

LIS

USD - INQUIRY



USER GUIDE

MAY 1996

REVISION DATE : MARCH 26

0056 - 00 - 480 - 0124

PREFACE

This User Guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System (LIS).

IMPLEMENTATION DATE : MAY 1996

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1.0 OVERVIEW

1.1 BACKGROUND

The Utilization Screening and Disposition (USD) System of the Logistics and Inventory System (LIS) has been operational since May 1986. The system was developed as a stand alone process with an overnight batch interface with the National Supply (NS) system. The NS was, at that time, the operation system for the inventory management processes subsequently replaced by the implementation of the LIS Core in November, 1990. USD was originally written in COBOL due to the structure of the operating system at that time.

1.2 DESCRIPTION OF NEW SYSTEM

The concept of the USD subsystem is, when material is identified as unrequired or excess by the owning area, it is required by law that it be screened for possible use elsewhere in the Federal Aviation Administration (FAA) or government agencies prior to being disposed of through surplus sale or donation. It is also recognized that there are certain types of material which, by their nature, must either be abandoned or destroyed. The objective of the USD subsystem is to optimize the utilization of material, identify and report material that should be disposed of and track the migration of the material item through the screen and disposal process.

1.3 BENEFITS

- * Processes streamlined for easier access/processing.
- * A simpler means for searching for unrequired property is available.
- * Time frames on screening windows (both FAA and GSA) reduced to allow more efficient processing.
- * A logoff option is available from any screen if applicable.
- * Fast Path feature allows the user to access submenus without returning to main menu.
- * Options to access other LIS subsystems from USD Main Menu.

1.4 PURPOSE AND FUNCTION

The Search and Inquiry option will allow the USD user to inquire and search for a needed item that has been identified as unrequired material / property and entered into the USD subsystem. There will also be a Want List Entry feature where all USD users can establish a want list for a needed item. If a like item is entered into the USD system as unrequired material / property, the system will match the item with the established want list. At which time, the user can take action to submit a requisition to obtain the item.

Also, a Tables / File Maintenance option is available to inquire a various table of codes on the system. Valid codes along with their definitions are listed in this option.

1.5 SECURITY LEVEL FOR INQUIRIES

Security levels are used to control access to functions within a LIS subsystem . Each user is assigned the appropriate security level to perform required tasks. Users attempting to access a unauthorized function will receive the error message, “**INVALID OPTION FOR YOUR SECURITY LEVEL,**” which is displayed in the top left corner of the screen.

SECURITY LEVEL 1 - Inquiry / Limited data entry. Allows user access to inquiry functions which consist of Search/Inquiry of Property and limited Tables Inquiry. Allows the user to establish a want list from the Search/Inquiry Option. (All LIS users have access to Security Level 1 as part of the standard LIS new user package).

1.6 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry.

When the user sees	It represents...	Example...
[] (square brackets)	a specified key that should be pressed.	[ENTER]
< > (greater than & less than)	the data to be input	<99> <01>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
BOLD CAPS	information from the actual screen	<99> - TO CANCEL OR RETURN TO LIS MAIN MENU
Press	instructions to depress a key or Keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER <2>
NOTE:	important information	NOTE: Set printer for 132 column output
[keyname]-[keyname]	combinations of keys to press together	Hold the first key down, press the second

1.7 RULES FOR DATA INPUT WITHIN LIS

Data entry screens are not case sensitive, that is, either upper or lower case alpha characters may be used to input data into a character field. **DO NOT** use alpha characters in numeric fields, such as alpha “O” in place of numeric “0” or lower case “L” in place of numeric “1”.

If a field is completely filled when the user inputs data, the cursor will automatically move to the next field. If the field is not completely filled, the user will be required to press the [TAB] key. Pressing [TAB] will move the cursor from field to field, left to right, and top to bottom, through the display screen. Pressing [SHIFT] - [TAB] will move the cursor from right to left and bottom to top through the display screen.

When the cursor is in the last field on the screen and [TAB] is pressed, the cursor will “wrap” into the first field on the screen. When the user has finished working with the current screen and is ready to process the input or option / command selected, press the **[ENTER]** key. The **[ENTER]** is sometimes labeled [RETURN], [CTRL], etc.

The [HOME] key will return the cursor to the first field on the screen display. (THIS FEATURE IS NOT AVAILABLE TO DIAL-UP USERS).

The [DELETE] key removed the character or number immediately under the cursor.

1.8 RESETTING THE KEYBOARD

There are several ways a keyboard may “lock up” on the user.

- (a) Data input outside the data field. This is usually caused by using the cursor keys to move the cursor instead of the [TAB] key.
- (b) Alpha characters input in a numeric field.
- (c) Trying to input data when the system is in a “wait” state.

Depending on the method of access into LIS, users can reset the keyboard by pressing [F10] (if using a 3COM network), [+] on the numeric keypad (if using a MICOM controller). Dial - up users can reset the keyboard by pressing the [CTRL] key and [X] at the same time.

2.0 ACCESSING LIS

To logon to LIS, access the system by typing FAANET at the UNFORMATTED SYSTEMS SERVICES screen and pressing **[ENTER]**, then inputting the USER ID and PASSWORD at the FAANET TPX logon screen and pressing **[ENTER]**. At the NVI / TPX menu, the user selects the session id for LIS, LGZZ1PR, by entering the session id at the COMMAND line or positioning the cursor on the line next to the session id and pressing **[ENTER]**

2.1 USER IDS AND PASSWORDS

To obtain a USER ID and PASSWORD, contact the appropriate LIS Regional Coordinator for information about the Computer Access Request System (CARS) or the CORN Data Access Request form. Call the LIS Help Line at (405) 954 - 3447 for LIS Regional Coordinators' names and phone numbers.

NOTE: Dial-up users must also have a ADTN-2000 USER ID password (in addition to the USER ID and password for LIS) to access the host computer and thus access LIS. The ADTN-2000 Help line number is (800) 455 - 2006.

LIS access can be added to any standard USER ID. There are several formats for USER IDs used to access LIS. One type is seven characters (A - Z, 0 - 9 and special characters @, #, and \$) in the format "LGXXRRR", where LG is the LIS Office of Primary Responsibility code, XX is a two character region identifier and RRR is a three character random personal identifier.

Another type is a seven character code, A-Z, 0-9 and special characters @, #, and \$ in the format of “YYYYRRR” where YYYY represents the 2nd through 5th characters of the user’s routing symbol and RRR is a three character random personal identifier.

The **PASSWORD** is six (6) to eight (8) characters (A - Z, 0 - 9) with **no spaces or special characters**.

USER IDs are assigned by CARS. PASSWORDs are assigned by AMI at MMAC. Notification letters, one for the USER ID and one for the PASSWORD, are generated by Oklahoma City for distribution via US Mail.

A user’s PASSWORD is private information and only the user knows the PASSWORD. If a user forgets the PASSWORD, it must be reset by calling the Information Center at (405) 954 - 3000. The user should change the PASSWORD to something easily remembered when first logging on the LIS. The PASSWORD must be changed every ninety (90) days. If the user does not change the PASSWORD after ninety (90) days the user will receive a message that the PASSWORD has expired. When this occurs, the user must change the PASSWORD to gain access to the system. Protect the USER ID and PASSWORD.

The owner of a USER ID is responsible for that USER ID and the use of it. Only three (3) unsuccessful logon attempts (such as incorrect input of the PASSWORD) may occur in a 24 - hour period.

After three (3) unsuccessful logon attempts, the user will receive the message, **“ACCESS HAS BEEN REVOKED”**. To gain access to the system, the user must have the PASSWORD reset by calling the Information Center at (405) 954 - 3000.

2.2 CHANGING LIS PASSWORDS

At the **FAANET TPX** logon screen input the USER ID on the **USER ID** line. [TAB] down to the **PASSWORD** line and input the PASSWORD. Do not press **[ENTER]** yet. Press **[TAB]** to move the cursor to the **NEW PASSWORD** line. Input the new PASSWORD. The PASSWORD must be six (6) to eight (8) characters (A - Z, 0 - 9) with no spaces or special characters. Select something easily remembered for the new password. Press **[ENTER]**.

The new PASSWORD must be confirmed. The message **“PLEASE RE-ENTER YOUR NEW PASSWORD FOR VERIFICATION”** will display. Input the new PASSWORD again, exactly the same as the first time on the **NEW PASSWORD** line and press **[ENTER]**. If the new PASSWORD is not exactly the same the message **“NEW PASS- WORD VERIFICATON ERROR SIGNON ATTEMPT HAS BEEN CAN- CELLED”** will display and the user must start the PASSWORD change process again.

In addition to the requirement to change the PASSWORD every ninety (90) days, the system tracks a user's five (5) previous PASSWORDS. A user cannot re-use these PASSWORDS. If, while inputting a new password on the **NEW PASSWORD** line, the user receives the error message "**THE NEW PASSWORD YOU ENTERED WAS NOT VALID**", the user must input a different new PASSWORD and verify.

2.3 MISCELLANEOUS INFORMATION

2.31 HOST COMPUTER SYSTEM ERROR MESSAGES

If the host computer is out of service or otherwise unavailable when the user tries to log on to LIS, several different messages may be displayed, e.g :

**SEQUENCE ERROR
UNSUPPORTED FUNCTION
CHAR. CODE SENSE FAILED-----
UNABLE TO ESTABLISH SESSION
APPLICATION DOWN
INVALID COMMAND SYNTAX**

Other computer error messages may be displayed, however, all mean the host computer is NOT available at this time. Try again later.

2.3.2 LIS ERROR MESSAGES

The first line of each screen in all LIS subsystems is reserved for error messages. If a transaction fails to process for any reason, an error message will be displayed and the cursor will move to the field which needs correction. For example, if a user tries to access a subsystem of LIS which is unauthorized, the following message will display:

**INVALID OPTION SELECTED FOR YOUR SECURITY LEVEL, PLEASE
REINPUT**

Error messages have been designed to be self-explanatory and as explicit as possible. If there are any questions about specific error messages, contact LOGISTICS AUTOMATION DIVISION, AML-100.

Should the user for any reason encounter a **SYSTEM ERROR**, a printout will be produced on the user's local printer giving all the information about the error. A contact name and phone number will also appear on the user screen. Call the contact personal and notify them of the System Error. Press **[ENTER]** to remove the notice from the screen.

2.3.3 TIME OUT DUE TO INACTIVITY

The host computer senses user activity when the **[ENTER]** key is pressed. Depending on the number of users in the system, the “time out” may vary from five to ten minutes from the last **[ENTER]** key activation. If, when an option is selected and **[ENTER]** is pressed, the screen displays the message:

USER MUST LOG ON

The user has timed out and must logon again as per previous instructions. Another message indicating time out condition is:

NAT3009 LAST TRANSACTION HAS BEEN BACKED OUT OF DATABASE

This message may result when a user has held a record for over five (5) minutes without any activity. Any changes made to the held record are lost and will have to be reinput.

3.0 LOGGING ON THE LIS

```

      FFFFFFFF AAAAAA      AAAAAA  NNN      NNN EEEEEEEEE TTTTTTTTTT
      FFFFFFFF AAAAAAAA  AAAAAAAA NNNN      NN EEEEEEEEE TTTTTTTTTT
      FFF      AAA  AAA  AAA  AAA NNNNN      NNN EEE      TTT
      FFFFFFFF AAAAAAAA  AAAAAAAA NNN  NN  NNN EEEEEEEEE  TTT
      FFFFFFFF AAAAAAAA  AAAAAAAA NNN  NN NNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNNNN EEE      TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNN EEEEEEEEE  TTT  PX 3.5
      WARNING:  UNAUTHORIZED ACCESS IS CONSIDERED A CRIMINAL ACT.
                SECTIONS 641 AND 1030 OF TITLE 18 USC.

*****
*
*          LEASE ENTER REQUESTED ACCESS INFORMATION.          *
*  LOGON-ID :LGACXXX  HOST:          P210          DATE :10/16/95  *
*  PASSWORD :*****  TERMINAL-ID :LG03LU64  TIME :07:34:42  *
*  NEW PASSWORD:          TRANSFER:          MODEL:3292-2A    *
*
*          HELP :(405) 954-3000 *
*****
                *** PRODUCTION TPX ON SYSTEM P210 ***
      FOR HELP DESK DIRECTORY SELECT "HELP DESK" APPLICATION FROM YOUR MENU
      PF1 = HELP  PF3 = LOGOFF
    
```

FIGURE 1
LIS LOGON SCREEN

Enter USER ID code at the **LOGON ID** field. [TAB] to PASSWORD, and enter the assigned PASSWORD. Press [ENTER]. The next screen will be the **Nvi / TPX MENU**.

3.1 NVI/TPX MENU

```

                NVI/TPX MENU FOR  LGACDS4                PANELID  -  TEN0041
                                                         TERMINAL -  LG16LU44
CMDKEY=PF12/24      JUMP=PA2          MENU=NONE        MODEL   -  3292-2A
PRINT=NONE          CMDCHAR=/         SYSTEM          -  AC9TPX12

    SESSID          SESSKEY          SESSION DESCRIPTION          STATUS
  _  APLPNX2E      PF                COMPUTER BASED TRAINING          N/A
  _  FAATSO        PF                MMAC PROD TSO
  _  LGZZ1PR       PF                LOGISTICS & INVENTORY SYSTEM  PR
  _  LGZZ4TT       PF                LIS TRAINING / DEVELOPMENT    TT
  _  TSO12         PF                TSO-P210 / CLIST APPLICATIONS
  _  HELPDESK      PF                HELP DESK CONTACT NUMBERS
  _  TPXADMIN      PF                TPX ADMINISTRATION
  _  TPXMAIL       PF                TPX MAILBOX

COMMAND ===>
PF1=HELP PF7/19=UP PF8/20=DOWN PF10/22=LEFT PF11/23=RIGHT H =CMD HELP
    
```

FIGURE 2
TPX MENU

When logging on through FAANET, the user must select the Session ID LGZZ1PR from the TPX menu to access LIS. After selecting this option, the next screen displayed will be **FAA LOGISTICS AND INVENTORY SYSTEM MAIN SYSTEM MENU - LIS010**, (Pg. 15).

3.2 LIS MAIN SYSTEM MENU - LIS010

```
04/15/1996          FAA LOGISTICS AND INVENTORY SYSTEM          LIS010
                    **  MAIN SYSTEM MENU  **

                    03/13/96    PLEASE INQUIRE BULLETIN BOARD
                    LIS STAFF HOT-LINE NUMBER: (405) 954-3447

1 - PROJECT MATERIEL MGMT SYSTEM          16 - ENGINEERING DATABASE SYSTEM
2 - NAME/ADDRESS CHANGE REQUEST          17 - FIELD SPARES INVENTORY
3 - UTILIZATION SCREENING & DISP.        18 - REQUISITION STATUS SYSTEM
4 - CATALOGING                            88 - LIS BULLETIN BOARD
5 - CUSTOMER SERVICE EVALUATION          99 - LOGOFF
6 - ONLINE REQUISITIONING
7 - MAIL/CONNECTION
8 - LIS TABLES/PHONE NUMBERS
9 - INVENTORY MANAGEMENT
10 - OTHER SYSTEMS
11 - LIS SECURITY INQUIRY/MAINT.
12 - MANAGEMENT INFORMATION SYSTEM
13 - LIS INTERNAL FILE MAINT.
14 - PROJECT MATERIEL SHIP/RECEIVE
15 - LIS INTERNAL TRACKING

                    ENTER OPTION:  __
```

FIGURE 3
MAIN SYSTEM MENU

After logging onto the Logistics and Inventory System (LIS), the user will reach the **LIS MAIN SYSTEM MENU - LIS010**, (Pg. 15). Here the user decides which LIS application to access.

Each **LIS MAIN MENU** is tailored to fit the application needs of the user, therefore, the number of the option corresponding to the application will differ from user to user. In the above example, Option <3> is for **UTILIZATION SCREENING AND DISPOSITION**.

Throughout LIS, screens are numbered in the upper right corner. The numbering convention provides easy identification of both the subsystem and program to system users, functional analysts and programmers. For Example, the **USD MAIN SYSTEM MENU** is **USD010**, (Pg. 17) which is the next screen displayed. To access the **USD MAIN SYSTEM MENU**, enter Option <3> in the OPTION field and press **[ENTER]**.

4.0 UTILIZATION SCREENING AND DISPOSITION MAIN MENU

```
04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD010
                **  MAIN MENU  **
                1 - UNREQUIRED EXCESS PROPERTY MAINTENANCE
                2 - SEARCH/INQUIRY FOR PROPERTY
                3 - ACQUIRE/SHIP PROPERTY
                4 - INITIATE PROPERTY DISPOSITION/ACTION
                5 - TABLES/FILE MAINTENANCE
                6 - QUEUE MANAGEMENT
                7 - PERFORMANCE REPORTING
                45 - NAME/ADDRESS CHANGE REQUEST
                50 - CENTRALIZED CATALOGING
                55 - CATALOGING
                77 - LOGOFF
                99 - EXIT TO LIS MAIN MENU

ENTER OPTION:  ___  OR  FAST PATH TO SUBMENU:  _____
```

FIGURE 4
MAIN MENU

This Main Menu of the Utilization Screening and Disposition (USD) subsystem provides access to all the options available. Access to options will be controlled by security levels. All security levels can access inquiry screens. Security Level 1 can access Options 2, 5, 45, 50, 55, 77 and 99. Enter Option <2> to access **SEARCH INQUIRY MENU - USD030**, (Pg. 18) and press **[ENTER]**.

4.1 SEARCH INQUIRY MENU

```
04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD030
                **  SEARCH INQUIRY MENU  **
                1 - SEARCH QUERY
                2 - WANT LIST RECAP
                3 - ADD WANT LIST ENTRY
                4 - MODIFY WANT LIST ENTRY
                5 - DOCUMENT / LINE ITEM INQUIRY
                6 - WIM WANT LIST RECAP
                77 - LOGOFF
                99 - EXIT TO USD MAIN MENU

ENTER OPTION:  ___      OR      FAST PATH TO SUBMENU:  _____

                OPTION 2      (OPT)  USERID      :  _____
                OPTION 4      WANT LIST NBR:  _____
                OPTION 5      DOCUMENT NBR :  _____
                                (OPT)  LINE ITEM NBR:  _____
                                (OPT)  REQ SEQ NBR :  ___
                OPTION 6  WASHINGTON ITEM MGR CD:  ___
```

FIGURE 5

SEARCH INQUIRY MENU

From the **SEARCH INQUIRY MENU, USD030** the user can access options to search for an item, establish, modify or inquire a want list for an item and inquire the document header and all line items for an established Document Number. Also, there is a special option for inquiry by Washington Item Managers. (Security Level 1 users cannot access this option).

All security levels can access this menu. The following options are available from this menu:

- Option <1> - **SEARCH QUERY** - Provides capability to enter information about a specific item which will initiate a search of all applicable items available by that search criteria.
 - Option <2> - **WANT LIST RECAP** - Screen will display information about all the Want List Numbers applicable to the user. USERID can be entered for this option.
 - Option <3> - **ADD WANT LIST ENTRY** - Provides capability to add a want list for an item.
 - Option <4> - **MODIFY WANT LIST ENTRY** - Provides capability to modify a Want List Entry. User must enter a WANT LIST NBR for this option.
 - Option <5> - **DOCUMENT/LINE ITEM INQUIRY** - Provides capability to inquire Document Number Header Information. The user is required to enter a DOCUMENT NBR for this option.
 - Option <6> - **WIM WANT LIST RECAP** - Provides capability to Washington Item Managers to inquire a want list recap for a specific Washington Item Manager. User must enter a valid WASHINGTON ITEM MANAGER CD. (Sec. Level 1 cannot access this option)
 - Option <77>- **LOGOFF** - Logs the user completely off the system.
 - Option <99>- **EXIT TO USD MAIN MENU.**
- Enter Option <1> to access the **SEARCH QUERY screen, USD255**, (Pg. 20).

4.2 ENTER SEARCH CRITERIA - USD255

```
04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD255
                **  ENTER SEARCH CRITERIA  **

                MINIMUM ACCEPTABLE CONDITION      : 5
                TO SEARCH BY SPECIFIC REGION CD:  _

                NSN (OR FSC IF NO NSN): 5825  _  _  _

                * NOUN NAME      : _____
                * PART NBR/MODEL NBR : _____

* NOTE:
  ENTER AT LEAST 3 CHARACTERS OF NOUN NAME -OR- PART NBR/MODEL
  NBR FOLLOWED BY AN '*' FOR A WILD CARD SEARCH

                PRESS ENTER TO CONTINUE   OR   ENTER OPTION:  _

                        9 - EXIT TO SEARCH INQUIRY MENU
                        77 - LOGOFF
                        99 - EXIT TO USD MAIN MENU
```

FIGURE 6
SEARCH SCREEN

The **ENTER SEARCH CRITERIA, USD255** screen allows the user to enter information about a specific item which will initiate a search of all applicable items available by that search criteria. A search can be initiated by various search criteria, NSN or FSC, NOUN NAME or PART NBR / MODEL NBR. Additionally, the search can be limited to a specific region code. All security levels can access this screen.

To access the **SEARCH MATCH RECAP - USD265**, (Pg. 22) screen, input a **MINIMUM ACCEPTABLE CONDITION** which must be a valid Condition Code listed on the Condition Code Table. If the NSN is entered, 13 characters are required and the NSN must be valid. If the FSC is entered, it must include 4 characters and must be a valid FSC from the FSC Table. If the NOUN NAME is entered, at least 3 consecutive characters must be entered. If PART NBR / MODEL NBR is entered, at least 3 characters are required and followed with an “ * ” for a wild card search. If no data is found that matches the search criteria, the user will receive a message “ **NO MATCH FOUND FOR SEARCH CRITERIA** ”.

Options available on this screen :

OPTION < 9 > - EXIT TO SEARCH INQUIRY MENU

OPTION <77> - LOGOFF - Logs the user completely off LIS.

OPTION <99> - EXIT TO USD MAIN MENU

After entering applicable data, press **[ENTER]** to access **SEARCH MATCH RECAP - USD265**, (Pg. 22).

4.3 SEARCH MATCH RECAP - USD265

04/15/1996		LIS - UTILIZATION SCREENING AND DISPOSITION			USD265
** SEARCH MATCH RECAP **					
NSN (OR FSC IF NO NSN): 5825		MIN CONDITION CODE: 5			
PART NBR/MODEL NBR:					
<u>SEL</u>	<u>NOUN NAME</u>	<u>DESCRIPTION</u>	<u>COND CD</u>	<u>REPORTING REGION</u>	<u>QTY AVAILABLE</u>
X	RECEIVER,	RECEIVER, BEACON MON	2	5	9
_	POWER SUPPLY	S834R/ALW/703GA/AC-6	5	S	1
_	STAPLER	HAND TYPE	4	A	1
_	CONTROL CABINET	S832V/TWF/3326E/AC-6	4	S	1
_	VOT MONITOR	MDL: CA-1710	4	E	1
_	MARK 1A OUTER MARKER	FA 8032	1	E	1
_	AMPLIFIER, POWER	AMPLIFIER, POWER	5	1	2
_	SBR APCU	P/N FA-9929	5	1	1
SEL = MARK 'X' TO REVIEW ITEM DETAIL					** END **
PRESS ENTER TO CONTINUE OR ENTER OPTION: __					
9 - EXIT TO SEARCH INQUIRY MENU			77 - LOGOFF		
99 - EXIT TO USD MAIN MENU					

FIGURE 7
SEARCH MATCH RECAP

The **SEARCH MATCH RECAP, USD265** screen will display general information about the items found in USD as a “match” based on the data entered on the previous screen, **USD255**, (Pg. 20). The user can select a specific detailed record by marking an “X” in the SEL field.

Options available on this screen :

Option <9> - **EXIT TO SEARCH INQUIRY MENU**

Option <77> - **LOGOFF** - Logs the user completely off the system.

Option <99> - **EXIT TO USD MAIN MENU**

After the user makes a selection by entering an “X” in the SEL field and presses **[ENTER]** the next screen displayed will be **SEARCH MATCH ITEM DETAIL - USD275**, (Pg. 24).

4.4 SEARCH MATCH ITEM DETAIL - USD275

```

04/15/1996    LIS - UTILIZATION SCREENING AND DISPOSITION          USD275
                ** SEARCH MATCH ITEM DETAIL **

DOCUMENT NUMBER      : 690A1231478  ITEM NO:          VOUCHER NBR:
NSN (OR FSC IF NO NSN): 5825                NOUN NAME: RECEIVER
DESCRIPTION          : RECEIVER, BEACON MONITOR, TYPE NDV/1
PART NBR/MODEL NBR  :                               HAZARDOUS CD:
CONDITION CODE      : 2    REIMBURSEMENT CODE: 2    QTY AVAILABLE: 9
CURRENT PROCESSING STATUS: 07
REPORTING REGION CODE : 5
REPORTING CONTACT   : SARAH TOWNLEY, PDO
CUSTODIAN SSC       : 5690107
LOCATION CONTACT      : LOGISTICS SUPPORT COMPLEX MANAGER
LOCATION COMM TELEPHONE : 907 271 1971    LOCATION FAX NBR: 907 271 2319

                PRESS ENTER TO EXIT TO RECAP SCREEN
                        OR
7 - EXIT TO DOCUMENT DETAIL INQUIRY      8 - EXIT TO REQUISITIONING
9 - EXIT TO SEARCH INQUIRY MENU          20 - PRINT HARD COPY/ITEM DETAIL
77 - LOGOFF                               99 - EXIT TO USD MAIN MENU

                ENTER OPTION:  __
    
```

FIGURE 8
SEARCH MATCH ITEM DETAIL

The SEARCH MATCH ITEM DETAIL, USD275 screen will display the detailed information about the item selected by the user on previous screen - **SEARCH MATCH RECAP - USD265**, (Pg. 22).

All fields are display only except for the OPTION field. Options available on this screen are :

Option <7> - **EXIT TO DOCUMENT DETAIL INQUIRY - USD300A**, (Pg. 39)

Option <8> - **EXIT TO REQUISITIONING - (USD320)**. This option is not available to Security Levels 1, 3, 4 and 6.

Option <9> - **EXIT TO SEARCH INQUIRY MENU**

Option <20> - **PRINT HARD COPY / ITEM DETAIL** - This will print a copy of the Item Detail record.

Option <77> - **LOGOFF** -Logs the user completely off the system.

Option <99> - **EXIT TO USD MAIN MENU**

The next screen displayed is **WANT LIST ENTRY RECAP - USD285**, (Pg. 26).

To access this screen, the user will enter Option <2> from the **SEARCH INQUIRY MENU**.

4.5 WANT LIST ENTRY RECAP - USD285

```

02/25/1998      LIS - UTILIZATION SCREENING AND DISPOSITION      USD285
                ** WANT LIST ENTRY RECAP **

    RECAP BY USERID:

                WANT LIST                NSN/FSC                MATCH    MIN
                NUMBER                NOUN NAME/PART NBR/MDL NBR    FOUND    ACCEPT
                _____                _____                _____    _____
    _            A8028145327            6625012754766                FOUND                COND
                                                    4

                                                    ** END **

SEL = MARK 'X' FOR WANT LIST NUMBER DETAIL

    PRESS ENTER KEY TO CONTINUE    OR    ENTER OPTION:  ___
        5 - EXIT TO SEARCH / INQUIRY REVIEW FOR LINE ITEM
        9 - EXIT    TO SEARCH/INQUIRY MENU
       77 - LOGOFF TO USD MAIN MENU
       99 - EXIT    TO USD MAIN MENU
    
```

**FIGURE 9
ENTRY RECAP**

The **WANT LIST ENTRY RECAP, USD285** screen will display summary information about all of the Want List Numbers applicable to the user. To select a detailed record, enter an "X" in the SEL field and press **[ENTER]**. Screen **USD291**, (Pg. 28), **INQUIRY - WANT LIST ENTRY** will then display.

Options available on this screen are:

OPTION < 5 > - EXIT TO SEARCH / INQUIRY REVIEW FOR LINE ITEM

(Available for further inquiry when MATCHE FORUND data element is “ Y “ (Yes)

OPTION < 7 > - EXIT TO SEARCH / INQUIRY MENU

OPTION <77> - LOGOFF - Logs the user completely off the system

OPTION <99> - EXIT TO USD MAIN MENU

4.6 INQUIRY - WANT LIST ENTRY

```
04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD291
                **  INQUIRY - WANT LIST ENTRY  **

                WANT LIST NUMBER: A5296080850

NSN (OR FSC IF NO NSN) : 5825 01 011 6344
NOUN NAME              : CIRCUIT CART ASSEMBLY
PART NBR/MODEL NBR    :
MINIMUM ACCEPTABLE COND: 6
RECIPIENT TYPE        : FA
QUANTITY REQUIRED      : 1
WANT EXPIRATION (DAYS) : 180          EXPIRATION DATE: 04/21/1996
WANT LIST CONTACT     : JANE SINGLETON
  (NAME/ADDRESS/      FAA
   TELEPHONE)         AML-110
                     405 954-9320

PRESS ENTER TO CONTINUE OR ENTER OPTION: ___

          9 - EXIT TO SEARCH/INQUIRY MENU
         77 - LOGOFF
         99 - EXIT TO USD MAIN MENU
```

FIGURE 10

INQUIRY - WANT ENTRY

This **INQUIRY WANT LIST ENTRY, USD291** screen displays detailed information for a specific Want List Number. All fields are display only except for the **OPTION** field.

Options available are:

OPTION < 9 > - EXIT TO SEARCH/INQUIRY MENU

OPTION <77> - LOGOFF - Logs the user completely off the system

OPTION <99> - EXIT TO USD MAIN MENU

To access **ADD - WANT LIST ENTRY - USD290**, (Pg. 30), the user will enter Option <3> on the **SEARCH INQUIRY MENU - USD030**, (Pg. 18) and press **[ENTER]**.

4.7 ADD WANT LIST ENTRY

```

04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD290
                **  ADD - WANT LIST ENTRY  **

                WANT LIST NUMBER:

NSN (OR FSC IF NO NSN) : 5825 00 006 1514
NOUN NAME              : AMPLIFIER_____
PART NBR/MODEL NBR    : _____
MINIMUM ACCEPTABLE COND: 1
RECIPIENT TYPE        : FA
QUANTITY REQUIRED       : 1_____
WANT EXPIRATION (DAYS) : 60          EXPIRATION DATE: 04/29/1996
WANT LIST CONTACT     : JANE JONES_____
  (NAME/ADDRESS/      AML-120_____
   TELEPHONE)         FAA_____
                     OKC, OK_____

PRESS ENTER TO PROCESS AND CONTINUE  OR  ENTER OPTION:  ___
          9 - EXIT TO SEARCH/INQUIRY MENU
         77 - LOGOFF
         99 - EXIT TO USD MAIN MENU

```

FIGURE 11

ADD WANT - LIST ENTRY

This **ADD-WANT LIST ENTRY, USD290** screen provides the user the capability to add a want list for an item. A daily batch process attempts to match want list items with items that have been added to USD. A Want List can be established by NSN / FSC / NOUN NAME or PART NBR / MODEL NBR.

EXPIRATION DATE is a required data field on this screen. This is the number of days the user wishes to retain the Want List Entry in USD. The user can input up to 180 days. The EXPIRATION DATE that will display on this screen is computed from the expiration days entered by the user. The Want List Entry will purge from the system when the current date and expiration date match.

Data Fields -

WANT LIST NUMBER - Display only. After all the data has been entered and the user presses [ENTER], the WANT LIST NUMBER will display at the top center of the screen. This number consists of 11 A / N characters. Format is - Region Code, Last Digit Year, Julian Day, Time (hour, minutes, seconds) - A6022072315.

NSN (or FSC if no NSN) - Optional. If NSN, must be 13 numeric characters, If FSC, must be 4 numeric characters and valid FSC on FSC table.

NOUN NAME - Optional. 20 A/N characters allowed.

PART NBR/MODEL NBR - Optional. 32 A/N characters allowed.

MINIMUM ACCEPTABLE COND - Required - 1 A/N character, valid condition code.

RECIPIENT TYPE - Required. 1 A / N character. Valid Recipient type listed on the Recipient Type Code Table.

QUANTITY REQUIRED - Required. Can be 1-5 numeric characters.

WANT EXPIRATION (DAYS) - Required . 3 numeric characters allowed. Must be 180 days or less.

WANT LIST CONTACT- Required. 4 lines, 35 characters each are allowed. Data is required on all 4 lines (Name / Address / Telephone).

Options available on this screen:

Option <9> - **EXIT TO SEARCH/INQUIRY MENU**

Option <77> - **LOGOFF** - Logs the user completely off the system

Option <99> - **EXIT TO USD MAIN MENU**

The next screen displayed is **MODIFY - WANT LIST ENTRY - USD292**, (Pg. 33). To access this screen the user will enter Option <4> and a valid WANT LIST NBR from the **SEARCH INQUIRY MENU**.

4.8 MODIFY WANT LIST ENTRY - USD292

```

04/]5/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD292
                ** MODIFY - WANT LIST ENTRY **

                WANT LIST NUMBER: A6021214051

NSN (OR FSC IF NO NSN) : 5825 01 011 6344
NOUN NAME              : CIRCUIT CARD ASSY____
PART NBR/MODEL NBR    : _____
MINIMUM ACCEPTABLE COND: 6
RECIPIENT TYPE        : FA
QUANTITY REQUIRED      : 1_____
WANT EXPIRATION (DAYS) : 123          EXPIRATION DATE: 05/23/1996
WANT LIST CONTACT     : JOHN DOE_____
  (NAME/ADDRESS/      SECTOR FIELD OFFICE_____
   TELEPHONE)         2030 SUMMIT SREET, COLUMBUS, OHIO_
                     609-394-3838_____

PRESS ENTER TO PROCESS AND CONTINUE OR ENTER OPTION: __
                1 - DELETE WANT LIST ENTRY
                9 - EXIT TO SEARCH/INQUIRY MENU
               77 - LOGOFF
               99 - EXIT TO USD MAIN MENU
    
```

FIGURE 12

MODIFY - WANT LIST ENTRY

The **MODIFY-WANT LIST ENTRY, USD292** screen allows the user to modify a Want List Entry. Data fields on this screen are the same as for the **ADD WANT LIST ENTRY - USD290**, (Pg. 30).

Options available on this screen:

Option <1> - **DELETE WANT LIST ENTRY** - Will exit the user to **DELETE WANT LIST ENTRY - USD294**, (Pg. 35).

Option <9> - **EXIT TO SEARCH / INQUIRY MENU.**

Option <77> - **LOGOFF** - Logs the user completely off the system.

Option <99> - **EXIT TO USD MAIN MENU**

To access **DELETE-WANT LIST ENTRY - USD294**, (Pg. 35), enter Option <1> on the **MODIFY-WANT LIST ENTRY - USD292**, (Pg. 33) screen and press **[ENTER]**. This is the next screen displayed.

4.9 DELETE - WANT LIST ENTRY - USD294

```

04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD294

  NSN (OR FSC IF NO NSN) : 5825 00 006 1514
  NOUN NAME              : AMPLIFIER
  PART NBR/MODEL NBR     :
  MINIMUM ACCEPTABLE COND: 1
  RECIPIENT TYPE         : FA
  QUANTITY REQUIRED       : 1
  WANT EXPIRATION (DAYS) : 60           EXPIRATION DATE: 04/29/1996
  WANT LIST CONTACT      : JANE JONES
    (NAME/ADDRESS        AML-120
     TELEPHONE)          FAA
                        OKC, OK

* VERIFY YOU WISH TO DELETE THIS ENTRY (Y/N): _

  PRESS ENTER TO PROCESS AND CONTINUE   OR   ENTER OPTION: ___
          9 - EXIT TO SEARCH/INQUIRY MENU
         77 - LOGOFF
         99 - EXIT TO USD MAIN MENU
    
```

FIGURE 13

WANT LIST ENTRY

The **DELETE - WANT LIST ENTRY, USD294** screen allows the user to delete a Want List Entry.

Data Fields -

Data fields are display only except; **Verify you wish to delete this entry (Y/N)** Optional, 1 A / N character; If entered, must be "Y" (Yes) or "N" (No). If response is "N", do not process delete action and use an Option to exit this screen.

Options available on this screen:

Option < 9 > - **EXIT TO SEARCH / INQUIRY MENU**

Option <77> - **LOGOFF** - Logs the user completely off the system.

Option <99> - **EXIT TO USD MAIN MENU**

The next screen displayed is **INQUIRY - UNREQUIRED / EXCESS DOCUMENT HEADER - USD300**, (Pg. 37). To access this screen the user will enter Option <5> on the **SEARCH INQUIRY MENU - USD030**, (Pg. 18), enter a DOCUMENT NBR and press **[ENTER]**.

4.10 INQUIRY - UNREQUIRED / EXCESS DOCUMENT HEADER

```

02/26/1998      LIS - UTILIZATION SCREENING AND DISPOSITION      USD300
      **  INQUIRY - UNREQUIRED / EXCESS DOCUMENT HEADER  **

DOCUMENT NUMBER      : 6973E86088C  TOTAL VALUE      : 8523.51
GSA OFFICE CODE      : 07           NUMBER OF ITEMS: 6
* CUSTODIAN *        :              DATE CLOSED       :
SUPPLY SUPPORT CODE  : A6973E8      COST CENTER      : 6078
ROUTING SYMBOL       : AML380       CUSTODIAN ADDRESS:
DATE ENTERED         : 03/28/1996   6973E8 FAA AERO CENTER, AML380
DATE PREPARED        : 03/28/1996   EXCESS & SURPLUS PROPERTY AREA D
COMMERCIAL TELEPHONE: 405 954 3396   PO BOX 25082           M
FAX NUMBER           : 405 954 8277   OKLAHOMA CITY OK  73125 0082
* LOCATION *
SUPPLY SUPPORT CODE  : A6973E8      GERALDINE SMITH
COST CENTER          : 6078         LOCATION ADDRESS:
COMMERCIAL TELEPHONE: 405 954 3396   6973E8 FAA AERO CENTER, AML-380
FAX NUMBER           : 405 954 3396   EXCESS & SURPLUS PROPERTY AREA D
                                           PO BOX 25082
                                           OKLAHOMA CITY OK  73125

      PRESS ENTER TO CONTINUE      OR      ENTER OPTION:  __
5 - EXIT TO DOCUMENT RECAP          8 - EXIT TO SEARCH INQUIRY MENU
9 - EXIT TO PROPERTY MAINT MENU     20 - PRINT DOCUMENT (4800.1)
77 - LOGOFF                          99 - EXIT TO USD MAIN MENU
    
```

FIGURE 14

INQUIRY - UNREQUIRED / EXCESS DOCUMENT HEADER

The **INQUIRY-UNREQUIRED /EXCESS DOCUMENT HEADER - USD300**, screen provides the capability to inquire Document Number Header information.

Any option for “Document Inquiry” will access this screen to display Document Number Header information.

Data Fields - All data fields are display only.

After viewing this screen, the user can press **[ENTER]** to access the first detail line item for the specific document header and continue pressing **[ENTER]** until all line items have been displayed or enter one of the available options:

Option < 5> - **EXIT TO DOCUMENT RECAP** - (Not applicable to Sec Level 1)

Option < 7> - **MODIFY LINE ITEM** - (Not applicable to Sec Level 1)

Option < 8> - **EXIT TO SEARCH INQUIRY MENU**

Option < 9> - **EXIT TO PROPERTY MAINT MENU** - Not applicable to Level 1

Option <20> - **PRINT DOCUMENT (4800.1)**

Option <99> - **EXIT TO USD MAIN MENU**

When pressing **[ENTER]** from the **INQUIRY - UNREQUIRED / EXCESS DOCUMENT HEADER** screen, **INQUIRY - UNREQUIRED / EXCESS DOCUMENT ITEMS - USD300A**, (Pg. 39) will display.

4.11 INQUIRY - UNREQUIRED/EXCESS DOCUMENT ITEMS - USD300A

```

02/26/1998      LIS - UTILIZATION SCREENING AND DISPOSITION      USD300A
      **  INQUIRY - UNREQUIRED / EXCESS DOCUMENT ITEMS  **

DOCUMENT NUMBER      : 6974AN53423      ITEM NUMBER: 006  REQ SEQ NBR:0
VOUCHER NBR         : JON60514          U/I: EA  QUANTITY: 1
NSN (FSC IF NO NSN): 5985              UNIT PRICE      : 1274.76
DATE ENTERED        : 12/08/1995       LINE ITEM VALUE : 1274.76
CONDITION CODE      : 1                 PROPERTY CATEGORY : P
SPEC HANDLING CODE  :                   REIMBURSEMENT CODE: 2
DATE AVAILABLE      : 12/08/1995 ITEM STATUS: GSA 150 DAY FOLLOW - UP
HAZARDOUS CODE     :                   PART/MODEL NBR:
BAR CODE           :                   SERIAL NBR:
NOUN NAME          : RADOME
DESCRIPTION         : /

      AUTO LOT NBR:          R/M LOC:

      PRESS ENTER KEY TO CONTINUE      OR      ENTER OPTION: __
5 - EXIT TO DOCUMENT RECAP              7 - MODIFY LINE ITEM
8 - EXIT TO SEARCH INQUIRY MENU         9 - EXIT TO PROPERTY MAINT MENU
20 - PRINT DOCUMENT(4800.1) 77 - LOGOFF 99 - EXIT TO USD MAIN MENU
    
```

FIGURE 14

INQUIRE - UNREQUIRED / EXCESS DOCUMENT ITEMS

The INQUIRY-UNREQUIRED/EXCESS DOCUMENT ITEMS, USD300A screen provides the capability to inquire the detail line item information for every line item number relating to a specific document number. It is a companion screen to **INQUIRY UNREQUIRED/EXCESS PROPERTY HEADER - USD300**, (Pg. 37).

All Data Fields are display only.

Options available on this screen:

Option < 5 > - **EXIT TO DOCUMENT RECAP** (Not applicable to Sec Level 1)

Option < 7 > - **MODIFY LINE ITEM** (Not applicable to Sec Level 1)

Option < 8 > - **EXIT TO SEARCH INQUIRY MENU**

Option < 9 > - **EXIT TO PROPERTY MAINT MENU** Not applicable to Level 1

Option <20> - **PRINT DOCUMENT (4800-1)**

Option <99> - **EXIT TO USD MAIN MENU**

To access the **WIM WANT LIST RECAP** - **USD295**, (Pg. 41) screen, enter Option <6> from the **SEARCH INQUIRY MENU** - **USD030**, (Pg. 18) and a valid **WASHINGTON ITEM MANAGER CD** and press **[ENTER]**. (**Note:** This option is only available to Washington Item Managers with Security Level 3).

4.12 WIM WANT LIST RECAP

LIS - UTILIZATION SCREENING AND DISPOSITION				USD295
** WIM WANT LIST ENTRY RECAP **				
WIM :	15			MIN
SEL	WANT LIST NUMBER	NSN (OR FSC IF NO NSN)	MATCH FOUND	ACCEPT COND
-	W6110133553	5820010116344	Y	6
		5985011556536	Y	
		6625001413558	Y	
		6625003192945	Y	
		6625003615318	Y	
SEL = MARK 'X' FOR WANT LIST DETAIL				** MORE **
PRESS ENTER TO CONTINUE OR ENTER OPTION: ___				
		9 - EXIT TO SEARCH/INQUIRY MENU		
		77 - LOGOFF		
		99 - EXIT TO USD MAIN MENU		

FIGURE 15

WIM WANT LIST ENTRY RECAP

The **WIM WANT LIST ENTRY RECAP, USD295** screen will display summary information for the want lists specific to a particular Washington Item Manager. To select a detailed record, enter an “X” in the SEL field and press **[ENTER]**.

INQUIRY - WANT LIST ENTRY - USD291, (Pg. 28) will then display.

Options available on this screen are:

Option < 9 > - **EXIT TO SEARCH / INQUIRY MENU**

Option <77> - **LOGOFF** - Logs the user completely off the system

Option <99> - **EXIT TO USD MAIN MENU**

4.13 INQUIRY - WANT LIST ENTRY

```
04/15/1995          UTILIZATION SCREENING AND DISPOSITION          USD291
                    **  INQUIRY - WANT LIST ENTRY  **

                    WANT LIST NUMBER: W6110133553

NSN (OR FSC IF NO NSN) : 5825 01 011 6344
NOUN NAME                :
PART NBR/MODEL NBR       :
MINIMUM ACCEPTABLE COND: 6
RECIPIENT TYPE           : FA
QUANTITY REQUIRED          : 1
WANT EXPIRATION (DAYS)   : 20          EXPIRATION DATE: 05/09/1996
WANT LIST CONTACT        : JOAN SMITH
  (NAME/ADDRESS/         AIRWAY FACILITY
   TELEPHONE)            SAN ANTONIO, TX
                          210-822-2999

PRESS ENTER TO CONTINUE OR ENTER OPTION: ___

          9 - EXIT TO SEARCH/INQUIRY MENU
         77 - LOGOFF
         99 - EXIT TO USD MAIN MENU
```

FIGURE 16

INQUIRY - WANT LIST ENTRY

The **INQUIRY-WANT LIST ENTRY - USD291** screen displays detailed information for a specific Want List Number. All fields are display only except for the **OPTION** field.

Options available are:

Option < 9> - **EXIT TO SEARCH / INQUIRY MENU**

Option <77> - **LOGOFF** - Logs the user completely off the system.

Option <99> - **EXIT TO USD MAIN MENU**

The next inquiry menu displayed is **TABLES / FILE MAINTENANCE AND INQUIRY MENU** - **USD060**, (Pg. 45). This screen can be accessed by entering Option < 5 > on the **USD MAIN MENU** - **USD010**, (Pg. 17).

5.0 TABLES / FILE MAINTENANCE AND INQUIRY MENU

```

04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD060
                ** TABLES/FILE MAINTENANCE AND INQUIRY MENU **

1 - PROPERTY CUST/LOC CONTACT TABLE   7 - SCREENING STATUS CODES
2 - FAA REPORTING REGION SSC TABLE    8 - DISPOSITION/ACTION CODES
3 - GSA REGION/ADDRESS TABLE          9 - SALES LOTTING TABLE
4 - PROPERTY CATEGORY CODES            10 - REIMBURSEMENT CODES
5 - RECIPIENT TYPE CODES               11 - PDO/USER CROSS-REFERENCE TABLE
6 - CONDITION CODES                    77 - LOGOFF
                                         99 - EXIT TO THE USD MAIN MENU

      ENTER OPTION: ___ OR FAST PATH TO SUBMENU: _____
            ENTER FUNCTION: _ (A=ADD, M=MODIFY)

SSC      : _____ COST CENTER : _____ REGION CD: _ FSC      : _____
GSA OFFICE: _____ DISP/ACT CODE: _____ LOT NBR : _____ REIMB CD: _

      OPTION 1, SSC OR COST CENTER          OPTION 8, DISP/ACT CODE
              OR REGION CD                  OPTION 9, LOT NBR OR FSC
      OPTION 2, REGION CD                    OPTION 10, REIMB CD
      OPTION 3, GSA OFFICE                    OPTION 11, SSC OR REGION CD
  
```

FIGURE 17

TABLES/FILE MAINTENANCE AND INQUIRY MENU

The **TABLES / FILE MAINTENANCE AND INQUIRY MENU, USD060** screen provides the capability to inquire the tables of information relating to the processing codes for items reported in USD.

Inquiry access to selected tables is restricted to Security Level along with the capability to add or modify the information listed on a table. For inquiry only, the user can select the appropriate option for the table to be inquired. No other data is required. Condition Code table (Option 5) and Recipient Type Code table (Option 6) can be accessed by Security Level 1 users.

Data fields applicable to Security Level 1 - Inquiry Only

ENTER OPTION - Required. 2 A / N characters. On the single digit options, a preceding zero can be entered. Any option on the menu can be entered.

FAST PATH TO SUBMENU - Optional. 6 A / N characters are allowed. The complete screen name can be entered or only the number of the screen, i.e. **USD030**, (Pg. 18) or 030. Must be a valid submenu name and a menu that is allowed to be accessed by the user's Security Level. If the user does not know what menus can be accessed with their security level, a "?" (question mark) can be entered in the data field and a pop-up window will display listing the screens that can be accessed. See **Appendix A**, (Pg. 51).

Other options available for Security Level 1 - Inquiry Only:

Option <5> - **RECIPIENT TYPE CODES** - Will display table listing types of organizations receiving property.

Option <6> - **CONDITION CODES** - Will display table listing codes used to signify the physical condition of material identified for excess action.

Option <77> - **LOGOFF** - Logs the user completely off the system.

Option <99> - **EXIT TO THE USD MAIN MENU**

To access **INQUIRY - RECIPIENT TYPE CODE TABLE** enter Option <5> on the **TABLES / FILE MAINTENANCE AND INQUIRY MENU, USD060**, (Pg. 45) and press **[ENTER]**.

5.1 INQUIRY - RECIPIENT TYPE CODE TABLE - USD135

```

04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD135
**  INQUIRY - RECIPIENT TYPE CODE TABLE  **

      CODE      DESCRIPTION
      DN      DONATION
      DT      DEPT OF TRANSPORTATION
      FA      FAA RECIPIENT
      FD      OTHER FEDERAL AGENCY
      IA      INTERNATIONAL AVIATION (AIA)

**      END      **

      PRESS ENTER KEY TO CONTINUE
              OR
      ENTER OPTION:  ___
      9 - EXIT TO TABLE/FILE MAINT MENU
      77 - LOGOFF
      99 - EXIT TO USD MAIN MENU
  
```

FIGURE 18

INQUIRY - RECEPTION TYPE CODE TABLE

The **INQUIRY - RECIPIENT TYPE CODE TABLE - USD135**, (Pg. 47) screen will display a complete table of RECIPIENT TYPE CODES which indicate the type of organization receiving unrequired / excess property. **All data fields are display only.** Options available on this screen :

Option <9> - **EXIT TO TABLE / FILE MAINT MENU**

Option <99> - **EXIT TO USD MAIN MENU**

To access **INQUIRY PROPERTY CONDITION CODES - USD145**, (Pg. 49) enter

Option <6> on the **TABLES / FILE MAINTENANCE AND INQUIRY MENU -**

USD060, (Pg. 45).

5.2 INQUIRY PROPERTY CONDITION CODES - USD145

```

03/10/1998      LIS - UTILIZATION SCREENING AND DISPOSITION      USD145
                ** INQUIRY PROPERTY CONDITION CODES **

GENERAL DESCRIPTION:  A CODE USED TO COMMUNICATE PHYSICAL & OPERATIONAL
STATE OF PROPERTY REPORTED.  PROPER USE OF CODES IN REPORTING PROPERTY
IS ESSENTIAL.

CODE DESCRIPTION          EXTENDED DESCRIPTION
S  SCRAP (ONLY MATERIAL CONTENT)  MAT'L CONTENT ONLY (IRON,TIN,ETC.)
X  SALVAGE-UNECONOMICAL TO REPAIR  SONE VALUE-SOME USEABLE PARTS
1  UNUSED-GOOD                    NEVER USED-NEW-GOOD CONDITION
2  UNUSED-FAIR                    NEVER USED-FAIR CONDITION
3  UNUSED-POOR                    NEVER USED-POOR CONDITION
4  USED-GOOD                      USED-GOOD CONDITION
5  USED-FAIR                      USED-FAIR CONDITION
6  USED-POOR                      USED-POOR CONDITION
7  REPAIRS NEEDED                 NEEDS REPAIRS (15% OF VALVE)
8  REPAIRS NEEDED                 NEEDS REPAIRS (16% TO 40% OF VALUE
9  REPAIRS NEEDED                 NEEDS REPAIRS (41% TO 65% OF VALUE

PRESS ENTER KEY TO CONTINUE      OR      ENTER OPTION:  __      **  END  **

          9 - EXIT TO TABLE/FILE MAINT MENU
         77 - LOGOFF
         99 - EXIT TO USD MAIN MENU

```

FIGURE 19
INQUIRY PROPERTY CONDITION CODES

The **INQUIRY PROPERTY CONDITION CODES - USD145**, (Pg. 49) screen will display all of the codes used to signify the physical condition of material identified for excess action.

The “**more**” indicates there are more pages. The user can continue to press **[ENTER]** to view all of the pages on the table.

All data fields are display only.

Options available on this screen :

Option < 9 > - **EXIT TO TABLE / FILE MAINT MENU**

Option <99> - **EXIT TO USD MAIN MENU**

APPENDIX A

1. DATE ELEMENT HELP DEFINITION

```

04/15/1996      LIS - UTILIZATION SCREENING AND DISPOSITION      USD030
                **  SEARCH INQUIRY MENU  **

* * * * *
* DOC-NO
*
* A NUMBER INTERNALLY ASSIGNED TO EACH DOCUMENT
* FOR CONTROL; POS 1-6 = REPORTING OFFICE GSA
* ADDRESS CODE; POS 7-10 = JULIAN DATE; POS 11 =
* REGION SEQUENCE NUMBER.
*
*
* * * * *

                OPTION 6  WASHINGTON ITEM MGR CD:  ___
    
```

FIGURE 20

SEARCH INQUIRY MENU

This pop-up window is displayed after entering a question mark (?) in a modifiable field. In this example, a (?) was entered in the DOCUMENT NBR field.

2. HELP SCREEN (MAIN MENU FOR USD)

```

                LIS - UTILIZATION SCREENING & DISPOSITION                USD010H
                        ** MAIN MENU FOR USD **
    <77> LOGOFF AVAILABLE ON MOST SCREENS -- FAST PATH FEATURE FROM ALL
    SUBMENUS
    ** DIRECT ACCESS TO NAME/ADDRESS, CATALOGING & CENTRALIZED CATALOGING **
    **FIELD DEFINITION USING QUESTION MARK AVAILABLE ON ALL ENTRY DATA FIELDS**
    OPTION 1 - PROVIDES ACCESS OPTIONS TO REPORT MATERIAL/PROPERTY AS
    UNREQUIRED EXCESS AND TO FILE MAINTAIN AND INQUIRE DOCUMENT ESTABLISHED.
    AVAILABLE TO SECURITY LEVEL 2, 5 & 7.
    OPTION 2 - PROVIDES ACCESS OPTIONS TO SEARCH FOR MATERIAL OR TO
    ESTABLISH A WANT LIST FOR ITEMS NEEDED. AVAILABLE TO ALL SECURITY LEVELS.
    OPTION 3 - PROVIDES ACCESS OPTIONS TO SUBMIT A REQUISITION FOR
    FAA PROPERTY OR TO ACQUIRE PROPERTY FROM OTHER FEDERAL AGENCIES, AND TO FILE
    MAINTAIN AND INQUIRE REQUISITIONS SUBMITTED. AVAILABLE TO SECURITY LEVEL 2,
    5, & 7.
    OPTION 4 - PROVIDES ACCESS TO OPTIONS TO GENERATE DISPOSITION INSTRUCTIONS,
    PROCESS ALL FINAL DISPOSITION ACTIONS, RECEIPT FOR ACQUISITIONS AND INQUIRE
    PENDING SALES. AVAILABLE TO SECURITY LEVEL 5 ONLY.
    OPTION 5 - PROVIDES ACCESS TO INQUIRE AND FILE MAINTAIN THE CODES USED BY
    USD.
    SELECTED CODES AVAIL TO ALL SECURITY LEVELS. FILE MAINT DONE BY SEC LEV 5 &
    6.
    OPTION 6 - PROVIDES ACCESS TO A CENTRAL POINT TO REVIEW, PROCESS/APPROVE
    TRANSACTIONS. AVAILABLE TO SECURITY LEVEL 2 AND 5.
    OPTION 7 - PROVIDES ACCESS TO ITEM DISPOSITION HISTORY AND REPORTING INFO.
    AVAILABLE TO SECURITY LEVELS 2, 5, 6 & 7.
    
```

FIGURE 21
MAIN MENU FOR USD

This help screen, **USD010**, (Pg. 17) H displays when the user enters a question mark (?) on the Option Field. It provides help on the functionality of the screen shown.

FAST PATH FEATURE

This feature is available on the USD menus and will allow the user to easily move from menu to menu without returning to the **USD010**, (Pg. 17) **MAIN MENU** to select the option.

You may Fast Path to the USD menus by entering the screen identifier **USD030**, (Pg. 18) or only the screen number **30**, (Pg. 18). To see the list of menus available for your security level, enter a question mark (?) in the Fast Path Data field and press **[ENTER]**. As shown below a pop-up window will display to indicate which screens can be accessed.

3. LIST OF FAST PATH MENUS

YOU MAY FAST PATH TO ANY OF THE FOLLOWING MENUS

USD010 USD MAIN MENU

USD030 SEARCH/INQUIRY FOR PROPERTY

USD060 TABLES/FILE MAINTENANCE

INPUT SCREEN NUMBER OR PRESS ENTER TO CONTINUE _____

FIGURE 22
FAST PATH MENUS

The user can enter the screen number on the pop-up window to access a particular screen or **PRESS ENTER TO CONTINUE** and return to the original screen.

APPENDIX B

1. PROPERTY CONDITION CODES

GENERAL - The codes in this table are used to communicate physical and operational state of the property reported. They are also a key variable for a potential user to determine whether the item is usable and matches requirements for use. Proper use of the codes in reporting property is:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXTENDED DESCRIPTION</u>
1	UNUSED-GOOD	NEVER USED/NEW-GOOD CONDITION
2	UNUSED-FAIR	NEVER USED/NEW-FAIR CONDITION
3	UNUSED-POOR	NEVER USED/NEWPOOR CONDITION
4	USED-GOOD	USED-GOOD CONDITION
5	USED-FAIR	USED-FAIR CONDITION
6	USED-POOR	USED-POOR CONDITION
7	REPAIRS NEEDED	NEEDS REPAIRS (15% OF VALUE)
8	REPAIRS NEEDED	NEEDS REPAIRS (16-40% OF VALUE)
9	REPAIRS NEEDED	NEEDS REPAIR S (41-65% OF VALUE)
S	SCRAP (MAT'L ONLY)	MAT'L CONTENT ONLY (IRON,TIN,ETC.)
X	SALVAGE (USABLE)	SOME VALUE-SOME USABLE PARTS

2. RECIPIENT TYPE CODES

GENERAL - This table identifies recipients of property when requisition actions have occurred against property line items. The recipient type code should match the final disposition processing.

<u>CODE</u>	<u>DESCRIPTION</u>
DN	DONATION
DT	DEPARTMENT OF TRANSPORTATION
FA	FAA RECIPIENT
FD	OTHER FEDERAL AGENCY
IA	INTERNATIONAL AVIATION (AIA)



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