

# **AWRDS Maintenance Workbench – Users Manual**

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## **Chapter 1. START UP**

### **Section 1.01 INTRODUCTION to AWRDS**

The AWRDS Maintenance Workbench provides an improved readiness and deployment capability by facilitating essential Army Field Support Command (AFSC) logistics operations improvements through proven software that has been automated to follow state-of-the-art business processes. It permits one to capture costs, requisition parts, track unscheduled services, perform scheduled services, track equipment and its condition, and to maintain historical data. The automated functional capabilities are organized into modules that are called inventory, work orders, finance, administrative tools and reports.

Inventory management involves Operational Stock that is either shop stock or bench stock. It is recorded using a document register that facilitates AOA, AMA, ATA, AC1, AF1, and D6S transactions. It follows the MILSTRIP format and can even capture local purchases and those involving purchases made with a credit card. It includes the capability to perform vendor parts requisitioning. One can track purchases a variety of ways and support other related functions involving inventory actions. Inventory management set to a Requisition Objective (RO) or a Reorder Point (ROP) can be used to perform demand analysis, conduct an inventory, measure turn-in, observe replenishment, create end item parts lists, or interface with FEDLog data.

Work orders use fault generators to project man hours from user input or historical data. The user may assign multiple tasks to a work order. The module permits status tracking that is MILSTRIP compliant. It supports readiness tracking, captures NMC time, does real time updating, and interfaces with ULLS-G and SAMS. Work Orders constitute the main transactions processed in the AWRDS Maintenance Workbench. It commences with creating Pending Work Orders then follows them into Work Orders that are then executed. During execution, the data may be revised many times to record the actual activities as they occur. Such activities may include the transfer of parts as well as the labor component to the work.

The finance module deals with man-hour accounting of costs and time for government and civilian employees working on direct or indirect efforts. Time can be accounted in hours by shift which is then related to actual costs for regular, overtime, and holiday efforts.

Administrative tools support the operation and maintenance of the workbench. The tool set is divided into the means to administer the workbench to the user community, the collection and use of reference tables which are periodically adjusted, an archive of work orders (WO), and the Supply Transaction Register (STR). Users come and go and are assigned varying levels of security (permissions) by administrators depending upon the users work assignments. Reference tables records can be edited, added to, or deleted by users with proper permission to modify the data. Project managers will add or modify work orders in accordance with their knowledge of the situation. The STR provides a requisition listing that can be manually adjusted and/or deleted after successful export confirmation.

Reports can be generated at various levels of detail and for different purposes. There are canned executive and summary reports as well as those focused on maintenance or supply information. The workbench has a robust ad hoc reports generator for those needing data not formulated into a standing report. The data can be cut on various financial parameters like man hours, or by source of purchase like credit cards. It can be used to compute production output and levels or characterize the inventory. If necessary, one can dump the document register or portions of it to Excel spreadsheets to observe the base data and plan ad hoc reports.

## **Section 1.02 USER MANUAL ROAD MAP**

The user manual is organized into five large sections using the preceding named modules as section names. Each module contains major work areas with names that are related to the names in the AWRDS workbench selection menus. The selection menu naming convention will be followed so as to make it easier to identify instruction start points. Within each major work area, the area's functional capabilities will be explained and the specific actions to follow in executing such functions are described in detail. This individual functional capability description will be called an instruction. An instruction, denoted by (§), will be given an English name that describes the objective of the action being undertaken. The precise steps to be followed will then be described and various supporting screens and screen symbols provided to illustrate outcomes. Screen names (shown in the upper left hand corner of a workbench window) will be important in following these instructions; but understand a screen name is not unique to an instruction. Note also that the font of instructions is different from the font of the explanatory text in this manual.

## **Section 1.03 INITIAL SCREEN**

This manual is intended only as a user's manual for the AWRDS Maintenance Workbench. It begins with the sign in process. It does not contain information on hardware, servers, or network that supports use of the Workbench. This manual assumes that IT support has already setup the MWB application on the end user's desktop.

Open the Workbench by selecting the Workbench icon on the desktop or from ones drop down program menu, which brings up a sign in box.

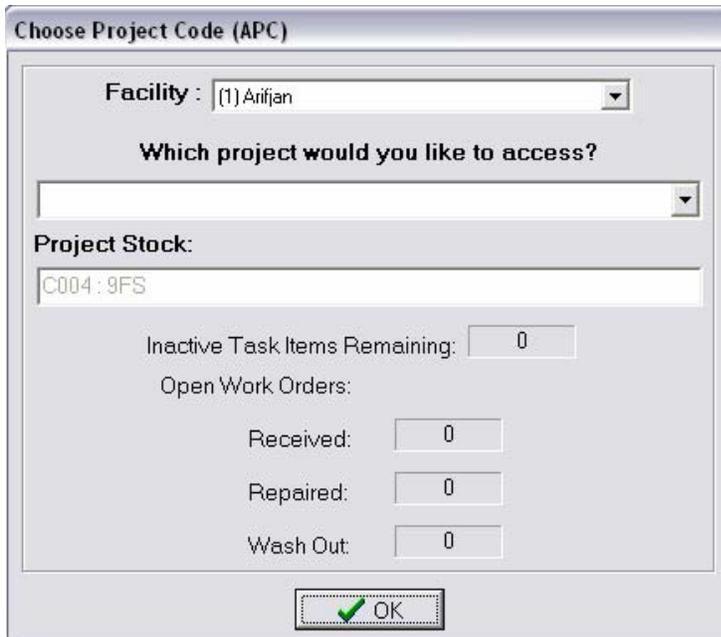


The desktop User Name and Password are created and provided to the user during the install activity. For security purposes, a default password will be initially assigned to the user by the IT support community. Upon a user's first sign in the user will be forced to change this initial password.

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Using this Password screen, the particular user then enters their User Name and Password and clicks “OK” to reach the next screen.

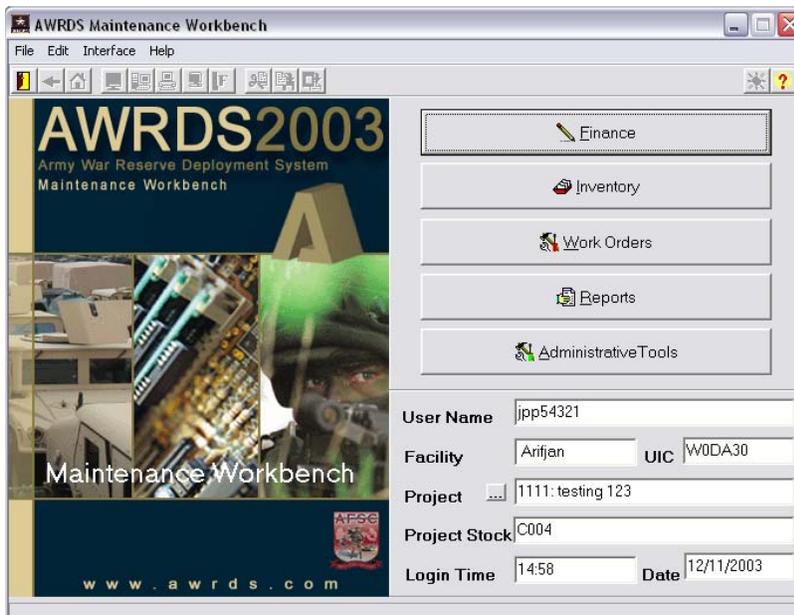
Now, the user must select a Project to access.



A simple screen appears with a drop down window that list all projects to which the user has access rights. A project is selected and the OK box is clicked on to continue to the opening screen.

### Section 1.04 OPENING SCREEN

With proper User Name and Password submitted and a project selected, the standard AWRDS 2002 opening screen appears and its screen name is called “AWRDS Maintenance Workbench.”



It is populated with an AWRDS program image, five selection buttons, and a set of current user data related to the selected project. The current user data reflects the specific user, facility, project, project stock (title), login time, and current date. The current user may adjust this data in accordance with their interest and permissions.

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The five bar buttons are titled “Finance”, “Inventory”, “Work Orders”, “Reports”, and “Administrative Tools”. Each one is the entry point to an operational module. This manual will proceed to explain the instructional options that are available in each of the five modules.

The following five sections will describe the functional capabilities that can be achieved by opening one of the above modules and following the selection and data entry options made available to the user of that module.

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## Chapter 2. INVENTORY MODULE INSTRUCTION SET

### Work Area 2.01 OPERATIONAL STOCK

**Capability Description:** In the Inventory module under the Operational Stock work area, the user can:

- Set Requisition Objective (RO)/Reorder Point (ROP)
- Perform Demand Analysis
- Conduct Inventory Reviews and Assessments
- Change Inventory Information by Adding, Deleting, or Modifying Records
- Turn In
- Replenish
- End Item Parts List
- Fed Log Integration

From the opening screen, selecting **Inventory** brings up a screen titled “Inventory”. It has drop down menus, an interactive tool bar, and four bar buttons. The four new buttons are “Operational Stock”, “Document Register”, “Vendor Parts Requisitioning”, and “Demand Analysis”.

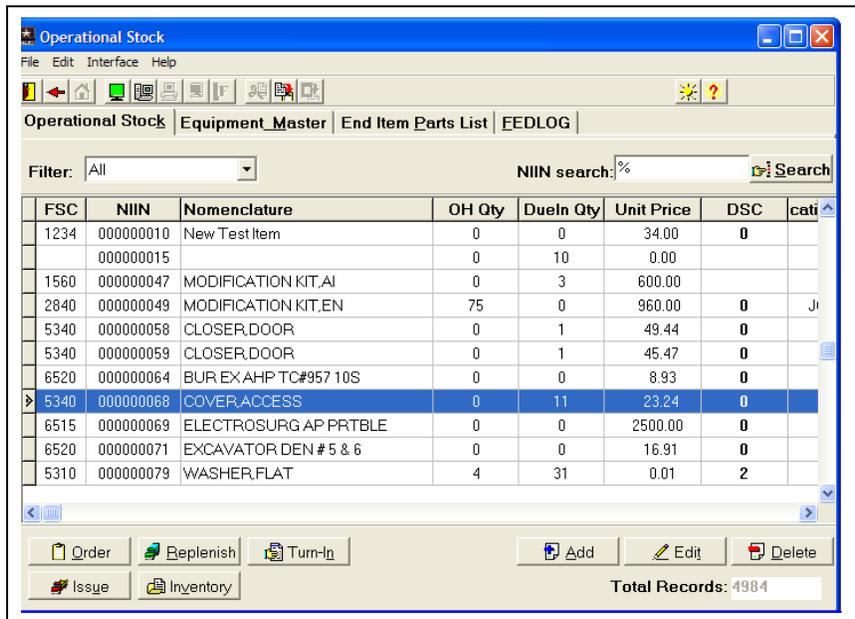
The Inventory module will be used to manage the **Operational Stock, Equipment Master List, and End Item Parts List** at a maintenance facility. The module includes the access to the **FEDLOG** database, which contains the data on repair parts or end items used in work orders. Operational Stock can be used to manage each type of stock by selecting the appropriate type. Following are brief descriptions of the subjects of this module.

- **Shop Stock (SS)** items are repair parts and consumable supplies stocked within a support-level maintenance activity for internal use during accomplishment of maintenance requests.
- **Bench Stock (BS)** items are low cost, high use, consumable Class 2, 3 (packaged), 4, and 9 (less components) items used by maintenance personnel at an unpredictable rate. Examples of BS items include, common hardware, resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper, gasket material, sheet metal, seals, oils, grease, and repair kits.
- **Equipment Master** items are major end items that come to maintenance shops for repair. For example, trucks, trailers, vehicles, fire arms, etc.
- **End Item Parts List** items are component parts and assigned spare parts.
- **FEDLOG** used as an interface to search data and add items to the operational stock or Equipment Master and to schedule and distribute quarterly updates to all maintenance facilities.

**Instruction 2.01 ‡ Begin Using Operational Stock Functions**

Note: In the Operational Stock window, the toolbar has an icon that the system administrator can click feature to access and import Repair Parts Master (RPM) and Shop Stock List (SSL) files from the Standard Army Maintenance System (SAMS) tables and then to AWRDS Maintenance Workbench.

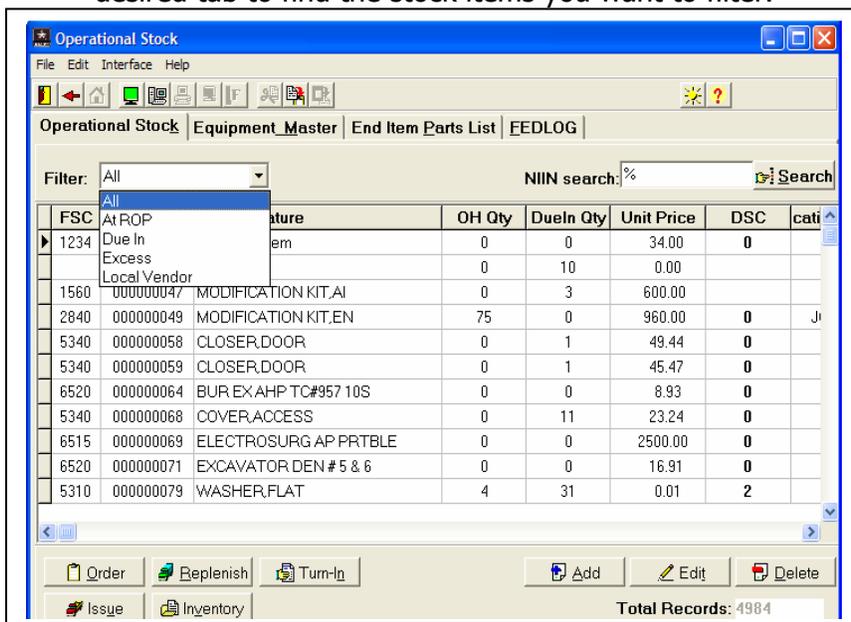
1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays buttons to access the Operational Stock sub-modules.



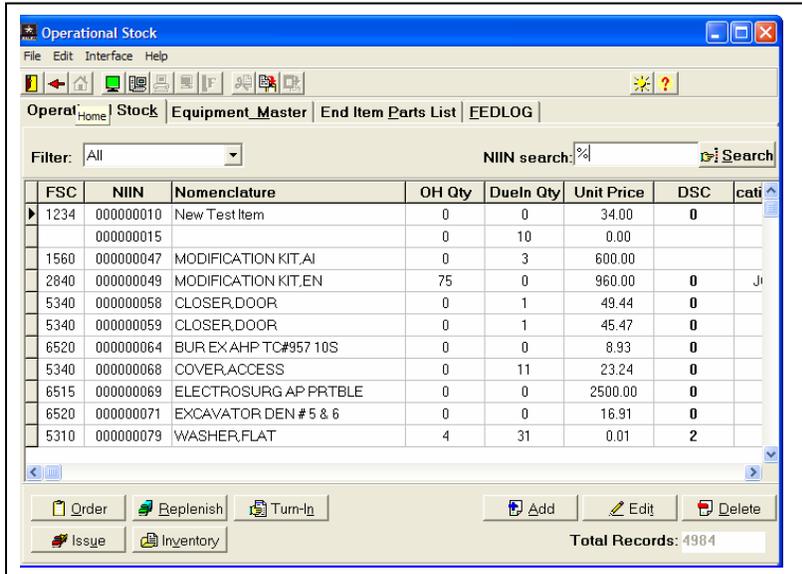
5. On the Inventory window, click on **Operational Stock**. The Operational Stock window opens and displays four tabs with the operational stock tab in the forefront as shown in the following example.

6. The Operational stock tab will be defaulted and stock records will be displayed on the screen. Select the

desired tab to find the stock items you want to filter.



7. Next to the Filter field, click  and select the option by which you want to filter the data from the list.



- Click once in the **NIIN search** field and type **%** followed by a few numbers in the NIIN.

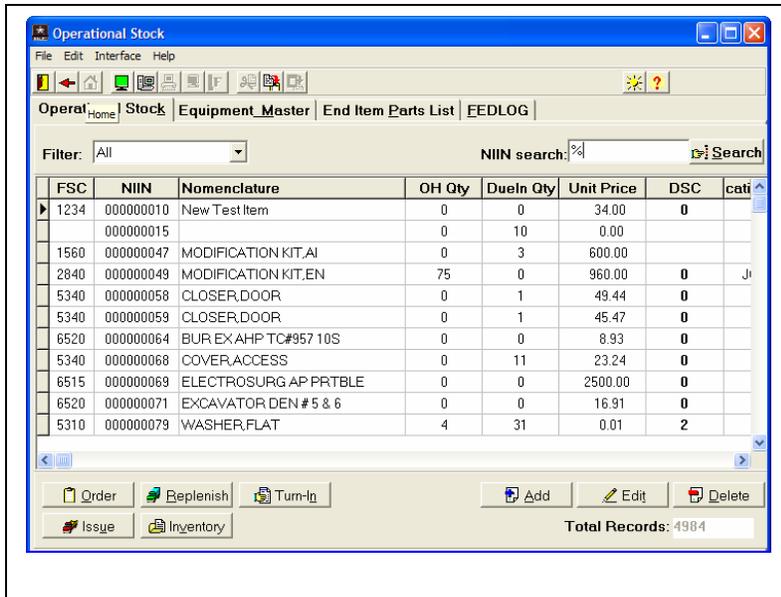
For example, if you type **%069** and then click the search button () , the system searches the Repair Parts Master List and displays all items for the stock that have NIINs ending with the number **069**. In the same way, if you type **010%** and **then** click the search button, the system displays all items for the stock that have NIINs starting with the number **010**.

- Scroll through the list and locate the part.

### Instruction 2.02 ‡ Add Parts to the Shop Stock from Operational Stock

- Log in to Awards Maintenance Workbench.
- On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
- Click **OK**. The AWRDS Maintenance Workbench main window opens.
- On the AWRDS Maintenance Workbench Module main window, click **Inventory**. The Inventory window opens and displays buttons to access the Operational Stock sub-modules.
- On the Inventory window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the operational stock tab in the forefront as shown in the following example.
- In the bottom area of the **Operational Stock** window, click **Add**. An **Add Parts** window opens as shown in the following example below

 **Be sure to complete ALL fields marked *REQUIRED* for the system to allow you to add the part.**



- In the **NIIN** field, type the NIIN of the part you want to add. If you do not know the NIIN, you can search the operational stock using instructions in [Searching for Part Information \(Item\) in Operational Stock Using FEDLOG with the NIIN](#) (Instruction 2.22 in this section.)



- In the **Nomenclature** field, type the nomenclature for the part.
- In the **Unit of Issue** field, type the UI for the part, for example, **EA**, **SH**, **PG**, etc.
- In the **RO** field, use the arrows to assign a number for the Reorder Objective.

**You must assign an RO and an ROP in order for the system to automatically replenish requisitions when you reorder parts. If you do not assign an RO and ROP, you will only be able to reorder the parts individually.**

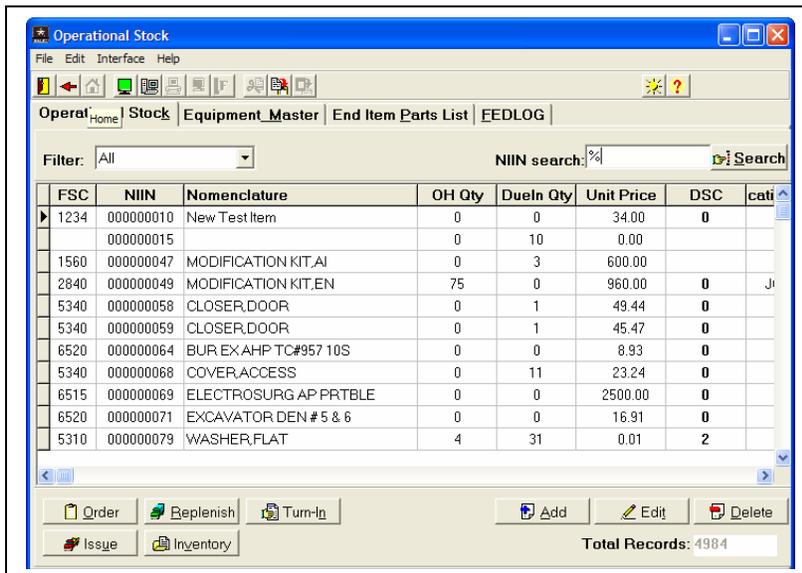
- In the **ROP** field, click the arrows and select a number that marks the Reorder Point.
- Click  next to the **Priority** field and select a delivery option.
- Click **Next**. A second **Add Parts** window opens.
- In the **Per Order Price** field, type the cost of one unit of the part you are adding.
- Is the part supplied by a Vendor?
  - If **Yes**, go to step 16.
  - If **No**, go to step 17.
- Click on the check box next to **Part is Vendor Supplied**. Two new fields appear.

- a. In the **Primary Vendor** field, the system automatically lists the name of the primary vendor.
  - b. In the **Substitute Vendor**, leave it blank or, click the arrow and select a substitute vendor from the list.
17. Click **Finish**. An **Information** dialogue box opens and displays the message: **Part Successfully Added in Project Stock**.  
Click **OK**. The **Add Parts** window closes and you return to the **Operational Stock** window, which now lists the newly added part.

**Instruction 2.03 ‡ Delete an Item from Shop Stock**

**You CANNOT delete an item from shop stock if the DueIn quantity and OH quantity in the Document Register are greater than zero (0). If you attempt to do so, the system will not allow it.**

1. Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront as shown in the following example.



2. On the Operational Stock window, click to select the row of the shop stock item you want to delete.

3. In the bottom area of the window, click **Delete**. A Confirm dialog window opens and displays the message: **Are you sure you want to remove this part - niin = xxxxxxxxxx - from operational stock?**

4. Click **Yes** to confirm that you want to remove the part. An Information dialog window opens and displays the message: **The repair part - niin = xxxxxxxxxx - is deleted from operational stock**.
5. Click **OK**. The Information dialog window closes and you return to the Shop Stock window, which no longer lists the part.

**Instruction 2.04 ‡ Edit a Operational Stock Item**

1. On the Operational Stock list, click to select the row of the shop stock item you want to edit.

FSC	NIIN	Nomenclature	OH Qty	DueIn Qty	Unit Price	DSC	cati
1234	000000010	New Test Item	0	0	34.00	0	
	000000015		0	10	0.00		
1560	000000047	MODIFICATION KIT,AI	0	3	600.00		
2840	000000049	MODIFICATION KIT,EN	75	0	960.00	0	Jr
5340	000000058	CLOSER,DOOR	0	1	49.44	0	
5340	000000059	CLOSER,DOOR	0	1	45.47	0	
6520	000000064	BUR,EX,AHP TC#957 10S	0	0	8.93	0	
5340	000000068	COVER,ACCESS	0	11	23.24	0	
6515	000000069	ELECTROSURG AP PRTBLE	0	0	2500.00	0	
6520	000000071	EXCAVATOR,DEN # 5 & 6	0	0	16.91	0	
5310	000000079	WASHER,FLAT	4	31	0.01	2	

2. In the bottom area of the window, click **Edit**. An Edit Parts window opens as shown in the following example.
3. Using the arrows or by typing, make desired changes in the fields.

**It is important to assign an RO and an ROP as it indicates the point at which the system can automatically replenish requisitions. If you do not assign an RO and ROP, you *must* reorder the parts individually.**

**NIIN \*** 000000059      **FSC** 5340      **AAC** D  
**Nomenclature \*** CLOSER,DOOR  
**On Hand** 0      **Part Identifier** A-NSN  
**Due In\*\*** 1      **Supply Transaction ID** B - A requisition for a I  
**Unit of Issue \*** EA      **Part Source Code** A - Authorized Stocka  
**WDC**      **Stockage** M - Mission supporter  
**RO** 1      **Recoverability** Z description  
**ROP** 1      **Equipment Identifier code**  
**Location**  
**FAD** II : CONUS FAD for FCMF SITE isll  
**Priority** 05 : 12 Delivery Days  
**Required \***      **Read Only \*\***      << Back      Next >>      X Cancel

4. Click **Next** when you finish making changes in the fields. A second Edit Parts window opens.
5. Using the arrows or by typing, make desired changes in the fields. For example, in the **Per Order Quantity** field, click the arrows and assign a new number greater than 0.
6. Make changes in the fields as necessary and then click **Finish**. An

Information dialogue window opens and displays the message: **Part Successfully Edited in Project Stock.**

7. Click **OK**. The Edit Parts window closes and you return to the Operational Stock tab, which shows the new information to the part in the Operational list.

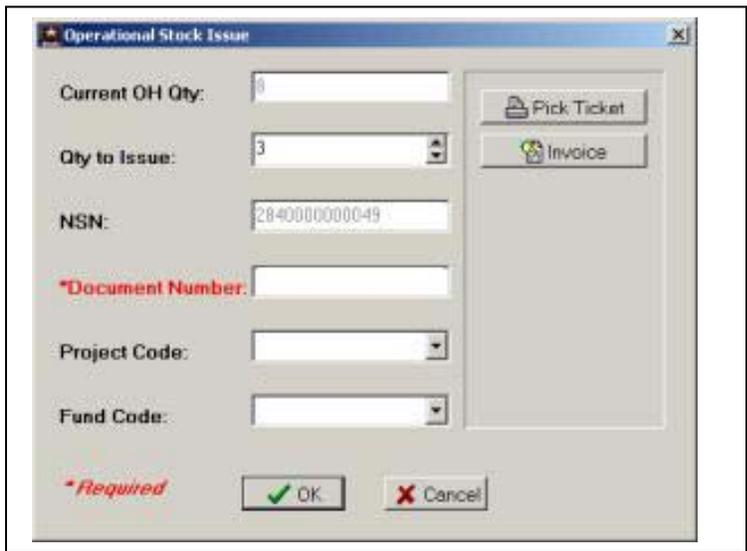
**Instruction 2.05 ‡ Issue a Operational Stock Item**

Note: AWRDS Maintenance Workbench allows you the ability to transfer operational stock items you have on hand to the customers of a maintenance activity. When issuing operational stock items you must be aware of the following:

**NOTES**

- **You must have an on hand quantity (OH Qty) of the item available.**
- **You can only issue a maximum of the quantity you have on hand.**
- **You must have the Document Number or the DODAAC of the customer to whom you are issuing the item.**

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench Main window opens.
4. On the AWRDS Maintenance Workbench Main window, click **Inventory**. The Inventory window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Inventory window, click **Operational Stock**. The Operational Stock *window opens and displays four tabs with the operational stock tab in the forefront* as shown in the following example.
6. Use **Operational Stock** tab, click to select the row of the item you want to issue.



7. In the bottom left of the window, click **Issue**. The **Operational Stock Issue** window opens as shown in the following example.
8. In the **Qty to Issue** field, click the arrows to select the quantity you want to issue. (See Notes).
9. In the **Document Number** field, type the document number of the item. The first six characters in the document number are the DODAAC. The system processes the document number to determine if the

DODAAC is for a valid customer. Is the DODAAC valid?

- a. **Yes,**
  - b. **No, (Re-enter number or determine correct number using Instruction 2.03 in the next section – Document Register)**
10. In the **Project Code** field, click the arrow and select the project code associated with the DODAAC from the list.
  11. In the **Fund Code** field, click the arrow and select the fund to which you will bill the item from the list.

12. In the top right corner of the window, click **Pick Ticket**. A **Print Preview** window of the pick ticket for the item opens and shows the quantity on hand and the quantity issued. Proceed to do the following:
  - a. In the toolbar, click the print icon to print a hard copy of the pick ticket for the warehouse clerk.
  - b. Click **Close** to exit and return to the **Operational Stock Issue** window.
  - c. Click **OK** to display the Print Preview window.
  - d. Click **Cancel** to exit the Operational Stock Issue window.
13. In the upper right area of the **Operational Stock Issue** window, click **Invoice**. The system validates the DODAAC in the Document Number field and displays a preview of the Invoice that shows the document number and quantity issued. Proceed to do the following:
  - a. In the toolbar, click the print icon to print a hard copy of the invoice.
  - b. Click **Close** to exit and return to the **Operational Stock Issue** window.
14. Click **OK**. The system updates the operational stock and an information dialog box opens and displays the message: **Operational Stock Updated**.
15. Click **OK**. The system updates the document register and an **Information** dialog box opens and displays the message: **Document Register Updated**.
16. Click **OK**. The **Information** dialog box closes and you return to the **Operational Stock** window.

**Instruction 2.06 ‡ Order Shop Stock from AMCIS and SARSS**

1. Scroll through the **Operational Stock** list and click to select the row of the item you want to order.
2. In the bottom left area of the window, click **Order**. A **Parts Requisition for Operational Stock Item** screen will display with most of the fields already completed as shown in the following example.

3. Click the arrows  next to each field and change the information as needed to suit your order.
4. In the **Description** field, type a description of the item.
5. In the **RDD** field, type the date you want for item to be delivered.
6. In the **Project Code** field, click the down  arrow and select the code from the list.

- Click **OK**. The information window will display stating “Requisition Posted”.
- The **Parts Requisition for Operational Stock Item** window closes and you return to the **Operational Stock** window, which displays the quantity you ordered in the Due In Qty column.

**Instruction 2.07** † **Order Shop Stock Items from a Local Vendor**

- On the **Operational Stock** window, click the **Operational Stock tab** to bring it to the forefront.
- Scroll through the list and click to select the row of the item you want to order.
- In the bottom left area of the window, click **Order**. A **Vendor Parts Order** window opens as shown in the following example.



- In the **Credit Card** field, click the down arrow and select your credit card information.
- In the **DODAAC** field, click the down arrow and select your DODAAC from the list.
- In the **Reorder Qty** field, use the arrows to select a reorder quantity. Notice that as you change the reorder quantity, the price also changes in the **Total Amount \$** field.

- Click **OK** when you finish entering the information. The system generates a requisition in the **Vendor Parts Requisitioning** module and an **Information** dialog box appears and displays the message: **Item cataloged for order through Local Vendor**.
- Click **OK**. The **Vendor Parts Order** window closes and you return to the **Operational Stock** tab.
- Your next step is to [generate a Vendor Order Invoice \(Instruction 2.04 in Vendor Parts Requisitioning\)](#).

**Instruction 2.08** † **Edit Items to Match Available Funding**

Note: AWRDS Maintenance Workbench provides the ability to edit items to match available funding before performing replenishment. You *must* indicate that there is funds available, and then adjust the OH, RO, and ROP quantities to match the available funds, for the item to be replenished. To edit and item, do the following:

- On the Operational Stock list, click to select the row of the item you want and then click **Edit**. The Edit Parts window opens as shown in the example below.

The screenshot shows the 'Edit Parts' window with the following fields and values:

- NIIN: 00000065
- FSC: 5330
- AAC: J
- Nomenclature: RETAINER
- On Hand: 2
- Part Identifier: A-NSN
- Due In: 12
- Supply Transaction ID: B-A requisition for a l
- Unit of Issue: EA
- Part Source Code: A-Authorized Stocks
- WDC: (empty)
- Stockage: M-Mission supporter
- RO: 6
- Recoverability: Nonreparable item
- ROP: 1
- Equipment Identifier code: (empty)
- Location: test
- FAD: III - CONUS FAD for FCMF SITE is III
- Priority: 06 : 12 Delivery Days

Buttons at the bottom: << Back, Next >>, X Cancel.

- Click the arrows and adjust the quantities in the **On Hand**, **RO** and **ROP** fields as needed, and then click **Next**.

The screenshot shows the 'Edit Parts' window with the following fields and values:

- Funds Available
- Hazardous
- Stock Type: Shop Stock
- Meas Qty: 1
- Per Order Price: 3.57
- Unit Pack: EA
- Description: (empty)
- Remarks: (empty)
- Part is Vendor Supplied?
- CIIC: U

Buttons at the bottom: << Back, Finish, X Cancel.

- In the second Edit Parts window, click to select the **Funds Available** check box. See example.

- Does a local vendor supply the item?
  - If **yes**, proceed:
    - Click to select the **Part is Vendor Supplied** check box.
    - Next to the **Primary Vendor** field, click and select the name of the vendor from the list.
    - If applicable repeat step **ii** for the **Substitute Vendor** field, or go to step **5**.
  - If **no**, continue to step **5**.
- Click **Finish**. An Information dialog window opens and displays the message: Part successfully edited in Project Stock XXXX.

**Instruction 2.09 ‡ Edit Vendor Parts Register**

Note: When you replenish operational stock items (same as performing a batch order), the system queries the entire Operational Stock in your system and automatically orders the items that have reached or are below the requisition objective (RO) and reorder point (ROP). For items that are ordered through AMCISS and SARSS, the system places a requisition in the Document Register, and for items ordered from local vendors; the system places a requisition in the Vendor Parts Register.

1. On the Operational Stock list, click to select the row of the item you want and then click **Edit**. The Edit Parts window opens as shown in the example.

2. Click the arrows and adjust the quantities in the **On Hand**, **RO** and **ROP** fields as needed, and then click **Next**.
3. In the second Edit Parts window, click to select the **Funds Available** check box. See example.
4. Does a local vendor supply the item?

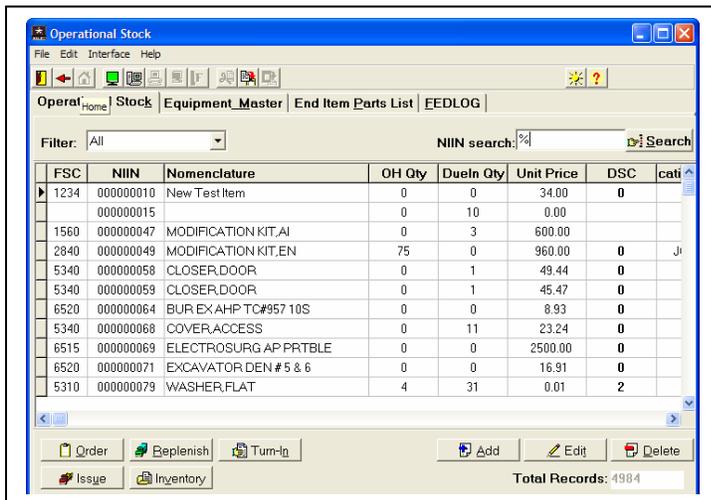
5. If **yes**, proceed:
  - i. Click to select the **Part is Vendor Supplied** check box.
  - ii. Next to the **Primary Vendor** field, click  and select the name of the vendor from the list.
  - iii. If applicable repeat step **ii** for the **Substitute Vendor** field, or go to step **5**.
- b. If **no**, continue to step **5**.
6. Click **Finish**. An Information dialog window opens and displays the message: Part successfully edited in Project Stock XXXX.

**Instruction 2.10 ‡ Turn In Unserviceable Recoverable Items**

Note: The AWRDS Maintenance Workbench Operational Stock module allows you the ability to turn in the unserviceable recoverable items you did not turn in to AMCISS and SARSS when you ordered parts.

**When you turn-in a stock item, the on-hand quantity of the item *Must* be greater than zero (0).**

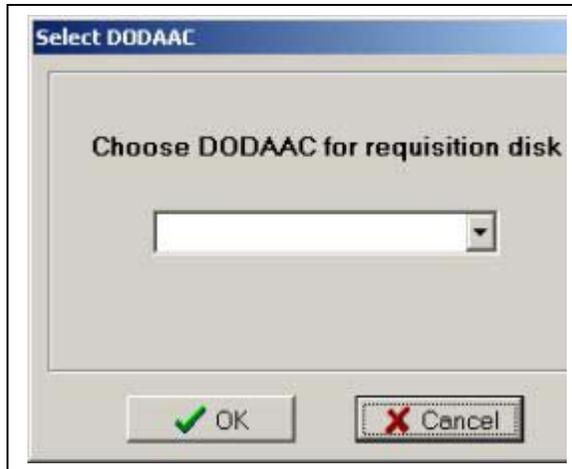
1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront as shown in the following example.



6. In the lower left corner bottom area of the window, click **Turn-In**. A Turn-in D6Z window opens and displays the selected unserviceable NIIN items awaiting turn-in.



7. In the **Condition Code** box, select the option that matches the condition of the recoverable turn-in item.
8. Next, in the **Qty To Turn In** field, select the quantity of the recoverable items to turn, click the arrows.



9. To cancel items from the turn-in list, select the **Qty To Cancel** field, then select the quantity of items you want to cancel from the turn in list.
10. Click **OK** when you finish making your selections. A Select DODAAC window opens as shown in the example.

11. Click on the  and select the DODAAC for the requisition disk from the list and then click **OK**. A print preview window opens and displays the **D6Z Turn-In To SSA** report. The report shows the National Stock Number (NSN) and nomenclature of the item, the quantity, condition code, and turn-in price of the item.

12. In the toolbar, click  to print a hard copy of the report.
13. To save a copy of the report, do the following:
  - a. In the toolbar window, click the . A Save Report window opens.
  - b. In the Save Report window, navigate to the directory, file, and folder where you want to save the report.
  - c. Click to place your cursor in the **Filename** field.
  - d. Type a name for the report, and then click **Save**. The system saves the report and returns to the Print Preview window.
  - e. In the toolbar, click **Close** to exit the preview window and return to the **Reports** module.

### Instruction 2.11 ‡ Edit an Excess Stock Item

Note: Editing a stock item allows you to make changes to the price, order quantity, delivery date, stock type, and others.

**⚠ When editing a excess stock item, you *Must* to enter a number greater than zero (0) in the Per Order Quantity field.**

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench Main window opens.
4. On the AWRDS Maintenance Workbench Module main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront.
6. Click the **Operational Stock** tab to bring it to the forefront.
7. On the Operational Stock list, click to select the row of the item you want to edit.
8. In the bottom area of the window, click **Edit**. An **Edit Parts** window opens and displays fields populated with current part information.

9. Using the arrows or by typing, make desired changes in the fields. For example, in the **On Hand** field, click the arrows to assign a new number for the on hand quantity.
10. Click **Next** and make more changes in the fields as needed. For example, to change the stock type, click the down arrow in the Stock Type field and select the stock type you want from the list.
11. Click **Finish** when you finish making your changes. An Information dialog box opens and displays the message: **Part Successfully Edited in Project Stock 'XXXX'**.
12. Click **OK**. The Edit Parts window closes and you return to the Operational Stock window, which shows the updated part information in the Excess list.

### Instruction 2.12 ‡ Delete Excess Stock Items

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Shop Stock tab in the forefront.
6. Click on the field in operational stock with DSC code = **Excess**.
7. Click to select the row of the item you want to delete.
8. In the bottom area of the window, click **Delete**. A Confirm dialog box opens and displays the message: **Are you sure you want to remove this part - niin = 'XXXXXXXXXX' - from operational stock?**
9. Click **Yes** to confirm that you want to remove the part from Bench Stock. An Information dialog box opens and displays the message: **The repair part - niin = 'XXXXXXXXXX' - is deleted from operational stock.**
10. Click **OK**. The Information dialog box closes and you return to the Excess list, which no longer displays the part.

### Instruction 2.13 ‡ Turn In an Excess Stock Item

Note: Sometimes you may carry an excess of Shop or Bench stock in your inventory. To avoid charges for the items you must turn them in to AMCISS and SARSS.

**ⓘ When you turn-in a stock item, the on-hand quantity of the item *Must* be greater than zero (0).**

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.

5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront.
6. On the operational Stock list, click to select the row of the item you want to turn in.
7. In the bottom left of the window, click **Turn-In**. A D6Z Turn-In window opens and displays information about the item in the fields as shown in the following example.

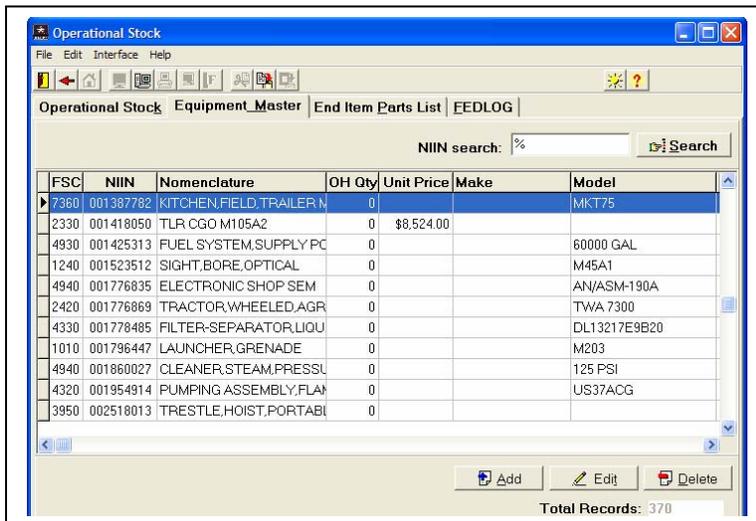
8. In the **Condition Code** field, click  and select the appropriate code that best matches the condition of the item you are turning in.
9. In the **Quantity** field, click the arrows and select the quantity of the item you are turning in.
10. In the **Action Type** box, select the appropriate option that matches the turn-in item. If you select Unserviceable, the Action Taken options become enabled.
11. Repeat step 11 for the **Action Taken** box options.
12. In the **Project Code** field, click  and select the project code for the work order to which the turn-in item belongs.
13. Click **OK** when finished. A Select DODAAC window opens.
14. Click  and select the DODAAC for the requisition disk from the list and then click **OK**. A print preview window opens and displays the **D6Z Turn-In To SSA** report. The report shows the National Stock Number (NSN) and nomenclature of the item, the quantity, condition code, and turn-in price of the item.
15. In the toolbar, click  to print a hard copy of the report.
- 16.** To save a copy of the **report**, do the following:
  - a. In the toolbar window, click the . A Save Report window opens.
  - b. In the Save Report window, navigate to the directory, file, and folder where you want to save the report.
  - c. Click to place your cursor in the **Filename** field.
  - d. Type a name for the report, and then click **Save**. The system saves the report and returns to the Print Preview window.
  - e. In the toolbar, click **Close** to exit the preview window and return to the **Reports** module.

### Instruction 2.14 ‡ Add Items to the Equipment Master List

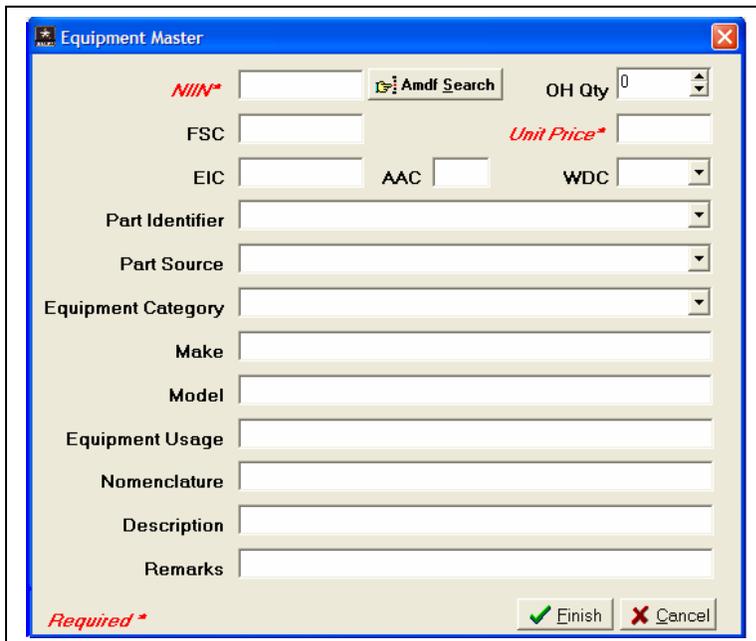
Note: Equipment Master items are major end items that come to maintenance shops for repair. For example, trucks, trailers, vehicles, fire arms, etc. AWRDS Maintenance Workbench allows you to add new records of the major end items that come in for repair to the equipment master list.

**You *must* have the NIIN and unit price of an item to add it to the Equipment Master list; if you do not have a NIIN, you can search and add from the FEDLOG database.**

1. Login to AWRDS Maintenance Workbench
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront.
6. Click the **Equipment Master** tab to bring it to the forefront as shown in the following example.



7. In the bottom area of the window, click **Add**. An Equipment Master window opens.



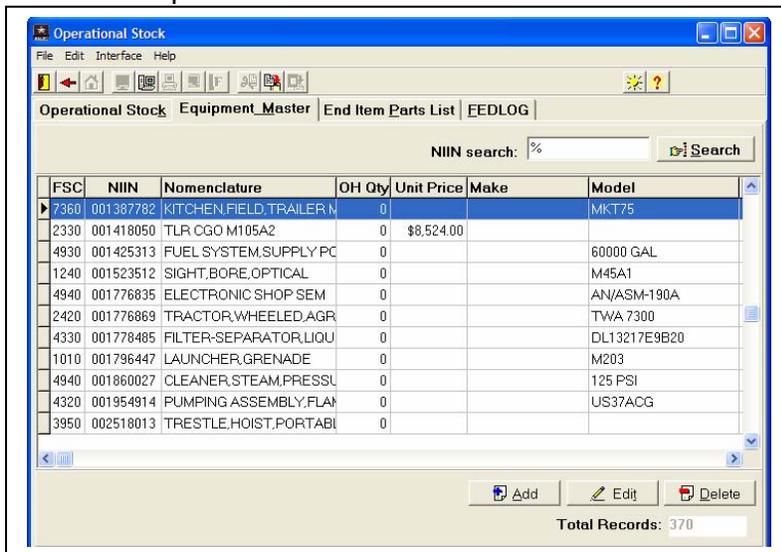
8. In the NIIN field, type the NIIN of the item you want to add. If you do not know the NIIN, search the FEDLOG database.
9. Click **Fed log Search**. The system automatically searches the database and completes the FSC, Unit Price, AAC, and the Nomenclature fields.
10. Using the arrows next to the fields or by

- typing, complete all other fields as necessary.
- Click **Finish** when you finish entering information in the fields. An Information dialogue window opens and displays the message: **Equipment Added to Equipment Master**.
  - Click **OK**. The Equipment Master window closes and you return to the Equipment Master tab on the Operational Stock window. The Equipment Master tab now lists the newly added item on the worksheet.

**Instruction 2.15 ‡ Edit a Record in the Equipment Master List**

Note: Sometimes you may need to make changes to the records of the end items that come to the maintenance shops for repair. AWRDS Maintenance Workbench allows you the ability to make changes to the records of the end items on the equipment master list.

1. Login to AWRDS Maintenance Workbench
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the operational Stock tab in the forefront.
6. Click the **Equipment Master** tab to bring it to the forefront as shown in the following example.



7. Click to select the row of the record you want to edit.
8. In the bottom right of the window, click **Edit**. An Equipment Master window opens and displays information about the item in several fields.

The screenshot shows the 'Equipment Master' window with the following fields and controls:

- NIIN\***: Text input field with a search icon and 'Amdf Search' button.
- OH Qty**: Spin box with '0'.
- FSC**: Text input field.
- Unit Price\***: Text input field.
- EIC**: Text input field.
- AAC**: Text input field.
- WDC**: Dropdown menu.
- Part Identifier**: Dropdown menu.
- Part Source**: Dropdown menu.
- Equipment Category**: Dropdown menu.
- Make**: Text input field.
- Model**: Text input field.
- Equipment Usage**: Text input field.
- Nomenclature**: Text input field.
- Description**: Text input field.
- Remarks**: Text input field.
- Required\***: Label at the bottom left.
- Finish** and **Cancel**: Buttons at the bottom right.

- Click and select or type the appropriate information in the fields as necessary.
- Click **Finish** when you finish making changes. An Information dialog window opens and displays the message: **Record Modified in Equipment Master.**
- Click **OK**. The Equipment Master window closes and you return to the Equipment Master tab on the Operational Stock window.

### Instruction 2.16 ‡ Delete a Record in the Equipment Master List

- Login to AWRDS Maintenance Workbench
- On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
- Click **OK**. The AWRDS Maintenance Workbench window opens.
- On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.

The screenshot shows the 'Operational Stock' window with a table of records. The table has the following columns: FSC, NIIN, Nomenclature, OH Qty, Unit Price, Make, and Model. The 'NIIN search' field contains '%'. The 'Total Records' is 370.

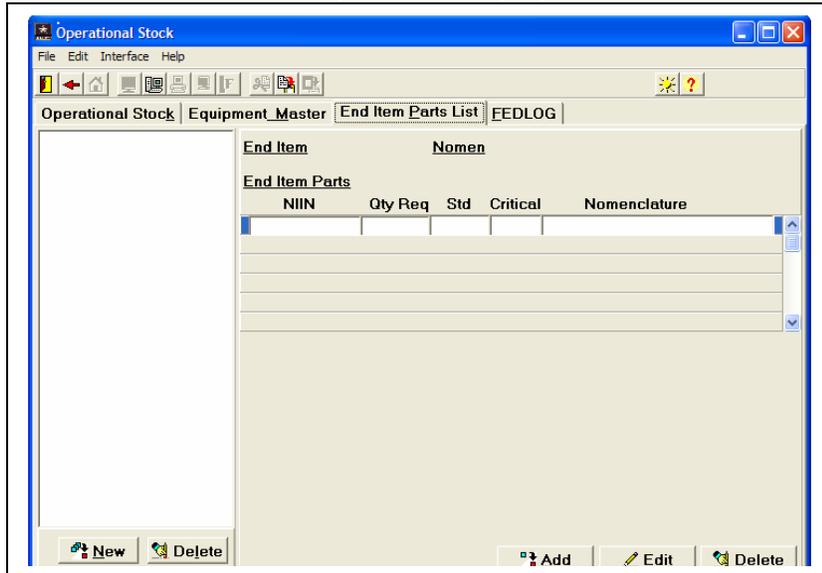
FSC	NIIN	Nomenclature	OH Qty	Unit Price	Make	Model
7360	001387782	KITCHEN.FIELD.TRAILER,N	0			MKT75
2330	001418050	TLR.CGO.M105A2	0	\$8,524.00		
4930	001425313	FUEL.SYSTEM.SUPPLY.PC	0			60000 GAL
1240	001523512	SIGHT.BORE.OPTICAL	0			M45A1
4940	001776835	ELECTRONIC.SHOP.SEM	0			AN/ASM-190A
2420	001776869	TRACTOR.WHEELED.AGR	0			TWA 7300
4330	001778485	FILTER-SEPARATOR.LIQU	0			DL13217E9B20
1010	001796447	LAUNCHER.GRENADE	0			M203
4940	001860027	CLEANER.STEAM.PRESSU	0			125 PSI
4320	001954914	PUMPING.ASSEMBLY.FLA	0			US37ACG
3950	002518013	TRESTLE.HOIST.PORTABL	0			

- Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront.
- Click the **Equipment Master** tab to bring it to the forefront as shown in the following example.
- Click to select the row of the record you want to delete.

8. In the bottom right of the window, click **Delete**. A Confirm dialog window opens and displays the message: **Are you sure you want to remove this end item from Equipment Master?**
9. Click **Yes** to confirm that you want to remove the end item from Equipment Master. The system deletes the item and another dialog window opens and displays the message: **The End Item XXXXXXXXXX deleted.**
10. Click **OK**. The dialogue closes and you return to the Equipment Master tab in the Operational Stock window. The Equipment Master list no longer contains a record of the deleted item.

**Instruction 2.17     ‡ Add Items to the End Item Parts List**

1. Login to ARSAMS.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The ARSAMS Maintenance Module window opens.
4. On the ARSAMS Maintenance Module main window, click **Supply**. The Supply window opens and displays buttons to access the Operational Stock sub-

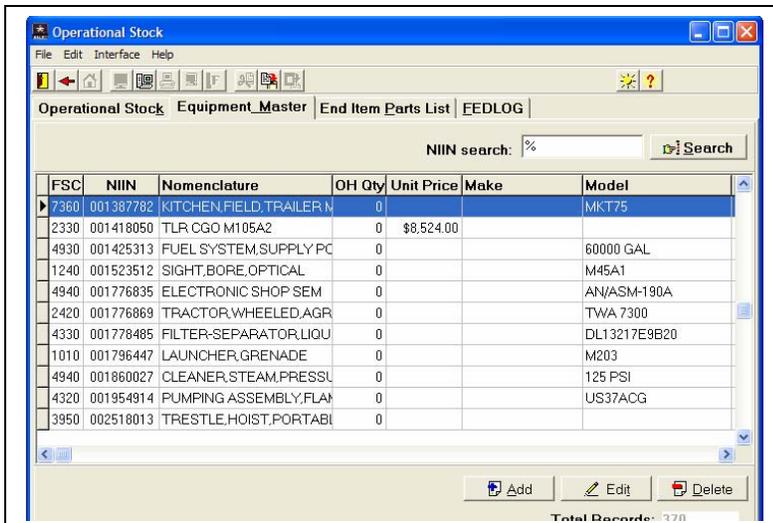


5. Click **Operational Stock**.

The Operational Stock window opens and displays seven tabs with the Shop Stock tab in the forefront as shown in the following example.

6. On the Operational Stock window, click the **End Item Parts List** tab to bring it to the forefront.

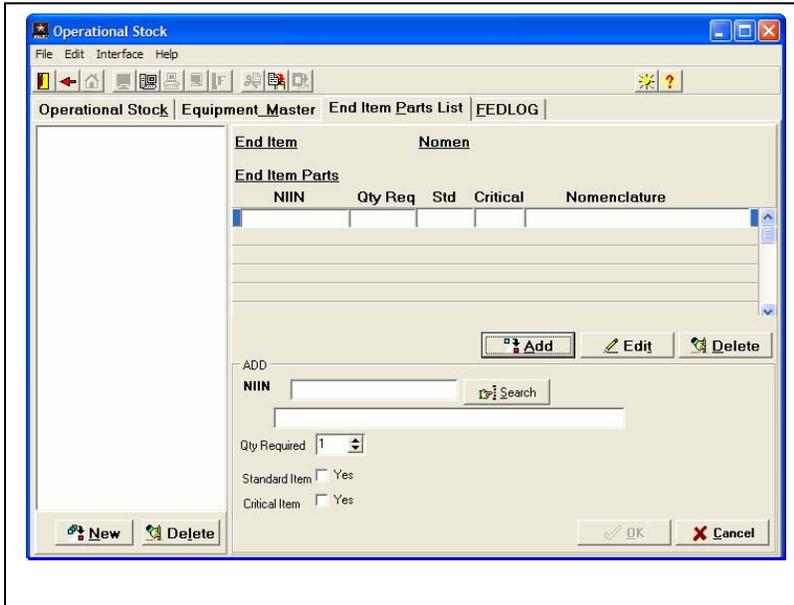
7. At the bottom of the white box on the left, click **New**. The following End Item Select window opens.



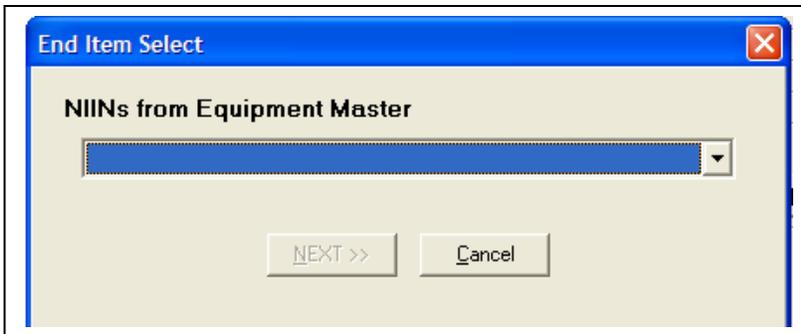
8. Click the down arrow in the text field and select the NIIN of the end item you want from the list. The **Next** button becomes enabled.

9. Click **Next**. The End Item Select window closes and an AWRDS Maintenance Workbench dialog box opens and displays the message:

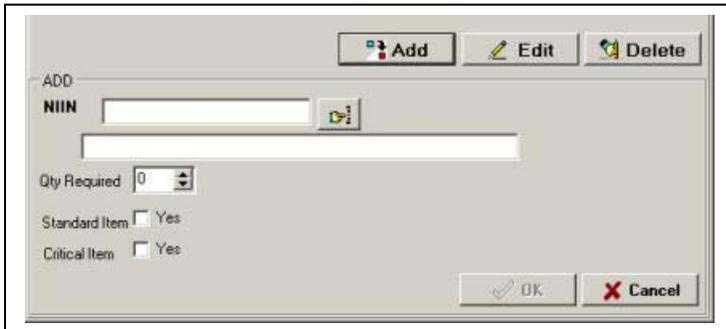
**Add Parts to (*the NIIN*) to complete the Process.**



10. Click **OK**. The dialog box closes and the following ADD area appears, at the bottom of the End Item Parts List tab on the right.

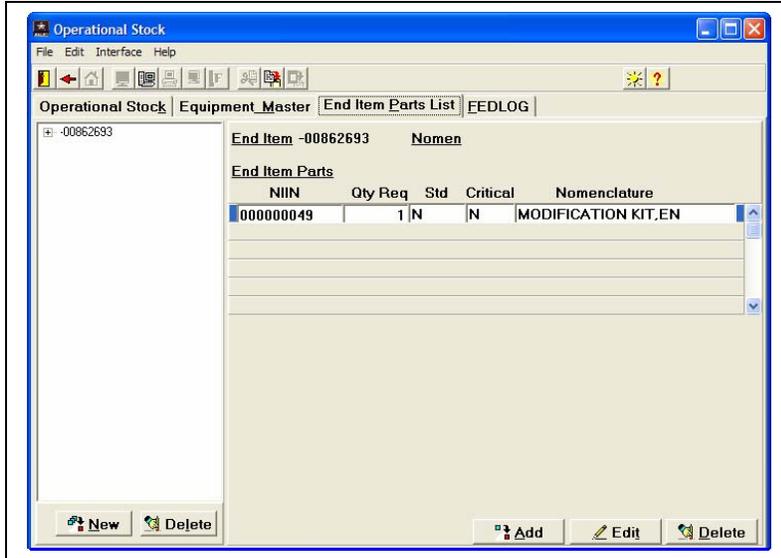


11. In the **NIIN** field, type the NIIN of the repair part from your shop or bench stock and click . The system displays the name of the item in the blank field.



12. In the **Qty Required** field, click the arrows to select a number for the quantity of the part you need.  
 13. If this is a Standard Item, select the check box, if not leave it blank.

14. Click **OK**. The end item NIIN appears in the white box on the left side of the window; a + sign next to the NIIN indicates there's more information associated with the NIIN. On the right side of the window, a table displays the repair part you selected by *NIIN, Qty Req, NMCS, Std, Critical, and Nomenclature*. See the following example.

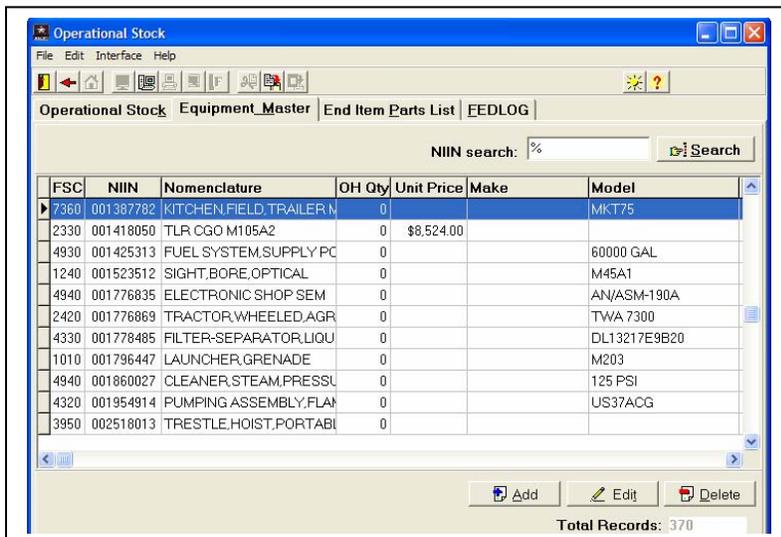


- To add another component part to the end item, click to select the NIIN of the end item in the left white pane and click **Add**; then repeat steps 6 through 10.

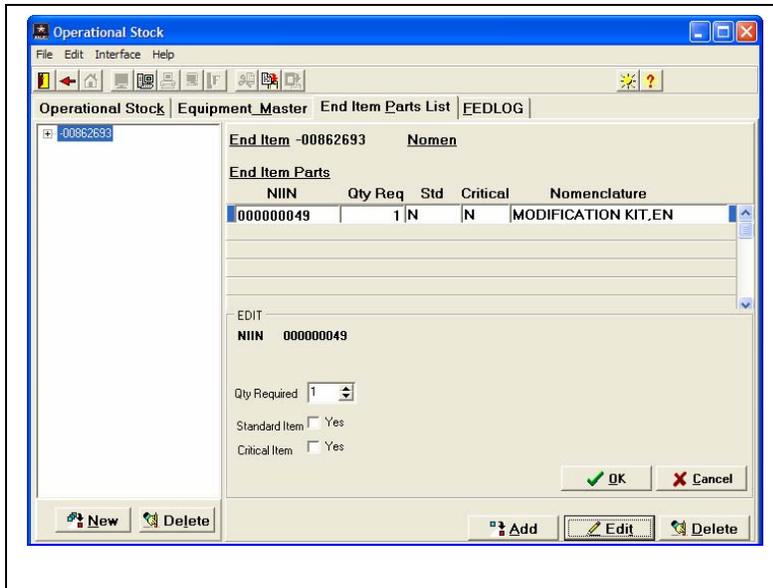
### Instruction 2.18 ‡ Edit an Item in the End Item Parts List

Note: You can edit parts in the end item parts list to change the quantity or the status in the system

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules. Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront as shown in the following example.



5. On the Operational Stock window, click the **End Item Parts List** tab to bring it to the forefront. The tab lists all current end items by NIIN in the left white box and the repair parts for the selected end item in the table on the right.



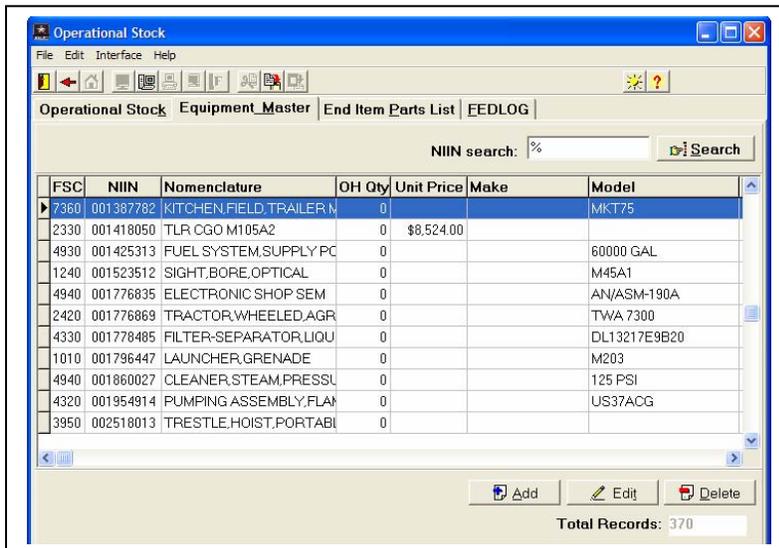
6. In the left white box, select the NIIN of the repair part you want to edit.
7. Click **Edit**. An Edit area as shown in the following example, appears.
8. In the **Qty Required** field, click the arrows and select the appropriate quantity of the parts you want.



9. Select the appropriate option to indicate if the part is a **Standard Item** or **Critical Item**.
10. Click **OK** when you finish making changes. The Edit area closes and the changes appear next to the item in the End Item Parts table in the top right area.

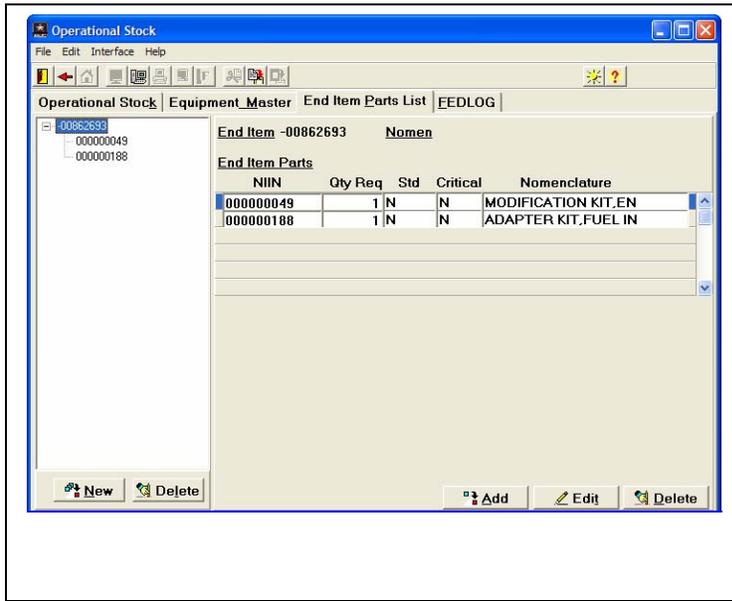
**Instruction 2.19 ‡ Delete Items From the End Item Parts List**

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.



4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. Click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront as shown in the following example.

6. On the Operational Stock window, click the **End Item Parts List** tab to bring it to the forefront. The tab lists all current end items by NIIN in the left white box and the repair parts for the selected end item in the table on the right.
7. In the left white box, select the NIIN of the repair part you want to delete. The NIIN appears in the End Item Parts table on the right.



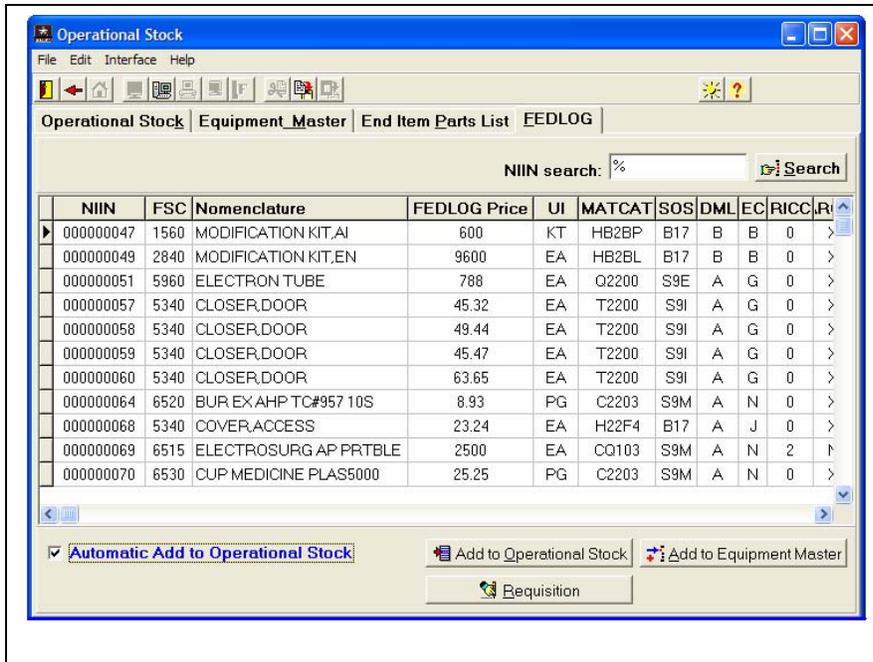
8. Click **Delete** below the End Item Parts table. A Confirm dialogue window opens and displays the following message: **Delete repair part XXXXXXXXX? in component XXXXXXXXX?**
9. Click **Yes** to confirm that you want to delete the repair part. An ARSAMS Maintenance Module dialogue window opens and displays the message: **Component part XXXXXXXXX in component XXXXXXXXX is deleted.**

10. Click **OK** to return to the End Item Parts List tab.

### Instruction 2.20 ‡ Add Parts From FEDLOG to Shop Stock

The FEDLOG database contains a catalog of over 7 million stock numbers and over 12 million part numbers. AWRDS Maintenance Workbench only contains some part of the information from the FEDLOG database as provided by the maintenance facilities. Quarterly updates to this information are distributed to all maintenance facilities. You can add parts directly from the FEDLOG database to your **shop stock** through the FEDLOG tab.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The ARSAMS Maintenance Module window opens.
4. On the ARSAMS Maintenance Module main window, click **Supply**. The Supply window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Supply window, click **Operational Stock**. The Operational Stock window opens and displays seven tabs with the Shop Stock tab in the forefront.
6. On the Operational Stock window, click the **FEDLOG** tab to bring it to the forefront as shown in the following example.



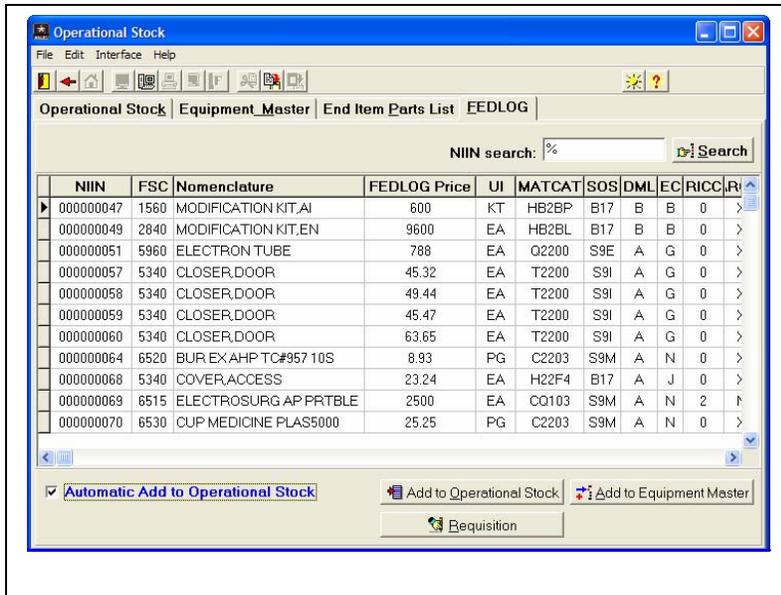
**In the bottom area of the FEDLOG tab, is the check box: Automatic Add to Operational Stock. The system automatically places a check mark in the box and adds the item to Shop Stock if you click Add to Shop Stock. On the other hand, if you uncheck the box, you *must* provide information for various fields in the Add Parts window.**

7. Scroll through the list to locate the item you want to add to the Operational Stock list, then click to select the row of the item.
8. Click to select the row of the item you want to add to the shop stock list.
9. Click **Add to Operational Stock**. An Information dialogue box opens and displays the message: **Record Added to Operational Stock**.
10. Click **OK**. The Information dialogue box closes and you return to the FEDLOG tab.
11. Click the **Operational Stock** tab to bring it to the forefront.
12. Scroll through to locate and verify that the added item is on the list.

### Instruction 2.21 ‡ Add Parts from FEDLOG to Operational Stock

Note: In AWRDS Maintenance Workbench, you can add parts directly from the FEDLOG database to your **operational stock** lists.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Operational Stock tab in the forefront.
6. On the Operational Stock window, click the **FEDLOG** tab to bring it to the forefront as shown in the following example.



7. In the FEDLOG table, click to select the row of the item you want to add to operational stock.
8. To add to Shop Stock, click **Add to Operational Stock**. An Information dialog box opens and displays the message: **Record Added to Operational Stock**.

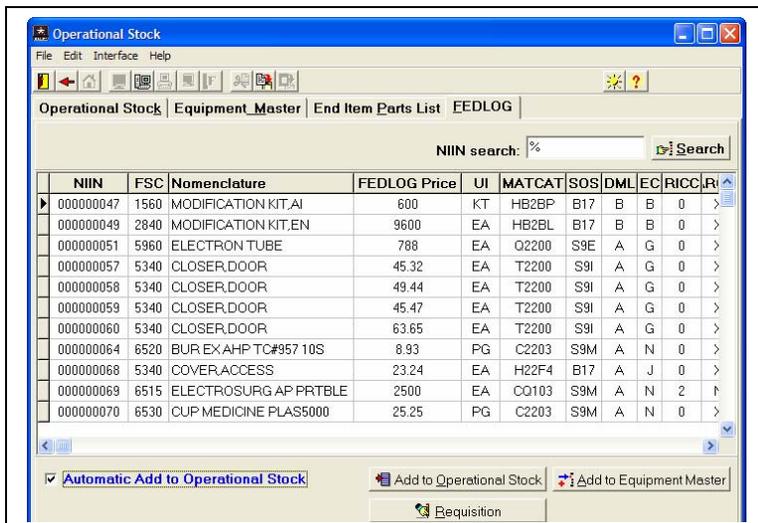
9. To add to Bench Stock, repeat step 7 and then click **Add to Operational Stock**. An Information dialog box opens and displays the message: **Record Added to Operational Stock**.
10. Click **OK**. The Information dialog box closes and you return to the FEDLOG tab.
11. Click the **Operational Stock** tab to bring it to the forefront.
12. Scroll through to locate and verify that the item you added is on the list.

### Instruction 2.22 ‡ Search for an Item in FEDLOG Using the NIIN

Note: When adding items to Operational Stock you must provide a NIIN. With the NIIN, you can obtain more information on the item by searching the FEDLOG database.

This topic provides instructions for searching for an item in the FEDLOG database using the NIIN of the item. Typically when you perform your search, you use a wildcard plus the NIIN.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.



4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Operational Stock window opens and displays buttons to access the Operational Stock sub-modules.
5. On the Operational Stock window, click **Operational Stock**. The Operational Stock window opens and displays four tabs with the Shop Stock tab in the forefront.

6. On the Operational Stock window, click the **FEDLOG** tab to bring it to the forefront as shown in the following example.
7. Click once in the NIIN search field and type **%** followed by a few numbers in the NIIN.

For example, if you type **%79** and then click the search button () , the system searches the FEDLOG database and displays all operational stock record items with NIINs ending with the number 79. In the same way, if you type **79%** and **then** click the search button, the system displays all operational stock record items with NIINs starting with the number 79.

8. Click **OK**. The Information dialog box closes and you return to the FEDLOG tab.
9. Click the **Bench Stock** tab to bring it to the forefront.
10. Scroll through to locate and verify that the item you added is on the list.

## Work Area 2.02 DOCUMENT REGISTER

*Capability Description:* In the Inventory module under the Document Register work area, the user can:

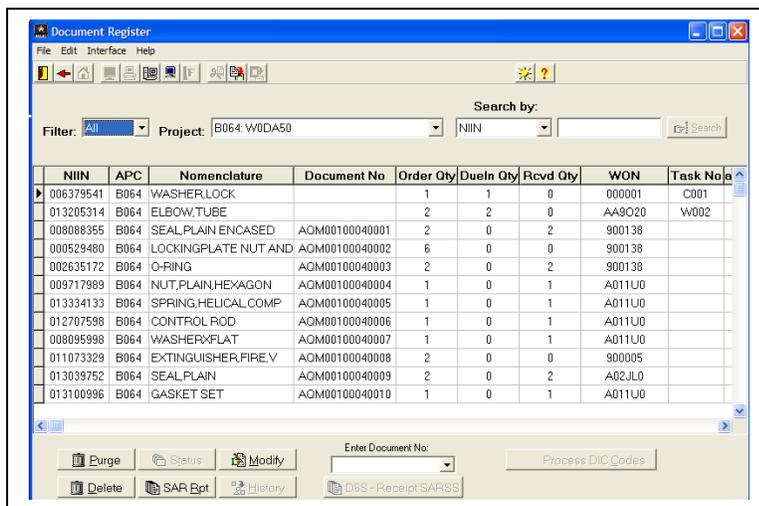
- Purge or remove an item from the table without losing its history
- Delete an item completely from the table and the system.
- Keep track or maintain a history of information on any item you select in the table.
- Generate a Supply Activity Report (SAR)
- Process Document Identifier Codes (DICs)
- View order status codes by the document number or NIIN.

This section provides information about all the requisitions (pending, sent, and closed) made to SARSS to support Shop Stock Levels and work order repair parts. From the opening screen, selecting **Document Register** brings up a screen titled “Document Register”. It has drop down menus, an interactive tool bar, and four bar buttons. Some menu functions are grayed out and unavailable at this moment. The four active buttons which are “Purge”, “Modify”, “Delete” and “SAR Rpt”.

### Instruction 2.01 ‡ Filter and Display Data in Document Register

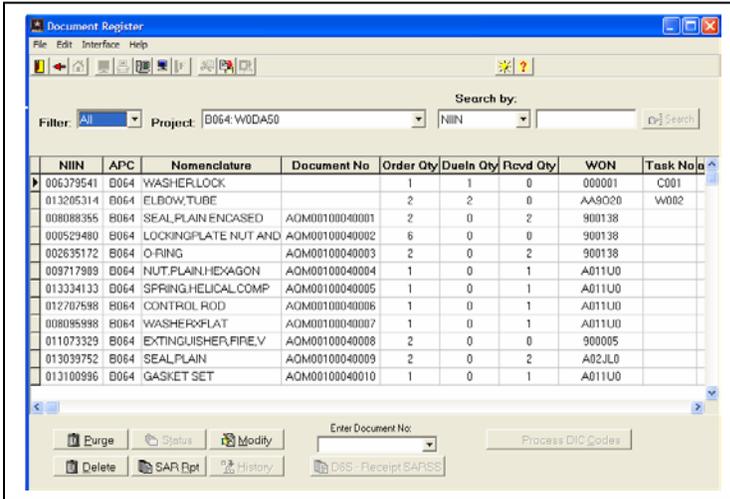
Note: The filter in the document register allows you to display requisitions in pending ordered status. You can display specific requisitions in a particular project or you can display all requisitions in all projects.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays the Inventory sub-modules.
3. Click **Document Register**. The Document Register window opens and displays all requisitions in all the projects for your site.



4. Next to the **Filter** field, click  and choose **All, pending,** or **Ordered** for the type of requisitions you want to display. The table list updates and displays the requisitions that match your selection.
5. Next to the **Project** field, click  and select the project to which the requisitions you want to display belong. The table list updates and displays requisitions in the project that match your selection.

## Instruction 2.02 ‡ Open the Document Register Window



1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click Inventory.
3. On the Inventory window, click **Document Register**.

Note: You can search for information data Document Register using the NIIN, document number, or the WON of the requisition.

**The search function works in conjunction with the filter (All, Pending, Ordered) you apply to the data set.**

## Instruction 2.03 ‡ Search for Data Using a NIIN

1. Open the Document Register window.
2. In the Search by: field, click the down arrow and select **NIIN**.
3. In the blank field next to the Search by: field, type the NIIN of the item and then click the search button (). The system searches for the item by the NIIN and displays the results in the table on Document Register window.
4. To search using a wildcard, Type **%** in front of or after a number in the NIIN before you click the search button. For example if you type **%47** and click the search button, the system searches and displays all items with NIINs ending with the numbers 47.

## Instruction 2.04 ‡ Search for Data Using a Document Number

1. Open the Document Register window.
2. In the Search by: field, click the down arrow and select **Document NO**.
3. In the blank field next to the Search by: field, type the document number of the item and then click . The system searches for the item by the document number and displays the results in the table on Document Register window.
4. To search using a wildcard, type **%** in front of or after a number in the document number before you click the search button. For example if you type **%47** and click the search button, the system searches and displays all items with document numbers ending with the numbers 47.

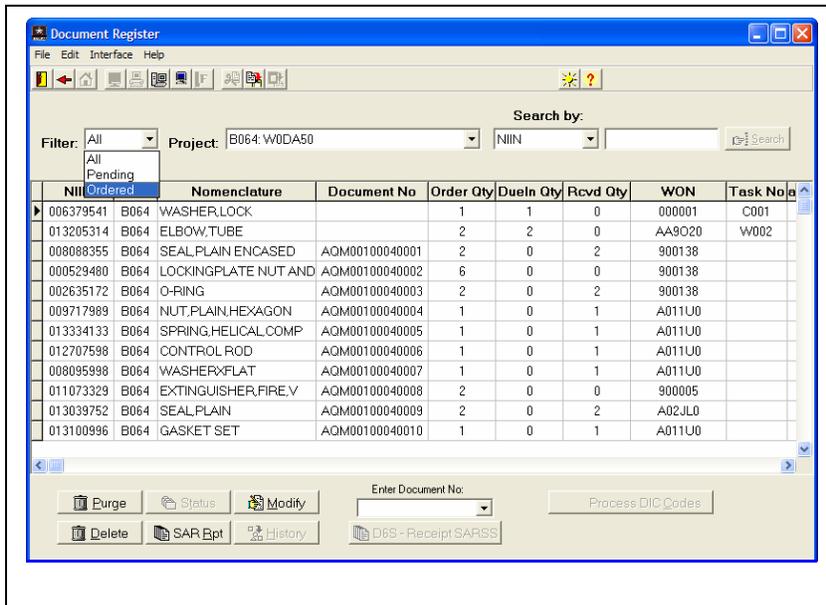
**Instruction 2.05 ‡ Search for Data Using a WON**

1. Open the Document Register window.
2. In the Search by: field, click the down arrow and select **WON**.
3. In the blank field next to the Search by: field, type the WON of the item and then click . The system searches for the item by the WON and displays the results in the table on Document Register window.
4. To search using a wildcard, type **%** in front of or after a number in the WON before you click the search button. For example if you type **%47** and click the search button, the system searches and displays all items with the WON ending with the numbers 47.

**Instruction 2.06 ‡ Track the History of Requisitions**

Note: In the Document Register, you can track the history of requisitions after you generate and send a **KFMA5F.AWR** file for the requisitions to AMCIS or SARSS. The history indicates the applicable DICs, if the requisition has been processed, the status dates, condition codes, the number of the items in the requisitions, etc.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click Inventory. On the Inventory window, click **Document Register**.



5. In the table on the **Document Register** window, click any cell in the row of the item you want to track.

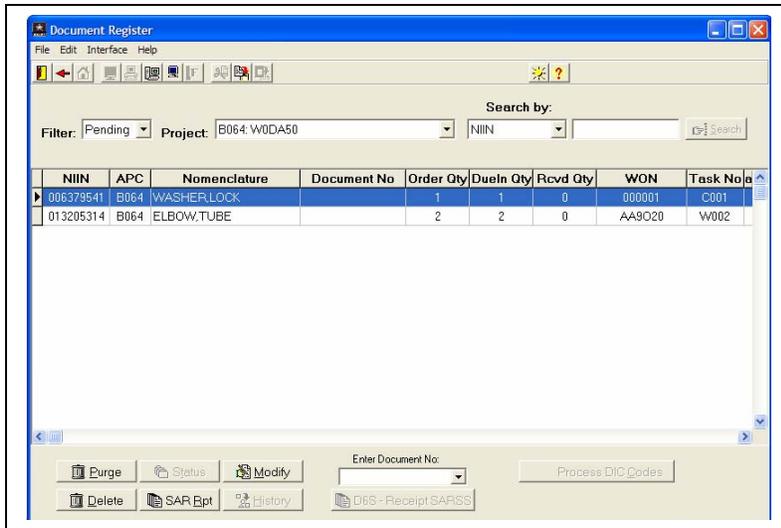
6. Click **History**. A Status for Document Number XXXXXXXX window opens and displays all relevant information about the item.

**Instruction 2.07 ‡ Edit Items in Document Register**

In Document Register, you can modify an item before generating the requisition.

**You can only make changes to items that are Pending and do Not have a document number.**

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Document Register**. The Document Register window opens and displays all requisitions in all the projects for your site.



4. Double-click a cell in the row of the item you want to modify. The Document Register Lookup Fields window opens.

5. Click  next to each field and select the appropriate items from the lists.

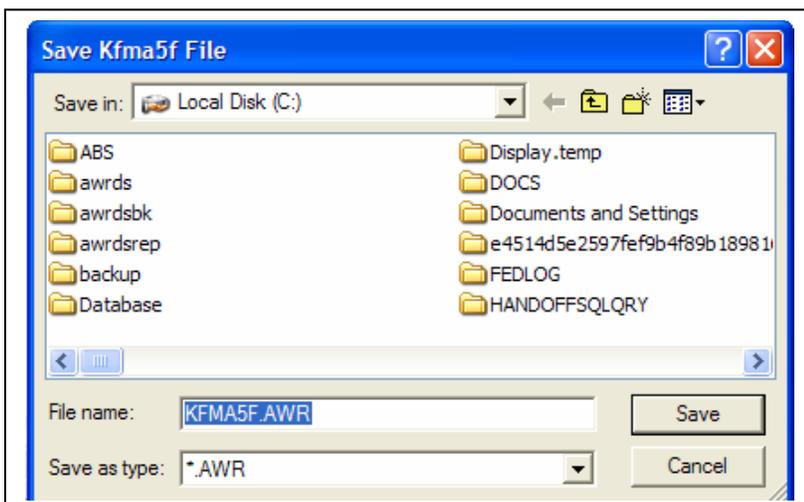
6. Complete the **RDD**, **Project Code**, and **Description** fields as necessary.

7. Click **OK** when you finish making changes. The Document Register Lookup Fields window closes and you return to the Document Register window.

### Instruction 2.08 ‡ Generate, Save, and Send Requisition File

Note: A requisition file shows the transactions that take place between your shop and AMCIS or SARSS each day. These transactions include the part orders and the requests you send when you process DIC codes. In Document Register, you can generate and save a requisition file as **KFMA5F.AWR** on a diskette or you can save the file on your computer before sending the file to SARSS. You can send the requisition file to AMCIS or SARSS by personally handing them the diskette on which you saved the data file, or directly via email. You can also send the file directly via ftp; however, you *must* first coordinate the ftp process with your system administrator.

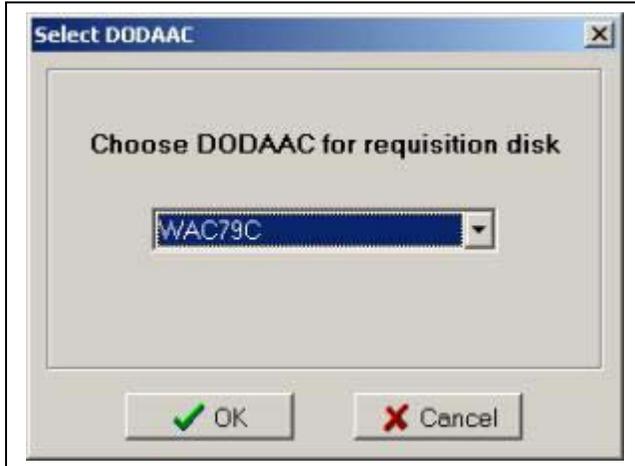
1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Document Register**.
4. In the open the Document Register window, click  next to the Project field and select the project for which you want to generate the requisition file, for example, **020S: 96th RSC Operational Stock**.



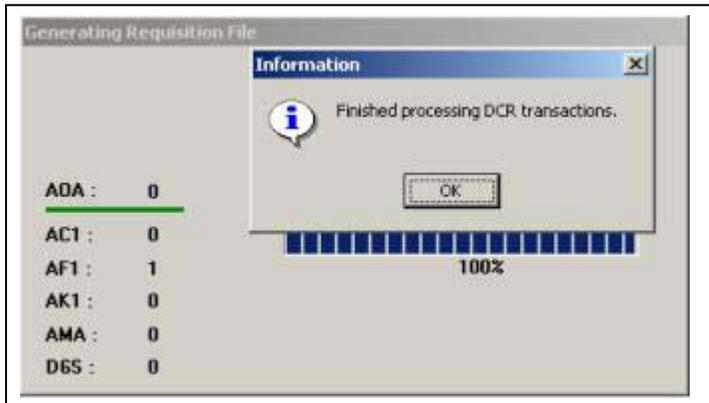
5. In the menu bar, click **File** and select **Generate Requisitions File>TRANS OUT [Disk]. A Requisition File Generation Criteria** window will display. Then a window to save the requisition on a diskette or a folder on your computer will

appear. A Save **KFMA5F.AWR** File window opens as shown in the example.

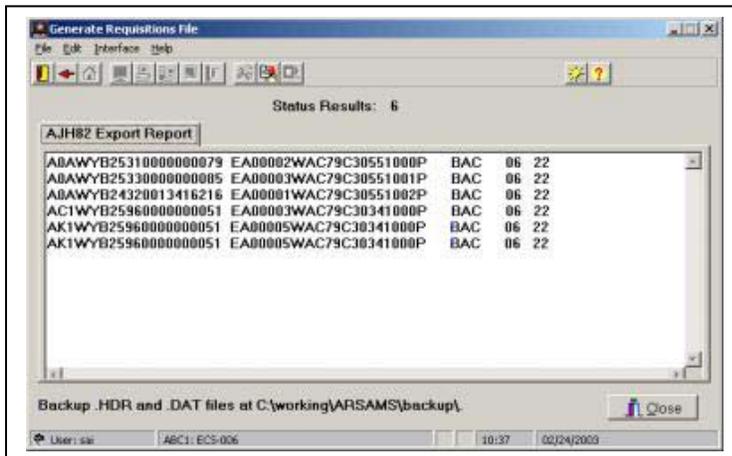
6. If saving to a diskette, insert the 3 1/4-inch diskette into the floppy drive of your computer.
7. Navigate to the directory, file and folder in which you want to save the requisition file, and click **Save**. The system saves the file, and a Select DODAAC window opens.



8. Click the down arrow and select the DODAAC for the requisition from the list.
9. Click **OK**. The system generates the requisition file; when finished, an Information dialogue window opens and displays the message: **Finished processing DCR transactions**. See the following example.



10. Click **OK**. A Generate Requisitions File window opens and displays the export report results. The bottom section of the window also displays the location of the backup file. See the following example.



11. Click **Close**. The Generate Requisitions File window closes and you return to the Document Register window shown on the next page.

**! If the requisitions in this file are new orders sent to AMCISS or SARSS, the system will assign document numbers to the requisitions.**

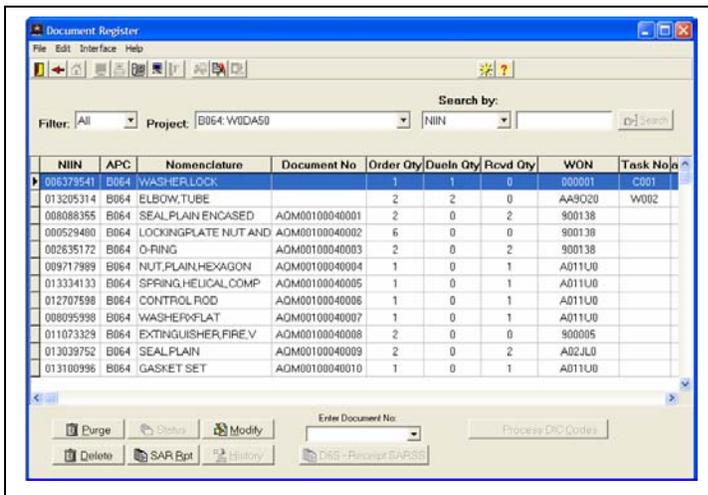


Note: Document Register window generated by operations described on preceding page.

**Instruction 2.09 ‡ Generate the SAR Report for a Previous Requisition**

Note: The Supply Activity Requirements report (SAR) shows entries for pending and ordered requisitions and the DIC codes requests you send to or get from AMCIS or SARSS. In Document Register, you can generate a SAR report for pending and ordered requisitions as far back as five days.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.



3. On the Inventory window, click **Document Register**.



4. On the Document Register window, place and click the right mouse button on **SAR Rpt**. A popup menu appears as shown to left.

5. Choose one of the following options:
  - a. *Pending.*
  - b. *Pending By Price.*
  - c. *D6S Receipt*
  - d. *D6Z Receipt*
6. Click **Pending**. The system generates and displays a print preview of the report that shows all supply activities for the day you chose. See the following example.

FCMF - DOHA													10/31/2003 4:42:17 PM	
SAR Report (Pending)														
Project B064: W00A50														
Activity Date: Oct/31/2003														
DIC	WON	Fault	RIC	Part NSN	Nomenclature	UI	DC	FC	Priority	Prj Code	RDD	OrderQty	PerOrderPrice	Total Cost
ADA	AA9C00	W002		4730013205314	ELBOW,TUBE	EA	VF	02	MTA	989	2		\$23.94	\$47.28
ADA	000001	C001	A12	5310005379541	WASHER,LOCK	HD	VF	12	SWR		1		\$1.53	\$1.53
												DIC	Qty Submitted	Total
												ADA	3	\$48.81

7. To print a hard copy of the report, click  in the toolbar.

8. Click **Close** to return to the Document Register window.

**Note:** The following applies to the upcoming [Instructions 2.10 to 2.13](#). The Document Identifier Codes (DIC) provides information about the type of activity registered with SARSS. After generating the proceeding supply activity requirements report , you can select DIC codes to continue to process. You may also obtain a DIC code of interest in other work areas.

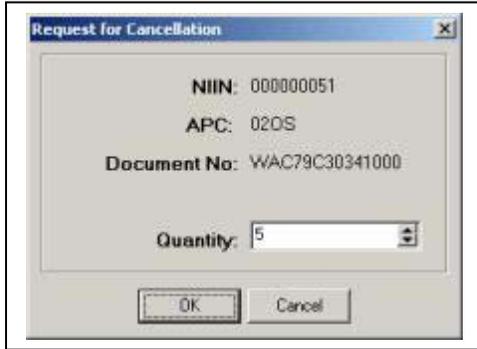
Before you begin, open the Document Register window.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.  
On the Inventory window, click **Document Register**.

### Instruction 2.10 ‡ Prepare AC1 - Request for Cancellation.

The **AC1 - Request for cancellation** allows you to cancel a requisition you do not want AMCISS or SARSS to process. Complete these steps to send in your request for cancellation:

1. On the Document Register window, click any cell in the row of the requisition you want to process.
2. Right-click **Process DIC Codes**. A popup menu appears.
3. Select **AC1 - Request for Cancellation**. A Confirm dialogue window opens and displays the message: **Are you sure you want to cancel the requisition?**
4. Click **Yes** to confirm. A Request for Cancellation window opens and displays information about the requisition.



5. Click the arrows to select the quantity that you want to cancel in the order. The system processes the cancellation request and opens an Information dialogue window that displays the message: **Current Document number 'XXXXXXXXXXXXXXXX', quantity of X cancelled. AC1 will be sent to AMCIS or SARSS.**
6. Click **OK** and return to the Document Register window.

**Instruction 2.11 ‡ Perform AF1 - Follow up by Requisitioner.**

Note: The **AF1 - Follow-up by requisitioner** allows you to follow up and obtain a response to a requisition from AMCIS or SARSS if have not heard back after a specific time period. Complete these steps to send a follow up message to AMCIS or SARSS:

1. On the Document Register window, click any cell in the row of the requisition you want to process.
2. Right-click **Process DIC Codes**. A popup menu appears.
3. Select **AF1 - Follow-up by requisitioner**. A Follow-Up window opens and displays options about the age of the requisition for you to choose from.



4. Select the option that matches the age of your requisition, and click **OK**. An Information dialogue window opens and displays the message: **Follow up processed for X record.**
5. Click **OK** and return to the Document Register window.

**Instruction 2.12 ‡ Perform AK1 - Follow up to Cancellation**

Note: The **AK1 - Follow-up to Cancellation** allows you to follow up and obtain a response on a cancellation request you sent to AMCIS or SARSS if your requisition has not been cancelled from the system after a specific time period. Complete these steps to send a follow up request for cancellation to AMCIS or SARSS:

1. On the Document Register window, click any cell in the row of the requisition you want to process.
2. Right-click **Process DIC Codes**. A popup menu appears.
3. Select **AK1 - Follow-up to Cancellation**. An Information dialogue window opens and displays the message: **Follow up sent for 'document number XXXXXXXXXXXXXXXX'.**
4. Click **OK** and return to the Document Register window.

**Instruction 2.13 ‡ Process D6S - Receipt AMCISS or SARSS**

Note: The **D6S - Receipt AMCISS or SARSS** DIC code allows you to receive items you ordered from SARSS. You *must* manually enter the quantity received, supply condition code (SCC), and the routing identifier code (RIC) for the item to be recorded as received. Complete these steps to receive items from AMCISS or SARSS.

1. On the Document Register window, click any cell in the row of the requisition you want to process.
2. Right-click **Process DIC Codes**. A popup menu appears.
3. Select **D6S - Receipt AMCISS or SARSS**. A Quantity Received window opens with some fields automatically completed by as shown in the following example.

5. In the SCC field, click the arrow and select an SCC from the list.
6. In the Qty Received field, click the arrows and select the quantity you received.
7. Complete all other fields as needed.
8. Click OK. The system processes your receipt and you return to the Document Register, which shows the number you entered in the Rcvd Qty column.

**There is a new undo button in the Document Register that can be used to undo the last mistake made to the received quantity field:**

NIIN	APC	Nomenclature	Document No	Order Qty	Dueln Qty	Rcvd Qty	WON	Task No
KJ	C002		95147	6	6	0	0DA30A300060	I001
123678	C002	Colin's part	9876	1	1	0	0DA30A300039	E001
000000068	C002	COVER.ACCESS	AFM00132530002	5	5	0	0DA30A300012	T001
000000047	C002	MODIFICATION KIT.AI	AFM00132730003	4	1	3	0DA30A300016	X001
000000049	C002	MODIFICATION KIT.EN	AFM00132730005	3	3	0	0DA30A300013	X001
000000060	C002	COVER.ACCESS	AFM00132730004	6	2	3	0DA30A300002	A000
000000049	C002	MODIFICATION KIT.EN	AFM00132730011	13	8	5	0DA30A300012	X002
000000049	C002	MODIFICATION KIT.EN	AFM00132730012	7	7	0	0DA30A300013	X001
000000058	C002	CLOSER.DOOR	AFM00132730015	6	3	3	0DA30A300016	X001
000000096	C002	TOOTH SURFACE RIFFI	AFM00132740003	7	7	0	0DA30A300019	I001
000000170	C002	WATER,DRINKING,EMER	AFM00132740004	8	8	0	0DA30A300019	I001
000000170	C002	WATER,DRINKING,EMER	AFM00132750001	9	9	0	0DA30A300020	E001

### Instruction 2.14 ‡ Process AMA - Requisition Modifier

Note: The **AMA - Requisition modifier** allows you to modify a requisition you have already sent to SARSS. You can change the Media Status Code (MSC), Advice Code (AC), Signal Code (SC), priority (IPD), and the required delivery date (RDD). Complete these steps to modify a requisition you already sent to AMCISS or SARSS.

1. On the Document Register window, click any cell in the row of the requisitioned item you want to modify.
2. Right-click **Process DIC Codes**. A popup menu appears.
3. Select **AMA - Requisition modifier**. An AMA - Requisition Modifier window opens.
4. Click  next to the **MSC** field and select the appropriate choice from the list.
5. Repeat step 4 for the **SC, AC, IPD** and **Project Code** fields.
6. Complete the **RDD, Supp. Addr.,** and **Description** fields if necessary.
7. Click **OK** when finished. The AMA Requisition Modifier window closes and you return to the Document Register window.

Note: When you generate a requisition file to send to AMCISS or SARSS, the default file name is **AJH82.dat**. When processing the order status for your requisitions in Document Register, the default name for the incoming order status file from AMCISS or SARSS is **AJTS7A.dat**.

There are three ways AMCISS or SARSS can send you the AJTS7A file, these include: on a disk, via email, or via ftp. In certain cases, AMCISS or SARSS may not be able to send an electronic AJTS7A file, and may have sent a manual status update. With manual status updates, AMCISS or SARSS prints a copy of the status on paper and sends it to you via US postal mail or by hand delivery.

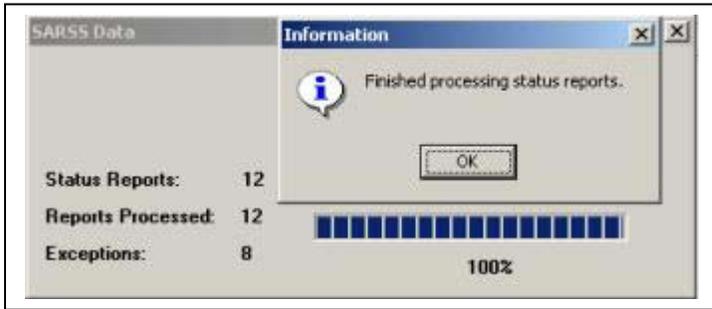
This section provides instructions for processing the order status (AJTS7A file); you receive from AMCISS or SARSS, for previewing the order status reports, and for updating your order status manually.

Before you begin, open the Document Register window.

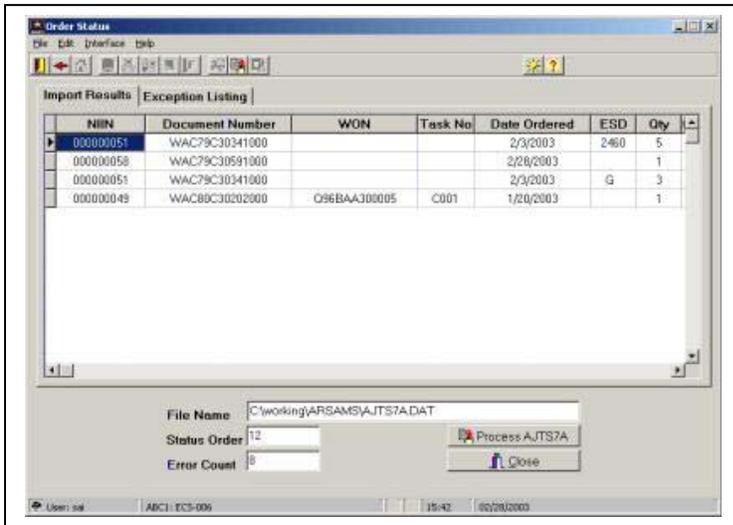
1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Document Register**.

### Instruction 2.15 ‡ Process an Order Status

1. On the Document Register window, click **File** and select **Process Order Status File>TRANS IN [disk]**. An Order Status window opens and displays two tabs; the Import Results tab in the forefront, and the Exception Listing tab in the back. **TIP**
2. Click **Process AJTS7A**. A Process AJTS7A from AMCISS or SARSS window opens.
3. If retrieving the file from a diskette, insert the 3 1/4-inch diskette into the floppy drive of your computer.
4. Navigate to the directory, file and folder where the AJTS7A file is located and click to select the file. The name appears in the File name: field.
5. Click **Open**. The system processes the records with document numbers that it recognizes and displays the number of status reports, reports processed, and exceptions in the AJTS7A file. When the processing is complete, an Information dialogue window opens and displays the message: **Finished processing status reports**.



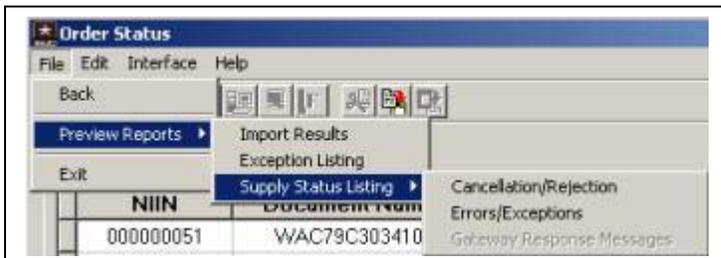
- Click **OK**. The Information dialogue window closes and you return to the Order Status window with the Import Results tab in the forefront and the Exception Listing tab in the back.



- Click the **Exception Listing**, tab to bring it to the front and view the list.
- Your next step is to preview the reports.

**Instruction 2.16     ¶ Preview Order Status Reports**

- Click **File**, select **Preview Reports**, and then select any report to preview from the popup menus as shown in the following example. A preview window of the report you chose opens.



- In the preview window that opens, click the print icon on the toolbar to print a hard copy of each report. See example.

NHH	Document No	APC	WON	DIC	SSC	ESB	TCN	Sub HSH	Qty	Price
00000049	WAC80C30202000	ABC1	G66BAA4300005	AE1	BB				1	\$0.00
00000051	WAC79C30341000	020S		AE1	BS	2460			5	\$642.20
00000051	WAC79C30341000	020S		AE1	BS	G			3	\$0.00
00000058	WAC79C30341000	020S		AE1	BB				1	\$0.00

3. Click **Close** to close the preview window and return to the Order Status window.
4. Click **Close** to close the Order Status window and return to the Document Register window.

**Instruction 2.17 ‡ Process a Manual Status Update**

1. On the Document Register window, click to select the row of the item for which you want to process a manual status update.
2. Click **File**, select **Process Order Status File**, and then select **Manual Status Update**. A Manual Status Update window opens and displays the document number in the Document Number field.

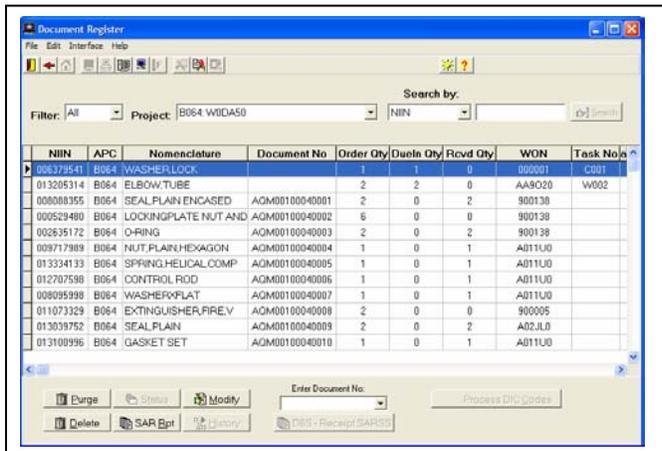
3. Using information on the hard copy status update you received from AMCISS or SARSS, complete all the required and available fields.
4. Click **Process** when you finish entering information in the fields. The system updates the order status of the item and you return to the Document Register window.

5. Your next step is to verify that the system has updated order status. Go to [Obtaining the Status of an Ordered Item \(Instruction 2.16 above, two instructions back\)](#).

### Instruction 2.18 ‡ Obtain Status of Requisitions in Document Register

Note: In Document Register, you can obtain the status of a requisition after receive and process the **AJTS7A.dat** file from AMCISS or SARSS.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Document Register**.



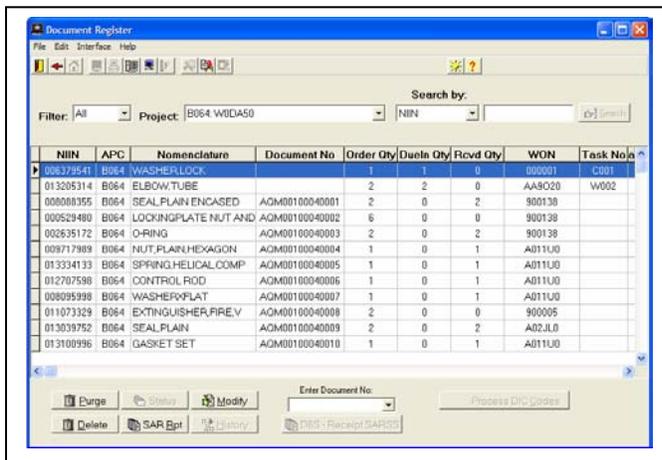
4. On the Document Register window, click a cell to select the row of the requisitioned item.
5. Click **Status**. A Status for Document Number XXXXXXXXXXXXXXXX; NIN: XXXXXXXXXXX window opens. and displays the status of the requisitioned item.

6. Scroll from left to right and from top to bottom to read the order status.
7. When you finish reading the status, click Close to return to the Document Register window.

### Instruction 2.19 ‡ Purge Data from the Document Register

Note: You can purge closed documents from the document register without losing their history.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**.

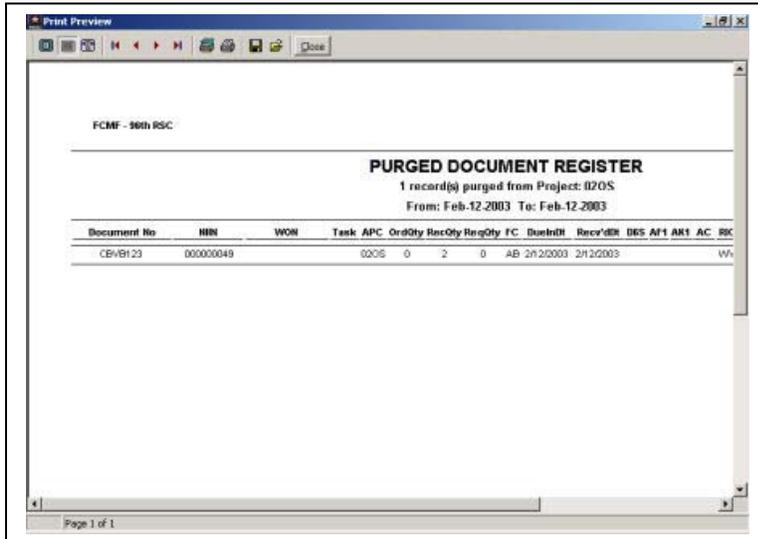


5. On the Inventory window, click **Document Register**.
6. On the **Document Register** window, click  next to the **Filter** field and select the type of requisitions you want to display from the list.
7. In the **Project** field, click the down arrow and select the project to which the closed documents you want to purge belong.



8. Click **Purge**. The **Purge Document Register** window opens as shown in the following example.
9. Click the down arrow and select the date range for the documents you want to purge.

10. Click **OK**. A **Confirm** dialogue window opens and displays the message: **Are you sure you want to purge X document(s) from Project XXXXX?**
11. Click **Yes** to confirm that you want to purge the document(s). The system purges the document and displays a print preview report of the purged document(s). See the following example.



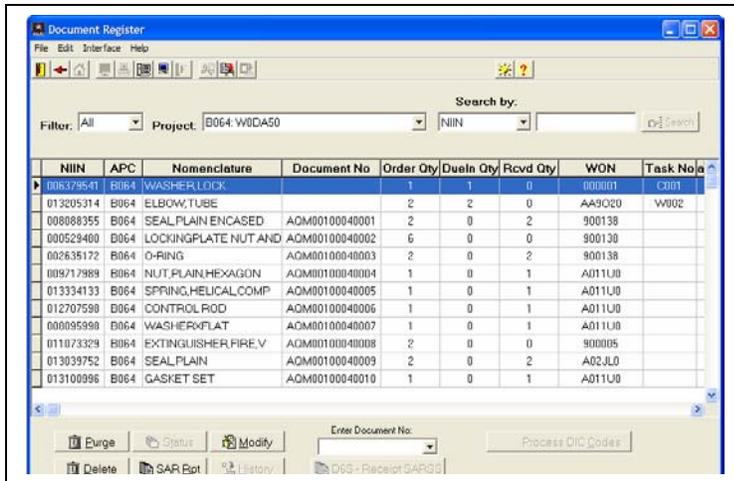
12. Click  in the toolbar to print a hard copy of the report.
13. Click **Close** when you finish printing the report.

### Instruction 2.20 ‡ Deleting Data from the Document Register

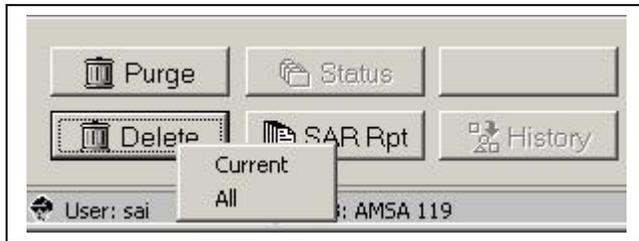
Note: When you delete data from the document register, you remove the item completely from the table as well as the system. The system does not keep a history of an item that has been deleted.

**You can only delete items that are still pending in the document register.**

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Document Register**. The Document Register window opens as shown in the example.



- Next to the **Filter** field, click and select **Pending**. The Delete button becomes enabled.
- Click a cell in the row of the item you want to delete.
- Click **Delete**. A popup menu appears as shown in the example.
- Choose one of the following:
  - Current**
  - All**
- Click **Yes** to confirm that you want to delete your selection. An Information dialog



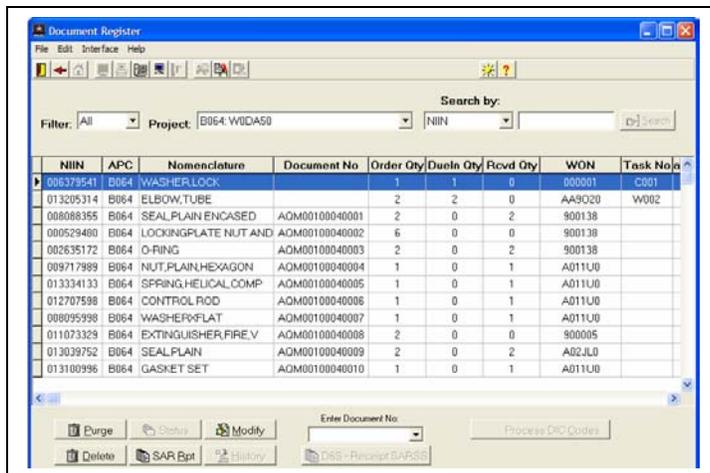
window opens with a message that confirms the pending AOA (s) is/are deleted from the document register.

- Click **OK**. The system updates the information and the information dialog window closes, and you return to the Document Register window.

### Instruction 2.21 ‡ Preview Existing Reports in Document Register

Note: In document register, you can preview a report for existing Document Control Register (DCR) records and a report that shows the history of purged DCR records. When previewing reports for existing DCR records, you must specify a project and set parameters for the types of documents you want the preview report to show. When previewing the history of purged DCR records, you can choose to preview purged records in specific a project or you can choose to preview all purged records in all projects.

- Login to AWRDS Maintenance Workbench.
- On the AWRDS Maintenance Workbench main window, click **Inventory**.
- On the Inventory window, click **Document Register**. The Document Register window opens and displays all requisitions in all the projects for your site.



- Next to the Project field, click and select a project from the list.

- Click **File**, select **Preview Reports**, and then select **DCR**. A Set DCR Report Parameters window opens.

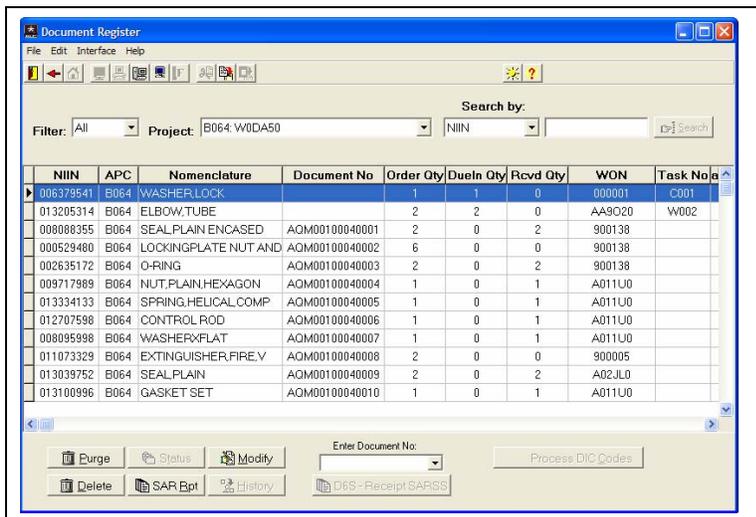


- In the Document Type area, select an option (**Open**, **Closed**, **All**, or **Pending**) for the type of requisition you want to preview.
- Next to the Sort By field, click  and select the parameter by which you want to sort the records.
- Click **OK**.

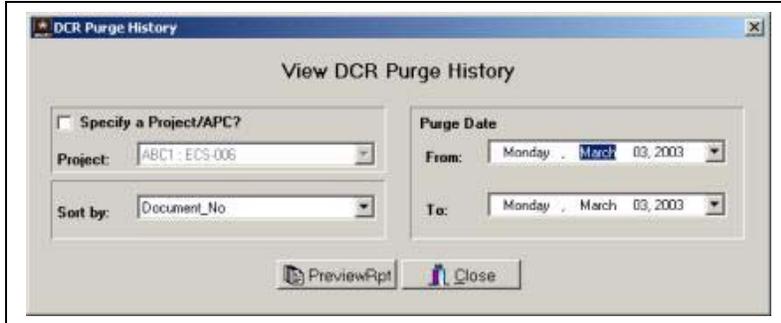
### Instruction 2.22 ‡ Preview Purged Records in Document Register

Note: In document register, you can preview a report for that shows the history of purged DCR records. You can preview the purged records in specific a project or you preview all purged records in all projects.

- Login to AWRDS Maintenance Workbench.
- On the AWRDS Maintenance Workbench main window, click **Inventory**.
- On the Inventory window, click **Document Register**. The Document Register window opens and displays all requisitions in all the projects for your site.



- Next to the Project field, click  and select a project from the list.



5. Click **File**, select **Preview Reports**, and then select **Preview Purged Records**. A DCR Purge History window opens.

6. To show purged records from a specific project, do the following:
  - a. In the DCR Purge History window, click the Specify a Project/APC? check box to select it. The Project field becomes enabled.
  - b. In the Project field, click the down arrow and select a project from the list.
  - c. In the Sort By field, click the down arrow and select the parameter by which you want to sort the purge records.
  - d. In the Purge date area, choose the date range of the purge records you want to show by doing the following:
    - i) Click the down arrow in the From: field, and choose a begin date.
    - ii) Click the down arrow in the To: field and choose an end date.
  - e. Click **Preview Rpt**. A Print Preview window of the DCR Purge History opens and displays all the purged records in the project for the period you specified.
  - f. In the toolbar of the preview window, click the print icon to print a hard copy of the report.
  - g. Click **Close** to close the preview window and return to the DCR Purge History window.
  - h. Click **Close** to close the DCR Purge History window and return to the Document Register window.
7. To show purged records from all projects do the following:
  - a. In the DCR Purge History window, make sure the Specify a Project/APC? check box is *Not* selected. If selected, click the box to deselect it.
  - b. In the Sort By field, click the down arrow and select the parameter by which you want to sort the purge records.
  - c. In the Purge date area, choose the date range of the purge records you want to show by doing the following:
    - i) Click the down arrow in the From: field, and choose a begin date.
    - ii) Click the down arrow in the To: field and choose an end date.
  - d. Click **Preview Rpt**. An Information window opens and displays the message: **Showing purged documents from ALL projects**.
  - e. Click **OK**. A Print Preview window of the DCR Purge History opens and displays the purged records in all projects for the period you specified.
  - f. In the toolbar of the preview window, click the print icon to print a hard copy of the report.
  - g. Click **Close** to close the preview window and return to the DCR Purge History window.
  - h. Click **Close** to close the DCR Purge History window and return to the Document Register window.

## Work Area 2.03 VENDOR PARTS REQUISITIONING

**Capability Description:** In the Inventory module under the Vendor Parts Requisitioning work area, the user can:

- Process Data from Local Vendors
- Change Inventory Information by Adding, Deleting, or Modifying Records
- Search for Items with NIIN

From the opening screen, selecting *Vendor Parts Requisitioning* brings up a screen titled “Vendor Parts Requisitioning”. It has drop down menus, an interactive tool bar, and displays a list of all items order from local vendors in a table

The Vendor Parts Register Workbench provides access to information pertaining to requisitions made to commercial vendors to support operational stock levels and work order repair parts. When adding a part through the Operational Stock workbench, you must specify that a vendor supplies the part in the Vendor Parts Register workbench. If you do not specify that a vendor supplies the part, the system records the part in the Document Register, and you can only order the part through the Standard Army Retail Supply System (SARSS).

### Instruction 2.01 ‡ Delete a Part in the Vendor Parts Register

Note: When you delete an item from the vendor parts register, you completely remove the item from the system.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Vendor Parts Requisitioning**. The Vendor Parts Requisitioning window opens and displays a list of all items ordered from local vendors in a table.
4. Click on the item you want to delete.
5. In the bottom right of the window, click **Delete**. A Confirm dialog opens and displays the question: **Are you sure you want to delete this order?**
6. Click **Yes**. Another dialog opens and displays the message: **Order deleted**.
7. Click **OK** to close the Information dialog box and return to the Vendor Parts Register window, which no longer displays the item.

### Instruction 2.02 ‡ Edit a Part Order from a Local Vendor

Note: In the Vendor Parts Register, you can modify an item that you ordered from a local vendor.

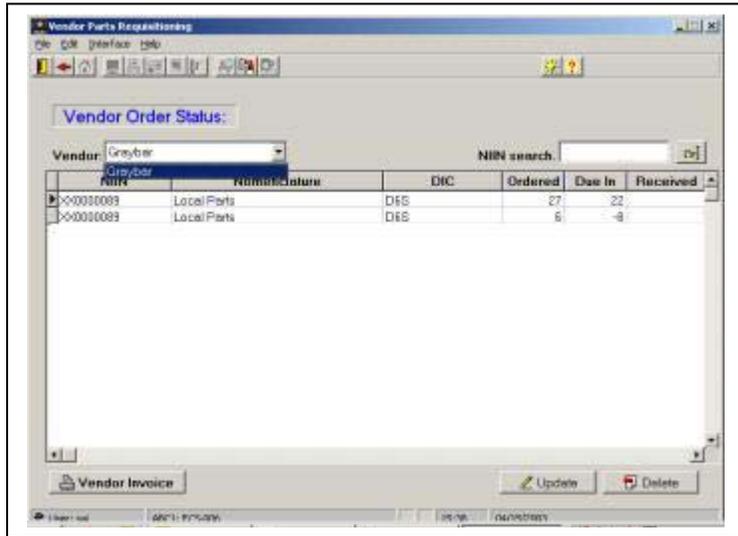
1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**.
5. On the Inventory window, click **Vendor Parts Requisitioning**. The Vendor Parts Register window opens and displays all items ordered from the local vendors in a table.
6. Click to select the row of the item you want to edit.

7. In the bottom right of the window, click **Update**. The Vendor Order Status window opens.
8. Make changes in the required fields, and in other fields as needed.
9. Click **OK**. An Information dialog box opens and displays the message: **Vendor Requisition Record Updated**.
10. Click **OK** to close the Information dialog box and return to the Vendor Parts Requisitioning window.

**Instruction 2.03 ‡ Filter data in Vendor Parts Register**

Note: You can filter and display order status by vendor in Vendor Parts Register.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**

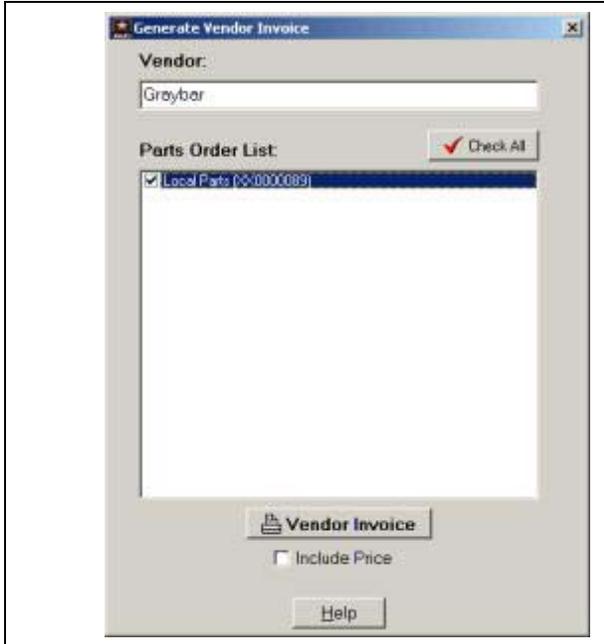


3. On the Inventory window, click **Vendor Parts Register**. The Vendor Parts Register window opens and displays all items ordered from the local vendors in a table.
4. Click the down arrow in **Vendor** field and select a vendor from the list. The system displays all orders for the selected vendor in the table.

**Instruction 2.04 ‡ Generate a Vendor Order Invoice**

Note: The Vendor Order Invoice provides information on the total number and the cost of parts ordered from a local vendor.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**.
5. On the Inventory window, click **Vendor Parts Register**. The Vendor Parts Register window opens and displays all items ordered from the local vendors in a table.
6. Click to select the row of a part for which you want to generate the invoice.
7. In the bottom left of the Vendor Parts Requisitioning window, click **Vendor Invoice**. The Generate Vendor Invoice window opens and displays the vendor name, and the ordered part in the Parts Order List box. See the following example.



8. Inside the **Parts Order List** box, click the check box next to the part name to select it.
9. To include the total price in the invoice, select the **Include Price** option in the bottom area of the window.
10. Click **Vendor Invoice**. The system generates the vendor invoice for the part in a preview window, showing the total quantity ordered, the WON, the total price, and total cost.
11. In the toolbar, click the print icon to print a hard copy of the Invoice.

### Instruction 2.05 ‡ Search for Items in Vendor Parts Register

Note: You can search for an item in the Vendor Parts Register using the NIIN.

1. Login to AWRDS Maintenance Workbench.
2. On the AWRDS Maintenance Workbench main window, click **Inventory**.
3. On the Inventory window, click **Vendor Parts Register**. The Vendor Parts Register window opens and displays all items ordered from the local vendors in a table.
4. In the **NIIN Search** field, type the NIIN of the item and then click the search button () . The system searches for the item by the NIIN and displays the results in the table.

## Work Area 2.04 DEMAND ANALYSIS

**Capability Description:** In the Inventory module under the Demand Analysis work area, the user can:

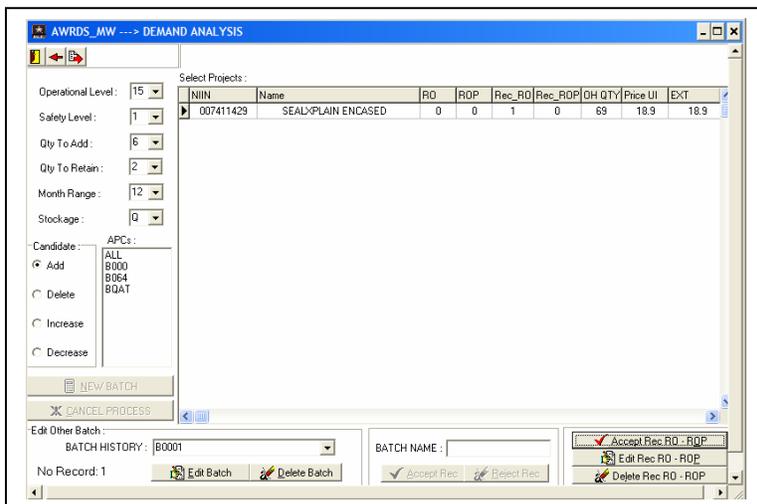
- Set Up Criteria to Meet Demand
- Add New Items That Meet the Criteria to Stock
- Delete The Items That Do Not Meet the Criteria to Stock
- Increase Items That Meet the Criteria Level to Stock
- Decrease Items That Do Not Meet the Criteria Level to Stock

From the opening screen, selecting *Demand Analysis* brings up a screen titled “Vendor Parts Requisitioning”. It has drop down menus, an interactive tool bar, and displays a list of default settings for the initial conditions under Operational Level, Safety Level, Quantity to Add, Quantity to Retain, Month Range, and Stockage. One begins the demand analysis at this point.

**You must have Manager level access to perform a demand analysis for your site.**

### Instruction 2.01 ‡ Add New Items That Meet Criteria to Shop Stock

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.

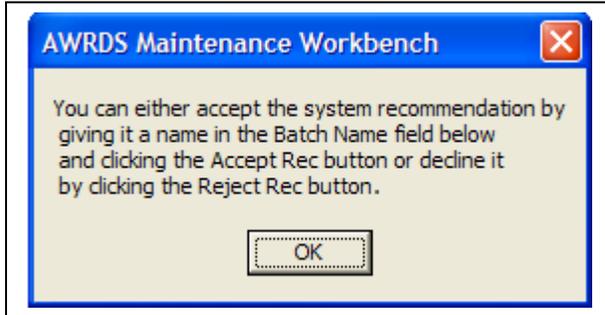


4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays buttons to access the following sub-modules: **Operational Stock, Document Register, Vendor Parts Register,** and **Demand Analysis**.

5. Click **Demand Analysis**. The Demand Analysis window opens as shown in the following example.

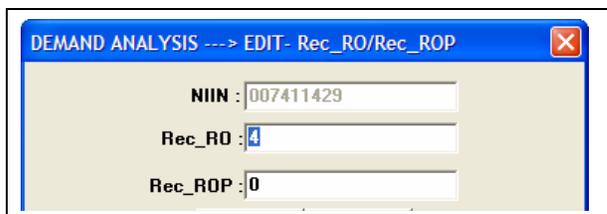
6. Leave the default settings for the **Operational Level, Safety Level, Qty to Add, Qty to Retain, Month Range** and **Stockage**. To change a setting, click the down arrow in the field of the corresponding item and select a number from the list.

7. In the APCs box, click to select the project to which you want to add an item demand analysis.
8. In the Candidate Selection area, select the **Add** option.
9. Click **New Batch**. The system processes the query and computations for the new batch displaying the status in the Process Status area at the bottom of the window.  
After processing, the system displays the following message:



11. Click **OK** to close the dialog and return to the Demand Analysis window, which displays the recommendations for items in the selected project in a table.
12. In the BATCH NAME field, type a name for the new process.
13. Click **Save**. The system saves the new process and adds the name to the Batch History list.

14. Do one of the following:
  - a. Accept the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item with the recommended values you want to accept.
    - ii. Click **Accept Rec RO - ROP**. The system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - In the Shop Stock list, the RO and ROP update to the new values; the Stockage Code updates to **Q** indicating the stockage is supported by demand, and *Funds Available* changes from **N** to **Y**.
  - b. Edit the system-recommended RO and ROP values:
    - i. On the Demand Analysis window, click to select the line of the item with recommended values you want to change.
    - ii. Click **Edit Rec RO - ROP**. A Demand Analysis---Edit Rec\_Ro/Rec\_ROP window opens.
- iii. Make the desired changes in the **Rec\_RO** and **Rec\_ROP** fields, and then click **Save**. The Demand Analysis---Edit Rec\_Ro/Rec\_ROP window closes and the system makes the following updates: In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.



- c. In Shop Stock the system updates as follows:
  - If the new RO is greater than **0** and less than or equal to the recommended RO, the Stockage Code updates to **Q** indicating Stockage is supported by demand.
  - If the new RO is greater than 0 and greater than the recommended RO, the Stockage Code updates to **P** indicating Provisional (seasonal or mission-oriented) Stock.
  - *Funds Available* updates from **N** to **Y** in the Shop Stock list.
- d. Delete the system-recommended RO and ROP values:
  - i. Click to select the line of the item with recommended values you want to delete.
  - ii. Click **Delete Rec RO - ROP**. The system removes the line from the project list on the Demand Analysis window.

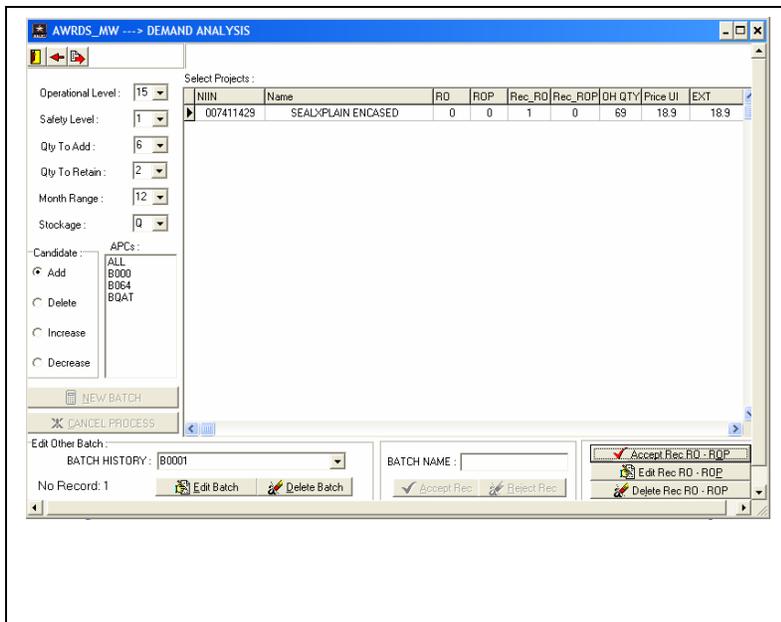
15. Your next step is to [save the results as a text file \(Instruction 2.07 in this section\)](#).

### Instruction 2.02 ‡ Delete Items That Do Not Meet Criteria to Stock

This topic provides instructions for deleting the number of items that based on demand that do not meet the criteria to stock.

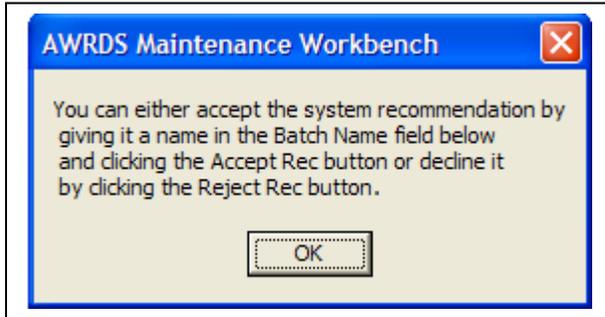
**You *must* have Manager level access to perform this procedure.**

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays buttons to access the following sub-modules: **Operational Stock, Document Register, Vendor Parts Register, and Demand Analysis**.
5. Click **Demand Analysis**. The Demand Analysis window opens as shown in the following example.



6. Leave the default settings for the **Operational Level, Safety Level, Qty to Add, Qty to Retain, Month Range, and Stockage**. To change a setting, click the down arrow in the field of the corresponding item and select a number from the list.
7. In the APCs box, click to select the project in which you want to decrease an item that does not meet the criteria level to stock based on demand.

8. In the Candidate Selection area, select the **Delete** option.
9. Click **New Batch**. The system processes the query and computations for the new batch displaying the status in the Process Status area at the bottom of the window.  
After processing the system displays the following message window:



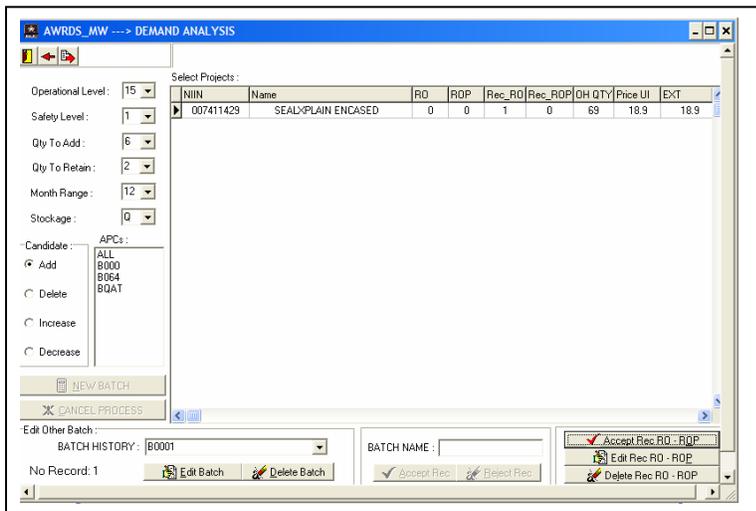
11. Click **OK** to close the dialog and return to the Demand Analysis window, which displays the recommendations for items in the selected project in a table.
  12. In the BATCH NAME field, type a name for the new process.
  13. Click **Save**. The system saves the new process and adds the name to the Batch History list.
14. Your next step is to do one of the following options:
    - a. Accept the system-recommended RO and ROP values
      - i. In the table, click to select the line of the item with the recommended values you want to accept.
      - ii. Click **Accept Rec RO - ROP**. The system makes the following updates:
        - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
        - In the Shop Stock list, the system updates the RO and ROP with the new values.
        - The Stockage Code updates to **Z** indicating Non-Stocked line item.
        - *Funds Available* changes from **N** to **Y** in the Shop Stock List.
    - b. Edit the system-recommended RO and ROP values
      - i. On the Demand Analysis window, click to select the line of the item with recommended values you want to change.
      - ii. Click **Edit Rec RO - ROP**. A Demand Analysis---Edit Rec\_Ro/Rec\_ROP window opens.
      - iii. Make the desired changes in the **Rec\_RO** and **Rec\_ROP** fields, and then click **Save**. The Demand Analysis---Edit Rec\_RO/Rec\_ROP window closes and the system makes the following updates:
        - a. In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
        - b. In Shop Stock the system updates as follows: If the new RO is greater than 0, the Stockage Code updates to **P** indicating Provisional (seasonal or mission-oriented) Stock. *Funds Available* updates from **N** to **Y** in the Shop Stock list.
    - c. Delete the system-recommended RO and ROP values
      - i. Click to select the line of the item with recommended values you want to delete.
      - ii. Click **Delete Rec RO - ROP**. The system removes the line from the project list on the Demand Analysis window.
  15. Your next step is to [save the results as a text file \(Instruction 2.07 in this section\)](#).

**Instruction 2.03 ‡ Decrease Items That Do Not Meet the Criteria**

These instructions provide for decreasing the number of items that based on demand, do not meet the criteria level to stock.

**You *must* have Manager level access to perform this procedure.**

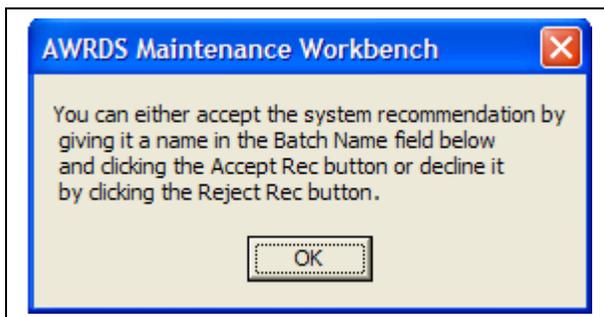
1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays buttons to access the following sub-modules: **Operational Stock, Document Register, Vendor Parts Register, and Demand Analysis**.
5. Click **Demand Analysis**. The Demand Analysis window opens as shown in the following example.



6. Leave the default settings for the **Operational Level, Safety Level, Qty to Add, Qty to Retain, Month Range, and Stockage**. To change a setting, click the down arrow in the field of the corresponding item and select a number from the list.
7. In the APCs box, click to select the project in which you want to decrease an item that does not meet

the criteria level to stock based on demand.

8. In the Candidate Selection area, select the **Decrease** option.
9. Click **New Batch**. The system processes the query and computations for the new batch displaying the status in the Process Status area at the bottom of the window.
10. After processing the system displays the following message:



Batch History list.

11. Click **OK** to close the dialog and return to the Demand Analysis window, which displays the recommendations for items in the selected project in a table.
12. In the BATCH NAME field, type a name for the new process.
13. Click **Save**. The system saves the new process and adds the name to the

14. Your next step is to do one of the following options:
- a. Accept the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item with the recommended values you want to accept.
    - ii. Click **Accept Rec RO - ROP**. The system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - In the Shop Stock list, the RO and ROP update to the new values; the Stockage Code updates to **Q** indicating the stockage is supported by demand, and *Funds Available* changes from **N** to **Y**.
  - b. Edit the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item, who's recommended values you want to change.
    - ii. Click **Edit Rec RO - ROP**. A Demand Analysis----Edit Rec\_Ro/Rec\_ROP window opens.
    - iii. Make the desired changes in the **Rec\_RO** and **Rec\_ROP** fields, and then click **Save**. The Demand Analysis----Edit Rec\_RO/Rec\_ROP window closes and the system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - In Shop Stock the system updates as follows:
        - If the new RO is greater than **0** and less than or equal to the recommended RO, the Stockage Code updates to **Q** indicating Stockage is supported by demand.
        - If the new RO is greater than 0 and greater than the recommended RO, the Stockage Code updates to **P** indicating Provisional (seasonal or mission-oriented) Stock.
        - If the recommended RO is equal to 0, the Stockage Code updates to **Z** indicating Non-Stocked line item.
      - *Funds Available* updates from **N** to **Y** in the Shop Stock list.
  - b. Delete the system-recommended RO and ROP values:
    - i. Click to select the line of the item with recommended values you want to delete.
    - ii. Click **Delete Rec RO - ROP**. The system removes the line from the project list on the Demand Analysis window.
15. Your next step is to [save the results as a text file \(Instruction 2.07 in this section\)](#).

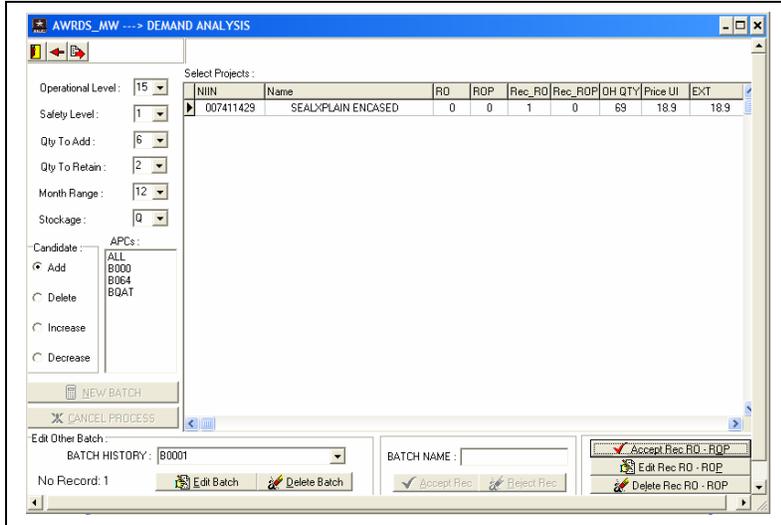
### Instruction 2.04 ‡ Increase Items That Meet the Criteria

These instructions provide for increasing the number of items that based on demand, meet the criteria level to stock.

 **You *must* have Manager level access to perform this procedure.**

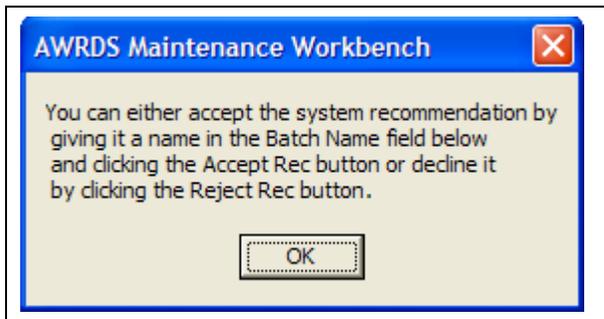
1. Login to AWRDS Maintenance Workbench
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.

4. On the AWRDS Maintenance Workbench main window, click **Inventory**. The Inventory window opens and displays buttons to access the following sub-modules: **Operational Stock**, **Document Register**, **Vendor Parts Register**, and **Demand Analysis**.
5. Click **Demand Analysis**. The Demand Analysis window opens as shown in the following example.



6. Leave the default settings for the **Operational Level**, **Safety Level**, **Qty to Add**, **Qty to Retain**, **Month Range** and **Stockage**. To change a setting, click down arrow in the field of the corresponding item and select a number from list.
7. In the APCs box, click to select the project in which you want to decrease an item that does not meet the criteria level to stock based on demand.

8. In the Candidate Selection area, select the **Increase** option.
9. Click **New Batch**. The system processes the query and computations for the new batch displaying the status in the Process Status area at the bottom of the window.
10. After processing the system displays the following message:



11. Click **OK** to close the dialog and return to the Demand Analysis window, which displays the recommendations for items in the selected project in a table.
12. In the BATCH NAME field, type a name for the new process.
13. Click **Save**. The system saves the new process and adds the name to the Batch History list.

14. Your next step is to do one of the following options:
  - a. Accept the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item with the recommended values you want to accept.
    - ii. Click **Accept Rec RO - ROP**. The system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - In the Shop Stock list, the system updates the RO and ROP with the new values.
      - The Stockage Code updates to **Q** indicating the stockage is supported by demand
      - *Funds Available* changes from **N** to **Y** in the Shop Stock list.

- b. Edit the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item, who's recommended values you want to change.
    - ii. Click **Edit Rec RO - ROP**. A Demand Analysis----Edit Rec\_RO/Rec\_ROP window opens.
    - iii. Make the desired changes in the **Rec\_RO** and **Rec\_ROP** fields, and then click **Save**. The Demand Analysis----Edit Rec\_RO/Rec\_ROP window closes and the system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - In Shop Stock the system updates as follows:
      - If the new RO is greater than **0** and less than or equal to the recommended RO, the Stockage Code updates to **Q** indicating Stockage is supported by demand.
      - If the new RO is greater than 0 and greater than the recommended RO, the Stockage Code updates to **P** indicating Provisional (seasonal or mission-oriented) Stock.
      - If the recommended RO is equal to 0, the Stockage Code updates to **Z** indicating a Non-Stocked line item.
      - *Funds Available* updates from **N** to **Y** in the Shop Stock list.
  - c. Delete the system-recommended RO and ROP values:
    - i. Click to select the line of the item with recommended values you want to delete.
    - ii. Click **Delete Rec RO - ROP**. The system removes the line from the project list on the Demand Analysis window.
15. Your next step is to [save the results as a text file \(Instruction 2.07 in this section\)](#).

### Instruction 2.05 ‡ Continue Demand Analysis from a Previous Session

Note: If you stop the demand analysis process after processing your new batch, you may save the batch and continue at another time.

**You *Must* have Manager level access to perform this procedure.**

1. Open the Demand Analysis window.
2. Click the down arrow in the BATCH HISTORY field and select batch you had saved previously from the list.
3. Click **Edit Batch**. The system displays items in the batch that were previously processed or are awaiting action.
4. Do one of the following:
  - a. Accept the system-recommended RO and ROP values:
    - i. In the table, click to select the line of the item with the recommended values you want to accept.
    - ii. Click **Accept Rec RO - ROP**. The system makes the following updates:
      - In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.

- In the Shop Stock list, the RO and ROP update to the new values; the Stockage Code updates to **Q** indicating the stockage is supported by demand, and *Funds Available* changes from **N** to **Y**.
  - b. Edit the system-recommended RO and ROP values:
    - i. On the Demand Analysis window, click to select the line of the item with recommended values you want to change.
    - ii. Click **Edit Rec RO - ROP**. A Demand Analysis----Edit Rec\_RO/Rec\_ROP window opens.
    - iii. Make the desired changes in the **Rec\_RO** and **Rec\_ROP** fields, and then click **Save**. The Demand Analysis----Edit Rec\_RO/Rec\_ROP window closes and the system makes the following updates:
      - 1. In the *Processed* column to the right of the Demand Analysis window, **N** changes to **Y** to indicate that the item has been processed.
      - a. In Shop Stock the system updates as follows:
        - If the new RO is greater than **0** and less than or equal to the recommended RO, the Stockage Code updates to **Q** indicating Stockage is supported by demand.
        - If the new RO is greater than 0 and greater than the recommended RO, the Stockage Code updates to **P** indicating Provisional (seasonal or mission-oriented) Stock.
        - *Funds Available* updates from **N** to **Y** in the Shop Stock list.
  - c. Delete the system-recommended RO and ROP values:
    - i. Click to select the line of the item with recommended values you want to delete.
    - ii. Click **Delete Rec RO - ROP**. The system removes the line from the project list on the Demand Analysis window.
5. Your next step is to [save the results as a text file \(Instruction 2.07 in this section\)](#).

### Instruction 2.06 ‡ Import Demand Analysis Text File into Excel

 **You *Must* have Manager level access to perform this procedure.**

1. On your desktop, click **Start**, select **Programs**, and then select **Microsoft Excel**. The Microsoft Excel application opens.
2. In the menu bar, click **File** and select **Open**. An Open window opens.
3. Navigate to the directory and folder where you saved the text file.
4. In the Files of Type field, click the down arrow and select **Text Files (\*.txt; \*.prn; \*.csv)** to display the text files in the folder.
5. Select the demand analysis text file, and click **Open**. A Text Import Wizard - Step 1 of 3 window opens.
6. Click **Next** through step 2, and at step 3, click **Finish**. The file opens in a Microsoft Excel spreadsheet.
7. Adjust the columns and perform calculations as needed.
8. To print a copy, click  in the toolbar.

### Instruction 2.07 ‡ Save Demand Analysis Result as a Text File

You can save the results from your demand analysis as a text (.txt) file that you can easily import into Excel for further analysis or management processes.

 **You *must* have Manager level access to perform this procedure.**

1. In the toolbar of the Demand Analysis window, click . An Enter a File Name to export window opens.
2. Navigate to the directory, file, and folder, where you want to save the file.
3. In the File name field, type a name for the file.
4. In the Save as type field, the system automatically selects to save the file as **Text (\*.txt)**.
5. Click **Save**. The system displays the dialog message: **Export file successfully!**
6. Click **OK**. The dialog closes and you return to the Demand Analysis.
7. To open the file for further analysis, go to [Import the Demand Analysis Text File into Excel \(Instruction 2.06 in this section, one instruction back\)](#).

### Instruction 2.08 ‡ Set Up Criteria to Match Demand

Note: When setting up the criteria to match the demand for shop stock items in AWRDS MWB, the system queries the document register and Repair Parts Master (RPM) tables to compute the recommended Requisition Objective (RO) and Reorder Point (ROP) by doing the following:

- Calculating the number of demands for the control period (usually twelve months)
- Determining Order Ship Time, (OST) for supply
- Determining Repair Cycle time (RCT) for maintenance
- Weighing the OST and RCT based on the number of demands versus the number repaired
- Calculating the total Customer Wait Time (CWT).

Based on the number of demands during the twelve-month control period and CWT, the system computes the recommended RO and ROP for all items that meet the demand and retain criteria.

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## **Chapter 3. WORK ORDER MODULE INSTRUCTION SET**

### **Background**

**Capability Description:** In the Work Order work area, the user can:

- Create Work Orders
- Track Work Orders
- Log Maintenance Against Work Orders
- Transfer Parts
- Capture Maintenance History

From the opening screen, selecting *Work Orders* brings up a screen titled “Work Orders”. It has drop down menus, an interactive tool bar with some commands grayed out, and displays a list of settings for the initial conditions. It has five new bar buttons for selecting Fault, Update Status, Reopen Work Order (WO), Edit WO, or Back.

The Work Orders module is the heart of the AWRDS MWB. This module will be used to provide the capability to manage Work Orders, initiate Inactive Tasks as new Work orders, input DA 2407s, perform Work Order part associations, manage Personnel Accounting, and Transfer Parts to various Work Orders or Op Stock.

The following are the sub-modules are in the Work Orders module.

- Pending Work Orders
- Work Orders
- Transfer Parts
- Personnel Accounting

**Pending Work Orders** are new work orders added to the system waiting to be assigned to a work order. When assigned to a work order, the system generates a Work Order Number and the pending work orders become active. When you create a pending work order, you can add new tasks, and modify or delete existing tasks.

**Work Orders** lists the work orders to be repaired by their WONs and NIINs. From this sub-module, you can view work order fault and update the status of work orders.

**Transfer Parts** allows you to transfer parts (stock items) between Operational Stock, Work Orders, and Due In Requisitions. This sub-module provides different forms through which you can transfer items as follows:

- **Stock to WO.** Allows you to select and transfer a part from the Operational Stock to an open Work Order. You must specify the project name, National Item Identification

Number (NIIN), nomenclature, and quantity of the operational stock to transfer. Then you must select the appropriate Work Order Number, (WON) and Task Number.

- **WO to WO.** Allows you to select and transfer a part from one work order task to another.
- **Due In to Stock.** Allows you to select and transfer a part that is due in for an open work order to an operational stock for a Project. You must specify the project to which the part is being transferred.
- **Due In to WO.** Allows you to select and transfer a part that is due in for an open work order to a different work order fault. You must specify the project to which the part is being transferred.
- **Stock to Stock.** Allows you to select and transfer a part from one Operational Stock to another. You must specify the project to which the part is being transferred.
- **WO to Stock.** Allows you to select and transfer a part from a work order task to an operational stock.

**Personnel Accounting** allows you to view and log detail man hours for work order faults.

## Work Area 3.01 PENDING WORK ORDERS

### Instruction 03 01 ‡ Add a Pending Work Order

Pending work orders are work orders in queue waiting to be assigned to new work orders. The pending work orders, once created await activation or assignment of a Work Order Number and a Job Request.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Pending Work Orders**. The Pending Work Orders window opens.
6. In the bottom area of the window, click **Add**. A Job Order Input window opens.
7. In the NIIN Nomen field, click the down arrow and select the NIIN of the part from the list. If the NIIN is not in the list, do the following:

The screenshot shows the 'Job Order Input' dialog box. It features a 'New' button next to the 'NIIN-Nomen\*' dropdown menu. Other fields include 'Customer\*', 'Project\*\*' (containing '1111: testing 123'), 'Fail Cd\*', 'Serial #\*', 'Maint Level\*' (set to '0'), 'Priority\*', 'FSS\*' (set to '/'), 'Miles\KM', 'Hours', 'Admin #', 'Location', and 'Quantity' (set to '1'). The bottom of the window has 'Required \*' and 'Read Only \*\*' labels, and 'OK' and 'Cancel' buttons.

- a. Click **New** next to the NIIN Nomen field.
- b. In the Equipment master window that opens, type the NIIN in the NIIN field,

and then click **AMDF Search**. The system searches the AMDF list and completes the fields with the part information.

- c. Click **Finish** to add the part to the Equipment Master list.

 **You *must* complete all the *required*\* fields on the Job Order Input window for the system to add the work order.**

8. Fill in the **Admin #** field. This field is a five position alpha-numeric character set that is assigned to each piece of equipment that is maintenance intensive.
9. Is the equipment or its components reportable under AR 700-138 or MMDF?
  - a. If **yes**, the system sets the quantity to be repaired to **1** and disables the **Quantity** field. Go to step **9**.
  - b. If **no**, click the arrow in the **Quantity** field and select the quantity you want to add to the work order, then go to step **9**.
10. Type or click the  to select the appropriate information for all other fields on this window.
11. Click **OK** when finished. An Information dialog box opens and displays the message: **Organizational Work Order created**.
12. Click **OK**. The dialog box closes and you return to the Pending Work Orders window, which now lists the new pending work order.
13. Your next step is to [create a new work order \(DA2407\) using 3.03 below](#).

### **Instruction 03 02 ‡ Edit a Pending Work Order**

This topic provides instructions for editing a pending work order.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Pending Work Orders**. The Pending Work Orders window opens.
6. Click to select the row of the pending work order you want to edit.
7. In the bottom of the window, click **Edit**. A Job Order Input window opens.
8. Using the arrow or by typing, complete all the **Required\*** fields with the appropriate information.
9. Complete all other fields as needed.
10. Click **OK** when finished. An Information dialog box opens and displays the message: **Organizational WO Updated**.
11. Click **OK**. The dialog box closes and you return to the Pending Work Orders window

### **Instruction 03 03 ‡ Delete a Pending Work Order**

This topic provides instructions for deleting a pending work order.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.

3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Pending Work Orders**. The Pending Work Orders window opens.
6. Click to select the row of the pending work order you want to edit.
7. In the bottom of the window, click **Delete**. A Confirm dialog box opens and displays the question: **Delete Inactive (WO) Task?**
8. Click **Yes**. An Information dialog box opens with the message: **Inactive (WO) Task deleted.**
9. Click **OK**. The Information dialog box closes and you return to the Inactive Work Orders window.

**Instruction 03 04      ‡ Create a Pending Work Order**

This topic provides instructions for deleting a pending work order.

1. Login AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Pending Work Orders**. The Pending Work Orders window opens and displays a list of pending work orders waiting to be assigned to a new work order.
6. In the Pending Work Orders list, click to select the row of a pending work orders that you want to assign to a new work order.
7. On the bottom left of the window, click **Create Work Order**. A Create Work Order (DA 2407 Job Order) window opens, most of the fields already populated with information on the repair item. See example.

8. Using the arrows and by typing, complete all the **Required\*** fields.

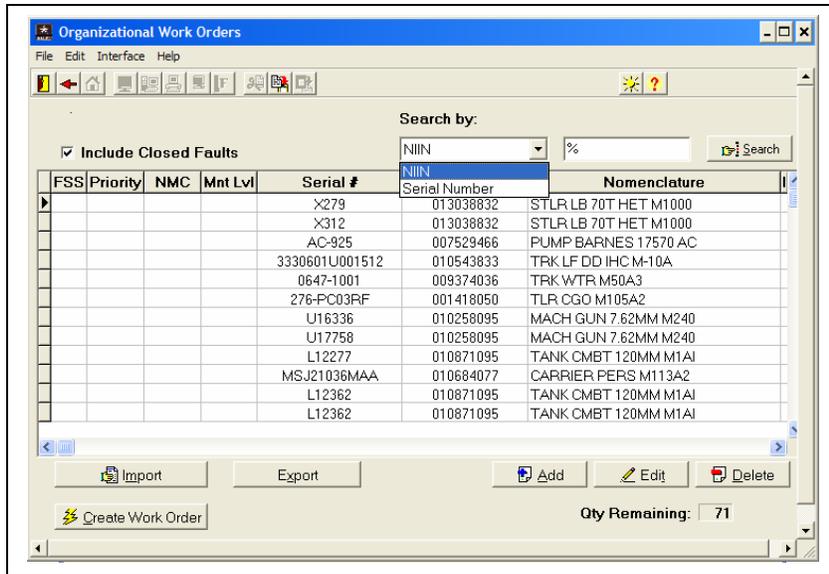
- a. **Create a single work order for all items.**
  - i. Complete all other fields as necessary. The system automatically enters the total quantity you selected for the pending work order in the **Qty to Repair (1 Rem)\*** field.

- ii. Complete all other fields as necessary and click **OK**. After clicking **OK** an info box with the message **Work Order Created** appears. Click the **OK** button. A Create a Task window opens and displays the WON and the NIIN.
  - iii. Click the s at the end of each **Required\*** field and select the appropriate information.
  - iv. Do you want to add any serial number(s)?
    - a. If **yes**, locate the **Serial No Input** field in the lower half of the window, type the serial number, and then click **Add**. The number moves to the white text box in the lower right corner of the window.  
** You can add only one serial number at a time.**
    - b. If **no**, continue to step **10**.
9. Complete all other fields as necessary.
  10. Click **OK** when you finish entering the information. An Information dialog box opens and displays the message: **Work Order Created**.
  11. Click **OK**. The Information dialog box closes and you return to the Pending Work Orders window. Notice that the pending work order you selected no longer appears on the Pending Work Orders list; each time you create a new work order, the system automatically moves the new request to the bottom of the Work Orders list.
  12. To view the new work order, do the following:
    - a. In the toolbar of the Pending Work Orders window, click  to return to the Work Orders window containing the Work Orders sub-modules.
    - b. Click **Work Orders**. The Work Orders List window opens.
    - c. Scroll to the bottom of the list and locate the new work order you just created.
    - d. Double-click the row of the work order to open it. A Work Order Edit window opens and displays all the information you entered for this work order.
    - e. Click **Cancel** to close the Work Order Edit and return to the Work Orders List window.

### **Instruction 03 05      ‡ Search for Pending Work Orders**

In AWRDS Maintenance Workbench, you can search for a pending work order by using the NIIN or the serial number of the repair item and a wildcard.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Pending Work Orders**. The Pending Work Orders window opens. See the following example.



6. In the **Search by** field, click the down arrow and select the option by which you want to perform your search.

7. In the next field, click once to place the cursor next to the % sign and type a few numbers from the WON, NIIN or Serial Number of the repair item, and then click



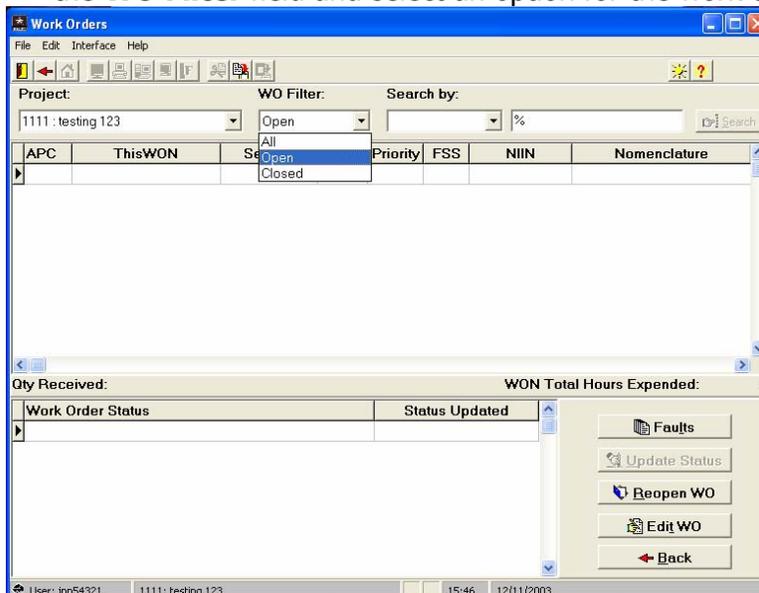
Note: The system searches and displays all inactive work orders that match your query. For example, if you type **%49**, the system searches the RPM list and displays all inactive work orders with repair item NIINs or serial numbers ending with the numbers **49**. In the same way, if you type **000%**, the system searches and displays all inactive work orders with repair item NIINs or serial numbers starting with the numbers **000**.

## Work Area 3.02 WORK ORDERS

### Instruction 03 01 ‡ Filter and Display Work Orders

In Maintenance Workbench, you can filter and display work orders in three ways: All, Open, or Closed.

1. To filter existing work orders in the Work Order Lists window, click the down arrow in the **WO Filter** field and select an option for the work orders you want to display.

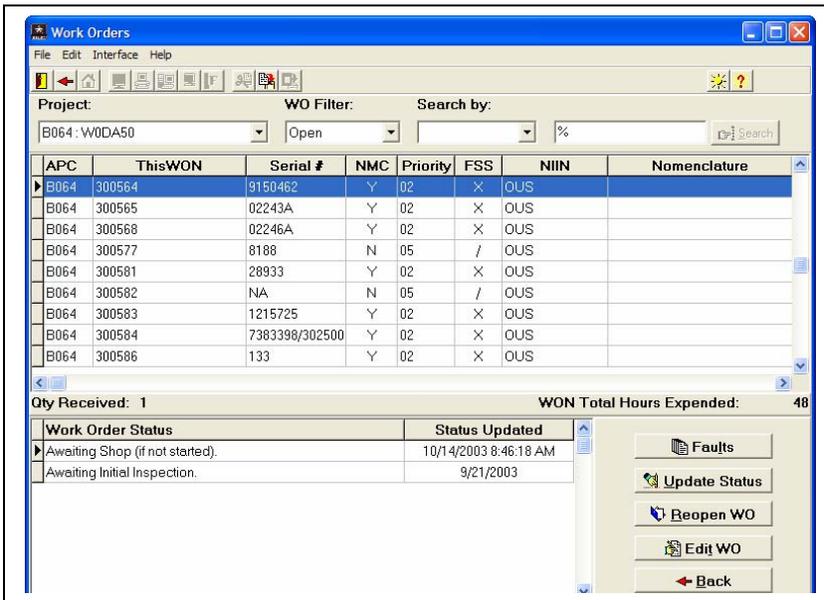


For example, select **All**, to display all work orders in your database; select **Open** to display all work orders with an Open status in your database; and select **Closed** to display all work orders with a Closed status in your database. See the following example.

**Instruction 03 02      ‡ Add Tasks to a Work Order**

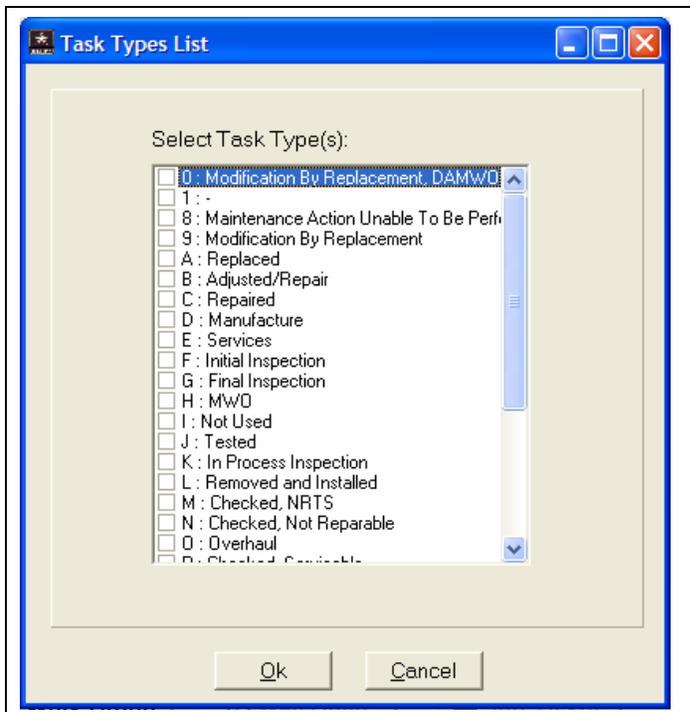
After you [create a work order \(Instruction 3.04 on page 4 in this section\)](#), your next step is to add the tasks needed to repair the item in the work order.

1. Login to AWRDS Maintenance Workbench.
2. Login to AWRDS Maintenance Workbench.
3. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
4. Click **OK**. The AWRDS Maintenance Workbench main window opens.
5. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.



6. Click **Work Orders**. The Work Orders List window opens as shown in the example.
6. Click to select the row of the work order to which you want to add tasks.
7. Click **Faults**. The Work Order Faults window opens and displays the WON, NIIN and Nomenclature of the repair item.
8. Click **Add**. The Task Type (s) List window opens and displays the Task Types List for

selection. See Example.



9. Select as many task types as you need from the task type (s) and click OK. The Work Order Fault Generation will display as shown in the example.

10. If the system does not assign any projected man-hours for the work order, you may assign the projected man-hours you estimate as necessary.
11. Click the **Fault Description** and give a description for the fault.
12. Click **OK** when finished. An Information dialog box opens and displays the message: **Work Order Task Inserted.**

13. Click **OK**. The Information dialog closes and you return to the Work Order Task window, which lists the new task. See example.

APC	ThisWON	Serial #	NMC	Priority	FSS	NIIN	Nomenclature
B064	300564	9150462	Y	02	X	OUS	
B064	300565	02243A	Y	02	X	OUS	
B064	300568	02246A	Y	02	X	OUS	
B064	300577	8188	N	05	/	OUS	
B064	300581	28933	Y	02	X	OUS	
B064	300582	NA	N	05	/	OUS	
B064	300583	1215725	Y	02	X	OUS	
B064	300584	7383398/302500	Y	02	X	OUS	
B064	300586	133	Y	02	X	OUS	

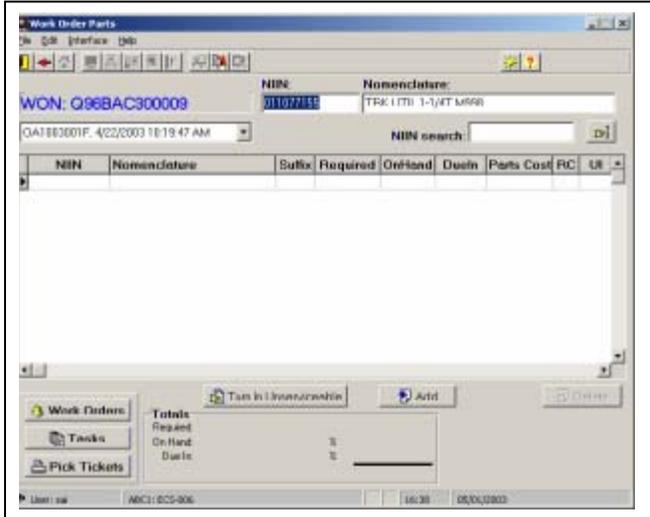
15. To add more faults to the work order, repeat steps 6 to 15.
16. Click  in the toolbar to return to the Work Order List, window.

**Instruction 03 03 ‡ Add Parts to a Work Order**

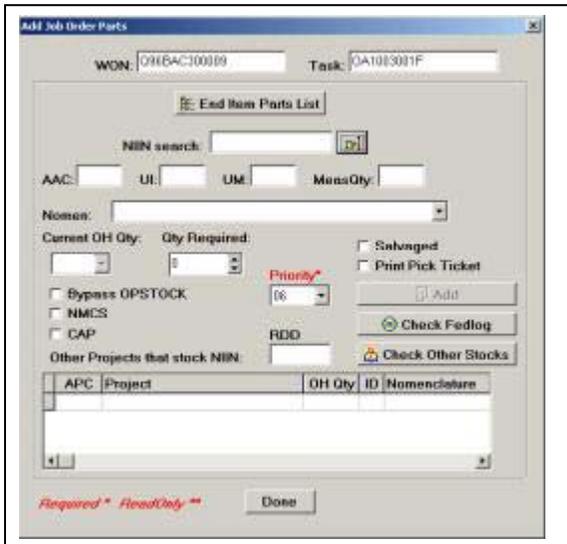
After adding tasks to a work order, your next step is to add the parts needed to repair the item. This topic provides instructions for adding parts to a work order.

**Before adding parts to a work order, you must have parts in your Shop Stock, Bench Stock, and End Item Parts Lists.**

1. On the Work Order Tasks window, click **Parts**. A Work Order Parts window opens and displays the WON, NIIN, and Nomenclature of the repair item. See example.



2. Click **Add NIIN**. The Add Job Order Parts by NIIN window opens and displays the WON and a system-generated Task number as shown in the example.



3. In the NIIN Search field, type **%** and a few numbers from the NIIN (for example, **000%**), and then click  (the search button). The system searches your project stock lists and populates the **Nomen** field with a list of parts suitable for repairing the end item in the work order.
4. Click the down arrow in the **Nomen** field and scroll through the list. Does the part you want appear on the list?

- a. If **Yes**, select the part, and do the following:
  - i. In the **Qty Required** field, use the arrows to select the quantity you want, and then click **Add**. An Information dialog box appears and displays the message: **Part(s) added to Task**.
- b. If **No**, click **End Item Parts List** and do the following:
  - i. In the Work Order Parts Add window, select the check box (es) corresponding the part(s) you want.

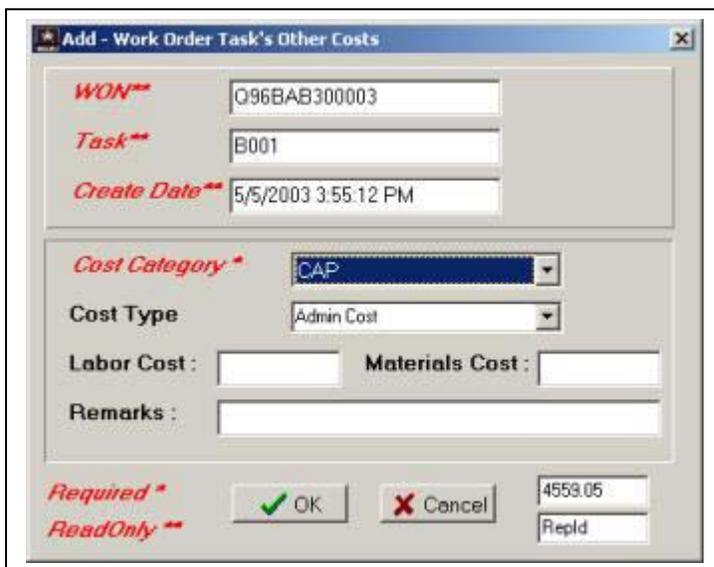
- ii. Click **Add**. An Information dialog box displays the message: **Part(s) added to Fault**
5. Using the arrow, select the required **Priority** from the drop down list.  
**The Required Delivery Date (RDD) field will no longer be populated automatically once a priority is chosen.**
6. Fill in the RDD field.  
**The Required Delivery Date (RDD) field will now automatically be sent to AMCIS and will show up in the Document Register.**
7. Click **OK** to return to the Work Order Parts Add window.
8. Click **Done** until you return to the Work Order Parts window, where the added part is listed.
9. On the lower left corner, click **Faults** to return to the Work Order Fault window. If the grid around the listed parts appears red, you must turn-in the damaged parts to AMCIS or SARSS.
10. If you have other costs, your next fault is to add other costs to the work order.

### Instruction 03 04: Add Other Costs to Work Order Fault

When creating a work order, you need to include the costs for other services that are not included in the required faults and parts for the work order. Examples include Administrative fees, transportation costs for equipment, evacuation fees, and others. If you do not have any other costs to add, your next step is to print the job ticket.

This topic provides instructions for adding other costs to a work order.

1. On the Work Order Fault window, click **Other Costs**. A Work Order Fault Other Costs window opens and displays the WON and the Fault number.
2. Click **Add**. An Add - Work Order Task's Other Costs window opens with the required fields pre-populated. See example.



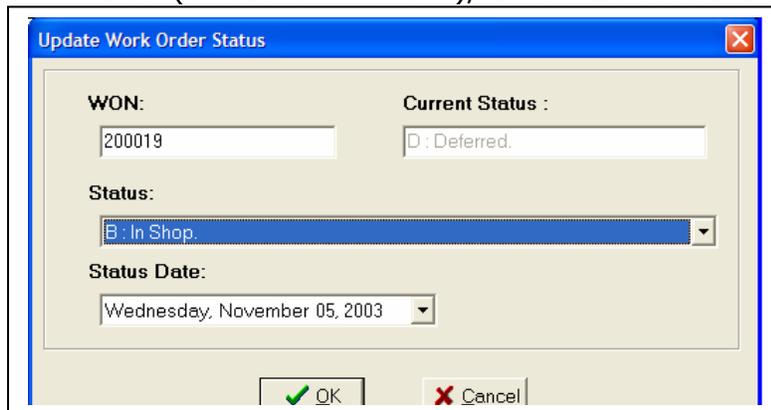
3. In the Cost Category field, click the down arrow and select a cost category from the list.
4. In the Cost Type field, click the down arrow and select a cost type.
5. In the Labor Cost field, type in a dollar amount for the labor.
6. In the Materials Cost, type in a dollar amount for the materials.
7. In the Remarks field, type additional comments regarding the added cost.
8. Click **OK**. The system adds the new cost and you return to the Work Order Fault Other Costs window.

9. To add another item, repeat steps 2 to 8.
10. Click **OK** when finished and click the back arrow button to return to the Work Order window.

### **Instruction 03 05 ‡ Update a Work Order Status**

Each time you perform work or make changes in a work order, you must enter an update of the work performed or changes made in the system.

1. Click on the record to select the row of the work order you want to update.
2. Click **Update**. The Update Work Order Status opens and displays the WON, the Status Date (defaulted to the date), and the Last Status Date. See the following example.



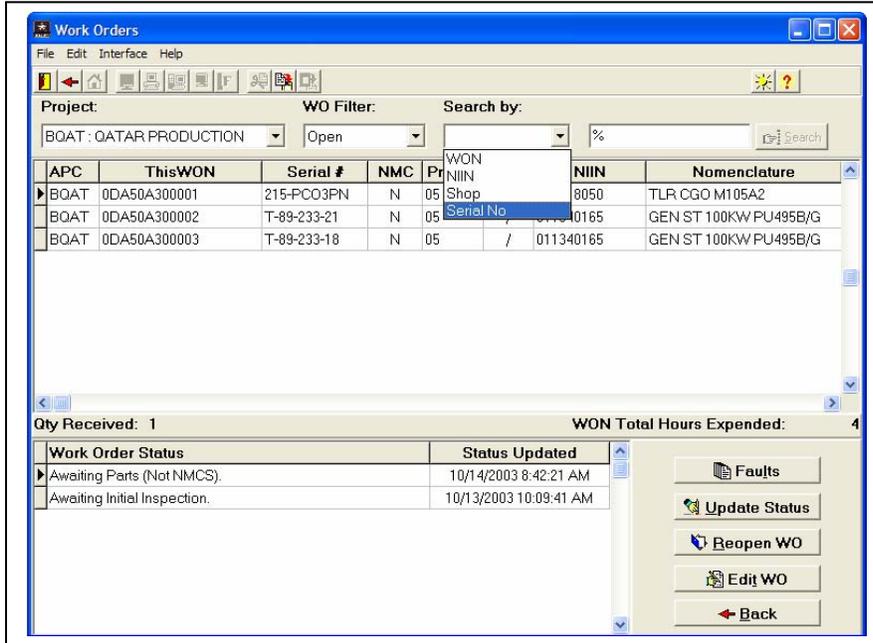
3. Click the down arrow in the **Status** field and select the appropriate status from the list.
4. Click the down arrow in the **Status Date** field and select the appropriate date if the status date is different from the current.

5. Click **OK**. An Information dialog box opens and displays the message: **Work Order Status updated**.
6. Click **OK**. The Information dialog box closes and you return to the Work Order List window, which displays the new status in the Work Order Status list on the lower left side of the window.

### **Instruction 03 06 ‡ Search for a Work Order in Work Order Lists**

You can search for a work order in the work order lists by the WON, NIIN, or serial number and Admin No, or by Shop and the name of the shop.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.



5. Click **Work Orders**. The Work Order Lists window opens. See the following example.
6. Choose one of the following options:
  - a. *To search by WON, NIIN, or Serial No.,*
  - b. *To search by Shop*

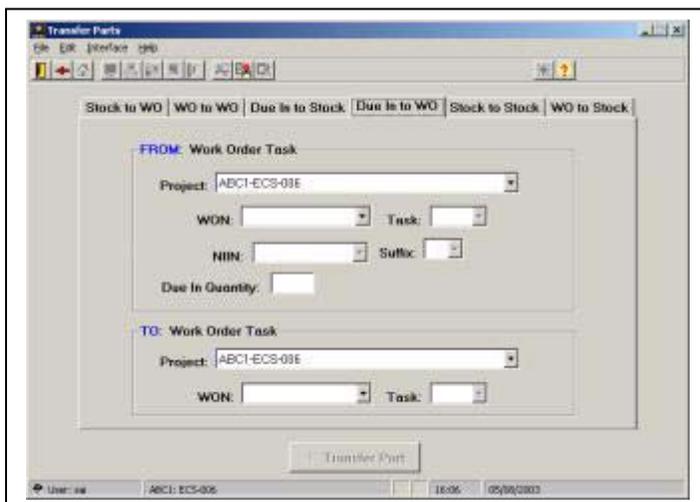
**Work Area 3.03 T  
TRANSFER PARTS**

**Instruction 03 01 ‡**

**Transfer Parts - Due In Work Order to Work Order**

AWRDS Maintenance Workbench allows you the capability to transfer parts from a Due In work order to a work order.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.



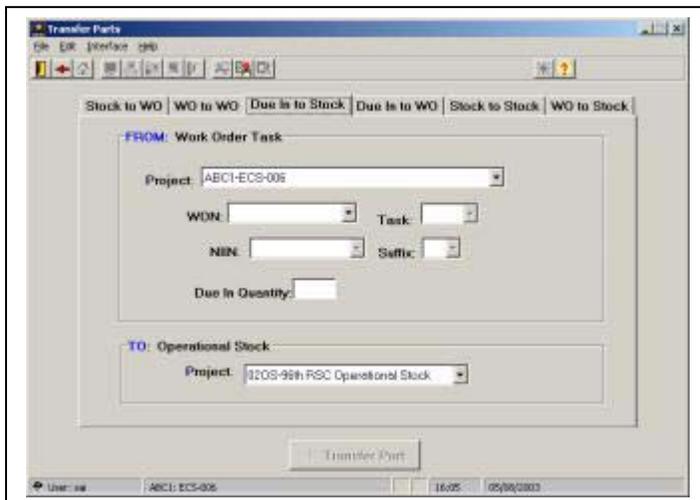
6. Click the **Due In to WO** tab to bring it to the forefront.
7. In the From Work Order Fault section, click the down arrow in the **Project** field and select the project from which you want to transfer the due in part.
8. In the WON field, click the down arrow and select the work order number for the work order fault from which you want to transfer the part.

9. In the Task field, click the down arrow and select the fault number for the work order fault from which you want to transfer the part. The NIIN field becomes enabled.
10. In the NIIN field, click the down arrow and select the NIIN of the Due In part you want to transfer.
11. In the Due In Quantity field, type in the due in quantity you want to transfer.
12. In the To Work Order Task section, click the down arrow in the **Project** field and select the project to which you want to transfer the due in part.
13. In the WON field, click the down arrow and select the work order number for the work order fault to which you want to transfer the due in part.
14. In the Fault field, click the down arrow and select the fault number for the work order to which you want to transfer the due in part.
15. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
16. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.
- 17.

### **Instruction 03 02 ‡ Transfer Parts - Due In Work Order to Ops Stock**

AWRDS Maintenance Workbench allows you the capability to transfer parts from a Due In work order task to an operational stock.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.



6. Click the **Due In to Stock** tab to bring it to the forefront.
7. In the From Work Order Task section, click the down arrow in the **Project** field and select the project from which you want to transfer the part.
8. In the WON field, click the down arrow and select the work order number for the work order fault from which you want to transfer the due in part.

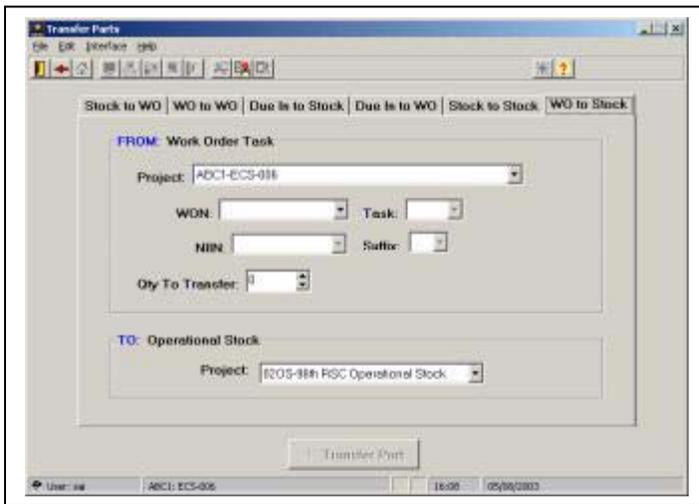
9. In the Task field, click the down arrow and select the fault number for the work order fault from which you want to transfer the due in part. The NIIN field becomes enabled.

10. In the NIIN field, click the down arrow and select the NIIN of the Due In part you want to transfer.
11. In the Due In Quantity field, use the arrows to select the due in quantity you want to transfer.
12. In the To Operational Stock section, click the down arrow in the **Project** field and select the project to which you want to transfer the due in part.
13. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
14. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.

### **Instruction 03 03 ‡ Transfer Parts from Work Order Task to Ops Stock**

AWRDS Maintenance Workbench allows you the capability to transfer parts from a work order to an operational stock.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.



6. Click the **WO to Stock** tab to bring it to the forefront.
7. In the From Work Order Task section, click the down arrow in the **Project** field and select the project from which you want to transfer the part.
8. In the WON field, click the down arrow and select the work order number for the work order from which you want to

9. In the Task field, click the down arrow and select the task number for the work order task from which you want to transfer the part.
10. In the NIIN field, click the down arrow and select the NIIN of the part you want to transfer from the list.
11. In the Quantity to Transfer field, use the arrows to select the quantity you want to transfer.
12. In the To Operational Stock section, click the down arrow in the **Project** field and select the project to which you want to transfer the part from the list.
13. In the WON field, click the down arrow and select the work order number for the work order to which you want to transfer the part.

14. In the Task field, click the down arrow and select the task number for the work order task to which you want to transfer the part.
15. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
16. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.

### **Instruction 03 04 ‡ Transfer Parts from a Work Order to a Work Order**

AWRDS Maintenance Workbench allows you the capability to transfer parts from one work order to another.

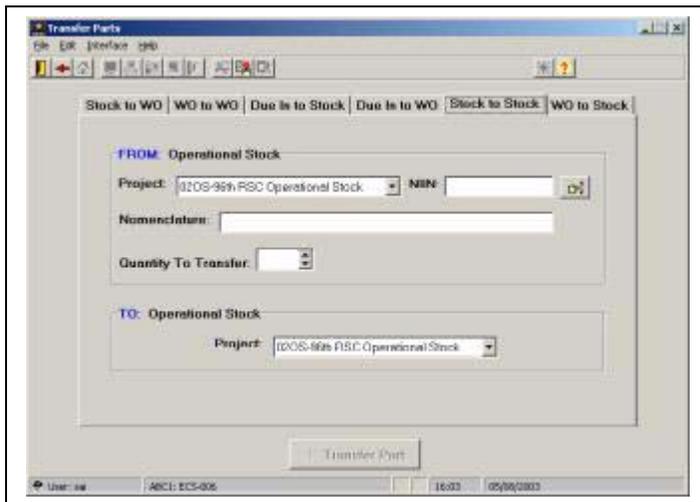
1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The ARSAMS Maintenance Module window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.

6. Click the **WO-to-WO** tab to bring it to the forefront.
7. In the From Work Order Task section, click the down arrow in the **Project** field and select the project from which you want to transfer the part.
8. In the WON field, click the down arrow and select the work order number for the work order from which you want to transfer the part.
9. In the Task field, click the down arrow and select the task number for the work order from which you want to transfer the part.
10. In the NIIN field, click the down arrow and select the NIIN of the part you want to transfer from the list.
11. In the Quantity to Transfer field, use the arrows to select the quantity you want to transfer.
12. In the To Work Order Task section, click the down arrow in the **Project** field and select the project to which you want to transfer the part from the list.
13. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
14. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.

### Instruction 03 05 ‡ Transfer Parts from Stock to Stock

AWRDS Maintenance Workbench allows you the capability to transfer parts between different operational stocks.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.
5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.



6. Click the **Stock-to-Stock** tab to bring it to the forefront.
7. In the From Operational Stock section, click the down arrow in the **Project** field and select the project from which you want to transfer the part.
8. In the NIIN field, type the NIIN of the part you want to transfer and click .

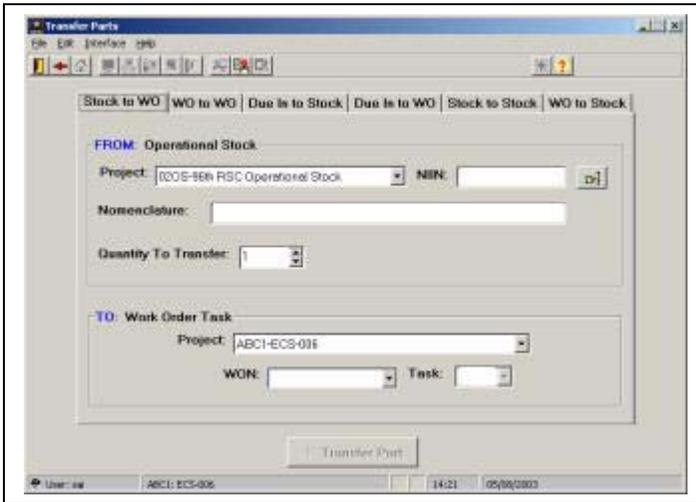
9. The system automatically populates the Nomenclature field with the name of the part, and assigns a default quantity of **1** in the Quantity to Transfer field.
10. In the Quantity to Transfer field, use the arrows to select the quantity you want to transfer.
11. In the To Operational Stock section, click the down arrow in the **Project** field and select the project to which you want to transfer the part from the list.
12. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
13. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.

### Instruction 03 06 ‡ Transfer Parts from Stock to a Work Order

AWRDS Maintenance Workbench allows you the capability to transfer parts from an operational stock to a work order.

1. Login to AWRDS Maintenance Workbench.
2. On the Choose Project (APC) window, click the down arrow in the top text field and select an APC from the list.
3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Work Orders**. The Work Orders window opens and displays buttons to access the Work Orders sub-modules.

5. Click **Transfer Parts**. The Transfer Parts window opens with the Stock to WO tab in the forefront. See the following example.



6. In the From Operational Stock section, click the down arrow in the **Project** field and select the project from which you want to transfer the part.
7. In the NIIN field, type the NIIN of the part you want to transfer and click .
8. The system automatically populates Nomenclature field with the name of the part, and assigns a default quantity of **1** in the Quantity to Transfer field.
9. In the Quantity to Transfer field, use the arrows to select the quantity you want to transfer.
10. In the To Work Order Task section, click the down arrow in the **Project** field and select the project to which you want to transfer the part from the list.
11. In the WON field, click the down arrow and select the work order number for the work order to which you want to transfer the part.
12. In the Task field, click the down arrow and select the task number for the work order task to which you want to transfer the part.
13. Click **Transfer Part**. An Information dialog box opens and displays the message: **Part Transferred**.
14. Click **OK**. The Information dialog box closes and you return to the Transfer Parts window.

### **Work Area 3.04 PERSONNEL ACCOUNTING**

Personnel Accounting deals with man-hour accounting of costs and time for government and civilian employees working on direct or indirect efforts. Time can be accounted in hours by shift which is then related to actual costs for regular, overtime, and holiday efforts.

#### **Instruction 03 01 ‡ Log and View Man Hours for a Work Order Fault**

In ARSAMS you can view and log detailed man hours of the technicians assigned to different faults. This topic provides instructions for viewing and logging detail man hours for work order faults.

1. On the Work Order Fault window, click **Man Hours**. A Man Hours Detail window opens and displays the WON, and Fault number. See example.

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**Personnel Accounting**

File Edit Interface Help

Shgp: [ ]  
Employee No.: [ ]  
Work Date: Sunday, November 02, 2003  
Shift: [ ]

Filter details by Workorder only:

Summary:		
Type	11/2/2003	Month: November
Assigned	0	0
Unexpended	0	0
Direct	0	0
Indirect	0	0
Overtime	0	0

Search Filter First Prior Next Last Refresh Add Edit Delete Cancel Save

Is Direct:  Work Order #: ODA50A300001 Fault #: 1001  
CLIN: [ ] Labor Category: DIRECT LABOR Hours: [ ]  
Remarks: [ ]

Done

2. Select **Log Hours**.  
The Log Hours window opens and displays the WON, task number and the date, see the following example.

3. Click the down arrow in the **Employee** field and select the employee's name from the list. The system automatically displays the labor category of the selected employee in the **Labor Category** field.

**Personnel Accounting**

File Edit Interface Help

Shgp: [ ]  
Employee No.: T0051  
Work Date: Sunday, November 02, 2003  
Shift: [ ]

Filter details by Workorder only:

Summary:		
Type	11/2/2003	Month: November
Assigned	12	360
Unexpended	8	356
Direct	4	4
Indirect	0	0
Overtime	0	0

WON	Fault_No	Work_Date	CLIN	Category	Regular_Hours	Overtime_Hours	Total_Cost	Remar
ODA50A300001	1001	11/2/2003	TBA	DIRECT LABOR	4	0	4	

Search Filter First Prior Next Last Refresh Add Edit Delete Cancel Save

Is Direct:  Work Order #: ODA50A300001 Fault #: 1001  
CLIN: [ ] Labor Category: DIRECT LABOR Hours: [ ]  
Remarks: [ ]

Done

4. Click the down arrow in the **CLIN** field and select the contract line item number from the list.

5. In the Regular area, type the number of regular hours the employee worked in the **Hours** field.

6. Click the down arrow in the **Shift** field and select the shift the employee worked from the list.

7. In the Overtime area, the system will add the hours and determine the overtime hours in the **Overtime Hours** field if the employee worked any overtime. An overtime message will be displayed informing you that you are exceeding the projected man hours and will ask you if you wish to continue.

8. Select the **Normal** option if the employee worked overtime on a normal workday.

9. In the **Support Hours**, complete the fields as necessary.

Type	11/22/2003	Month: November
Assigned	0	0
Unexpended	0	0
Direct	0	0
Indirect	0	0
Overtime	0	0

10. Click **Save** when you finish entering the hours worked. An Information dialog box opens and displays the message: **Hours posted.**

11. Click **OK** to return to the Log Man Hours window.

12. To log additional hours, repeat steps 3 to 12.

13. Click **Done** to return to the Work Order Fault window, which now displays all faults.

14. Click **OK** when you finish logging man-hours to return to the Work Order Fault window.

### **Instruction 03 02 ‡ Edit a Work Order Fault**

You can make changes to a work order fault that you entered in the system.

1. On the Work Order Fault window, click to select the row of the work order fault you want to edit.
2. Click **Edit**. The Work Order Fault Generation window opens and displays the WON and the fault number; only one required field and all the non-required fields are enabled for editing.
3. Make your changes in the fields as necessary.
4. Click **OK** when you finish making changes. An Information dialog box opens and displays the message: **Work Order Task updated.**
5. Click **OK**. The system closes the Information dialog box and Work Order Fault Generation window, and you return to the Work Order Fault window.

### **Instruction 03 03 ‡ Print a Job Ticket for a Work Order**

After adding all faults, parts, and costs to a work order, you next step is to print a job ticket for the technician assigned to the work order.

1. On the Work Order Fault window, click **Job Ticket**. A Preview window of the job ticket opens. The job ticket displays the name of the end item to be repaired, the WON, and the Fault number, and the repair parts (with their locations and quantities) assigned to the work order. The job ticket also contains an area for the technician to initial and enter the quantity of the items repaired, condemned, or awaiting parts. See example on next page.

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2. In the toolbar, click to print the job ticket.

3. To save a copy of the job ticket, do the following:

a. In the toolbar, click . The Save Report window opens.

b. Navigate to the directory, file, and folder where you want to save the report.

c. Click once to

place your cursor in the **Filename** field.

d. Type a name for the job ticket and click **Save**. The system saves the report and returns to the Print Preview window.

e. In the toolbar, click **Close** to exit the preview window and Work Order Fault window.

**Instruction 03 04 ‡ Edit Other Costs in a Work Order Fault**

You can make changes to a work order fault other costs that you enter in the system.

1. On the Work Order Fault window, click to select the row of the work order fault containing the other costs.
2. Click **Other Costs**. The Work Order Fault Other Costs window opens and displays the WON and the fault number.
3. Click to select the row of the other cost you want to edit.
4. Click **Edit**. The Edit - Work Order Fault Other Costs window opens.
5. Make your changes in the fields as necessary.
6. Click **OK** when you finish making changes. The system updates the information and you return to the Work Order Fault Other Costs window.
7. Click **OK** to return to the Work Order Tasks window.

**Instruction 03 05 ‡ Close a Completed Work Order Fault**

You can close a work order fault after all the work is completed.

1. On the Work Order Fault window, click to select the row of the work order fault you want to close.

**You CANNOT close a fault that has parts that are due in. If there are parts due in against the work order task, a 'Parts Due-In' window will open and list the Due-In parts, and the system will NOT close the task.**

2. Click **Close Task**. A Confirm dialog box opens and displays the message: **Close this fault now?**
3. Click **Yes** to confirm that you want to close the selected work order task. An Information dialog box opens and displays the message: **This task has been closed.**

4. Click **OK**. The Information dialog box closes and you return to the Work Order Fault window.

### **Instruction 03 06      ‡ Reopen a Closed Work Order Fault**

You can reopen a work order fault that you have already closed.

1. On the Work Order Fault window, click to select the row of the work order fault you want to reopen.
2. Click **Reopen Fault**. A Confirm dialog box opens and displays the message: **Are you sure you want to reopen the selected Fault?**
3. Click **Yes** to confirm that you want to reopen the selected work order fault. An Information dialog box opens and displays the message: **Fault reopened.**
4. Click **OK**. The Information dialog box closes and you return to the Work Order Fault window.

### **Instruction 03 07      ‡ Delete a Work Order Fault**

You can delete a fault that you no longer want in a work order.

1. On the Work Order Fault window, select the row of the fault you want to delete.
2. Click Delete. An Information dialog box opens and displays the message: **Delete this Fault? All associated parts will be moved back to stock.**
3. Click **Yes** to confirm that you want to delete the selected fault. An Information dialog box opens and displays the message: **Fault has been deleted.**
4. Click **OK**. The Information dialog box closes and you return to the Work Order Fault window, which no longer lists the fault.

### **Instruction 03 08      ‡ Delete Other Costs from Work Order Fault**

You can delete extra costs that you add to a work order fault.

1. On the Work Order Fault window, click to select the row of the work order fault containing the other costs.
2. Click **Other Costs**. The Work Order Fault Other Costs window opens and displays the WON and the fault number.
3. Click to select the row of the other cost you want to edit.
4. Click **Delete**. A confirm dialog box opens and displays the message: **Are you sure?.**
5. Click **Yes** to confirm that you want to delete the selected cost. The system closes the Confirm dialog box and you return to the Work Order Faults Other Costs window.
6. Click **OK** to return to the Work Order Fault window.

## Chapter 4. FINANCE MODULE INSTRUCTION SET

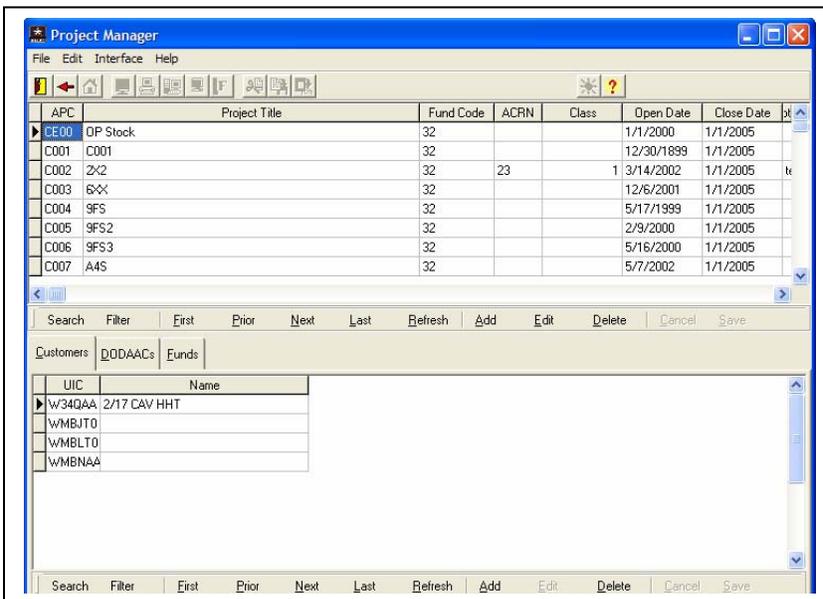
In the Finance module, you can do the following:

- Tie the Military Interdepartmental Procurement Requests (**MIPRs**) to Contract Line Item Numbers (**CLINs**) and Delivery Orders.
- Associate MIPRs with a unique customer and project information to accomplish detailed accounting.
- Track part costs against standard customer identifications, CLINs, and the performing Cost Centers. The tracking mechanisms are flexible for you to tailor them to meet specific customer requirements.

From the opening screen, selecting **Finance** brings up a screen titled “Project Manager”. It has drop down menus, an interactive tool bar, and bar buttons. Use of some buttons is limited to the permissions of the current user. This topic provides instructions for adding customers to a project and the funds needed for maintenance expenditures. This topic provides instructions for adding a project to the project manager and customers and funds to a project.

**Project Information:** When you add a project to the project manager, you must assign a customer to the project and provide the Department of Defense Activity Address Code (DODAAC) for the project. If the customer(s) you want to assign is/are not on your customers list, you must add the customer and then assign to the project. When adding a customer, you can also add the funds needed for maintenance expenditures. The system also provides a DODACC tab, where you can add a customer DODAAC only when authorized.

### (i) ‡ To Add a project to the Project Manager



manager window will display

1. On the AWRDS Maintenance Workbench main window, click **Finance**. A window opens and displays the project manager. To **Add** a project you must complete these steps.
2. Click the first **Add** in the project manager window. The add **Project**

3. Using the s or by typing, complete all the **Required\*** fields with the appropriate information.
4. Complete all other fields as necessary.
5. Your next step is to [assign a customer to the project](#); if the customer does not already exist in your list, you must add the customer first, before you assign to a project.

**Project Information:** After you [add a project](#) to the project manager, your next step is to assign customers to the project. If the customers do not appear on the existing customer(s) list, you must first add the customer(s). This topic provides instructions for assigning a customer to a project.

**(ii) ‡ To Add Customers and Funds to a Project**

1. Click **Add** at the button part of project manager window. An Assign Customer (s) to Project window opens and displays customers with DODAAC assignments.
2. To assign a new customer you must click **add** from [Assign Customer \(s\) to Project](#).
3. The **add customer** window will display.
4. Complete all the **Required\*** fields

- with the appropriate information.
5. Complete all other fields as necessary.

**Add Customer**

UIC :  Name :

DODAAC :  Fund Code :

Address1 :

Address2 :

City :  State :

Zip Code :  Country :

Point of Contact :

Phone :  Fax :

Email :

\* Required Field

OK Cancel

6. Click **OK** when you finish entering the information.
7. Click on Add at the bottom part at the lower area of the Project Manager Window to add a new DODAAC then assign its Start and End Sequence Numbers (SN).

**Project Manager**

APC	Project Title	Fund Code	ACRN	Class	Open Date	Close Date
CE00	OP Stock	32			1/1/2000	1/1/2005
C001	C001	32			12/30/1999	1/1/2005
C002	2x2	32	23	1	3/14/2002	1/1/2005
C003	SXX	32			12/6/2001	1/1/2005
C004	9FS	32			5/17/1999	1/1/2005
C005	9FS2	32			2/9/2000	1/1/2005
C006	9FS3	32			5/16/2000	1/1/2005
C007	A4S	32			5/7/2002	1/1/2005

Search Filter First Prior Next Last Refresh Add Edit Delete Cancel Save

Customers DODAACs Funds

DODAAC	Start SN	End SN
ABC	15	17
AFM001	20	40
W00A30	100	101
ghghg	123	777
ABCDEF	999	9999

Search Filter First Prior Next Last Refresh Add Edit Delete Cancel Save

8. Click the **Funds** tab in the lower area of the Project Manager Window.
9. In the **Title** field, type the title you want to add. Click in the **Amount** field and select the **Cost Type** you wish to **Add Funds**. The new amount is reflected in the **Funds** field. At the bottom part of the window.

**The system tracks the funds you use to complete each work order item and displays the amounts in the Finance Report in the remaining field for Labor, Parts, and Overhead.**

## Chapter 5. ADMINISTRATIVE TOOLS MODULE INSTRUCTION SET

In the Administrative Tools module, the user can:

- Perform database backup routines
- Access and manage all reference data in the system
- Perform remote maintenance to the database
- Make changes to employee information by adding, deleting, and authorizing users' access to different modules or data views
- Archive or purge all closed work order data
- Review the supply transaction register to manage pending requisitions
- Supply technicians, project clerks, and project officers can also review the Supply Transaction Register (STR) to manage pending requisitions.

From the opening screen, selecting *Administrative Tools* brings up a screen titled “System Tools”. It has drop down menus, an interactive tool bar, and five bar buttons. The functions available to the user will depend on the user's application rights. The five buttons are “User Administration”, “Reference Tables”, “Archive WO Data”, “Reset Passwords”, and “STR”.

**Employee Information:** There will be a requirement to add, delete, or modify employee information. Employees working at maintenance facilities fall into several categories, which include, permanent government (also called TDA) employees, permanent non-government employees such as contractors, and temporary employees working on a temporary basis. Some employees are maintenance users (authorized to access the computer system); any employee could be a maintenance user. You MUST enter the names of All employees working at your facility into the database.

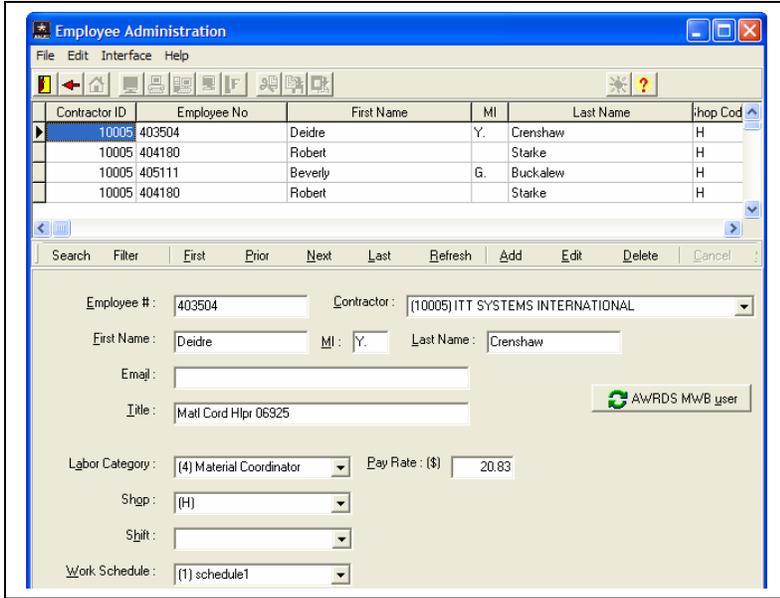
 **You MUST have Administrative authorization to add employees to the database.**

### ‡ Create User Accounts and Set Permissions

#### (i) To add employees to your database:

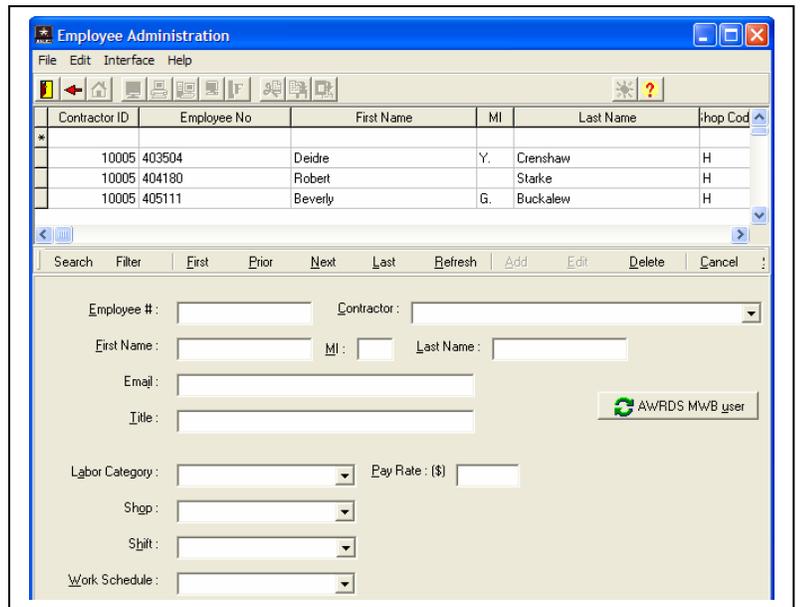
1. Login to **AWRDS Maintenance Workbench**.
2. On the “Choose Project Code (APC)” window, click the down arrow in the top text field and select a Facility. Next select an Accounting Project Code (APC) by clicking the down arrow in the next drop down list.
3. Click **OK**. The AWRDS Maintenance Workbench window opens.
4. On the AWRDS Maintenance Workbench main window, click **Administrative Tools**. The System Tools window opens and displays buttons to access the following sub-modules: **User Administration**, **Reference Tables**, **Reset Passwords**, **Archive WO Data**, and **STR**.
5. Click **User Administration**. The Employee Administration window opens as shown in the following example.

## AWRDS Maintenance Workbench – User Guide

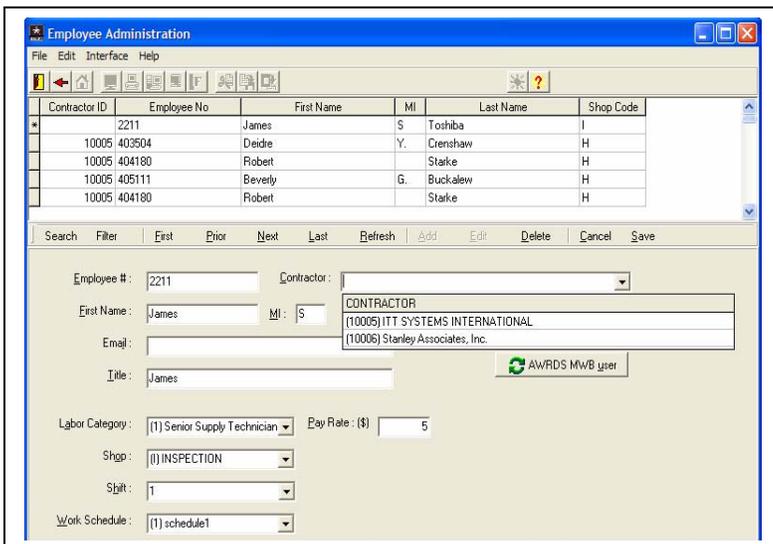


1. Click **Add** in the Employee Administration window. The Employee Administration window opens with all fields blank. See Example.
2. Complete all fields as necessary.

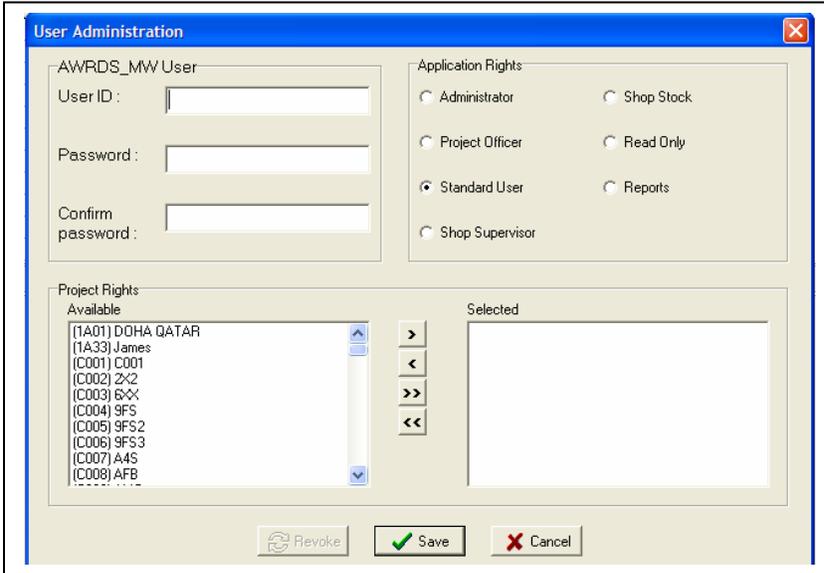
3. Next to the Contractor field, click and select the applicable contractor from the list. See Example.



4. Click **Save**; on the top of the window.



5. Click on and the User Administration window will display. See Example.



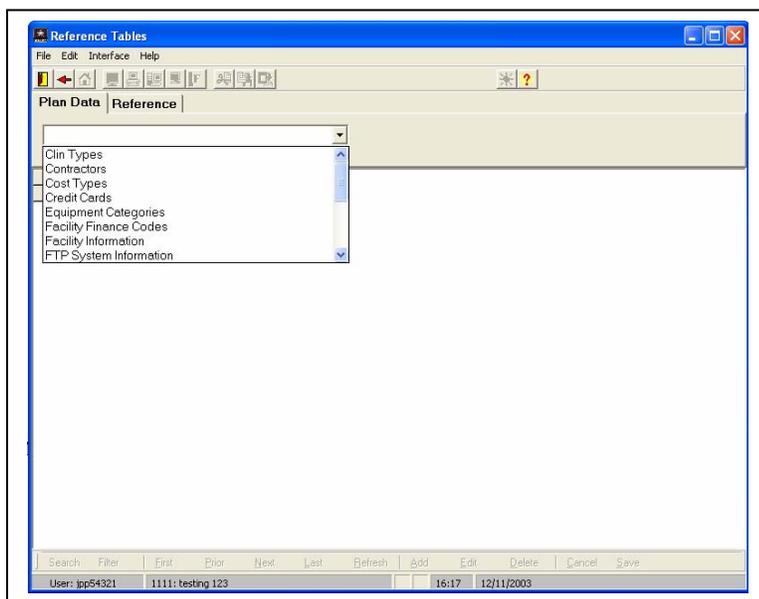
6. In the **Application Rights** area, select the maintenance user's level of access in the application.

7. In the Project Rights Available list box, select the project(s) you want the maintenance user to have access.
8. After the projects are selected, click on  and click Save.

**Project Information:** When you have added a project or customer DODACC to the workbench using the functional capability in the Finance Module, you must open the reference file in the administrative tools section to assign the start and end sequence numbers used in the document numbers generated after you send requisitions to AMCISS and SARSS.

‡ **Assign Start and End Sequence Number to DODACC in Reference File**

1. On the AWRDS Maintenance Workbench main window, click **User Administrative Tools**.



2. On the User System Tools window that opens, click **Administrative Tools**. The System Tools window is displayed. From the "System Tools" window, click on **Reference Tables**. The Reference Tables window is displayed. See figure 5.
3. Next to the field on the **Plan Data** tab, click .
4. Scroll through the list that

appears and select **Site DODAACs**. The system displays a list of all the DODAACs for your facility by DODAAC, APC, START SEQUENCE NUMBER and END SEQUENCE NUMBER.

5. Scroll through the DODAACs list that appears and click to select the row of the DODAAC you want.
6. Click **Edit** and then click the mouse in the matching **START SEQUENCE NUMBER** cell.
7. Delete the **0** that currently appears in the cell and type the numbers you want as the start sequence of the document number.
8. Click the mouse in the **END SEQUENCE NUMBER** cell and repeat step **7** to assign the end sequence number of the document number.

**You cannot use the Tab key to move from the START SEQUENCE NUMBER cell to the END SEQUENCE NUMBER cell; you *Must* click the mouse in the desired cell.**

9. Click **Save**. The system assigns the numbers in the fields for the DODAAC you selected.

## Chapter 6. REPORTS MODULE INSTRUCTION SET

**Capability Description:** In the Report module, the user can:

- Review Financial Status
- Determine Man Hours
- Summarize Credit Card Activity
- Analyze Production
- Review the Document Register
- Prepare Ad Hoc Reports

From the opening screen, selecting **Reports** brings up a screen titled “Report”. It has drop down menus, an interactive tool bar, and five bar buttons. The functions available to the user will depend on the user's application rights. The five new buttons are “Executive”, “Maintenance”, “Supply”, “Summary” and “Ad Hoc Reports”.

The Reports module contains both executive level management reports as well as other reports that assist the Project Officer and Lead Supervisors in day-to-day operations. These reports get data from various modules, workbenches, and worksheets throughout the AWRDS MWB application. Following are the sub-modules within the Reports module.

### Executive Reports

Project officers and the site operators currently use executive Reports at all sites. The following Executive reports serve as a baseline and must be reviewed for incorporation or deletion within AWRDS MWB.

- Weekly Financial Reports
- Inventory/Sales/Profit
- Credit card expenditures by summary and cost breakdown
- Class VII Production Report and Weekly Status Report

### Maintenance Reports

The maintenance reports currently used include the following:

- Equipment by Status Code
- NMC
- Production Back log Report
- Workable Jobs (includes Class VII and Class IX)
- Job Order Status
- Work Order Summary Report
- Work Order Master Report
- Work Order Detail Report
- Work Center Summary Report
- Candidate Listing Report
- Work Order Register Report

### Supply Reports

The supply reports currently used include the following:

- Stock Lists
- Operational Stock List including all or one of the following:
  - Zero OH Balance w/RO>0
  - Positive OH Balance w/RO>0
  - Zero Due In
  - Positive Due In
  - Funds Available
  - Excess OH-RO>0
  - Stockage List Code
- Document Register
- Local Vendor Purchases
- Equipment Master List including:
  - Zero On-Hand
  - Positive On-Hand (serviceable)
  - All On-Hand (serviceable)
- RPM Items
- OpStock Detail Turn-in

### Summary Reports

The Summary Reports currently used include the following:

- Personnel Accounting
- Man hour
- Certificate Of Service (COS)

### Ad-Hoc Reports

The Adhoc utility allows you to do the following:

- Create Adhoc reports
- View your reports

### Computer Access to Reports

1. Login to AWRDS Maintenance Workbench.
2. On the “Choose Project Code (APC)” window, click the down arrow in the top text field



and select an Accounting Project Code (APC) from the list.

3. Click **OK**. The AWRDS Maintenance Workbench main window opens.
4. Click **Reports**. The Reports window opens and displays the Reports sub-modules.
5. Select desired report type and respond to window(s) regarding report parameters.

Examples of named reports are shown in the following pages.

**List of Named Report**

- Financial Report
- Class VII Production Report`
- Class VII Status Report
- Equipment Status Code Report – Status All
- NMC Status – AWRDS Reportable Equipment Deadline by LIN with Parts Status
- Production Backlog Status
- Inventory/Sales/Profit
- Credit Card Summary

**EXAMPLE - FINANCIAL REPORT**

<b>Financial Report</b>				
Report Period: 06/18/2003 To: 07/24/2003				
Project 13MW : Qatar-Kuweit Transfer				
	Fund Ceiling	Remaining	Amount Spent To Date	
			This Period	Fiscal Year
Parts:	\$0.00	-\$166,122.92	\$4,549.23	\$166,122.92
Labor:	\$0.00	-\$1,839.07	\$0.00	\$1,839.07
			Regular Hrs :	0.00
			Over Time Hrs :	0.00
Other:	\$0.00	--	--	--
Unalloc:	\$0.00			
<b>Total:</b>	<b>\$0.00</b>	<b>-\$167,961.99</b>	<b>\$4,549.23</b>	<b>\$167,961.99</b>
<b>Parts Detail :</b>				
			<b>This Period</b>	<b>Fiscal Year</b>
WO SARSS Parts rvd:			\$0.00	\$129,448.12
WO FCM F Parts rvd:			\$0.00	\$0.00
WO Local Purchase Parts rvd:			\$0.00	\$0.00
WO Opstock Parts rvd:			\$0.00	\$10,122.09
<b>WO Parts rvd Subtotal:</b>			<b>\$0.00</b>	<b>\$139,570.21</b>
WO SARSS Parts duein:			\$0.00	\$16,473.26
WO FCM F Parts duein:			\$0.00	\$0.00
WO Local Purchase Parts duein:			\$0.00	\$0.00
<b>WO Parts duein Subtotal:</b>			<b>\$0.00</b>	<b>\$16,473.26</b>
Opstock Replenishment rvd:			\$4.23	\$4.23
Opstock Replenishment duein:			\$0.00	\$0.00
<b>Opstock Replenishment Subtotal :</b>			<b>\$4.23</b>	<b>\$4.23</b>
Opstock to WO Transfer:			\$0.00	\$0.00
WO to Opstock Transfer:			\$4,545.00	\$10,075.22
Opstock to Opstock Transfer:			\$0.00	\$0.00
WO to WO Transfer:			\$0.00	\$0.00
<b>Parts Transfer Subtotal :</b>			<b>\$4,545.00</b>	<b>\$10,075.22</b>
<b>Parts Total:</b>			<b>\$4,549.23</b>	<b>\$166,122.92</b>
Financial Report FCMF - ARIFJAN				
				1

**EXAMPLE - CLASS VII PRODUCTION REPORT**

FCMF - ARIFJAN		Class VII Production Report											7/21/2003	
Project	Backlog - Prev FY	Hc/d Curr FY	lot Ven for Proj	Hc/d This Qtr	He-work	W/SH Cuts Curr FY	lot Comp Prev FY	lot Comp This Qtr	lot Comp This FY	Tot Proj Comp	Veh Left	Proj Comp %		
USNS RED CLOUD	0	136	136	0		3	0	0	31	31	31	0.00		
Kuwait	0	282	282	0		13	0	0	269	269	0	100.00		
USNS WATSON	0	1291	1291	0		13	0	0	811	811	11	0.00		
APS-3 ARIFJAN	0	6	6	0		3	0	0	116	116	48	-700.00		
Qatar-Kuwait Transfer	0	204	204	0		8	0	0	172	172	20	0.00		

FCMF - ARIFJAN 1 Class VII Production Report

**EXAMPLE - CLASS VII STATUS REPORT**

FCMF - ARIFJAN		Class VII Status Report										7/21/2003	
From 7/18/2003 To 7/24/2003													
Project	Await Insp	Await	In Shop	Await Parts	Await Cost	Await Pick-Up	Await Evac	Await Final Insp	Await Dispo	Maint Op			
OPS STOCK	0	0	0	0	0	0	0	0	0	0			
USNS RED CLOUD	0	0	0	0	0	0	0	0	0	0			
Kuwait	0	0	0	0	0	0	0	0	0	0			
Qatar	0	0	0	0	0	0	0	0	0	0			
USNS WATSON	0	0	0	0	0	0	0	0	0	0			
Camp Arifjan - Equipment	0	0	0	0	0	0	0	0	0	0			
Camp Arifjan - Mission	0	0	0	0	0	0	0	0	0	0			
APS-3 ARIFJAN	0	0	0	0	0	0	0	0	0	0			
USAMMA	0	0	0	0	0	0	0	0	0	0			
APS 5 Kuwait In Transit	0	0	0	0	0	0	0	0	0	0			
APS 3 In Transit	0	0	0	0	0	0	0	0	0	0			
APS 5 Qatar In Transit	0	0	0	0	0	0	0	0	0	0			
watkins-Kuwait Transfer	0	0	0	0	0	0	0	0	0	0			
Qatar-Kuwait Transfer	0	0	0	0	0	0	0	0	0	0			

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**EXAMPLE - EQUIPMENT STATUS CODE REPORT – STATUS ALL (Page 1)**

ARIFJAN											7/21/2003 10:43:46 PM
<b>Equipment Status Code Report</b>											
<b>Status: ALL</b>											
WON	UIC	LIN	Model	Priority	WorkOrder Open	Status	Status Open	NMC Date	NMC Days	NMC Released	
ODA30A200379	WMWAC0	X62340	M109A3	02	11/17/2002	1	12/31/2002	11/18/2002	245		
ODA30A200419	WMWAC0	A10837	STE-M1	05	11/19/2002	U	12/20/2002	11/21/2002	242		
ODA30A200524	WMWAB0	T59048	M1070	02	11/23/2002	1	2/3/2003	12/18/2002	215		
ODA30A200532	WMWAB0	T59048	M1070	02	11/23/2002	C	1/21/2003	11/26/2002	237		
ODA30A200535	WMWAB0	T59048	M1070	05	11/23/2002	U	1/6/2003	7/21/2003	0		
ODA30A200542	WMWAB0	T59048	M1070	05	11/23/2002	U	12/19/2002	11/26/2002	237		
ODA30A200543	WMWAC0	X62340	M109A3	02	11/23/2002	1	12/26/2002	12/11/2002	222		
ODA30A200546	WMWAC0	X40009	M35A2	05	11/23/2002	U	12/19/2002	7/21/2003	0		
ODA30A200547	WMWAE0	X40009	M35A2	05	11/23/2002	U	12/25/2002	11/23/2002	1	11/24/2002	
ODA30A200548	WMWAA0	X40009	M35A2	05	11/23/2002	U	12/1/2002	7/21/2003	0		
ODA30A200550	WMWAE0	X40009	M35A2	05	11/23/2002	U	11/29/2002	11/23/2002	2	11/25/2002	
ODA30A200551	WMTAC0	X40009	M35A2	05	11/23/2002	U	12/19/2002	7/21/2003	0		
ODA30A200552	WMXAAA	X40009	M35A2	05	11/23/2002	U	12/19/2002	7/21/2003	0		
ODA30A200553	WMXAAA	X40009	M35A2	05	11/23/2002	U	12/19/2002	7/21/2003	0		
ODA30A200555	WMWAE0	X40009	M35A2	05	11/23/2002	U	11/29/2002	11/23/2002	3	11/26/2002	
ODA30A200556	WMWAD0	X40009	M35A2	05	11/23/2002	U	12/25/2002	7/21/2003	0		
1											

**EXAMPLE - EQUIPMENT STATUS CODE REPORT – STATUS ALL (Page 2)**

ARIFJAN											7/21/2003 10:50:51 PM
WON	UIC	LIN	Model	Priority	WorkOrder Open	Status	Status Open	NMC Date	NMC Days	NMC Released	
ODA30A202142	WMBMA0	B83002	M1	05	12/9/2002	U	12/20/2002	7/21/2003	0		
ODA30A202143	WMBMA0	B83002	M1	05	12/9/2002	U	12/20/2002	7/21/2003	0		
ODA30A300259	WMWAE0	T38844	M997	02	1/16/2003	1	1/20/2003	1/16/2003	186		
ODA30A300280	WMXAAA	X40009	M35A2	05	1/20/2003	U	1/26/2003	1/20/2003	0	1/23/2003	
<b>Total Work Orders:</b>					200						
12											

AWRDS Maintenance Workbench – User Guide

EXAMPLE - NMC STATUS – AWRDS REPORTABLE EQUIPMENT DEADLINE BY LIN WITH PARTS STATUS (Page 1)

ARIF JAN		13MW : Qatar-Kuwait Transfer										7/21/2003 10:54:30 PM					
<b>NMC Status - Awrds Reportable</b>																	
<b>Equipment Deadlined by LIN with All Parts Status</b>																	
UIC	WON	LIN	PROJ	STOR LOC	Serial #	Shop	Nomenclature	Model	Bumper #	NMC Date	NMC Days	PRI					
WMDA CD	ODA30A200582	X40009	RP5	ODA30A200582	0325-24505	W	TRK CGO 2 1/2T M35A2	M35A2	WA2568	11/27/2002	236	02					
		<b>WS</b>		<b>Description</b>						<b>Date Opened</b>							
		C		Aw ailing Shop (if not started).						2/4/2003 7:56:39 AM							
		1		Aw ailing NMCs Parts.						11/27/2002 2:06:28 PM							
		C		Aw ailing Shop (if not started).						11/27/2002 1:51:02 PM							
		A		Aw ailing Initial Inspection.						11/23/2002 2:46:48 PM							
Fault No	NMC	FSS	SC	Malfunction													
W003	Y	X	W	HAND BRAKE LEVER UNS													
W004	Y	X	W	ENG STOP CABLE UNS													
W006	Y	X	W	REMER GLAD HANDLE LEAKING													
W007	Y	X	W	SPARE TIRE FLAT													
W010	Y	X	W	ENG OIL OVER FILLED													
W011	Y	X	W	FORDING PLUG MOUNTED IMPROPERLY													
W012	Y	X	W	INJ PUMP CL III													
W013	Y	X	W	OIL FILTER HOUSING CL III													
W017	Y	X	W	TRANS OUTPUT SEAL CL III													
W018	Y	X	W	MASTER CYL LEAKING													
W022	Y	X	W	R/S BUMPER TO REAR AXLE (M)													
W023	Y	X	W	SVC GLAD HANDLE GROMMET (M)													
W024	Y	X	W	TROOP STRAP (M)													
W032	Y	X	W	DRAG LINK HAS TOO MUCH FREE PLAY													
W038	Y	X	W	ENG VIBRATES TOO MUCH													
W039	Y	X	W	GLAD HANDLE LEAKING													
NMC PARTS	Fault	Document No	E.SC	MIN	NOMENCLATURE		PRI	STA CD	STA DATE	ESD	RDD	Req	DueIn	Recd	Rec Date	Price	Total Cost
	W012	W90U3823312023	5330	006629064	GA SKET		02				999	1	0	1	12/18/2002	0.59	0.59
	W013	W90U3823312024	5330	010187153	GA SKET		02				999	1	0	1	12/11/2002	4.46	4.46
	W017	W90U3823312025	2520	006926065	CA P ASSEMBLY		02		1/15/2003		999	1	0	1	2/3/2003	16.70	16.70
	W018	W90U3823312026	2530	007539267	CY LINDER ASSEMBLY H		02				999	1	0	1	11/29/2002	99.36	99.36
ARIF JAN												1					

EXAMPLE - NMC STATUS – AWRDS REPORTABLE EQUIPMENT DEADLINE BY LIN WITH PARTS STATUS (Page 2)

ARIF JAN		13MW : Qatar-Kuwait Transfer										7/21/2003 10:54:35 PM					
W002	W90U3823272016	2990	001042895	SUPPORT EXHAUST PIPE		02					999	1	0	1	12/3/2002	10.44	10.44
W002	W90U3823272017	2990	001042896	HANGER ENGINE EXHAU		02					999	1	0	1	12/2/2002	0.54	0.54
W002	W90U3823272018	5330	001068555	GA SKET		02					999	1	0	1	11/25/2002	1.16	1.16
W002	W90U3823462011	2815	012148820	ENGINE WITH CONTAIN		02					999	1	0	1	12/15/2002	12994.12	12994.12
W002	W90U3823552005	5340	000543173	COVER ACCESS EXHAUST		02		12/22/2002			999	1	0	1	12/23/2002	4.73	4.73
W002	W90U3823592023	5340	000976456	BRACKET ANGLE		02		1/7/2003			999	1	0	1	1/9/2003	0.57	0.57
W002	W90U3823592032	4730	001042794	ELBOW, FLANGE		02					999	1	0	1	7/18/2003	180.64	180.64
W002	W90U3823592065	5342	001941665	COLPLING, CLAMP, GROO		02		1/9/2003			999	3	0	3	1/10/2003	6.70	20.10
W002	W90U3823592068	5306	002259089	BOLT/MACHINE		02		12/30/2002			999	1	0	1	12/31/2002	6.96	6.96
<b>Summary for UIC: WMWAT0</b>																	
		<b>Total NMCs Document Numbers</b>		<b>Total NMCs Parts Cost</b>		<b>Total NMCs Work Orders</b>		<b>Total NMCs Days</b>									
		18		\$13,481.10		1		221									
Summary Status: 1/1																	
<b>Report Summary</b>																	
		<b>Total NMCs Document Numbers</b>		<b>Total NMCs Parts Cost</b>		<b>Total NMCs Work Orders</b>		<b>Total NMCs Days</b>									
		233		\$107,386.97		21		4679									
Summary Status: 1/14 C4 E3																	
ARIF JAN												22					

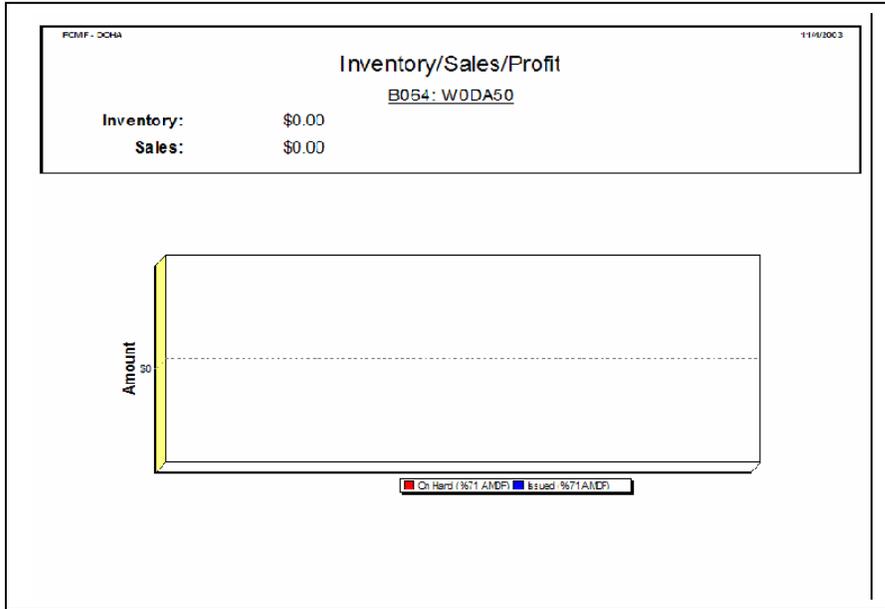
EXAMPLE - PRODUCTION BACKLOG STATUS (Page 1)

ARIFJAN										7/21/2003 11:02:19 PM																			
<b>PRODUCTION BACKLOG STATUS</b>																													
<b>13MW: Qatar-Kuwait Transfer</b>																													
Work Center	WO TOTAL	WO COMP	WO OPEN	WO EVAC	Await Insp	In Shop	Await Shop	DEF	Awaiting 02	Parts 05	Final Insp	Await Pickup	*** BACKLOG AGE ***				0-30	31-60	61-90	90 +									
ARMAMENT	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
ENGINEERS	46	44	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2								
TRACKS	14	12	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2								
WHEELS	139	122	17	0	0	0	4	0	10	0	3	0	0	0	0	0	0	0	0	0	17								
TOTALS:	200	179	21	0	0	0	4	0	14	0	3	0	0	0	0	0	0	0	0	0	21								
***** WO EVAC *****																													
<table border="1"> <tr> <td></td> <td>Evac Services</td> <td>DEPOT</td> <td>Awaiting Evac</td> </tr> <tr> <td>NMCS</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>																							Evac Services	DEPOT	Awaiting Evac	NMCS	0	0	0
	Evac Services	DEPOT	Awaiting Evac																										
NMCS	0	0	0																										
Production Backlog Status										1																			

EXAMPLE - PRODUCTION BACKLOG STATUS (Page 2)

ARIFJAN										7/21/2003 11:10:57 PM											
Project: 13MW - Qatar-Kuwait Transfer    UIC: ALL    LIN: ALL    Work Center: ALL    Status: ALL    Priority: ALL																					
UIC	Shop Code	WON	LIN	Serial #	Bumper #	Model	Status	Date	NMC												
WMXAAA	W	ODA30A200597	X40009	0525-22283	WA3849	M35A2	U	11/29/2002	N												
WMXAAA	W	ODA30A202130	X40009	0325-26595		M35A2	U	12/19/2002	N												
WMXAAA	W	ODA30A300280	X40009	0325-26595		M35A2	U	1/26/2003	N												
Total Jobs : 200																					
1/14	C/4	E/3	S/1	U/177	W/1																
7/21/2003										9											

EXAMPLE - INVENTORY/SALES/PROFIT



EXAMPLE – CREDIT CARD SUMMARY REPORT

FCMF - DOHA		11/4/2003			
<b>Credit Card Summary Report</b>					
B064: W0DA50					
10/31/2003 to 11/6/2003					
Credit Card	Credit Card #	Fund Ceiling (\$)	Expended This Period (\$)	Total Expended on Card(\$)	Funds Remaining (\$)
Visa	6565784843	1,500.00	0.00	0.00	1,500.00
GSA	6763783892	10,000.00	0.00	0.00	10,000.00
Master Card	8827877372	20,000.00	0.00	0.00	20,000.00