
Press <RETURN> when ready, or '^' to escape.
START WITH FUNCTION: FIRST//

ENG SPACE STATISTICS                      JAN  8,1992  09:21    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------------
TOTAL             0.0
COUNT               0

Press <RETURN> to continue

Ready to list Spreadsheet data in Comma Separated Value (CSV)  format.

Turn on your ASCII file capture feature and save an MS-DOS file with an
extension of CSV, i.e. ASCII file  name =..........CSV
```

At the end of the data listing, Turn off your ASCII file capture feature and then open the CSV file in your spreadsheet program to produce graphs.

NOTE: The last cell of your spreadsheet will contain extraneous text. You'll probably want to delete it.

```
Press <RETURN> when ready, or '^' to escape.
Facility Management Data
Function Report
Net Square Foot and Room Count Report

FUNCTION,COUNT,NET SQUARE FT.

Turn off data capture, Press <RETURN> when ready.

I still have this data stored and can list it for capture again without
re-running the FileMan sort in case you missed it the first  time.

Want to list the data again  ? NO//   (NO)
```

Upon exit, the user returns to the Export Facility Management Data menu.

Output RCS 10-0141 spreadsheet

This option outputs an ASCII file that can be captured via a smart terminal for use in a commercial spreadsheet.

```
Report by EUO 14-4 Services is requested

I must do a FileMan sort to organize the data you want to export. The data will
Print in FileMan format on your screen. At the end of the print you will be
instructed on how to capture the data you have requested.
```

No Device Selection will be asked. This option cannot be queued.

```
Press <RETURN> when ready, or '^' to escape.
  START WITH SERVICE: FIRST//

ENG SPACE STATISTICS                      JAN  8,1992  09:21    PAGE 1
          NET SQ.FT.
-----------------------------------------------------------------------------------------------
TOTAL            0.0
COUNT              0

Press <RETURN> to continue

Ready to list Spreadsheet data in Comma Separated Value (CSV)  format.

Turn on your ASCII file capture feature and save an MS-DOS file with an
extension of CSV, i.e. ASCII file  name =..........CSV

At the end of the data listing, Turn off your ASCII file capture feature
and then open the CSV file in your spreadsheet program to produce graphs.
```

NOTE: The last cell of your spreadsheet will contain extraneous text. You'll probably want to delete it.

```
Press <RETURN> when ready, or '^' to escape.
Facility Management Data
RCS 14-4 Report
Net Square Foot and Room Count Report

SERVICE,COUNT,NET SQUARE FT.

Turn off data capture, Press <RETURN> when ready.

I still have this data stored and can list it for capture again without
re-running the FileMan sort in case you missed it the first  time.

Want to list the data again  ? NO//   (NO)
```

Upon exit, the user returns to the Export Facility Management Data menu.

Facility Management Utilities

1 Space Management
2 Key/Lock Management
3 Export Facility Management Data
--->4 Facility Management Utilities
5 Leased Space Options
6 Planning Space Program Menu

The Space Management Utilities provide a quick and efficient means of entering and editing building sites, building space, and space utilities.

1 Edit Space Functions file
2 Edit Space Utilities file
3 Remove Dangling Pointers in LOCK File
4 Building File Enter/Edit
5 Print All Building Data

Select Space Management Utilities Option:

The four sub options share the same entry and editing format. An example of each is presented below.

Edit Space Functions File

Use this option to enter or edit space functions into the space file.

```
Select ENG SPACE FUNCTIONS NAME: ?
 ANSWER WITH ENG SPACE FUNCTIONS  NAME
 DO YOU WANT THE ENTIRE 108-ENTRY ENG SPACE FUNCTIONS  LIST? Y   (YES)
CHOOSE FROM:
   ADMINISTRATIVE ASSISTANT
   AGENT CASHIER
   ANIMAL QUARTERS
   ASSISTANT DIRECTOR
   ASSOCIATE DIRECTOR
   BATH, RESIDENT ON-CALL
   BATH/SHOWER ROOM
   BED ROOM - 1  BED
   BED ROOM - ISOLATION
   '^' TO STOP: ^

       YOU MAY ENTER A NEW ENG SPACE FUNCTIONS, IF YOU WISH
       ANSWER MUST BE 3-30 CHARACTERS IN LENGTH. LOCAL NAMES MUST START WITH  'ZZ'.
YOU CANNOT EDIT THE NATIONAL PORTION OF THE FUNCTION FILE.
Select ENG SPACE FUNCTIONS NAME: BOILER PLANT
NAME: BOILER PLANT//
CRITERIA SPACE (NSF): ??
     Amount of space (net square feet) authorized by H-08 Program Guides for
     this particular function.
CRITERIA SPACE (NSF):
```

Upon exit, the user is returned to the Facility Management Utilities menu.

Edit Space Utilities File

This option is used to enter a new utility into the Space Management file.

```
Select ENG SPACE UTILITIES UTILITY: ?
 ANSWER WITH ENG SPACE UTILITIES  UTILITY
 DO YOU WANT THE ENTIRE 31-ENTRY ENG SPACE UTILITIES  LIST? Y   (YES)
CHOOSE FROM:
       A/C - CENTRAL
       A/C - ROOM
       AIR-COMPRESSED
       CCTV
       COMPUTER MODEM
       COMPUTER PRINTER
       COMPUTER TERMINAL
       DUMBWAITER
       ELEC-208V +
      ELEC-EMERGENCY
      '^' TO STOP: ^

     YOU MAY ENTER A NEW ENG SPACE UTILITIES, IF YOU WISH
     ANSWER MUST BE 3-30 CHARACTERS IN LENGTH
     Select ENG SPACE UTILITIES UTILITY: CCTV
     UTILITY: CCTV//
Select ENG SPACE UTILITIES UTILITY:
```

Upon exit, the user is returned to the Facility Management Utilities menu.

Remove Dangling Pointers in LOCK File

This function will remove dangling pointers, if they exist, in the lock file. There is no screen display.

Upon exit, the user is returned to the Facility Management Utilities menu.

Building File Enter/Edit

```
Select Facility Management Utilities  Option: 4   Building File Enter/Edit

Select ENG BUILDING NAME: ??

CHOOSE FROM:
   1
   5
   9
   24
   7A
   8-DX

      Building identifier. Used for data validation when entries are made
     in the Space File. Building NAME should consist of either one or two
     pieces, separated by the hyphen ("-"). The rule is  this:
        1. Sites where building designations are unique in  and
        of themselves should have one-piece entries in this file.
        Building NAME's should not contain any hyphens.
        2. Sites where building designations are not necessarily
        unique (multi-division sites and perhaps sites that support
        remote clinics and/or other quasi-independent offices)
        should use a two-piece format. The second piece should
        designate the division, outpatient clinic, Regional  Office,
```

```
        etc. Building NAME's should contain only one hyphen, which
        will be treated as the delimiter between 'building' and
        'division'.
      Building NAME's should be kept as short as possible since they
     will be printed on each bar coded LOCATION LABEL. It will be
     difficult to fit lengthy building NAME's onto bar code  labels
     of standard size. Assuming three inch width and Code 39 symbology,
     bar coded LOCATION LABEL's can accommodate about thirteen (13)
     characters total. In particular, it is suggested that 'division'
     designations be no more than two or three characters  long.
Select ENG BUILDING NAME: 24
NAME: 24//
OWNERSHIP: VAMC// ??
     Denotes whether or not space is being leased, owned by a VA department,
     or entered for project planning purposes.
     CHOOSE FROM:
       V        VAMC
       L        LEASED
       P        PLANNED
       VBA      VET BENEFITS ADM
       NCS      NAT CEMETARY SERV
OWNERSHIP: VAMC// V  VAMC
OWNER: ??
     The name of the individual, corporation, or government agency that
     owns the building.  Especially important in the case of leased  space.
OWNER: VAMC
OWNER ADDRESS1:
OWNER ADDRESS2:
OWNER CITY:
OWNER STATE:
OWNER ZIP CODE:
PROPERTY ADDRESS1: ??
     Pertains to address of the property
PROPERTY ADDRESS1:
PROPERTY ADDRESS2:
PROPERTY CITY:
PROPERTY STATE:
PROPERTY ZIP CODE:
CONTRACT #: ??
     Contract under which building is leased.
CONTRACT #:
LEASE TYPE: ??
     Type of leasing agreement.
     CHOOSE FROM:
       C        CAPITAL
       O        OPERATING
       OTHER    OTHER
LEASE TYPE:
LEASE CONTACT PERSON: ??
     Name of person (Lessor) to contact for information on this lease
LEASE CONTACT PERSON:
CONTACT PHONE NUMBER: ??
     Phone number of lessor contact person
CONTACT PHONE NUMBER:
BASE TERM (MONTHS): ??
     Term of lease.
BASE TERM (MONTHS):
RENEWAL TERM (MONTHS): ??
     Period for which lease may be renewed once the BASE TERM has  expired.
RENEWAL TERM (MONTHS):
DATE SIGNED: ??
     Date on which current leasing documents were signed.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
DATE SIGNED:
BEGINNING DATE: ??
     Starting date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
```

```
BEGINNING DATE:
ENDING DATE: ??
     Expiration date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
ENDING DATE:
NET USABLE SQUARE FEET: 950// ??
     Net Usable area in square feet.
NET USABLE SQUARE FEET: 950//
GROSS SQUARE FEET: ??
     Gross square feet of building.
GROSS SQUARE FEET:
TOTAL RENT (INCLUDE UTILITIES): ??
     Annual rent paid for use of  this building.  Should include all
     utilities (estimate if necessary).
TOTAL RENT (INCLUDE UTILITIES):
ACTIVATION COSTS: ??
     Cost of activating this building for VA use.
     Total Dollars recieved for activation. Future software releases
     may provide a more detailed breakdown of activation  costs.
ACTIVATION COSTS:
SPEC. PURPOSE ALTERATION COST: ??
     Cost of making this space usable for a special purpose.
SPEC. PURPOSE ALTERATION COST:
PERSONNEL ASSIGNED: 25// ??
     Engineering FTEE assigned to work in this building.
PERSONNEL ASSIGNED: 25//
ANCILLARY COSTS: ??
     Cost of ancillary services, equipment, maintenance contracts, etc.
ANCILLARY COSTS:
FUNDING SOURCE: MEDICAL CENTER// ??
     Funding source for this lease or project.
     CHOOSE FROM:
       VACO     VACO REAL ESTATE
       VAMC     MEDICAL CENTER
       REG      REGION
       OTHER    OTHER
FUNDING SOURCE: MEDICAL CENTER//
PROJECT NO.: ??
Field used to referance a construction project for which a space plan
is being developed

     A space plan (IMFP) can be entered room by room under a proposed real
     Building Number or a fabricated Building Number. Each Room in the
     Space file for this project MUST referance this building number for
     sorting and planning purposes.

CHOOSE FROM:
   999-011       BUILD HOSPITAL ANNEX
   999-012       RENOVATE CLINICAL LABORATORY
   999-014       EXPAND CLINICAL WARDS
   999-016       NURSING HOME CONSTRUCTION
   999-020       ROADWAY REPAIR
   999-92-001A   RENOVATE HEMATOLOGY LAB
   999-92-002    RENOVATE MORGUE
   999-93-005    REBUILD COMPUTER ROOM
   999-95-002    ASBESTOS PROJECT
   999-95-013    RENOVATE HISTOLOGY WARD
   999-95-020    NURSING HOME RENOVATION

PROJECT NO.:
REMARKS:
  1>

Select ENG BUILDING NAME:
```

Upon exit, the user is returned to the Facility Management Utilities menu.

Print All Building Data

This option is designed to print a captioned report of all data for all buildings.

```
Select Facility Management Utilities  Option: 5   Print All Building Data
START WITH NAME: FIRST//
DEVICE: ;132  LAN
REPORT OF ALL BUILDING DATA
APR 27,1993  14:09    PAGE 1
-------------------------------------------------------------------------------------------------------------------------------

NAME: 1
                                                  OWNER: ATT
  OWNER ADDRESS1: 2304 ANYVILLE RD                OWNER CITY: CITY SPRING
  OWNER STATE: ANYPLACE                           OWNER ZIP CODE: 20000
  OWNERSHIP: LEASED


NAME: 9                                           OWNER: ATT
  OWNER ADDRESS1: 2403 ANYVILLE RD                OWNER CITY: CITY SPRING
  OWNER STATE: ANYPLACELEASE TYPE:                CONTRACT #: 23000
  CAPITAL                                         BASE TERM (MONTHS): 60
  RENEWAL TERM (MONTHS): 60                       DATE SIGNED: DEC  1, 1989
  BEGINNING DATE: JAN  1, 1990                    ENDING DATE: DEC 31, 1995
  OWNER ZIP CODE: 23000                           OWNERSHIP: LEASED
  NET USABLE SQUARE FEET: 12000                   TOTAL RENT (INCLUDE UTILITIES): 100000
  ACTIVATION COSTS: 15000                         SPEC. PURPOSE ALTERATION COST: 15000
  PERSONNEL ASSIGNED: 65                          FUNDING SOURCE: ENREALEST,ONE
```

Leased Space Options

The Leased Space options allow entry of information that is pertinent only to leased space and separate reporting from owned space.

1 Space Management
2 Key/Lock Management
3 Export Facility Management Data
4 Facility Management Utilities
--->5 Leased Space Options
6 Planning Space Program Menu

Select Space/Facility Management Option: 5 Leased Space Options

1 Enter/Edit All Lease Fields (BUILDING FILE)
2 Enter/Edit Lease Vendor (BUILDING FILE)
3 Print Leased Space Survey

Enter/Edit All Lease Fields (BUILDING FILE)

```
Select Leased Space Options Option: 1  Enter/Edit All Lease Fields (BUILDING FILE)


Select ENG BUILDING NAME:     9
OWNERSHIP: LEASED// ??
     Denotes whether or not space is being leased, owned by a VA department,
     or entered for project planning purposes.
     CHOOSE FROM:
       V        VAMC
       L        LEASED
       P        PLANNED
       VBA      VET BENEFITS ADM
       NCS      NAT CEMETARY SERV
*OWNERSHIP: LEASED//
OWNER: ATT// ??
     The name of the individual, corporation, or government agency that
     owns the building.  Especially important in the case of leased  space.
OWNER: ATT//
OWNER ADDRESS1: 2403 ANYVILLE RD// ??
     Street address of the building's owner (line 1).
OWNER ADDRESS1: 2403 ANYVILLE RD//
OWNER ADDRESS2: ??
     Street address of building's owner (line 2).
OWNER ADDRESS2:
OWNER CITY: CITY SPRING// ??
     Pertains to the building's owner.
OWNER CITY: CITY SPRING//
OWNER STATE: ANYPLACE// ??
     Pertains to building's owner.

CHOOSE FROM:
   ANYPLACE ANYSTAT
OWNER STATE: ANYPLACE// OWNER ZIP
CODE: 20000// ??
     Pertains to building's owner.
OWNER ZIP CODE: 20000//
PROPERTY ADDRESS1: ??
     Pertains to address of the property
PROPERTY ADDRESS1:
PROPERTY ADDRESS2: ??
     Pertains to address of property
PROPERTY ADDRESS2:
```

```
PROPERTY CITY: ??
     Pertains to address of property
PROPERTY CITY:
PROPERTY STATE: ???
     Pertains to State in which property resides
CHOOSE FROM:
   ANYPLACE ANYSTATE
PROPERTY STATE:
PROPERTY ZIP CODE: ??
     Pertains to address of property
PROPERTY ZIP CODE:
CONTRACT #: 23000// ??
     Contract under which building is leased.
CONTRACT #: 23000//
LEASE TYPE: CAPITAL// ??
     Type of leasing agreement.
     CHOOSE FROM:
       C        CAPITAL
       O        OPERATING
       OTHER    OTHER
LEASE TYPE: CAPITAL//
LEASE CONTACT PERSON: ??
     Name of person (Lessor) to contact for information on this lease
LEASE CONTACT PERSON:
CONTACT PHONE NUMBER: ??
     Phone number of lessor contact person
CONTACT PHONE NUMBER:
LEASE PROPERTY/SITE NAME: ??
     Text name of Property/Building. Common name of site to be used as
     a more descriptive field than the Building Number  field.
LEASE PROPERTY/SITE NAME:
BASE TERM (MONTHS): 60// ??
     Term of lease.
BASE TERM (MONTHS): 60//
RENEWAL TERM (MONTHS): 60// ??
     Period for which lease may be renewed once the BASE TERM has  expired.
RENEWAL TERM (MONTHS): 60//
DATE SIGNED: DEC 1,1989// ??
     Date on which current leasing documents were signed.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
DATE SIGNED: DEC 1,1989//
BEGINNING DATE: JAN 1,1990// ??
     Starting date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
BEGINNING DATE: JAN 1,1990//
ENDING DATE: DEC 31,1995// ??
     Expiration date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
ENDING DATE: DEC 31,1995//
NET USABLE SQUARE FEET: 12000// ??
     Net Usable area in square feet.
NET USABLE SQUARE FEET: 12000//
GROSS SQUARE FEET: ??
     Gross square feet of building.
GROSS SQUARE FEET:
TOTAL RENT (INCLUDE UTILITIES): 100000// ??
     Annual rent paid for use of  this building.  Should include all
     utilities (estimate if necessary).
TOTAL RENT (INCLUDE UTILITIES): 100000//
ACTIVATION COSTS: 15000// ??
     Cost of activating this building for VA use.
     Total Dollars recieved for activation. Future software releases
```

```
     may provide a more detailed breakdown of activation costs.
ACTIVATION COSTS: 15000//
SPEC. PURPOSE ALTERATION COST: 15000// ??
     Cost of making this space usable for a special purpose.
SPEC. PURPOSE ALTERATION COST: 15000//
PERSONNEL ASSIGNED: 65// ??
     Engineering FTEE assigned to work in this building.
PERSONNEL ASSIGNED: 65//
ANCILLARY COSTS: ??
     Cost of ancillary services, equipment, maintenance contracts, etc.
ANCILLARY COSTS:
*FUNDING SOURCE: ENREALEST,ONE// ??
     Funding source for this lease or project.
     CHOOSE FROM:
       ERO       ENREALEST,ONE
       VAMC      MEDICAL CENTER
       REG       REGION
       OTHER     OTHER
FUNDING SOURCE: ENREALEST,ONE//
PROJECT NO.: ??

Field used to referance a construction project for which a space plan
is being developed

     A space plan (IMFP) can be entered room by room under a proposed real
     Building Number or a fabricated Building Number. Each Room in the
     Space file for this project MUST referance this building number for
     sorting and planning purposes.

PROJECT NO.:
*REMARKS:
  1>??• •• •


Select ENG BUILDING NAME:
```

*If ownership is selected as PLANNED, only these fields are presented.

Enter/Edit Lease Vendor (BUILDING FILE)

Enter/Edit Lease Vendor stores address information of the leased space provider.

```
Select Leased Space Options Option: 2  Enter/Edit Lease Vendor (BUILDING FILE)


Select ENG BUILDING NAME: ??

CHOOSE FROM:
   1
   5
   9
   24
   7A
   8-DX
   STUDIO A
   STUDIO B
Select ENG BUILDING NAME: 1
OWNER: ??
     The name of the individual, corporation, or government agency that
     owns the building.  Especially important in the case of leased  space.
OWNER: ATT
ADDRESS1: 2304 ANYVILLE RD
ADDRESS2:
CITY: CITY SPRING
STATE: MD
ZIP CODE: 20910


Select ENG BUILDING NAME:
```

Print Leased Space Survey

A report on leased space may be printed using this option.

```
Select Leased Space Options  Option: 3  Print Leased Space Survey
    START WITH BUILDING NUMBER: FIRST//
      START WITH ROOM NUMBER: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//
ENGINEERING SPACE SURVEY OF  LEASED ROOMS       MAR 31,1993  14:11    PAGE 1
                                                                      B
ROOM    BLDG                                                   NET  E
NUMBER  NO.   WING  SERVICE         KEY   FUNCTION(FREE TEXT)  S.F. D
                                                                         WALL

      FLOOR

                  CEILING
                  W   D
                  N   R  14
    LIGHTING      D   S  -4
-------------------------------------------------------------------------------------------------------

        OWNERSHIP: LEASED
25-7A   7A    EAST CLINICAL LABORA 1111  LAB
                                                                         PLASTER

      TILE

                  GRID
    FLUORESCENT   5
                                                                 ----
SUBTOTAL                                                         0
                                                                 ----
TOTAL                                                            0

Press <RETURN> to continue
```

Planning Space Program Menu

1 Space Management
2 Key/Lock Management
3 Export Facility Management Data
4 Facility Management Utilities
5 Leased Space Options
--->6 Planning Space Program Menu

Select Space/Facility Management Option: 6 Planning Space Program Menu

1 Building File Enter/Edit
2 Enter/Edit Room Planning Data
3 Print Building/Project Space Plan

Building File Enter/Edit

Use this option to maintain the Eng Building file (#6928.3). The BUILDING (or BUILDING-DIVISION) portion of the ROOM NUMBER field of entries in the Eng Space file must match an entry in this Eng. Building file.

Limited fields will be presented if the building ownership is listed as PLANNED.

```
Select Planning Space Program Menu  Option: 1  Building File Enter/Edit

Select ENG BUILDING NAME: ??

CHOOSE FROM:
   1
   5
   9
   24
   7A
   8-DX

      Building identifier. Used for data validation when entries are made
     in the Space File. Building NAME should consist of either one or two
     pieces, separated by the hyphen ("-"). The rule is  this:
        1. Sites where building designations are unique in  and
        of themselves should have one-piece entries in this file.
        Building NAME's should not contain any hyphens.
        2. Sites where building designations are not necessarily
        unique (multi-division sites and perhaps sites that support
        remote clinics and/or other quasi-independent offices)
        should use a two-piece format. The second piece should
        designate the division, outpatient clinic, Regional Office,
        etc. Building NAME's should contain only one hyphen, which
        will be treated as the delimiter between 'building' and
        'division'.
      Building NAME's should be kept as short as possible since they
     will be printed on each bar coded LOCATION LABEL. It will be
     difficult to fit lengthy building NAME's onto bar code  labels
     of standard size. Assuming three inch width and Code 39 symbology,
     bar coded LOCATION LABEL's can accomodate about thirteen (13)
     characters total. In particular, it is suggested that 'division'
     designations be no more than two or three characters  long.
Select ENG BUILDING NAME: 1
NAME: 1//
OWNERSHIP: LEASED// ??
     Denotes whether or not space is being leased, owned by a VA department,
     or entered for project planning purposes.
     CHOOSE FROM:
       V        VAMC
```

```
       L        LEASED
       P        PLANNED
       VBA      VET BENEFITS ADM
       NCS      NAT CEMETARY SERV
OWNERSHIP: LEASED//
OWNER: ATT// ??
     The name of the individual, corporation, or government agency that
     owns the building.  Especially important in the case of leased  space.
OWNER: ATT//
OWNER ADDRESS1: 2304 ANYVILLE RD// ??
     Street address of the building's owner (line 1).
OWNER ADDRESS1: 2304 ANYVILLE RD//
OWNER ADDRESS2: ??
     Street address of building's owner (line 2).
OWNER ADDRESS2:
OWNER CITY: CITY SPRING// ??
     Pertains to the building's owner.
OWNER CITY: CITY SPRING//
OWNER STATE: ANYPLACE// ??
     Pertains to building's owner.

CHOOSE FROM:
   ANYPLACE ANYSTATE

OWNER STATE: ANYPLACE// OWNER ZIP
CODE: 20000// ??
     Pertains to building's owner.
OWNER ZIP CODE: 20000//
PROPERTY ADDRESS1: ??
     Pertains to address of the property
PROPERTY ADDRESS1:
PROPERTY ADDRESS2: ??
     Pertains to address of property
PROPERTY ADDRESS2:
PROPERTY CITY: ??
     Pertains to address of property
PROPERTY CITY:
PROPERTY STATE: ??
     Pertains to State in which property resides

CHOOSE FROM:
   ANYPLACE ANYSTATE

PROPERTY STATE:
PROPERTY ZIP CODE: ??
     Pertains to address of property
PROPERTY ZIP CODE:
CONTRACT #: ???
     Contract under which building is leased.
CONTRACT #:
LEASE TYPE: ??
     Type of leasing agreement.
     CHOOSE FROM:
       C        CAPITAL
       O        OPERATING
       OTHER    OTHER
LEASE TYPE:
LEASE CONTACT PERSON: ??
     Name of person (Lessor) to contact for information on this lease
LEASE CONTACT PERSON:
CONTACT PHONE NUMBER: ??
     Phone number of lessor contact person
CONTACT PHONE NUMBER:
BASE TERM (MONTHS): ??
     Term of lease.
BASE TERM (MONTHS):
RENEWAL TERM (MONTHS): ???
     Period for which lease may be renewed once the BASE TERM has  expired.
RENEWAL TERM (MONTHS):
DATE SIGNED: ??
     Date on which current leasing documents were signed.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
```

```
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
DATE SIGNED:
BEGINNING DATE: ??
     Starting date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
BEGINNING DATE:
ENDING DATE: ??
     Expiration date of current lease.
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses the CURRENT YEAR.
ENDING DATE:
NET USABLE SQUARE FEET: ??
     Net Usable area in square feet.
NET USABLE SQUARE FEET:
GROSS SQUARE FEET: ??
     Gross square feet of building.
GROSS SQUARE FEET:
TOTAL RENT (INCLUDE UTILITIES): ??
     Annual rent paid for use of  this building.  Should include all
     utilities (estimate if necessary).
TOTAL RENT (INCLUDE UTILITIES):
ACTIVATION COSTS: ??
     Cost of activating this building for VA use.
     Total Dollars recieved for activation. Future software releases
     may provide a more detailed breakdown of activation  costs.
ACTIVATION COSTS:
SPEC. PURPOSE ALTERATION COST: ??
     Cost of making this space usable for a special purpose.
SPEC. PURPOSE ALTERATION COST:
PERSONNEL ASSIGNED: ??
     Engineering FTEE assigned to work in this building.
PERSONNEL ASSIGNED:
ANCILLARY COSTS: ??
     Cost of ancillary services, equipment, maintenance contracts, etc.
ANCILLARY COSTS:
FUNDING SOURCE: ??
     Funding source for this lease or project.
     CHOOSE FROM:
       ERO       ENREALEST,ONE
       VAMC      MEDICAL CENTER
       REG       REGION
       OTHER     OTHER
FUNDING SOURCE:
PROJECT NO.: ??

Field used to referance a construction project for which a space plan
is being developed

     A space plan (IMFP) can be entered room by room under a proposed real
     Building Number or a fabricated Building Number. Each Room in the
     Space file for this project MUST referance this building number for
     sorting and planning purposes.

PROJECT NO.:
REMARKS:
  1>

Select ENG BUILDING NAME: 25•
   ARE YOU ADDING '25' AS A NEW ENG BUILDING (THE  17TH)? N   (NO)• ??
Select ENG BUILDING NAME: 24
NAME: 24//
OWNERSHIP: VAMC//
OWNER: VAMC//
OWNER ADDRESS1:
OWNER ADDRESS2:
OWNER CITY:
```

```
OWNER STATE:
OWNER ZIP CODE:
PROPERTY  ADDRESS1:
PROPERTY  ADDRESS2:
PROPERTY CITY:
PROPERTY STATE:
PROPERTY ZIP CODE:
CONTRACT #:
LEASE TYPE:
LEASE CONTACT  PERSON:
CONTACT PHONE  NUMBER:
BASE TERM (MONTHS):
RENEWAL TERM (MONTHS):
DATE SIGNED:
BEGINNING DATE:
ENDING DATE:
NET USABLE SQUARE FEET: 950//
GROSS SQUARE FEET:
TOTAL RENT (INCLUDE UTILITIES):
ACTIVATION COSTS:
SPEC. PURPOSE ALTERATION COST:
PERSONNEL ASSIGNED: 25//
ANCILLARY COSTS:
FUNDING SOURCE: MEDICAL CENTER//
PROJECT NO.:
REMARKS:
  1>
```

Enter/Edit Room Planning Data

This option is used to edit only those fields related to space planning criteria.

```
Select Planning Space Program Menu  Option: 2  Enter/Edit Room Planning Data

Enter Planning Data for this Room Number
Select ENG SPACE ROOM NUMBER: ??

CHOOSE FROM:
   25-7A     7A     EAST     CLINICAL LABORATORY     LAB
   DNG                    DINING ROOM


Enter as 'ROOM-BUILDING'; or 'ROOM-BUILDING-DIVISION' at two-division
facilities and other sites where building numbers may be duplicated. The
Building File (6928.3) is used for data validation.
     Identifier of a physical location (room). With the advent of bar coding,
     it is essential that this field uniquely and unambiguously specify a
     particular location. Entries may consist of one, two, or three  pieces.
     Hyphens (if present) are treated as delimiters between pieces. First
     piece (always present) is room designation, second piece (optional) is
     building designation, and third piece (optional) is division
     designation (may be used for outpatient clinics, regional offices, etc.
     as well as for formal divisions).

     It is anticipated that most sites will use two piece entries. True
     single-building facilities may use one-piece entries. Multi-division
     facilities and sites supporting remote offices where duplicate building
     numbers may be a problem should use three-piece entries.

     Entry of a two-piece ROOM NUMBER will autoamtically populate the
     BUILDING field. Entry of a three-piece ROOM NUMBER will automatically
     populate the BUILDING and DIVISION fields.

     Hyphens must not be used as anything other than delimiters between
     ROOM, BUILDING, and DIVISION.
Select ENG SPACE ROOM  NUMBER: 25-7A         7A     EAST     CLINICAL LABORATORY
    LAB
ROOM NUMBER: 25-7A//
SERVICE: CLINICAL LABORATORY// ??

CHOOSE FROM:
   CLINICAL LABORATORY
   ENGINEERING SVC
   IRM
SERVICE: CLINICAL LABORATORY//
FUNCTION: LAB// ??
     This field points to function file for selection of rooms primary  use.

CHOOSE FROM:
   ADMINISTRATIVE ASSISTANT
   AGENT CASHIER
          .
          .
   X-RAY CONTROL ROOM
   X-RAY ROOM

FUNCTION: LAB//
NET SQ.FT.: ??
     Actual Net Square foot for this room. May be compared to Criteria
     if Criteria (IMFP) has been calculated and entered.
NET SQ.FT.:
SPACE GUIDE: ??
     Net Square feet for this room/function as per IMFP space criteria
SPACE GUIDE:
H-08-9 CRITERIA: ??
     Criteria Chapter from H-08-9 Space Planning Criteria. Especially
     important when entering a project space plan (IMFP).

CHOOSE FROM:
```

```
   A & MM ADMINISTRATION      284
   A & MM SUPPLY, PROCESSING AND       285
          .
          .
   VOCATIONAL REHABILITATION AND       828
   VOLUNTARY SERVICE      290

H-08-9 CRITERIA:
SPECIAL CHARACTERISTICS: ??
SPECIAL CHARACTERISTICS:
COMMENTS:
  1>?• •


Select ENG SPACE ROOM NUMBER:
```

Print Building/Project Space Plan

This option prints planning data based on building and criteria chapter. The report is sorted by PROJECT NUMBER.

```
     Report will be segregated by PROJECT NUMBER in the Building File.

START WITH PROJECT NO.: FIRST//
  START WITH BUILDING FILE POINTER: FIRST//
    START WITH H-08-9 CRITERIA: FIRST//
DEVICE:   LAN    RIGHT MARGIN: 80//
SPACE PLANNING PRINTOUT                        MAY  3,1993  15:58    PAGE 1
                                                             NET     SPACE
ROOM NUMBER      SERVICE                FUNCTION             SQ.FT.  GUIDE
-----------------------------------------------------------------------------------------------------------

        PROJECT NO.999-011
           BUILDING FILE POINTER: 7A

              H-08-9 CRITERIA: DAY HOSPITAL
25-7A            CLINICAL LABORATORY   LAB                  1000    1200
30-7A            CLINICAL LABORATORY   STORAGE, GENERAL     160     100
                                                            -------- --------
SUBTOTAL                                                    1160    1300
SUBCOUNT                                                    2       2
SUBMEAN                                                     580.00  650.00
                                                            -------- --------
TOTAL                                                       1160    1300
COUNT                                                       2       2
MEAN                                                        580.00  650.00

Press <RETURN> to continue
```

2162 Report Of Accident

The 2162 Report of Accident option employs a package called the Screen Handler, which allows screen formatting of file records. The entry is "painted" on the screen, allowing many fields to be viewed simultaneously.

AUTOMATED ENGINEERING MANAGEMENT SYSTEM
VERSION 7.0

WO Work Order & MERS
PLAN Project Planning
TRK Project Tracking
EQ Equipment Management
ENM Program Management
SP Space/Facility Management
FSA 2162 Report of Accident
XFER Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu Option: FSA 2162 Report of Accident

The options for 2162 Accident Reporting are:

ENGINEERING ACCIDENT REPORTING MODULE

1 Enter 2162 Report
2 Display 2162 Report
3 Edit 2162 Report
4 Service/Division Summary Report
5 Injury Cause Summary Report
6 Accident Nature Summary Report
7 Specific Location Summary Report

Any one of the options can be selected by typing the appropriate number or by typing the first few alpha characters of the menu name and then pressing < **RET**> or <**ENTER** >. The main menu may be returned to by pressing < **ENTER** > or <**RET**>.

The Enter, Edit, and Display options use the Engineering Screen Handler. Please refer to the Introduction section of this manual for some helpful tips on using the Engineering Screen Handler.

Enter 2162 Report

Using this option, you can enter 2162 accident data, in nearly an identical sequence to the paper form VA 2162 (Nov 1983). There are three additions which are not part of the standard form. Two questions are, "Did the injury involve a needle stick?" and, "Is the report complete?" The third difference is that the computer automatically generates a local Engineering number as the first data entry for each record. The first two digits are the fiscal year while the last four digits are sequentially incremented throughout the year.

It is strongly recommended that this number not be edited. While the traditional 2162 CASE NUMBER could have been used as the first data entry for each record, experience has shown that reports of accidents are sometimes filed for events that are officially non-reportable, hence the need for a local numbering field.

```
                  Report of Accident (screen 1 of 5)   04/01/93

 1 LOCAL ENGINEERING #(R):930002

 2 CASE NUMBER:....
 3 REPORT TYPE:............

 4 RESULT:................            5 ACCIDENT CLASS:.............
 6 OCCURRENCE DATE:................   7 OCCURRENCE TIME:....

 8 SITE:...............................
 9 SPECIFIC LOCATION:........................

 10 TORT CLAIM:................
```

If **<??>** is entered for help messages, an opportunity is given to repaint the screen. It is recommended that the screen be repainted if the help message is more than a few lines long. Otherwise the cursor may appear to be in another field.

```
2 ANSWER MUST BE 4 DIGITS IN LENGTH

3      REPORT  TYPE: ..............................................................
                     ..............................................................
       4  RESULT
CHOOSE FROM:         ..............................................................
                     ..............................................................
       CHOOSE FROM:
"I"       FOR INITIAL ..............................................................
                     ..............................................................."P"
       FOR PROPERTY ONLY
"S"       FOR  SUPPLEMENTAL ........................................................
                "I"  .................................................................
       FOR ILLNESS OR INJURY
"C"    FOR CORRECTED ...............................................................
                     ..............................................................
       "B"    FOR BOTH

5      ACCIDENT CLASS ..............................................................
                     ..............................................................7
       OCCURRENCE TIME:
CHOOSE FROM:         ..............................................................
                     ..............................................................
       ENTER MILITARY TIME(0000-2400
"A"       FOR MOTOR VEHICLE ........................................................
                HRS.)
"B"       FOR  LABORATORY ..........................................................

"C"       FOR  OFFICE ..............................................................
                     ..............................................................
```

```
"G"       FOR ASSEMBLY ..............................................................

"J"       FOR PATIENT CARE ..........................................................

"L"       FOR STORAGE
"M"       FOR GROUNDS
"N"       FOR DIETETICS
"Z"       FOR OTHER

8     SITE        ..................................................................
                  ..................................................................

CHOOSE FROM:     ...................................................................
                 ...................................................................
"A"   FOR ON REPORTING ACTIVITY PROPERTY
"B"   FOR OFF REPORTING ACTIVITY PROPERTY
9     SPECIFIC LOCATION
ANSWER MUST BE 4-25 CHARACTERS IN LENGTH

10    TORT CLAIM
CHOOSE FROM:
"Y"   FOR YES, IS POSSIBLE
"N"   FOR NO, NOT POSSIBLE  ...........................................................
                 ...........................................................


                Report of Accident (screen 2 of 5)   04/01/93
   ***LOCAL ENGINEERING #:930002***

 1 LAST NAME OF INVOLVED:................ 2 FIRST/MIDDLE INITIALS:..

 3 SSN:............  4 SEX:......
 5 PERSONNEL STATUS:.............              6 AGE:..........
 7 PAY PLAN:..     8 OCCUPATIONAL CODE:.....  9 GRADE:..

10 HOME ADDRESS(W):.....
11 HOME PHONE #:............  12 WORK PHONE #:................


5     SELECT CODE, N.E.C. MEANS NOT ELSEWHERE CLASSIFIED
CHOOSE FROM:

A     FOR EMPLOYEE
B     FOR VOLUNTEER
C     FOR CONTRACTOR
D     FOR INPATIENT
E     FOR OUTPATIENT
F     FOR STUDENT
G     FOR VISITOR
Z     FOR PERSON N.E.C.

7  ANSWER MUST BE 2 CHARACTERS IN LENGTH, (e.g. GS, WG, WS, etc.)

8     OCCUPATIONAL CODE
ANSWER MUST BE 5 DIGITS IN LENGTH(E.G. 00858)


                 Report of Accident (screen 3 of 5)   04/01/93
   ***LOCAL ENGINEERING #:930002***

 1 CA1/CA2:....   2 TIME ON DUTY:..   3 DUTY STATUS:......................

 4 ACCIDENT ACTIVITY:...............................
 5 SERVICE/DIVISION #:....

 6 SEVERITY OF INJURY:......................   7 CULMINATION:..................
 8 RESTRICTED WORK DAYS:....   9 LOST WORK DAYS:....
10 INJURY/ILLNESS NATURE:.......................................
11 BODY PART AFFECTED:...................
12 CAUSE OF INJURY:...........................
    13 NEEDLE STICK?:...............................
```

```
1      CA1/CA2    ..............................................................
                  ..............................................................
       2  TIME ON DUTY
CHOOSE FROM:      ..............................................................
                  ........................ ENTER NEAREST NUMBER OF WHOLE HOURS ON DUTY
"Y" FOR YES
"N" FOR NO
```

```
3      DUTY  STATUS ..............................................................
                    ..............................................................
CHOOSE FROM:        ..............................................................

"A"       FOR FULL TIME EMPL ON DUTY ..............................................

"B"       FOR TEMP EMPL ON DUTY
"C"       FOR PART TIME EMPL ON DUTY
"D"       FOR NON-PAID EMPL ON DUTY
"Z"       FOR STATUS N.E.C.


4      ACCIDENT ACTIVITY
SELECT MOST APPROPRIATE ACTIVITY
CHOOSE FROM:
AA-ADMINISTRATION.............................................................
                    ..............................................................
       GA-MATERIAL HANDLING/STORAGE
BA-CONSTRUCTION     ..............................................................
                    ..............................................................
       HA-TRAINING
CA-MAINTENANCE & REPAIR.......................................................
                    ..................................................... IA-RECREATIONAL
DA-PATIENT CARE     ..............................................................
                    ..............................................................
       JA-LABORATORY & RESEARCH
EA-FOOD SERVICE     ..............................................................
                    ..............................................................
       KA-MOTOR VEHICLES/TRANS.
FA-CLEANING & BLDG MANAGEMENT.................................................
              ZA-ACTIVITY/OPERATION N.E.C.

5  SERVICE/DIVISION #
CHOOSE FROM
   9999      N.E.C.
   0000      DIRECTOR (VAMC)
       .
       .
   0160      DENTAL
   0181      HOSPITAL BASED HOME CARE

6      SEVERITY OF INJURY
CHOOSE FROM:
"1" FOR NO TREATMENT REQUIRED
"2" FOR FIRST AID ONLY
"3" FOR MEDICAL TREATMENT ONLY
"4" FOR DIAGNOSIS OF ILLNESS
"5" FOR DISABLING
"8" FOR FATALITY

7      CULMINATION
CHOOSE FROM:
"1" FOR NO RESTRICTION
"2" FOR RESTRICTED
"4" FOR PERMANENT TRANSFER
"5" FOR TERMINATED



10  INJURY
CHOOSE FROM:
AB-AMPUTATION          ...............................................................
        FA-OCCUPATIONAL SKIN DISEASE
AF-BURN                ...............................................................
   GA-DUST DISEASE OF LUNGS
BA-LACERATION/ABRASION/PUNCTURE    ...................................................
   HA-RESP. COND. FROM TOXIC AGEN
BI-CONTUSION/BRUISE    ...............................................................
          IA-POISONING/TOXIC AG.SYSTEMI
DC-FRACTURE/BRUISE     ...............................................................
          JA-DISORDERS FROM PHYS.AGENTS
DE-SPRAIN/STRAIN       ...............................................................
        KA-DISORDER FROM REPEAT TRAUMA
EW-INJURY N.E.C.       ...............................................................
        LZ-ILLNESS N.E.C.
```

```
11  BODY PART AFFECTED
CHOOSE FROM:
"01"   FOR HEAD
"16"   FOR CHEST OR ABDOMEN
"45"   FOR BACK
"46"   FOR SHOULDER/ARM/HAND
"61"   FOR HIP/LEG/FOOT


12  CAUSE OF INJURY
CHOOSE FROM:
"A" FOR STRUCK AGAINST
"B" FOR STRUCK BY
"D" FOR SLIP/TRIP/FALL
"F" FOR CAUGHT IN/UNDER OR BETWEEN
"I" FOR ILLNESS
"J" FOR OVER EXERTION
"K" FOR ELECTRIC CURRENT
"L" FOR EXTREME TEMPERATURE
"M" FOR CHEMICALS
"O" FOR RADIATION
"T" FOR ASSAULT
"X" FOR CAUSE N.E.C.


13  NEEDLESTICK
'Y'  FOR YES INJURY INVOLVED NEEDLE
'N'  FOR NO INJURY DID NOT INVOLVE NEEDLE


                 Report of Accident (screen 4  of 5)   04/01/93
   ***LOCAL ENGINEERING #:930002***


 1  PROPERTY OWNERSHIP:......................   2 AMOUNT OF DAMAGE:..........
 3  PROPERTY DAMAGED:..................          4 YEAR MANUFACTURED:..

 5 WEATHER FACTOR:....................
 6 SOURCE OF ACCIDENT:....................................
 7 CAUSE OF ACCIDENT:........................
 8 ADDITIONAL CAUSE:........................

 9 FIRE-FORM OF IGNITION:..................................
10 FIRE..MATERIAL BURNED:..............  11 FIRE..MATERIAL FORM:.........
12 BEST PREVENTATIVE:...................................
13 CORRECTIVE ACTION:......................


1      PROPERTY OWNERSHIP ..............................................................
              2  AMOUNT OF DAMAGE
CHOOSE FROM:                                TYPE AN AMOUNT BETWEEN 0 AND 9999999
DOLLARS,                                                    "A"VETERANS ADMINISTRATION
"C"    OTHER FEDERAL AGENCY
"H"    PRIVATE
"L"    OWNERSHIP N.E.C.


3      PROPERTY DAMAGED
CHOOSE FROM:
"AA"   FOR MOTOR VEHICLE ...............................................................
                "IA" ..................................................... FOR FURNITURE
"AG"   FOR OTHER VEHICLE ...............................................................
                "JA" ..................................................... FOR RECORDS
"EA"   FOR BLDG. STRUCTURE .............................................................
              "KA"..............................................  FOR TREES/GRASS/PLANTS
"FA"   FOR EQUIPMENT ...................................................................
                ..............................................................  "BA"
       FOR BEDDING/CLOTHES
"GA"   FOR SUPPLIES ....................................................................
                ..............................................................  "CA"
       FOR INTERIOR FINISH
```

```
                    ..............................................................
                    ..............................................................
        "HA"   FOR TRASH/RUBBISH
                    ..............................................................
                    ..............................................................
        "ZA"   FOR PROPERTY N.E.C.
5       WEATHER FACTOR
CHOOSE FROM:
"A"     FOR SNOW/ICE ...............................................................
                    ..............................................................  "F"
        FOR HUMIDITY
"B"     FOR DUST/STORM .............................................................
                  "H" ..............................................................  FOR FOG
"C"     FOR LIGHTENING .............................................................
                  "J" ..............................................................  FOR RAIN
"D"     FOR HIGH TEMPERATURE .......................................................
              "N" FOR WIND STORM
"E"     FOR LOW TEMPERATURE ........................................................
              "P" FOR WEATHER N.E.C.
                    ..............................................................
                    ..............................................................
        "Z" FOR WEATHER NOT A FACTOR
6       SOURCE OF ACCIDENT
CHOOSE FROM:
"01AA" FOR UNPOWERED EQUIPMENT/FURNISHINGS/SUPPLIES
"11AA" FOR POWERED EQUIP/APPLIANCES/SUPPLIES
"33AA" FOR BLDG. MATERIAL, FURNITURE OR CONDITION
"44AA" FOR TOXIC SUBSTANCE/RADIATION EXPOSURE
"77AA" FOR VEHICLE
"81AA" FOR PERSON
"82ZZ" FOR SOURCE N.E.C.


7       CAUSE OF ACCIDENT ..........................................................
                  8 ..................................................  ADDITIONAL CAUSES
CHOOSE FROM:        ..............................................................
                    ..................................................  CHOOSE FROM:
"AA"    FOR EQUIPMENT OR ENVIRONMENT ...............................................
        "AA"   FOR EQUIPMENT OR ENVIRONMENT
"BA"    FOR PERSON .................................................................
                    ..............................................................  "BA"
        FOR PERSON
"CA"    FOR NATURE .................................................................
                    ..............................................................  "CA"
        FOR NATURE
"FA"    FOR CAUSE UNKNOWN ..........................................................
                  "ZZ" ........................................  FOR NO ADDITIONAL CAUSE
                    ..............................................................
                    ..............................................................

9       FIRE FORM OF IGNITION ......................................................
           10 FIRE MATERIAL BURNED
LEAVE BLANK IF FIRE NOT  INVOLVED...................................................
        CHOOSE FROM:
CHOOSE FROM:        ..............................................................
                    ..............................................................  "11"
        FOR GAS
"21"    FOR ELECTRIC ARC ...........................................................
                  "21" ...................................................  FOR LIQUID
"31"  FOR  SMOKING  MATERIAL(CIGARETTES,ETC)"31" ............................  FOR  SOLID
"61" FOR SOURCE N.E.C. .....................................................
                  "41" ...............................................  FOR LIQUID & GAS
"71" FOR SOURCE UNKNOWN ....................................................
              "71"...................................................  FOR SOLID &  GAS
                    ..............................................................
                    ..............................................................
        "81"   FOR SOLID & LIQUID

11      FIRE MATERIAL FORM
ENTER "GZ" FOR ALL FIRES, OTHERWISE LEAVE BLANK
CHOOSE FROM:
"GZ" FOR ALL FIRES


12      BEST PREVENTATIVE
```

```
CHOOSE FROM:
"A"    FOR TRAINING ..............................................................
                    ............................................................ "F"
       FOR IMPROVED WRITTEN PROCEDURES
"B"    FOR MORE STAFF  ...........................................................
                 "G" ........................... FOR MORE FUNDS FOR HAZARD ELIMINATION
"C"    FOR MOTIVATION ............................................................
                 "H"   ........................................... FOR PERSONNEL ACTION
"D"    FOR BETTER EQUIP/MATERIAL .................................................
       "I" FOR PREVENTATIVE N.E.C.
"E"    FOR BETTER PLANNING & COORD ...............................................
       "Z" FOR NONE


13     CORRECTIVE ACTION
CHOOSE FROM:
"A"    FOR TAKEN
"B"    FOR REQUIRED & ANTICIPATED
"C"    FOR REQUESTED
"D"    FOR NONE
```

```
                 Report of Accident (screen 5 of 5)   04/01/93
   ***LOCAL ENGINEERING #:930002***

 1 ACCIDENT NARRATIVE(W):.....
 2 WITNESSES:.................................................................
 3 CORRECTIVE NARRATION(W):.....

 4 INITIATOR NAME:....................          6 DATE SIGNED(IN):............
 5 TITLE(IN):....................               7 PHONE #(IN):............

 8 REVIEW AUTHORITY NAME:..................... 10 DATE SIGNED(RA):............
 9 TITLE(RA):....................              11 PHONE #(RA):............

12 EVALUATION OF REPORT(W):.....
13 REPORT STATUS:............................


1  ACCIDENT NARRATIVE:
  1>   THIS WORD PROCESSING FIELD SHOULD BE USED
  2>   TO GIVE A DESCRIPTION OF THE ACCIDENT.


      13 REPORT STATUS
         CHOOSE FROM:
         "Y" FOR YES, 2162 REPORT COMPLETED
         "N" FOR NO, 2162 REPORT NOT  COMPLETED
```

Display 2162 Report

The Display 2162 Report uses the Screen Handler in a display only mode to allow data review of a specific report. Each report is cross-referenced by CASE NUMBER, LAST NAME OF INVOLVED, and SSN. They may be looked up by any of those values.

The screen display is the same as the Enter 2162 Report screen. However, data in word processing fields does not display.

Edit 2162 Report

Nearly identical in function to the Enter 2162 Report, the Edit option first requests the local Engineering Report #. The report file is cross-referenced by CASE NUMBER, LAST NAME OF INVOLVED, and SSN. The report may be looked-up by any of these values.

Previous entries for the report will be shown and can be edited. You can access each field in turn using the < **RET**> key or a specific field by entering < **^**> and the field number. The text in a word processing field will be displayed at the bottom of the screen.

Screens 1 and 5 are shown below as examples.

```
                        REPORT OF ACCIDENT (SCREEN 1 OF 5)

1      LOCAL ENGINEERING  #(R):860001 ..............................................     2  CAS
3      REPORT TYPE:INITIAL .......................................................
5      ACCIDENT CLASS:PATIENT CARE ...............................................         6
7      OCCURRENCE TIME:1333 ......................................................
9      SPECIFIC LOCATION:B2-2 CCU ................................................         10

                 ..............................................................
                 ..............................................................
                 ..............................................................

                        REPORT OF ACCIDENT (SCREEN 5 OF 5)

       1  ACCIDENT NARRATIVE(W): ...................................................        2
       3  CORRECTIVE NARRATION: ....................................................        4
       5  TITLE:NURSE ..............................................................
       7  PHONE  #:1111 ............................................................
       9  TITLE:SERVICE  CHIEF .....................................................
       11  PHONE  #:3333 ...........................................................
       13  REPORT STATUS:YES, 2162 REPORT COMPLETED

       ACCIDENT NARRATIVE:
          1>THIS IS A NARRATIVE OF THE ACCIDENT
          2>HERE IS THE SECOND LINE OF TEXT
       EDIT  OPTION: ...............................................................
                 ..............................................................
```

Summary Reports (options 5-8)

Currently there are four summary reports. Each of these reports is identical in format, differing only in record selection criteria. In each case, one or all of the criteria elements may be selected (e.g., a single service or all services). Within that selection the time frames MONTHLY, QUARTERLY, or YEARLY may be specified, as well as the option of selecting every record on file.

The following is an example of a summary report generated for a particular service, #0018, for a given quarter. The report heading is slightly modified, in order to fit on the page.

ENGINEERING ACCIDENT REPORTING MODULE

1 Enter 2162 Report
2 Display 2162 Report
3 Edit 2162 Report
4 Service/Division Summary Report
5 Injury Cause Summary Report
6 Accident Nature Summary Report
7 Specific Location Summary Report

Select 2l62 Report of Accident Option: Service/Division Summary Report

```
              ACCIDENT REPORT INTERVAL

                ............................................................ 1.
MONTHLY
                ............................................................ 2.
QUARTERLY
                ............................................................ 3.
YEARLY
                ............................................................ 4.
ALL REPORTS

       SELECT ACCIDENT REPORT INTERVAL: EXIT//
```

If Select ACCIDENT REPORT INTERVAL is answered with a < **RET**>, the following message appears after which the user is returned to the above menu.

```
USER ABORT
<cr> to continue
```

If an interval is selected, the following dialogue preceeds the display.

```
       SELECT OPTIONS:  EXIT// 2 QUARTERLY
       SELECT FISCAL YEAR:  86//
       SELECT QUARTER: 2//

DO YOU WANT ALL SERVICES LISTED?  (Y/N)?  NO//  (NO)
Select FSA-DIVISION/SERVICE DIV./SERVICE #:  0118   ENGINEERING

DEVICE: HOME// 3 ENGINEERING  RIGHT MARGIN:  132//
one moment please
```

```
ACCIDENT REPORT SUMMARY:0118 SERVICE
FROM:JAN 1, 1986 TO:MAR 31, 1986   SEP 9,1986    PAGE 1
LOCAL
#         OCCURRENCE ..............................................................     LAST NA
      INJURY/ILLNESS   ...........................................................
                  ............................................................
_________________________________________________________________
          SERVICE/DIVISION  #:0118 ...............................................
86001  MAR 21, 1986 ..............................................................     DEMETRA
DE-SPRAIN/STRAIN ...............................................................
86002  MAR 21, 1986 ..............................................................     DUDLEY
BA-LACERATION    ...............................................................
```

Supplementary Notes:

The coding criteria used has been taken from the leaflet, "CODING INSTRUCTIONS (VA FORM 2162, REPORT OF ACCIDENT)", and therefore should be directly applicable. The pointer file, DIVISION/SERVICE number, is extracted from MP-3, Part III, Appendix 3C. This file contains the list of acceptable codes and should not be altered.

Assign (Transfer) Electronic Work Orders

The Assign Electronic Work Orders menu option (ENETRANSFER) is used for transferring requests from a receiving area to a working shop. This option displays summary information (including TASK DESCRIPTION, PRIORITY, REQUEST DATE, and REQUESTER) for each work order that is awaiting transfer. If the work request involves a piece of equipment, the EQUIPMENT ID# and EQUIPMENT CATEGORY are also displayed. There is a notation as to whether or not the Electronic Work Order contains COMMENTS from the requester. The header of this summary display tells how many requests are pending. You can assign one particular Electronic Work Order, or a group of them. You can also disapprove electronic work orders when necessary.

If only one receiving area is needed at your facility, it should be entered into the Engineering Section file and then into the TEMPORARY WORK ORDER SECTION field of the Eng Init Parameters file. If two or more receiving areas are needed, they should all be entered into the Engineering Section file but the TEMPORARY WORK ORDER SECTION should be left blank. The SECTION NUMBER of all receiving areas should be in the range of 90 to 99 (inclusive).

```
      AUTOMATED ENGINEERING MANAGEMENT SYSTEM
                  VERSION 7.0

        WO      Work Order & MERS
        PLAN    Project Planning
        TRK     Project Tracking
        EQ    Equipment Management
        ENM     Program Management
        SP      Space Management
        FSA     2162 Report of Accident
        XFER    Assign (Transfer) Electronic Work Orders

Select Engineering Main Menu  Option: XFER  Assign (Transfer)  Electronic Work  Orders

Req Date     Location          Equip ID    Priority    Cmnts
     Task Description                        Contact Person  Entered by
-------------------------------------------------------------------------------------------
1 => RA930407-001  MAR 17,1993  10               4            AVERAGE      YES
     Routine maintenance Coulter Counter      ENUSER2,SEVEN  ENUSER5,ONE
     Name: COULTER COUNTER                    Cat: COUNTER-BLOOD CELL

2 => RA930408-001  APR 8,1993   10               3            AVERAGE      YES
     REMOVE OLD ANALYZER                      ENUSER3,SEVEN  ENUSER3,SEVEN
     Name: ICE MAKER                          Cat:

TRANSFER NUMBERS? (Separate with ;)(Use : for Range)('ALL' for all 2)

                     WORK ORDER # RA930407-001
 1) PRIMARY EMPL: ENUSER2,SEVEN            2) REQ DATE: MAR 17,1993
 3) REQ MODE: PHONE                        4) LOCATION: 25-7A
 5) BED #:                                 6) STATUS: WAITING ON PARTS
 7) TASK DESC: Routine maintenance Coulter Counter
 8) CONTACT: ENUSER2,SEVEN                 9) PHONE: 5554273728
10) ENTERED BY: ENUSER3,SEVEN             11) SHOP: RECEIVING AREA
12) DATE ASSIGNED: 03/17/93               13) PRIORITY: AVERAGE
14) EQUIP ID#: 4                          15) LOCAL ID:
16) EQUIP CAT: COUNTER-BLOOD CELL
17) MFGR: NATIONAL INSTRUMENT
```

```
18) MODEL: N320A                          19) SERIAL #: AE02847L29
20) OWNER/DEPT: CLINICAL LABORATORY       21) PM #: PM00000025
22) PARTS ORDER: 999-93-2-044-0001        23) WORK ACTION: P2
24) WORK CTR: 55510/CLINICAL LAB EQUIP,PREV MAINT
25) TOTAL HOURS:                          26) TOTAL MATERIAL COST:
27) TOTAL LABOR COST:                     28) VENDOR SERVICE COST:
29) *ASSIGNED TECH*                       30) DATE COMPLETE:
    #1: ENUSER2,SEVEN  HRS:   SHOP: BIOMEDICAL
31) WORK PERFORMED: SOME WORK
32) COMMENTS:                        (Press <RETURN> to continue...)

WARRANTY EXPIRATION: **07/31/96**         (Original Work Order: B930317-001)

Ready to transfer RA930407-001     Routine maintenance Coulter Counter
Transfer to shop ('^'to EXIT, '^D' to  DISAPPROVE): BIOMEDICAL     4

Edit this work order? YES// N  (NO)•


Pending Elect Work Orders (1 in  RECEIVING AREA)       APR 21,1993@15:41  Pg 1
     Work Order #  Req Date     Location         Equip ID    Priority    Cmnts
     Task Description                         Contact Person  Entered by
-----------------------------------------------------------------------------------------------------------------------
2 => RA930408-001  APR 8,1993   10                 3           AVERAGE     YES
     REMOVE OLD ANALYZER                         ENUSER3,SEVEN  ENUSER3,SEVEN
     Name: ICE MAKER                             Cat:

TRANSFER NUMBERS? (Separate with ;)(Use : for Range)('ALL' for all 1)
                  ('^' to EXIT)(RETURN to Continue)
```

IT Equipment Module

Most of the options in the IT Equipment Module have been documented in previous sections of this manual. In those cases, the page references are noted and a brief description of the features is provided below. All other options are documented in this chapter.

1 Inventory Edit (IT)
2 Display Equipment Record (See page 7-19)
3 Bar Code Features (NX Equipment) ... (See page 7-102)
4 Specific Equipment History (See page 7-21)
5 Display/Edit Room Data (See page 9-6)
6 Non-Space File Location Report
7 IT Equipment Responsibility ...

Inventory Edit (IT)

This option allows you to edit the record for an existing piece of equipment. Only equipment that has a CMR with IT TRACKING set to YES may be selected.

Display Equipment Record

Display selected fields from the EQUIPMENT INV. file. Repair history is not displayed via this option.

Bar Code Features (NX Equipment)

Collection of options designed for use in bar coding nonexpendable equipment and in using bar code to maintain CMR inventories.

Equipment Labels

Prints bar coded equipment labels. Cohorts of labels (ex: labels by CMR, labels by Equipment Category, etc.) will be sorted by LOCATION unless the user specifies otherwise.

Location Labels

Driver option to print bar coded location labels.

Download NX Program to Portable Bar Code Reader

Downloads an IRL (Interactive Reader Language) program to a portable bar code reader.

Upload Data From Portable Bar Code Reader

Calls a routine that causes a portable bar code reader to upload its data to DHCP.

Restart Processing of Uploaded NX Inventory Data

Used to resume processing of NX inventory that has been uploaded from a portable bar code reader. User will need PROCESS ID and TIME STAMP from failed process. If this information is unavailable, data upload must be re-started from the beginning.

Inventory Exception Listing

Produces a list of those items on a specified CMR that have not been located in the course of a physical inventory.

Specific Equipment History

Print-out of repair history of a specific entry in Equipment Inv. file.

Display/Edit Room Data

This option shows a room entry with all its associated data on the screen at one time. All fields will be displayed and can be viewed, edited, or printed on another device.

Non-Space File Location Report

This report generates a list of equipment that has an entry in the NON-SPACE FILE LOCATION field. Equipment should only have a value in this field when the LOCATION field cannot be updated because an appropriate location is not available in the ENG SPACE file. Ideally, equipment will not remain on this report for an extended period of time.

IT Equipment Responsibility ...

This is the menu for the equipment responsibility options.

Inventory Edit (IT)

This option allows you to edit the record for an existing piece of equipment. Only equipment that has a CMR with IT TRACKING set to YES may be selected.

This option is locked with the EN IT INVENTORY security key.

Following is a list of the fields displayed on the Inventory Edit (IT) screen with a brief description.

LOCATION - The physical location of the equipment. Only entries from the ENG SPACE file (#6928) may be entered. You may enter a ?? for a list. If you don't find an appropriate location, you may enter a free-text location in the NON-SPACE FILE LOCATION field. See that field's description for more information.

NON-SPACE FILE LOCATION - The purpose of this field is to allow you to enter a free-text value when there is not a suitable location in the ENG SPACE (#6928) file to select. The entry of a free-text location will result in Engineering staff automatically being notified via e-mail of the need for a new location. Once the new location is added to the ENG SPACE file, the engineering user can respond on the mail message that the location has been added and then IT staff can use this option to update the equipment location. The NON-SPACE FILE LOCATION entry is automatically deleted when the LOCATION field is changed.

IT REMOTE LOCATION - This field is used to store information such as the address and phone number for IT equipment that is taken off site.

CMR- The Consolidated Memorandum of Receipt (CMR) for this piece of equipment. This field cannot be deleted, and can only be changed to a CMR that also has IT TRACKING = YES.

USING SERVICE - The service within the facility that uses the equipment. Enter a question mark for a list of available choices.

UPDATE INVENTORY DATE? – Enter a Yes to update the LAST INVENTORIED field to the current date.

LAST INVENTORIED - This field may only be changed to the current date. You must enter YES at the previous field (UPDATE INVENTORY DATE?) to automatically update this field to the current date.

IT COMMENTS - This is a word processing field. A <RET> in this field will drop you into the editor. Once the comments are entered or edited, the screen will redisplay with the new information.

```
                              Inventory Edit (IT)
Entry #: 1159
Mfgr: DELL COMPUTER
Model: X1330P81                        Serial #: DELL199384AE
XPS M1330 Notebook PC
-------------------------------------------------------------------------------------------------------

LOCATION:                       NON-SPACE FILE LOCATION: TEST ROOM

IT REMOTE LOCATION (Press <PF1>Z for zoom editor):


CMR: 78A    USING SERVICE: INFORMATION RESOURCES MGMT

UPDATE INVENTORY DATE?:     LAST INVENTORIED(R):

IT COMMENTS (wp):    [ENCRYPTED]
_____________________________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.


COMMAND:                                        Press <PF1>H for help    Insert
```

Non-Space File Location Report

This report generates a list of equipment that has an entry in the NON-SPACE FILE LOCATION field. Equipment should only have a value in this field when the LOCATION field cannot be updated because an appropriate location is not available in the ENG SPACE file. Ideally, equipment will not remain on this report for an extended period of time.

```
DEVICE: HOME// <RET>  UCX/TELNET


NON-SPACE FILE LOCATION REPORT                  FEB 13, 2008@16:09:59   page 1

  EQUIP ID #  NON-SP DATE   ENTERED BY                        LOCATION
  --------------  ----------------  ----------------------------------------  ----------------------------

NON-SPACE FILE LOCATION: CONFERENCE ROOM A410
  1088        JAN 14, 2008  ITUSER,ONE                      201-114

NON-SPACE FILE LOCATION: OPS LAB
  1150        FEB 05, 2008  ITUSER,TWO                      231-114

NON-SPACE FILE LOCATION: TEST ROOM
  1100        FEB 11, 2008  ITUSER,TWO
  1159        FEB 13, 2008  ITUSER,THREE

NON-SPACE FILE LOCATION: Trailer A Bldg 1
  1087        JAN 11, 2008  ITUSER,FOUR
```

IT Equipment Responsibility

This is the menu for the equipment responsibility options.

Assign Responsibility
Terminate Responsibility
Transfer Responsibility
Certify Hard Copy Signature
Print Hand Receipt for an Individual
Add Entry to New Person File
IT Equipment Report Menu ...

Assign Responsibility

This option allows you to assign responsibility for IT equipment inventory items to individuals. Only equipment on a CMR that has IT TRACKING set to YES can be assigned.

The software allows you to assign responsibility for a single piece of equipment to more than one individual.

This option is locked with the EN IT ASSIGNMENT security key.

```
Assign Responsibility

Selecting accountable IT equipment to be assigned...

     Select one of the following:

          E         ENTRY #
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Specify method to select equipment by: E// <RET> NTRY #
Select EQUIPMENT ENTRY #: 1142       121132     PRINTER     IN USE


Entry #     CMR    Location               Using Service
---------------   ---------  ---------------------------------  ----------------------------------------------------
1142        780    44G-107                INFORMATION RESOURCES MGMT
PRINTER

Mfgr: OKIDATA
Model: ML320                            Serial #: 121132


Responsible Person                 Assigned DT   Status     Status DT
-------------------------------------------------  --------------------  ---------------  --------------------
ITUSER,ONE                         JAN 15, 2008  ASSIGNED

Do you want to select this item? YES
Select EQUIPMENT ENTRY #: 1100       2UA537008M     COMPUTER-PC-ADMINISTRATIVE
   IN USE


Entry #     CMR    Location               Using Service
-------------   -------  ----------------------------  ------------------------------------------
1100        78A                            INFORMATION RESOURCES MGMT
DC 5100 COMPUTER

Mfgr: HEWLETT PACKARD/DESKTOP COMPUTER
Model: DC5100                           Serial #: 2UA537008M


Responsible Person                 Assigned DT   Status     Status DT
-------------------------------------------------  --------------------  ---------------  --------------------
ITUSER,ONE                         JAN 15, 2008  ASSIGNED
```

```
ITUSER,SEVENTYFOUR              FEB 06, 2008  ASSIGNED

Do you want to select this item? YES
Select EQUIPMENT ENTRY #: <RET>

2 equipment item(s) selected.
Do you want to print a list of the equipment? YES// <RET> YES
Do you want the brief display format? YES// NO
DEVICE: HOME// <RET>  UCX/TELNET

IT EQUIPMENT REPORT                             FEB 14, 2008@15:24:48   page 1
 for selected equipment sorted by Entry #

Entry #: 1100        CMR: 78A    Using Service: INFORMATION RESOURCES MGMT
  Location:                       Svc of Location:
  Mfgr Name: DC 5100 COMPUTER
  Mfgr: HEWLETT PACKARD/DESKTOP COMPUTER
  Model: DC5100                           Ser. #: 2UA537008M
  IT Comments: Encrypted.

  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED
  Assign: 02/06/08  ITUSER,SEVENTYFOUR              Status: ASSIGNED

Entry #: 1142        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location: 44G-107               Svc of Location:
  Mfgr Name: PRINTER
  Mfgr: OKIDATA
  Model: ML320                            Ser. #: 121132
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED


Count of IT equipment items on report = 2
Enter RETURN to continue or '^' to exit: <RET>

Selecting person(s) to be assigned responsibility...

Select NEW PERSON NAME: ITUSER,TWO     TI
Assign responsibility to ITUSER,TWO? YES

Select Another NEW PERSON NAME: <RET>

1 person(s) selected.
OK to create assignments? YES// <RET>

2 equipment assignment(s) created.
```

Terminate Responsibility

This option allows you to terminate one or more active responsibilities. The IT assignment can be selected by either the equipment entry number or the name of the person assigned that responsibility.

This option is locked with the EN IT ASSIGNMENT security key.

```
Select IT Equipment Responsibility Option: TERMInate Responsibility

     Select one of the following:

          E         EQUIPMENT
          P         PERSON

Specify method for selecting IT assignments: EQUIPMENT
Select EQUIPMENT ENTRY #: 1159     DELL199384AE     COMPUTER-MICRO     IN USE


ACTIVE IT RESPONSIBILITIES                                        Screen 1 of 1

ID#  ENTRY #   MFG EQUIP NAME        OWNER                            STATUS
------------------------ ------------------------------------------------------------------------------------------ ------------------
  1  1159      XPS M1330 Notebook P  ITUSER, ONE                      SIGNED
  2  1159      XPS M1330 Notebook P  ITUSER, TWO                      SIGNED


Enter a list or range to select (1-2): Quit//2
OK to terminate assignments? NO// YES

1 IT responsibilities were terminated.
Enter RETURN to continue or '^' to exit:
```

Transfer Responsibility

This option allows you to transfer responsibility for selected equipment from one person to another person, by terminating the original responsibility and creating a new one.

If the equipment is transferred to the user performing the transfer of responsibility, and a <RET> is entered after the transfer is completed, you will be asked if "you want to sign to accept responsibility now". A YES at this prompt will drop you into the Accept IT Responsibility functionality. Please see the Accept IT Responsibility option documentation in this section for more information.

This option is locked with the EN IT ASSIGNMENT security key.

```
     Select one of the following:

          E         EQUIPMENT
          P         PERSON

Specify method for selecting IT assignments: e  EQUIPMENT
Select EQUIPMENT ENTRY #: 1088     BJ292940     PRINTER     IN USE

ACTIVE IT RESPONSIBILITIES                                        Screen 1 of 1

ID#  ENTRY #   MFG EQUIP NAME        OWNER                            STATUS
---- --------- ------------------------------------------------------------------------------------------ ----------------
  1  1088      PRINTER, INK JET, PO  ITUSER, ONE                       CERTIFIED
  2  1088      PRINTER, INK JET, PO  ITUSER, TWO                        ASSIGNED


Enter a list or range to select (1-2): Quit//1
Select person for new assignment: ITUSER, THREE    ITUSER, THREE
 10B/ISC1     SUPV. APPLICATIONS SUPPORT
Assign responsibility to ITUSER, THREE? NO// y  YES
OK to transfer assignments? NO// y  YES


1 IT responsibilities were terminated.
1 assignments were created.
Enter RETURN to continue or '^' to exit: <RET>
Do you want to sign to accept responsibility now? NO// YES

          Government Furnished Equipment (GFE) USAGE GUIDELINES
* Do not loan GFE to anyone.
* Do not install personal software.
* Save data only to secure locations, such as FIPS 140-2 compliant storage
  devices.
* Do not attach non-approved portable storage devices to this equipment.
* Secure and store GFE under lock and key when not in use.
* Do not check GFE as checked luggage when traveling.
* Do not modify the configuration of the GFE.

                        USER RESPONSIBILITIES
* I understand this equipment is provided for official use only.
* I understand the transit of VA Information off-site is strictly prohibited
  unless accompanied by express written authorization.
```

```
* I am required by my supervisor to utilize this equipment to perform the
  duties of my job.
* I accept responsibility for the equipment identified above issued to me by
  the Department of Veterans Affairs.
* I fully understand that I could be billed for the replacement cost for any
  damage or loss occurring as a result of negligence.
* I have read and understand current VA Security Directive 6500 and any
  subsequent revisions or recensions.

* I will care for and protect equipment from loss or damage and will notify IT
  staff of any loss, damage or operational failures incurred.
* I understand that it is my responsibility to periodically return the
  equipment for routine maintenance.

OK to sign? NO// YES

Enter your Current Signature Code: <Electronic Signature>   SIGNATURE VERIFIED

1 assignment records were signed.

     Select one of the following:

          E         EQUIPMENT
          P         PERSON

Specify method for selecting IT assignments: ^
```

Certify Hard Copy Signature

This option allows an IT employee to certify that an assigned person has signed a hard copy hand receipt accepting responsibility for tracked IT equipment. This option is expected to be used only when the assigned person does not have access to VistA in order to electronically sign for the equipment.

This option is locked with the EN IT ASSIGNMENT security key.

```
Select NEW PERSON NAME: ENGUSER,ONE       OE     10B/ISC1     SUPV. APPLICATIONS
SUPPORT

IT RESPONSIBILITIES TO CERTIFY FOR ENGUSER,ONE               Screen 1 of 1

ID#  ENTRY #   MFG EQUIP NAME        MODEL                        SERIAL#
===================== ==============================================================
  1  1088      PRINTER, INK JET, PO  BJC80                        BJ292940
  2  1094      SCANNER               FI-4750                      S03028X83
  3  1151      Inspiron 1721 Notebo  I1721-ST001                  DL94872

Enter a list or range to select (1-3): Quit//1
OK to continue? NO// YES

          Government Furnished Equipment (GFE) USAGE GUIDELINES
* Do not loan GFE to anyone.
* Do not install personal software.
* Save data only to secure locations, such as FIPS 140-2 compliant storage
  devices.
* Do not attach non-approved portable storage devices to this equipment.
* Secure and store GFE under lock and key when not in use.
* Do not check GFE as checked luggage when traveling.
* Do not modify the configuration of the GFE.

                       USER RESPONSIBILITIES
* I understand this equipment is provided for official use only.
* I understand the transit of VA Information off-site is strictly prohibited
  unless accompanied by express written authorization.
* I am required by my supervisor to utilize this equipment to perform the
  duties of my job.
* I accept responsibility for the equipment identified above issued to me by
  the Department of Veterans Affairs.
* I fully understand that I could be billed for the replacement cost for any
  damage or loss occurring as a result of negligence.
* I have read and understand current VA Security Directive 6500 and any
  subsequent revisions or recensions.

* I will care for and protect equipment from loss or damage and will notify IT
  staff of any loss, damage or operational failures incurred.
* I understand that it is my responsibility to periodically return the
  equipment for routine maintenance.

Is this the text on the signed, printed hand receipt? NO// YES
Date person signed hard copy hand receipt:  (2/10/2008 - 2/14/2008): T  (FEB 14, 2008)
OK to certify? NO// YES

Enter your Current Signature Code: <Electronic Signature>   SIGNATURE VERIFIED

1 assignment records were certified.
Enter RETURN to continue or '^' to exit: ^
```

Print Hand Receipt for an Individual

This option allows IT personnel to print a hard copy hand receipt for a selected individual who currently has assigned responsibility for IT equipment.

The printout of an individual's signed, active assignments also serves as the loan form for Government Furnished IT Equipment.

The Equipment Return Date on the loan form is determined by adding the DAYS BETWEEN RETURNS value from the CMR file to the PHYSICAL INVENTORY DATE (i.e. Last Inventoried) of the equipment item. A default of 90 days is used if a value is not specified for the applicable CMR. If the equipment does not have an inventory date, the current date is reported as the equipment return date.

The DAYS BETWEEN RETURNS value is entered/edited using the CMR File Enter/Edit option.

You will have the option of choosing one of the following print options.

DATE OF SIGNATURE - allows you to select assignments signed electronically or via wet signature on a given date, regardless of current status.

SIGNED - allows you to select active assignments signed electronically or via wet signature.

UNSIGNED - allows you to select active assignments not signed, either electronically or via wet signature or signed documents where the signature date is more than 359 days ago. (You must re-sign by the one year anniversary of the previous signature.)

If an unsigned hard copy hand receipt is printed and signed, it must then be certified electronically, using the Certify Hard Copy Signature option.

```
Print Hand Receipt for an Individual

     Select one of the following:

          D         DATE OF SIGNATURE
          S         SIGNED
          U         UNSIGNED

Print Hand Receipt for Unsigned or Signed IT assignments: UNSIGNED// SIGNED
Select NEW PERSON NAME: ITUSER,ONE     OI     10B/ISC1     SUPV. APPLICATIONS SUPPORT
DEVICE: HOME// <RET>  UCX/TELNET
```

```
IT HAND RECEIPT/LOAN FORM FOR GOVERNMENT FURNISHED EQUIPMENT (GFE)    Page 1
Electronic Accepted Substitute for VA Form 0887(a/b)
STATION: 660  ASSIGNED TO: ITUSER,ONE                    Printed 4/1/08@10:38

ENTRY #    MFG EQUIP NAME          MODEL                           SERIAL#
----------- -------------------------  ----------------------------------  -------------
6987       PRINTER                 LA75                            TY71627761
    Signed: MAR 31, 2008           Certified by: ITSUPERVISOR,ONE
  Issued By: ITUSER,TWO                           Contact #: 555-555-5555
  Equipment Return Date: 4/1/08
13815      PRINTER                 2225D                           2804S02966
    Signed: Mar 31, 2008@15:00:05  Signature: /ES/ONE ITUSER
  Issued By: ITUSER,TWO                           Contact #: 555-555-5555
  Equipment Return Date: 5/1/08

          Government Furnished Equipment (GFE) USAGE GUIDELINES
* Do not loan GFE to anyone.
* Do not install personal software.
* Save data only to secure locations, such as FIPS 140-2 compliant storage
  devices.
* Do not attach non-approved portable storage devices to this equipment.
* Secure and store GFE under lock and key when not in use.
* Do not check GFE as checked luggage when traveling.
* Do not modify the configuration of the GFE.

                       USER RESPONSIBILITIES
IT HAND RECEIPT/LOAN FORM FOR GOVERNMENT FURNISHED EQUIPMENT (GFE)    Page 2
Electronic Accepted Substitute for VA Form 0887(a/b)
STATION: 999  ASSIGNED TO: ITUSER,ONE                   Printed 4/1/08@11:10

* I understand this equipment is provided for official use only.
* I understand the transit of VA Information off-site is strictly prohibited
  unless accompanied by express written authorization.
* I am required by my supervisor to utilize this equipment to perform the
  duties of my job.
* I accept responsibility for the equipment identified above issued to me by
  the Department of Veterans Affairs.
* I fully understand that I could be billed for the replacement cost for any
  damage or loss occurring as a result of negligence.
* I have read and understand current VA Security Directive 6500 and any
  subsequent revisions or recensions.
* I will care for and protect equipment from loss or damage and will notify IT
  staff of any loss, damage or operational failures incurred.
* I understand that it is my responsibility to periodically return the
  equipment for routine maintenance.
```

Add Entry to New Person File

This option allows you to add an entry to the NEW PERSON file. A person should only be added through this option if that person will NOT be provided a user account to sign onto the computer, but will be assigned responsibility for IT equipment.

This option is locked with the EN IT ASSIGNMENT security key.

```
Add Entry to New Person File

This option should only be used to add a person to the NEW PERSON
(#200) file when that person will be assigned responsibility for
IT equipment but is not already in the file and will NOT be given
a user account to sign on the computer.

Do you want to add an entry to the NEW PERSON file? NO// y   YES

Enter NEW PERSON's name (Family,Given Middle Suffix): ITUSER,ONE JR
  Are you adding 'ITUSER,ONE JR' as a new NEW PERSON (the 2370TH)? No// Y   (Yes)
Checking SOUNDEX for matches.
No matches found.
Name components.
FAMILY (LAST) NAME: ITUSER// <RET>
GIVEN (FIRST) NAME: ONE// <RET>
MIDDLE NAME: <RET>
SUFFIX: JR// <RET>
Now for the Identifiers.
INITIAL: OI
SSN: 000066600
SEX: <RET>
NPI: <RET>
```

IT Equipment Report Menu

This Menu provides the following reports for monitoring and tracking IT equipment.

Individual Responsibility for IT Assets Report
Unassigned IT Asset Report
Assignments Pending Acceptance Report
Tracked IT Assets Report
Signature Exception Report
Assignment Inquiry

Individual Responsibility for IT Assets Report

This option allows you to display or print a report for a specific individual who currently has assigned responsibility for IT equipment.

```
Select NEW PERSON NAME: ITUSER,ONE       OI     10B/ISC1
Include ended assignments? NO// <RET>
DEVICE: HOME// <RET>  UCX/TELNET

INDIVIDUAL RESPONSIBILITY REPORT                FEB 14, 2008@10:01:49   page 1
  for ITUSER,ONE sorted by location

Entry #: 1006        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location: 201-114               Svc of Location: INFORMATION SYSTEMS CENTER
  Mfgr Name: TERMINAL DISPLAY, AMBER SCREEN, VT520
  Mfgr: DIGITAL COMPUTER CONT
  Model: VT520                            Ser. #: SWC1234
  Assign Date: JAN 17, 2008  Status: CERTIFIED Status Date: 01/17/08

Count of IT equipment items on report = 1
```

Unassigned IT Asset Report

This option allows you to display/print a report of tracked IT assets where responsibility is not currently assigned to an individual. Assets are considered to be tracked IT assets if their CMR value has IT TRACKING set to YES.

Several methods for selection and sorting are available. You also have the option of printing either a brief or full display.

```
Unassigned IT Asset Report

     Select one of the following:

          A         ALL TRACKED IT EQUIPMENT
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Specify method to select equipment by: ALL TRACKED IT EQUIPMENT

     Select one of the following:

          E         ENTRY #
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Sort equipment by: ENTRY #
Do you want the brief display format? YES// NO
DEVICE: HOME//   UCX/TELNET

IT EQUIPMENT NOT ASSIGNED REPORT                FEB 14, 2008@10:40      page 1
 for All tracked IT equipment sorted by Entry #

Entry #: 8           CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location:                       Svc of Location:
  Mfgr Name: 50 MHZ EISA PC
  Mfgr: DIGITAL EQUIP
  Model: 450STPCT25AA                    Ser. #: AB34300UER


Count of IT equipment items on report = 1
Enter RETURN to continue or '^' to exit:
```

Assignments Pending Acceptance Report

This option allows you to display or print a list of equipment with IT assignments that have not yet been signed. There are several methods for selection and sorting available. You also have the option of printing either a brief or full display. The example that follows shows the brief display, followed by the full display for the same user entries.

```
Assignments Pending Acceptance Report

     Select one of the following:

          A         ALL TRACKED IT EQUIPMENT
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Specify method to select equipment by: LOCATION
Select ENG SPACE ROOM NUMBER: OFFSITE

     Select one of the following:

          E         ENTRY #
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Sort equipment by: ENTRY #
Do you want the brief display format? YES// <RET>
DEVICE: HOME// <RET>  UCX/TELNET
```

Brief Display

```
Assignments Pending Acceptance Report           FEB 14, 2008@10:20:52   page 1
 for Location: OFFSITE sorted by Entry #

Entry #     CMR    Location               Using Service
-------------------------------------------------------------------------------
1086        780    OFFSITE                INFORMATION RESOURCES MGMT
  COMPUTER
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

1130        780    OFFSITE                INFORMATION RESOURCES MGMT
  DC 5100 COMPUTER
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

1134        780    OFFSITE                INFORMATION RESOURCES MGMT
  DC 5100 COMPUTER
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

1161        78A    OFFSITE                INFORMATION RESOURCES MGMT

  Assign: 01/17/08  ITUSER,TWO                      Status: ASSIGNED


Count of IT equipment items on report = 4
Count of unsigned assignments on report = 4
```

```
Enter RETURN to continue or '^' to exit:
```

Full Display

```
Assignments Pending Acceptance Report           FEB 14, 2008@10:27:11   page 1
 for Location: OFFSITE sorted by Entry #

Entry #: 1086        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location: OFFSITE               Svc of Location:
  Mfgr Name: COMPUTER
  Mfgr: MICRON CORPORATION
  Model: T2400                           Ser. #: 4321
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

Entry #: 1130        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location: OFFSITE               Svc of Location:
  Mfgr Name: DC 5100 COMPUTER
  Mfgr: HEWLETT PACKARD/DESKTOP COMPUTER
  Model: DC5100                          Ser. #: 2UA537009Z
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

Entry #: 1134        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location: OFFSITE               Svc of Location:
  Mfgr Name: DC 5100 COMPUTER
  Mfgr: HEWLETT PACKARD/DESKTOP COMPUTER
  Model: DC5100                          Ser. #: 2UA5370093
Enter RETURN to continue or '^' to exit:

Assignments Pending Acceptance Report           FEB 14, 2008@10:27:11   page 2
 for Location: OFFSITE sorted by Entry #

Entry #: 1134 (continued)
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

Entry #: 1161        CMR: 78A    Using Service: INFORMATION RESOURCES MGMT
  Location: OFFSITE               Svc of Location:
  Mfgr Name:
  Mfgr: MICRON CORPORATION
  Model: Transport T2400                 Ser. #: 4279964-0001
  IT Remote Location: That place were the buffalo don't roam nor antelope
  play.
  IT Comments: Encrypted.

  Assign: 01/17/08  ITUSER,TWO                      Status: ASSIGNED


Count of IT equipment items on report = 4
Count of unsigned assignments on report = 4
Enter RETURN to continue or '^' to exit:
```

Tracked IT Assets Report

This option allows you to display or print a report of equipment inventory that has a CMR value with IT TRACKING equal to YES. The report can be run for specific equipment, groups of equipment, or all tracked IT equipment.

```
Tracked IT Assets Report

     Select one of the following:

          A         ALL TRACKED IT EQUIPMENT
          E         ENTRY #
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Specify method to select equipment by: LOCATION
Select ENG SPACE ROOM NUMBER:  221-114     114          INFORMATION SYSTEMS CE
NTER     OFFICE

     Select one of the following:

          E         ENTRY #
          C         CMR
          U         USING SERVICE
          L         LOCATION
          S         SERVICE OF LOCATION

Sort equipment by: SERVICE OF LOCATION
Do you want the brief display format? YES// <RET>
DEVICE: HOME// <RET>  UCX/TELNET

IT EQUIPMENT REPORT                              FEB 15, 2008@10:00:21   page 1
 for Location: 221-114 sorted by Service of Loc.

Entry #     CMR    Location              Using Service
------------  -------  --------------------------  ----------------------------------------
1124        780    221-114               INFORMATION RESOURCES MGMT
  DC 5100 COMPUTER
  Assign: 01/15/08  ITUSER,ONE                      Status: ASSIGNED

1125        780    221-114               INFORMATION RESOURCES MGMT
  DC 5100 COMPUTER
  Assign: 01/15/08  ITUSER,TWO                      Status: ASSIGNED


Count of IT equipment items on report = 2
Enter RETURN to continue or '^' to exit:
```

Signature Exception Report

This option allows you to display or print a report of assignments of IT responsibility with the most recent signature at least one year old as of a specified date.

```
Signature Exception Report

     Select one of the following:

          E         ELECTRONICALLY SIGNED
          C         CERTIFIED HARD COPY SIGNATURE
          B         BOTH

Select type of signature to check: BOTH// <RET>
Report signatures at least 1 year old as of :  Feb 13, 2008// 2/15/08
DEVICE: HOME// <RET>  UCX/TELNET

SIGNATURE EXCEPTION REPORT                      FEB 14, 2008@16:14:50   page 1
  for signatures at least one year old as of Feb 15, 2008

Owner                              Entry #     Status     Status Date
---------------------------------- ----------- ---------- ----------
ENUSER,ONE                         1091        SIGNED     01/11/07
  DEC MULTIPLEXOR
ENUSER,ONE                         1092        SIGNED     01/11/07
  UPS COMPUTER UNIT
  XPS M1330 Notebook PC
ENUSER,TWO                         1006        CERTIFIED  01/17/07
  TERMINAL DISPLAY, AMBER SCREEN, VT520
ENUSER,THREE                       1138        CERTIFIED  01/14/07
  PRINTER, INK JET, PORTABLE
ENUSER,THREE                       1152        CERTIFIED  01/14/07
  Inspiron 1721 Notebook PC
ENUSER,FOUR                        1017        SIGNED     01/18/07
  SWITCH LINE SHARING
ENUSER,FOUR                        1095        SIGNED     01/15/07
  BAR CODE PRINTER
ENUSER,FIVE                        1128        SIGNED     01/16/07
  DC 5100 COMPUTER
Enter RETURN to continue or '^' to exit:

SIGNATURE EXCEPTION REPORT                      FEB 14, 2008@16:14:50   page 2
  for signatures at least one year old as of Jan 31, 2009

Owner                              Entry #     Status     Status Date
---------------------------------- ----------- ---------- ----------
ENUSER,FIVE                        1132        SIGNED     01/10/07
  DC 5100 COMPUTER
ENUSER,SIX                         1087        CERTIFIED  01/11/07
  XPS 6600 COMPUTER
ENUSER,SIX                         1148        CERTIFIED  01/11/07
  22-Inch Widescreen LCD Monitor
ENUSER,SIX                         1152        CERTIFIED  01/11/07
  Inspiron 1721 Notebook PC
ENUSER,SIX                         1153        CERTIFIED  01/11/07
  19-Inch Widescreen LCD Monitor

Count of signatures on report = 13
```

Assignment Inquiry

This option allows you to display or print information on all of your IT equipment assignments of responsibility by the entry number for the piece of equipment or the person assigned responsibility.

```
Select IT ASSIGNMENT EQUIPMENT: ??

   Choose from:
   1101        ENUSER, ONE      ASSIGNED      2UA537008N          IN USE

   1159        ENGSER, ONE      SIGNED      DELL199384AE     COMPUTER-MICRO
 IN USE

Select IT ASSIGNMENT EQUIPMENT: 1159        DELL199384AE     COMPUTER-MICRO     IN USE
ENUSER, ONE      SIGNED

DEVICE: <RET>  UCX/TELNET    Right Margin: 80// <RET>


IT ASSIGNMENT                                    FEB 13,2008  09:08    PAGE 1
-----------------------------------------------------------------------------------------------------------------------

EQUIPMENT: 1159         OWNER: ENUSER, ONE
STATUS(c): SIGNED       STATUS DATE(c): 02/12/08

ASSIGNED:  FEB 12,2008  13:47     BY: ENUSER, TWO

SIGNED:    FEB 12,2008  13:55     TEXT VERSION: 1   FROM PATCH: EN*7*87
CERTIFIED:                        BY:

ENDED:                            BY:

PREVIOUS SIGNATURES:


Select IT ASSIGNMENT EQUIPMENT:
```

IT Owner Menu

The IT Owner Menu contains options intended for any individual that could be assigned responsibility for IT equipment.

Accept IT Responsibility
Individual Responsibility for IT Assets Report
Print My Hand Receipt
Assignment Inquiry

Accept IT Responsibility

This option is used to accept responsibility for assigned IT equipment. It allows you to enter the initial acceptance with your electronic signature code, or reaffirm the acceptance (re-sign) before it expires. You must re-sign by the one year anniversary (359 days) of the previous signature.

Government Furnished Equipment (GFE) Usage Guidelines and User Responsibilities are displayed on the screen. Your electronic signature certifies that you understand and will comply with these guidelines and responsibilities.

```
Select IT Owner Menu Option:  Accept IT Responsibility

IT RESPONSIBILITIES REQUIRING SIGNATURE BY ENGUSER,One        Screen 1 of 1

ID#  ENTRY #   MFG EQUIP NAME        MODEL                        SERIAL#
---- ---------- ------------------------------------------------------------------------------ ----------
  1  1101      DC 5100 COMPUTER      DC5100                       2UA537008N
  2  1159      XPS M1330 Notebook P  X1330P81                     DELL199384AE


Enter a list or range to select (1-2): Quit//2
OK to continue? NO// YES


Government Furnished Equipment (GFE) USAGE GUIDELINES
* Do not loan GFE to anyone.
* Do not install personal software.
* Save data only to secure locations, such as FIPS 140-2 compliant storage
  devices.
* Do not attach non-approved portable storage devices to this equipment.
* Secure and store GFE under lock and key when not in use.
* Do not check GFE as checked luggage when traveling.
* Do not modify the configuration of the GFE.

                        USER RESPONSIBILITIES
* I understand this equipment is provided for official use only.
* I understand the transit of VA Information off-site is strictly prohibited
  unless accompanied by express written authorization.
* I am required by my supervisor to utilize this equipment to perform the
  duties of my job.
* I accept responsibility for the equipment identified above issued to me by
  the Department of Veterans Affairs.
* I fully understand that I could be billed for the replacement cost for any
  damage or loss occurring as a result of negligence.
* I have read and understand current VA Security Directive 6500 and any
  subsequent revisions or recensions.

OK to sign? NO// YES


Enter your Current Signature Code:  <Electronic Signature>  SIGNATURE VERIFIED

1 assignment records were signed.
```

Individual Responsibility for IT Assets Report

This report shows information on all IT equipment currently assigned to you. You may also choose to include assignments that have ended.

```
Select IT Owner Menu Option: Individual Responsibility for IT Assets Report
Include ended assignments? NO// <RET>
DEVICE: HOME// <RET>  UCX/TELNET

INDIVIDUAL RESPONSIBILITY REPORT                FEB 13, 2008@07:40:44   page 1
  for ENUSER, ONE sorted by location

Entry #: 1101        CMR: 780    Using Service: INFORMATION RESOURCES MGMT
  Location:                       Svc of Location:
  Mfgr Name: DC 5100 COMPUTER
  Mfgr: HEWLETT PACKARD/DESKTOP COMPUTER
  Model: DC5100                           Ser. #: 2UA537008N
  Assign Date: FEB 12, 2008  Status: ASSIGNED  Status Date: 02/12/08
Entry #: 1159        CMR: 78A    Using Service: INFORMATION RESOURCES MGMT
  Location: 231-114               Svc of Location:
  Mfgr Name: XPS M1330 Notebook PC
  Mfgr: DELL COMPUTER
  Model: X1330P81                         Ser. #: DELL199384AE
  Assign Date: FEB 12, 2008  Status: SIGNED    Status Date: 02/12/08

Count of IT equipment items on report = 2
```

Print My Hand Receipt

This option allows you to print a hard copy hand receipt for IT items assigned to you. The printout of an individual's signed, active assignments also serves as the loan form for Government Furnished IT Equipment.

The Equipment Return Date on the loan form is determined by adding the DAYS BETWEEN RETURNS value from the CMR file to the PHYSICAL INVENTORY DATE (i.e. Last Inventoried) of the equipment item. A default of 90 days is used if a value is not specified for the applicable CMR. If the equipment does not have an inventory date, the current date is reported as the equipment return date.

You will have the option of choosing one of the following print options.

DATE OF SIGNATURE - allows you to select assignments signed electronically or via wet signature on a given date, regardless of current status.

SIGNED - allows you to select active assignments signed electronically or via wet signature.

UNSIGNED - allows you to select active assignments not signed, either electronically or via wet signature or signed documents where the signature date is more than 359 days ago. (You must re-sign by the one year anniversary of the previous signature.)

```
Print My Hand Receipt

     Select one of the following:

          D         DATE OF SIGNATURE
          S         SIGNED
          U         UNSIGNED

Print Hand Receipt for Unsigned or Signed IT assignments: UNSIGNED// SIGNED
Select NEW PERSON NAME: ITUSER,ONE     OI     10B/ISC1     SUPV. APPLICATIONS SUPPORT
DEVICE: HOME// <RET>  UCX/TELNET
```

```
IT HAND RECEIPT/LOAN FORM FOR GOVERNMENT FURNISHED EQUIPMENT (GFE)    Page 1
Electronic Accepted Substitute for VA Form 0887(a/b)
STATION: 660  ASSIGNED TO: ITUSER,ONE                    Printed 4/1/08@10:38

ENTRY #    MFG EQUIP NAME          MODEL                           SERIAL#
----------- -------------------------    ---------------------------------    -------------
6987       PRINTER                 LA75                            TY71627761
    Signed: MAR 31, 2008           Certified by: ITSUPERVISOR,ONE
  Issued By: ITUSER,TWO                           Contact #: 555-555-5555
  Equipment Return Date: 4/1/08
13815      PRINTER                 2225D                           2804S02966
    Signed: Mar 31, 2008@15:00:05  Signature: /ES/ONE ITUSER
  Issued By: ITUSER,TWO                           Contact #: 555-555-5555
  Equipment Return Date: 5/1/08


          Government Furnished Equipment (GFE) USAGE GUIDELINES
* Do not loan GFE to anyone.
* Do not install personal software.
* Save data only to secure locations, such as FIPS 140-2 compliant storage
  devices.
* Do not attach non-approved portable storage devices to this equipment.
* Secure and store GFE under lock and key when not in use.
* Do not check GFE as checked luggage when traveling.
* Do not modify the configuration of the GFE.


                       USER RESPONSIBILITIES
IT HAND RECEIPT/LOAN FORM FOR GOVERNMENT FURNISHED EQUIPMENT (GFE)    Page 2
Electronic Accepted Substitute for VA Form 0887(a/b)
STATION: 999  ASSIGNED TO: ITUSER,ONE                   Printed 4/1/08@11:10

* I understand this equipment is provided for official use only.
* I understand the transit of VA Information off-site is strictly prohibited
  unless accompanied by express written authorization.
* I am required by my supervisor to utilize this equipment to perform the
  duties of my job.
* I accept responsibility for the equipment identified above issued to me by
  the Department of Veterans Affairs.
* I fully understand that I could be billed for the replacement cost for any
  damage or loss occurring as a result of negligence.
* I have read and understand current VA Security Directive 6500 and any
  subsequent revisions or recensions.
* I will care for and protect equipment from loss or damage and will notify IT
  staff of any loss, damage or operational failures incurred.
* I understand that it is my responsibility to periodically return the
  equipment for routine maintenance.
```

Assignment Inquiry

This option allows you to display or print information on all of your IT equipment assignments of responsibility.

```
Select IT ASSIGNMENT EQUIPMENT: ??

   Choose from:
   1101        ENUSER, ONE      ASSIGNED      2UA537008N          IN USE

   1159        ENUSER, ONE      SIGNED      DELL199384AE     COMPUTER-MICRO
 IN USE

Select IT ASSIGNMENT EQUIPMENT: 1159        DELL199384AE     COMPUTER-MICRO     IN USE
ENUSER, ONE      SIGNED

DEVICE: <RET>  UCX/TELNET    Right Margin: 80// <RET>


IT ASSIGNMENT                                   FEB 13,2008  09:08    PAGE 1
-----------------------------------------------------------------------------------------------------------

EQUIPMENT: 1159         OWNER: ENUSER, ONE
STATUS(c): SIGNED       STATUS DATE(c): 02/12/08

ASSIGNED:  FEB 12,2008  13:47     BY: ENUSER, TWO

SIGNED:    FEB 12,2008  13:55     TEXT VERSION: 4   FROM PATCH: EN*7*1000
CERTIFIED:                        BY:

ENDED:                            BY:

PREVIOUS SIGNATURES:


Select IT ASSIGNMENT EQUIPMENT:
```

Glossary

ALD - Abbreviation for appropriation, limitation, department.

CMR - Consolidated Memorandum of Receipt. The basic instrument by which accountability for capital equipment is recorded.

Configuration-A particular selection of hardware and software resources that are tailored to provide optimum usage of ADP systems. This includes the type of CPU, type and number of disk drives, type and number of terminals, amount of main storage and so on.

Criticality - An index used by the package to rank the importance of performing preventive maintenance inspections on a particular device.

DHCP - Decentralized Hospital Computer Program-The name of the effort to install computer systems in the Veterans Administration Department of Medicine and Surgery's hospitals.

FileManager - Also known as VA FileMan. A set of MUMPS routines used to enter, maintain, access and manipulate related data in a file. It is the basic system used by all VA applications in creating files.

Information Systems Center (ISC) - One of the VA's seven regional offices for the management and development of application software. The ISCs are also responsible for providing support to field sites and for training personnel.

IRL - Interactive Reader Language. Proprietary language used by the Intermec line of portable bar code readers.

IT – Information Technology.

MailMan - An electronic mail, teleconferencing, and networking system which is an integral part of the Kernel.

MUMPS - Massachusetts General Hospital Utility Multi-Programming System. This is the computer language used by all VA DHCP applications.

NXRN# - A sequential number assigned by centralized CMR Management System in Austin.

Service Pointer - The functional entity (generally a service) within the facility that uses the device.

Site Configurable - A term used to refer to features in the system which can be tailored according to the needs of particular sites.

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Attachments

Electronic Work Orders

Electronic work orders are simply work requests that are entered into DHCP by the person who actually wants the work done. The objective of the Electronic Work Order module is to relieve Engineering Services of a major data entry task so that they will be better able to concentrate on the technical aspects of work control, especially in areas that are scrutinized by the JCAHO.

Users of the electronic work order module are usually given the menu option ENWOWARD (Electronic Work Requests), most commonly as a secondary menu option.

1 Request Electronic Work Order (ENWONEW-WARD)
This option was developed for non-Engineering personnel to use when entering Electronic Work Orders. This option uses input template ENWOWARD in prompting for information. Sites are free to customize this template or to create one of their own. If an input template named ENZWOWARD exists, the Engineering package will use it in preference to ENWOWARD. The system will automatically generate a permanent identifier, called the ORIGINAL WORK ORDER NUMBER, for each work request.

2 Edit Electronic Work Order (ENWOEDIT-WARD)
The DHCP user who physically enters an Electronic Work Order is allowed to edit it, but only until such time as Engineering Service assigns it to a working shop. This edit feature uses the same input template as the Request option.

3 Electronic Work Order Status Check (ENWOSTATUS-WARD)
This option allows users to check the status of any Engineering Work Order. Workorder information is displayed on a CRT screen, and may be printed if necessary. It is not possible to edit a work order from within this option. Data elements from which potentially sensitive information can be deduced (such as LABOR COST) are omitted from this display.

4 Incomplete Work Orders (ENWOST-WARD)
This option provides a list of incomplete work orders that were either associated with a given location, requested by a specific service or section, physically entered by a particular DHCP user.

If you select (1), you will be prompted for a WING or BUILDING. All incomplete work orders for that location will be listed. Option (2) prompts you for a selection

from File 49 (Service/Section). Option (3) will ask for the name of a DHCP user and then list all incomplete work orders that were entered by this individual.

The list includes CURRENT WORK ORDER #, REQUEST DATE, STATUS, LOCATION, PRIORITY, EQUIPMENT ID# (if applicable), and TASK DESCRIPTION. If CRT display is chosen, the user can request an expanded display. EMERGENCY and HIGH PRIORITY work orders are highlighted on CRT screens.

When an Electronic Work Order is entered, it immediately receives what is known as its ORIGINAL WORK ORDER NUMBER. This is a permanent identifier of each work request and will never change, no matter how many times a work order is transferred between shops. When checking the status of a work request, users can always use the ORIGINAL WORK ORDER NUMBER to call it up. Work orders can also be called up quickly by LOCATION or by TASK DESCRIPTION.

The system automatically records the DHCP user who physically enters each Electronic Work Order. This individual may be the actual requester but could also be someone who simply entered the work order on behalf of the requester. If questions arise concerning an Electronic Work Order, Engineering Service will first attempt to contact the REQUESTER (also known as CONTACT PERSON) rather than the person by whom the work order was physically entered.

Engineering Service has the prerogative of disapproving Electronic Work Requests. When this happens, a MailMan message is automatically sent to the person who entered the work order. The message will contain the COMMENTS field from the Electronic Work Order itself. It should be standard procedure for anyone who disapproves a work order to enter the reasons for doing so in the COMMENTS field *before closing the work order*.

Using Portable Bar Code Readers and Electrical Safety Analyzers with DHCP

Downloading and Uploading

Connecting to DHCP

Downloading and uploading require that the Trakker Bar Code Reader or the MedTester Electrical Safety Analyzer be physically connected to DHCP. This can be accomplished in several ways.

Dedicated port: Define the port as though the Trakker or MedTester were a VT-100 data terminal. Be sure that the baud rate and other basic data communication parameters of the dedicated port match those of the Trakker or MedTester. The principal disadvantage to the use of dedicated ports is inconvenience. All uploading and downloading would have to be done at a very limited number of locations.

Wedge: Special wedges can be purchased that will allow Trakkers or MedTesters to share a data line with a CRT. Different types of wedges are available, and specific installation instructions should be provided by the manufacturer. Not all wedges are designed for both downloading and uploading, and users must therefore be very careful when purchasing hardware of this type.

Auxiliary CRT port: The DEC VT-320 is strongly recommended since it supports full bidirectional data communication through its aux port allowing both downloading and uploading capabilities. The overwhelming majority of CRTs on today's market are NOT capable of this.

Trakker 9440 Bar Code Reader Connection

A special RS-232 cable with a Trakker connector on one end and a standard DB-25 female connector on the other should be procured for each Trakker unit. You will need a cable with a six-pin modular plug on one end and a male DB-25 connector on the other. The recommended configuration is:

```
 SIX-PIN                    DB-25 MALE
MODULAR PLUG               CONNECTOR
=================          ==============
        2 ---------------------------------------- 2
        3 ---------------------------------------- 7
        5 ---------------------------------------- 3
        6 ---------------------------------------- 6
```

This configuration allows the Trakker 9440 to supply the DATA SET READY signal (pin 6) which must be present in order for a VT-320 aux port to be enabled.

The PRINTER SET-UP SCREEN of the VT-320 will allow you to configure the CRT for use with a Trakker 9440. Use the following steps to get to this screen.

1. hold the SHIFT key and press SET-UP
2. use the right arrow key to move the cursor to the box labeled "Printer"
3. press the ENTER key

From this point, you can set the software selectable features of the aux port. Many of the settings for the Aux port must match the settings of the Trakker.

1. Speed: 1200 (must match)
2. Printer to Host Communication: This MUST be set to Printer to Host.
3. Print Mode: Normal Print Mode
4. XOFF: XOFF
5. Bits and Parity: 8 bits, no parity (must match)
6. Stop Bit: 1 stop bit (must match)
7. Print Region: Print Full Page
8. Printed Data Type: National Only
9. Print Terminator: **No Terminator**

If you elect to interface your Trakker to DHCP via a DECSERVER, the following setup should work:

==========

Character Size: 8	Input Speed:	1200	
Flow Control:	XON	Output Speed:	1200
Parity:	NONE	Modem Control:	Disabled
Stop Bits:	1		
Access:	Remote	Local Switch:	None
Backward Switch:	None	Name:	LC-6-16
Break:	Disabled	Session Limit:	4
Forward Switch:	None	Type:	ANSI

Preferred Service: None

Authorized Groups: 0
(Current) Groups: 0

==========

Trakker Configuration

To configure the Trakker 9440 for operation with DHCP

1. Turn the Trakker on by pressing the < **on-off** > key. The unit should perform a brief self-test and then display a "Ready" prompt.
2. Hold down the <**CTRL** > key and press <**E**>. The words "CONFIGURATION MENU:" should appear.

You are now in the configuration mode. Use the < **enter** > key to step through the basic operating parameters. Unless otherwise instructed, use the < **space** > key to make your selections.

1. Press the <**enter** > key until you are prompted to "Select or modify operating parameters?". The word "NO" will appear on the fourth Trakker display line. Change "NO" to "YES" using the < **space** > key. The following parameters are recommended:
   a. BEEP VOLUME: Set this according to your preference.
   b. DISPLAY MODE: BUFFERED
   c. CHARACTER SET: US-ASCII
   d. CPU RESP REQD MODE: DISABLED
   e. PREAMBLE A REQUIRED: NO
   f. LASER SCANNER MODE: ONE-SHOT TRIGGER
   g. APPEND TIME TO DATA: NO
   h. TIME IN SECONDS: NO
   i. RESUME IRL PROGRAM: NO
   j. AUTOMATIC SHUT-OFF: 10 (designates amount of time in minutes)
   k. BACKLIGHT TIMEOUT: 10 (designates amount of time in minutes)

2. The next configuration heading is "Select or modify comm protocol?". Use the <**space** > key to select "POINT TO POINT". Selections must match the configuration of the DHCP port. Recommended settings are:
   a. CHECK CTS: NO
   b. XON: <CTRL > <Q>. "DC1" should appear on the last Trakker display line. Press <enter >to continue.
   c. XOFF: <CTRL ><S>. Observe "DC3" and press < enter >to continue.
   d. BAUD RATE: 9600 (match DHCP port)
   e. PARITY: DISABLED
   f. DATA BITS: 8 (match DHCP port)
   g. STOP BITS: 1 (match DHCP port)
   h. TIMEOUT DELAY: 10 (seconds)
   i. INTERCHAR DELAY: 50 MS (milliseconds)
   j. TURNAROUND DELAY: 0 (zero)

3. The Trakker is now configured for use with DHCP. Press the <**ALT**><**E**> (for escape) to save any changes. These settings will remain in a non-volatile

section of Trakker memory until the Trakker is re-configured. If you want to exit the configuration mode without saving any changes, hold down the < **CTRL** ><**Z**> instead.

MedTester Electrical Safety Analyzer Connection

The aux port of the VT-320 is a six-pin modular jack, so you will need a cable with a six-pin modular plug on one end and a female DB-25 connector on the other. The proper configuration is:

```
SIX-PIN                          DB-25 FEMALE
MODULAR PLUG                     CONNECTOR
===============                  =============
   5 ------------------------------------------------------- 2
   2 ------------------------------------------------------- 3
   3 ------------------------------------------------------- 7
        1 ┌──────────┐
          │          │
        6 └──────────┘
```

With this configuration, the VT-320 supplies the DATA SET READY signal to itself (by virtue of the connection between pin 1 and pin 6). This signal must be present in order for a VT-320 aux port to be enabled.

The PRINTER SET-UP SCREEN of the VT-320 will allow you to configure the CRT for use with a MedTester. To get to this screen:

1. hold the <**SHIFT** > key and press <**SET-UP** >
2. use the right arrow to move the cursor to the box labeled "Printer",
3. press the <**ENTER** > key.

From this point, you can set the software selectable features of the aux port. Many of the settings for the MedTester must match the settings of the AUX port. The following settings are recommended.

1. Speed: 9600 or less (must match)
2. Printer to Host Communication: MUST be set to Printer to Host
3. Print Mode: Normal Print Mode
4. XOFF: not used
5. Bits and Parity: 8 bits, no parity (must match)
6. Stop Bit: 1 stop bit (must match)
7. Print Region: Print Full Page
8. Printed Data Type: National Only
9. Print Terminator: No Terminator

Terminal Type and Device File

You will also need appropriate entries in the Terminal Type and Device files. The following examples are known to work with either the Trakker or the MedTester.

In the Terminal Type file:

NAME: C-BCAUX(VT320)
OPEN PRINTER PORT: W *27,"[5i"
CLOSE PRINTER PORT: W *27,"[4i"

In the Device file:

NAME: BCAUX(VT320)
$I: 0
LOCATION OF TERMINAL: HOME (AUX PORT)
SUBTYPE: C-BCAUX(VT320)

When prompted for the "device to which the Trakker (or MedTester) is connected" you should select "BCAUX(VT320)".

Downloading and Uploading

Data acquired and stored on the Trakker or the MedTester is uploaded to DHCP to update the facility database. Uploading may be done at the end of each work day, or at other convenient intervals. Both of the Trakker downloading programs will warn the user if the Trakker is about to run out of storage space. If you see this warning, you should plan to upload your data as soon as possible.

Trakker 9440 Bar Code Reader

The Trakker 9440 portable bar code reader can be programmed using a language called IRL. Only one IRL program can reside on a Trakker at any given time. Trakkers that are used for more than one application will need to be downloaded with the correct IRL program whenever the application changes.

Engineering includes two (2) IRL programs. The programs are:

1. ENNX for bar code based equipment inventory
2. ENPM for bar code based Preventive Maintenance Inspection.

The Engineering Menu Options for downloading and uploading between Trakkers and DHCP are:

1. Download NX Program to Portable Bar code Reader (ENBCNXDNLD)
2. Download PM Program to Portable Bar code Reader (ENBCPMDNLD)
3. Upload Date From Portable Bar code Reader (ENBCUPLD)

Note that the same option (ENBCUPLD) is used for uploading either equipment inventory data or PMI data. The content of the uploaded data set allows DHCP to automatically determine what the data represents and how it is to be processed.

MedTester Electrical Safety Analyzer

The Engineering Menu Option for uploading data from a MedTester to DHCP is "Upload Data From MedTester" (ENSA1).

SPECIAL NOTES

Although the PRINTER port of a MedTester has a DB-25 connector, it is a parallel (and not a serial) interface. Connection of MedTesters with DHCP must be accomplished via a MedTester COMM port.

It is believed that the MedTester 5000 does not support the XON/XOFF data communication protocol. This should not be a serious problem, but it does have the following implications:

1. If you are connecting a MedTester to the aux port of a CRT, the baud rate of the aux port must not be faster than the baud rate of the CRTs main communication port.
2. If it appears that you are losing characters in the data upload process, you may be able to solve the problem by reducing the baud rate.

Bar Code Based Equipment Inventory of Nonexpendable (NX) Equipment and Preventive Maintenance Inspections

A data acquisition program must be downloaded to your portable bar code reader. For Equipment Inventory use menu option "Download NX Program to Portable Bar Code Reader" (ENBCNXDNLD); for Preventive Maintenance Inspections use menu option "Download PM Program to Portable Bar Code Reader" (ENBCPMDNLD). If you need a detailed explanation of this process, please refer to the section entitled *Using Portable Bar Code Readers and Electrical Safety Analyzers with DHCP*.

Whenever you turn on a Trakker, it should execute a self-test and then display a "Ready" prompt. To begin, you should:

1. Simultaneously hold down the **<CTRL >** key and press **<Enter >**
2. Press **<B>** (for "begin").

If you find this start-up sequence cumbersome, you may wish to print the sequence in bar code and affix the label to the Trakker. Then you will be able to perform the startup sequence simply by scanning this label.

If data is already stored on your Trakker you will see a message that looks something like the following.

```
*** WARNING ***
Data exists on
this bar code reader.
The first record in
this file
is: ID SAW9.21.90
Do you want to
purge this file...
...(Y/N) ?
```

The first record in a Trakker file is called the File ID. If a Trakker file exists, the File ID will appear on the sixth line of the Trakker start-up message, immediately to the right of the character string "ID" (as shown above). Users of Trakkers will key in this File ID before beginning to collect data. File IDs should normally consist of the user's initials and the date. This way, if you happen to start up a Trakker that someone else has been using you can immediately tell who was using it and when. You will need to respond to the "Do you want to purge this file?" prompt. Say **< N>** if you want to add to the data already stored; **<Y>** if you want to delete what's there and start fresh.

If there is no stored data, or if there is data and you purge it, the Trakker will prompt you for a File ID. Please enter your initials and the current date. No special format is required, and the Trakker will accept and store virtually anything that does not exceed 37 characters.

There may be times when you cannot successfully scan a bar code label. Perhaps it is torn, smudged, or otherwise damaged. When this happens you can use the Trakker keyboard to enter data. Both location labels and equipment labels have the bar coded data printed in human readable form directly below the bar code. Be sure to key in all the characters (including spaces and hyphens) exactly as they appear on the label. To enter a hyphen, first press the < **ALT**> key and then the <**Space** > key. Location labels should look something like "SP201-110A". Equipment labels should be of the form "999EE12409".

In these two examples, "SP" and "EE" are what is known as "application codes"; "201" is a room number; "110A" is a building number; "999" is a station number; and "12409" is the ENTRY NUMBER of a particular piece of equipment in the Equipment file.

If a piece of equipment does not have a bar code label but does have a PM (Property Management) label; you may use the Trakker keypad to enter the PM Number. Be sure to include the hyphen. All entries of the form "nnnn-nnnn" or "nnnn-nnnna" (where "n" can be any digit and "a" can be any alphabetic character) will be interpreted by the Trakker as a PM Number. Examples might include "7025-0908" and/or "70250908A".

> NOTE: The quotation marks in the examples given above are used purely to enhance the readability of this document. You should not include quotation marks when keying data into the Trakker.

If a piece of equipment does not have either a bar code label or a PM label, you can still capture it in your inventory. Press the key labeled < **F4**>. It is at the upper right corner of the keypad. The Trakker will automatically prompt you for MODEL, SERIAL NUMBER, and DESCRIPTION. The description may not exceed forty characters in length. If there is a DHCP equipment record whose MODEL and SERIAL NUMBER match your entries, the Engineering package will update that record.

To exit an option and get back to the Trakker's main menu, enter a period (< **.**>).

Equipment Inventory

The DHCP Equipment Management module has been designed for use with Building Service Equipment as well as Non-Expendable (or CMR) Equipment. It is also used with personal property that is not classified as Non-Expendable by

Acquisition and Materiel Management Service but requires routine tracking and inspection by Engineering Service to meet quality assurance requirements (i.e., JCAHO, NFPA). It is quite permissible for expendable equipment to be included in the Equipment file.

The Trakker will display the station number that was downloaded as part of the data acquisition program. If what you see displayed does not match your station number, contact your Application Coordinator and/or your Information Resources Management Service before proceeding.

At some point in the inventory process, you will probably want to perform an "Inventory Exception Listing" (menu option ENBCNXCMR). This option will look at the equipment record of every item on the subject CMR and list all those that were NOT located during the current inventory. This listing is called an Exception List.

> NOTE: Items whose USE STATUS is "TURNED IN" or "LOST OR STOLEN" will NOT appear on CMR Exception Lists.

The starting date of the current inventory is specified by the user at the time the option is run. The default will be the first day of the current month, but any date may be selected. The ending date is always the date on which the option is run.

Preventive Maintenance Inspections

The intent of bar coded PMI functionality is to provide a tool that can be used to improve the accuracy and timeliness with which PM worklists are closed out. Whenever bar code readers are used in posting completed PMIs to Equipment Histories, the LOCATION and PHYSICAL INVENTORY DATE fields in the equipment record will be updated automatically.

Note that when downloading the PMI data acquisition program to a portable bar code reader, you will be required to select a PM Inspector from the Engineering Employee file. This is the individual whose name will be recorded in the WORKER field of the Equipment History. The wage rate of this individual (as stored in the Engineering Employee file) will be used to compute chargeable labor costs. If two or more technicians are to share the same bar code reader, then a download of the PMI data acquisition program must be performed each time the bar code reader changes hands. It is always necessary to upload any existing data BEFORE downloading a data acquisition program. Uploading and downloading operations should not take more than a few minutes.

The Trakker will display your station number, followed by the PM Inspector of Record. Both of these data elements are downloaded as part of the data acquisition

program. If the station number that you see displayed does not match your station number or if the PM Inspector shown is not what you intended to download, you should repeat the download procedure and/or contact your Engineering Application Coordinator or Information Resources Management Service before proceeding.

Once basic inventory information has been updated, the Engineering package will post the PM inspection. A check is first made of the existing Equipment History. If a PMI of the type specified in the selection of a PM worklist has already been posted, no action will be taken. In other words, if you're using a Trakker to close out a MONTHLY worklist for a specific shop and a MONTHLY PM inspection by that shop has already been posted for the piece of equipment in question; then the data uploaded from the Trakker will have no effect except to update LOCATION, PREVIOUS LOCATION, and PHYSICAL INVENTORY DATE.

If the PMI has not already been posted, the system checks to see if there is an open PM work order. If so (and if the equipment PASSED its PMI), the PM work order is closed and posted. If time and material costs were entered into the Trakker, these uploaded data elements will be used in closing the PM work order. If time and materials were not recorded, the default values (if present) will be used.

If the piece of equipment FAILED its PMI, notification will be provided in the form of a PMI Exception Message. The PM work order will be referenced in the Exception Message, but it will not be closed and nothing will be posted to the Equipment History.

If a PMI has not already been posted and there is no open PM work order, the system will attempt to post the PMI directly to the Equipment History. It is possible to use a Trakker to close out a PM worklist that hasn't been generated. If you were to do this and then generate the worklist, equipment for which PMIs had already been posted via the Trakker would not appear on your worklist. Perhaps one could view this as a crude step in the direction of "area maintenance".

A piece of equipment should never simply FAIL a Preventive Maintenance Inspection. When equipment does not PASS a PMI, a regular work order should be issued to correct the problem (unless a decision is made to TURN-IN the equipment instead). When the PM work order is finally closed, its status should be "CORRECTIVE ACTION TAKEN/REQUESTED" and its WORK PERFORMED field should contain a reference to the regular work order.

Using the Bar Code Functions

The Trakker will now give you the appropriate options. Option 1 is different for each task while options 2 and 3 operate similarly.

Equipment Inventory ....
Preventive Maintenance Inspection

1. Take Inventory.....
    1. Record PMI
2. Transmit Data .....
    2. Transmit Data
3. Review/Delete .....
    3. Review/Delete

Option 1

Take Inventory is used to acquire and store equipment inventory data. The process is begun by scanning the location label found on the doorjamb of the main entrance to the room that you wish to inventory. This "opens" that particular location. You should then scan the bar coded equipment label on each piece of equipment found in that room. When all equipment labels in the open location have been scanned, you should scan the location label again as you leave the room. This tells the Trakker to "close" that location.

Record PMI is used to acquire and store preventive maintenance data. The process is begun by scanning the location label found on the doorjamb of the main entrance to the room where the equipment to be inspected is located. This "opens" that particular location.

Scan the bar coded equipment label on the first piece of equipment to be inspected. The Trakker prompts you as follows:

```
Enter P for PASS or
F for FAIL:
```

If you enter **<P>**, you will see the following:

```
Press F1 for detail
or ENTER to cont...
```

If you press the **<F1>** key (located at the upper left corner of the keypad), the Trakker will prompt you for time and materials. Please enter time in hours (use no more than two decimal places) and material costs in dollars. It is recommended that you round off to the nearest whole dollar, but decimal numbers are accepted.

If you press **<Enter >** instead of **<F1>**, the Trakker will prompt you for the next equipment label.

```
Reader ready...
```

If you enter **<F>** in response to the following prompt,

```
Enter P for PASS or
F for FAIL:
```

you will be asked to describe the problem that caused the piece of equipment to fail its PMI. The exact prompts will look like the following.

```
Describe problem
(40 char max):
Time (hours):
```

When you reach the point where there is no more equipment to be inspected in the open location, you should scan the location label again as you leave the room. This tells the Trakker to "close" that location.

Option 2

Transmit Data is used to transfer data collected and stored on a Trakker up to DHCP. The process is called "uploading" and is fully described in the section entitled *Using Portable Bar Code Readers and Electrical Safety Analyzers with DHCP*.

Option 3

Review/Delete is used to examine (and perhaps delete) data stored on a Trakker. If you select this option, the Trakker will immediately display the last data element that was entered. You will be prompted to enter **< D>** to delete the data element, **< Q>** to go back to the main menu, or **< C>** to display the next previous data element. If you choose to delete a data element, the Trakker will replace it with the character string "*****". When data is uploaded from the Trakker to DHCP, the Engineering package will ignore any such data elements.

This feature can be especially useful if you are interrupted while using the Trakker. Trakkers are normally programmed to turn themselves off after a period of inactivity in order to conserve battery power. If this happens and you forget exactly where you were in the data acquisition process, use the Review/Delete option to look at the last few data elements.

When you transfer data from a Trakker up to DHCP it is stored in the "DATE/TIME OF DATA UPLOAD" (multiple) field of the Bar code file. The file used for Equipment Inventory is called "NON-EXPENDABLE" and its IDENTIFIER field is "ENNX". The file used for Preventive maintenance Inspections is called

"PREVENTIVE MAINTENANCE" and its IDENTIFIER field is "ENPM". The Engineering package will automatically recognize the type of data that has been uploaded and will give you a choice of either processing the data set immediately or queuing this task. More specifically, the system will echo the number of records read and then prompt you either for the identity of the PM worklist you wish to close out or for a device on which to print "Exception Messages" (by entering the letter < **Q**> and then a device, you can schedule the data processing task to run during non-peak hours).

> NOTE: If the bar code reader contains completed PMIs for equipment that is not on the subject worklist, the PMIs will be posted directly to the Equipment Histories. A PM work order will not be created in these cases. If the subject worklist is subsequently generated (or re-generated), this equipment will not appear.

Exception Messages are a means of notifying you of situations that may require special attention. These situations will include missing bar code labels, data base inconsistencies, "foreign" (belonging to another VA facility) equipment or instances where a piece of equipment did not pass the PMI..

If a piece of equipment was recorded by means of its PM number or physical description, the bar code label is presumed to be missing. If the system attempts to process what appears to be an equipment label and no corresponding equipment record can be found, notice of a possible data base inconsistency will be given. If the station number of an equipment label does not match the station number of the host facility, that piece of equipment is recognized as belonging to another VA site.

In processing an equipment inventory data set, the following updates are made:

1. The existing content of the LOCATION field is moved to a field called PREVIOUS LOCATION,
2. The current location (from the Trakker) is placed in the LOCATION field, and
3. The current date (the date on which inventory data is processed by the Engineering package) is recorded as the PHYSICAL INVENTORY DATE.

If another user is editing an equipment record at precisely the time when this automatic update is attempting to run, you will receive a PMI Exception Message to that effect. You should perform a manual update of any such records to insure that they are complete and correct. Menu options "Manual Update of Equipment Inventory" (ENBCNXMAN) and "Record Single Device PMI" (ENPMR3) may be used for this purpose.

Electrical Safety Analyzer Interface

The Engineering package contains the software necessary for acquiring and processing data from an automated electrical safety analyzer (ESA). These data may be used to:

1. close out individual PM work orders on a PM worklist
2. post electrical safety inspections directly to Equipment Histories

This module is designed to work with the MedTester 5000 (or equivalent), manufactured by Dynatech Nevada. This device happened to be the only automated electrical safety analyzer that was commercially available when the Engineering package was developed. The ANYCITY Information Systems Center is committed to the development of similar interfaces for any and all commercially available automated electrical safety analyzers. An interface for the TurboTester, manufactured by Biotech Incorporated, is currently in progress.

The overall sequence of events is as follows:
1. upload all data
2. examine and process each individual test

Before the data processing task is begun, users of this module will be asked:
1. whether or not ESA data is to be used in conjunction with a PM worklist (if so, the user is also asked to specify the worklist)
2. which device is to be used for printing "Exception Messages"
3. whether or not paper copies of test results are desired

The following information is needed to specify a particular PM worklist.
1. the Engineering shop
2. the month and year
3. the type of worklist (MONTHLY or WEEKLY)
4. in the case of a WEEKLY worklist, the week number (1 through 5)

Exception Messages are intended to inform the user of situations that may require special attention. They will be generated when:
1. the equipment under test (EUT) does not seem to exist in the Equipment file
2. the equipment record of the EUT is being edited by another user
3. the EUT has failed to pass its inspection

An Exception Message is also generated if an ESA test has already been used to close out a PM work order from the specified worklist for the EUT. In such a case, the Equipment History will remain unchanged.

If you have opted to get a paper copy of all test results, the copies will be printed as the uploaded data is being processed. Specific test results will not be stored within

the Engineering package. The fact that the EUT passed an electrical safety inspection will be posted to the Equipment History. These postings should be sufficient for Equipment Management purposes. Sites are encouraged NOT to keep paper records of specific electrical safety tests.

The physical connection of the MedTester ESA to your DHCP system is explained in the section entitled *Using Portable Bar Code Readers and Electrical Safety Analyzers with DHCP*. Users of the MedTester can program the instrument (via the CONFIG sub-option of the CASO option) to prompt for any or all of the following data elements:

1. OPERATOR CODE
2. DEVICE TYPE
3. MANUFACTURER CODE
4. LOCATION
5. MODEL NUMBER
6. SERIAL NUMBER
7. CONTROL NUMBER
8. PHYSICAL INSPECTION

The OPERATOR CODE may not exceed six (6) characters in length. If this data element is present, the Engineering package will interpret it as the internal entry number of the electrical safety inspector in the Eng Employee file. Sites may obtain this information by using the FileMan print option. Specify NAME and NUMBER when prompted for print fields.

Other data elements that have particular meaning to the Engineering package are LOCATION, MODEL NUMBER, SERIAL NUMBER, and CONTROL NUMBER. The maximum length for each of these MedTester data elements is sixteen (16) characters.

LOCATION should conform to conventions established for the Eng Space file. The proper format is ROOM-BUILDING-DIVISION (where DIVISION is optional).

It is possible to enter LOCATION into the MedTester by scanning bar coded location labels produced with the package. This may not be as convenient as it sounds, because the electrical safety inspector would need to reach the location label with a scanning wand while the MedTester was plugged in and close to the EUT. If LOCATION is entered by scanning location labels, the Engineering package will automatically strip off the two-character application code ("SP" in this case) before updating the equipment record.

> EXAMPLE: Room 234 of Building 114 would be scanned in as "SP234-114" but would be posted to the equipment record as "234-114".

Once ESA data have been physically uploaded from the MedTester and the user has specified how these data are to be processed, the system will begin to look at individual test records. At this point, all uploaded data will reside on DHCP in a temporary storage area.

The first order of business is to identify the EUT. This is normally done on the basis of the Control Number that's entered into the MedTester by the electrical safety inspector immediately before the actual test sequence begins. The easiest way of entering control Numbers is by scanning a bar coded equipment label. Bar code wands are available (as a hardware option) for MedTesters. You may also enter either the PM Number (ex: "7025-9802") or the exact content of the bar coded equipment label (ex: "680 EE1209") via the MedTester keyboard.

> NOTE: The quotation marks that appear above are intended solely to enhance the readability of this document. You should not enter these quotation marks into the MedTester.

Instead of (or in addition to) the Control Number, users of the MedTester may enter Model Number and Serial Number.

If the Control Number exists and looks like a bar coded equipment label, the system will attempt a direct look-up within the Equipment file. If the Control Number looks like a VA PM Number, the system will try a look-up using the appropriate cross-reference of the Equipment file. If the Control Number does not exist, or does not look like a bar coded equipment label or VA PM Number, the system will attempt to look-up the EUT using Model Number and Serial Number. If this attempt is unsuccessful (either because these data elements were not entered into the ESA or because they can't be found in the Equipment file) the system will generate an Exception Message and move on to the next test record.

If look-up by Control Number is successful (either directly or by PM Number) and if Model Number and Serial Number were uploaded from the ESA, the system will compare the Model Number and Serial Number from the ESA with what is on file in the equipment record. Discrepancies will be reported in the form of Exception Messages. The content of the Control Number will be presumed correct.

If the EUT can be identified in the equipment file, its equipment record is updated as follows:

1. The current LOCATION in the equipment record is moved to the field called PREVIOUS LOCATION.
2. The LOCATION data element from the MedTester is stored in the LOCATION field of the equipment record.
3. The date on which the electrical safety test was actually performed is stored in the PHYSICAL INVENTORY DATE field of the equipment record (this date is automatically captured by the MedTester and included as part of the uploaded test results).

If the uploaded test results are to be processed in conjunction with a PM worklist, the system will check the Equipment History to see if the specified PMI has already been recorded. If so, an Exception Message is generated (more for information than for action) and the Equipment History is left unchanged. If not, the system checks the Work Order file for an open PM work order of the specified type. If there is one (and assuming that the EUT did not fail its test), the system will now close it out. If a PM work order of the specified type does not exist, the system will post the performance of an electrical safety inspection directly to the Equipment History.

If an OPERATOR CODE equal to the internal entry number of a record in the Eng Employee file was uploaded from the MedTester, then the NAME of this Eng Employee will be posted as the WORKER and his salary (from the Eng Employee file) will be used to compute the LABOR COST. OPERATOR CODE will override any default value (in the form of RESPONSIBLE TECHNICIAN) that is established when a PM work order is originally generated.

If the EUT failed its test sequence, an Exception Message is generated and the relevant PM work order (if one exists) will not be closed out. Nothing will be posted to the Equipment History. Comments entered by the electrical safety inspector into the ESA will be included in the Exception Message.

Test limits for resistance, case leakage, lead leakage, and isolation leakage are programmed into the MedTester. If these values (which can be modified on site) are exceeded by the EUT, test failure is automatic.

The electric safety inspector can cause any test to be interpreted as a failure by beginning his MedTester COMMENTS with the pound sign (#).

> EXAMPLE: If a piece of equipment has a worn or frayed power cord but does not yet exceed the maximum allowable leakage currents, the PMI inspector may wish to enter the following comment:
>
> #POWER CORD MUST BE REPLACED
>
> MedTester COMMENTS may not exceed forty (40) characters.