

USING PLMS
CHAPTER V

5.1 General Information. PLMS has three operating modes, one for the Directives Control Point (DCP) or Unit Publications Control Point (UPCP); one for the unit Supply Office; and one for the supported section. As you peruse the following instructions you will note some are applicable to the Main Unit DCP or Intermediate DCP, the Supply Office, or the supported section. As it is impossible to predict how a unit of the FMF may comprise its internal control of publications, the onus is upon the user to determine which setup is best suited to their unit and to determine which of these instructions are applicable to that setup.

5.2 Directives Control Point. Under the consolidated administration concept the Directives Control Point (DCP) and the Unit Publications Control Point (UPCP) are synonymous (i.e., the DCP and the UPCP are one and the same). Normally comprised of one or two administrative clerks located in either the major commands adjutant's office or the administrative office the DCP/UPCP is the focal point of publications management. The DCP/UPCP is responsible for ordering, receiving, distribution, inventory, and control of the units publications. In equipment or maintenance heavy units the DCP may establish a Intermediate DCP, (e.g., the DCP within Tank Battalion may establish an Intermediate DCP/UPCP, separate from that of the Battalion's, at the MMO).

5.2.1 Main Unit DCP, or UPCP. Normally comprises one or two admin clerks working for the Battalion Adjutant. These clerk(s), assigned the duties of publications management, and the publication files they maintain are what the terms DCP and UPCP refer to. The DCP at various commands may be responsible for a multitude of duties and functions relevant to the commands official files including the control of daily correspondence and classified materiel. The following pertains solely to the maintenance of publications and in no manner are they intended to serve as comprehensive desktop procedures, nor are they to be construed as a guide effectively limiting the official duties of the DCP/UPCP.

5.2.2 Intermediate DCP. Normally comprises one clerk, usually in the Maintenance Management Office (MMO), this clerk has the responsibility of ensuring all commodity areas are included in the Intermediate DCP Roll-Up diskettes when they are generated and that the data is forwarded to the DCP for processing. More information on Intermediate DCPs can be found in paragraph 5.3.5 following.

5.2.3 Supply Office. The Supply Office functionality built into PLMS is, for the most part, no longer used (i.e., assignment of document numbers and/or construction of A0D/A04 diskettes). These procedures were supplanted in 1992 by the on-line ordering process built into MCPDS. However, some units are still using the Supply Office functionality as an integral portion of their internal control procedures. In support of these units, the Supply Office functionality of PLMS is covered in limited detail.

5.2.4 Supported Section. The supported section functions in MCPDS are the portions that deal directly with the units publications at the commodity area level.

5.3 PLMS Menus. There are several menus to PLMS. Some are available to all users regardless of level of access. Others are only available at certain levels (e.g., the DCP has a MENU option for editing the PL and IDL, and Supply has a MENU option for assigning document numbers to orders; and neither of these two options are available to the supported section). Many of the PLMS Menus are recursive. They offer options to another MENU which provides access to a data entry window. All PLMS functionality is accessed through these Menus. For functionality descriptions of these menus refer to paragraphs 5.3.1 through 5.3.9 following. Like most information systems, PLMS has a Main Menu or starting point. Like most menus, the user types the number corresponding to the desired option, and then presses enter. PLMS' Main Menu is much the same for all users except that two options (8 and 9 below) appear only on those PCs setup for the Supply Office. With this exception, the Main Menu will be similar to the one in Figure 5-01 following:

PUBLICATIONS SYSTEM MAIN MENU

Files Current From 01 Oct 1995.

1. Edit Data
2. Make Reports
3. Quarterly Reconciliation
4. Order Publications
5. Edit Basic Unit Data
6. Save PL Changes to Disk
7. Save Library Changes to Disk
8. Supply Maintenance (Only available to supply)
9. Save Supply Library Changes to Disk (Supply only)

0. Exit to Dos

Your Choice ->

Figure 5-01: PLMS Main Menu.

5.3.1 Sub-Menu for Edit Data. The first option on the PLMS Main Menu is for "Edit Data." This option will in turn present the user with yet another menu whereat the user types the corresponding number for the desired option, and then presses enter. Recursive Sub-Menus such as the Edit Data Sub-Menu are the means through which the user accesses the various portions of PLMS. The Sub-Menus allow access to all portions of a particular process (i.e., Option #2 provides access to "Make Reports," whereat the user will be presented with yet another Sub-Menu that lists every report PLMS will produce). The Edit Data Sub-Menu is available to all PLMS users, and is similar to the one in Figure 5-02 following:

EDIT DATA

1. Tech Format (SL 1-2/3)
2. General Format (SL 1-3)
3. Edit PL/IDL
4. Receipt for Pubs
5. Rollup Intermediate DCP
6. Read Section Required

0. Exit

Your Choice ->

Figure 5-02: PLMS Edit Data Sub-Menu.

5.3.1.1 Tech Format (SL 1-2/3). Selecting option #1 in the Edit Data Sub-Menu will bring the Tech Format data entry window to the screen. Similar to figure 5-03, this screen will contain both SL 1-2 and 1-3 data as well as information from the unit PL/IDL. This screen will default to the first record in the SL 1-2. The user, however, may select any PCN and/or change/update the data displayed.

TECH FORMAT (SL 1-2 / 3)

SL 1-2 INFORMATION

PCN: 12200491000 Short Title: FSC 4910-IL M/F
 Long Title: VEH MAINT & RPR SPEC EQPT
 Classification: Date: 01 MAY 91 ID Number: 01210A (F6 for other ID#)

SL 1-3 INFORMATION

PCN: 12200491000 Short Title: FSC 4910-IL M/F
 Long Title: VEH MAINT & REPAIR SPEC EQUIP Sponsor: 840 : PSD
 Classification: Unclassified Date: LATEST Changed:

PL/IDL 0/0

NEA- YES (AltN) LIBRARY Information for DCP

	REQ/O/H	LOCATION	1/3/5/7	REQ O/H	LOCATION	2/4/6/8	DOC NUM
Require:	Y 2 2	SUPPLY		2 2	ADMIN		52350049
Req:	7 1 1	ARDE		2 0	ARDF		
O/H:	5 0 0			0 0			
On Ord:	2 0 0			0 0			

[I]d [P]cn [N]ame [D]el e[X]it F2 OH-Loc F3 Order F4 DocNum F9 Bkwd F10 Fwd

Figure 5-03: PLMS Tech Format (SL 1-2/3) Data Entry Window

a. The Tech Format screen allows the user to execute several options with a series of "Hot-Keys." The Hot-Key option serves to accelerate the functionality by eliminating a host of redundant key strokes. Hot-Keys available at each screen are displayed across the bottom of the screen. Applicable Hot-Keys are often a single key selected from a term or word and are offset from the word or term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e[X]it). The "F1" through "F12" keys are used extensively also. When these keys are used they also appear at the bottom of the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be jumped to the pressing the On Hand Location field by pressing the F2 key). There are 12 hot-keys available on the Tech Format screen. They accelerate performing the following:

- (1) I = Enter ID number to search for using scroll list.
- (2) P = Enter PCN to search for using scroll list.
- (3) N = Enter Short Title for search using scroll list.
- (4) D = Delete record from SECTION library.
- (5) X = Exit (Return to main menu).
- (6) F2 = Enter quantity of copies on hand, and their locations.
- (7) F3 = Indicate amount of copies to order through the MCPDS system.
- (8) F4 = Input document number (normally used for pubs ordered by letter).
- (9) F6 = List all ID numbers that the current PCN is associated with.
- (10)F9 = Left Arrow, Scroll back one record.
- (11)F10 = Right Arrow, Scroll forward one record.
- (12)Alt+N = Toggle the indicator for Non Equipment Associated.

b. The technical information contained within the Tech Format screen about the publication. Using the I, P, or N Hot-Keys the user can execute searches that will reveal other information such as a list of ID numbers to select from, a scroll list of PCNs, or a scroll list of publications by their short title.

c. The Tech Format screen is used to update technical information about publications held and on order by the unit as well as the on hand quantity and location data on the unit's PL and IDL. This screen can be used to view a publication by its PCN, or (by pressing the F6 Hot-Key) list all ID numbers the publication is applicable to. This screen is valuable for determining if the publication is either on hand or on order, and if on hand, that its location is properly recorded on the IDL.

5.3.1.2 General Format (SL 1-3). Selecting option #2 in the Edit Data Sub-Menu will bring the General Format data entry window to the screen. Similar to figure 5-04 following, this screen contains SL 1-3 data as well as information from the unit PL/IDL. This screen will default to the first record in the SL 1-3. The user, however, may select any PCN and/or change/update the quantity and location data displayed.

GENERAL FORMAT (SL 1-3)
SL 1-3 Information

PCN: 10000001500 Short Title: UM-OLDS
Long Title: ON-LINE DIARY SYSTEM (OLDS) Sponsor: 425: MI
Classification: Unclassified Date: 18 Apr 86 Changed:

PL/IDL 0/0

NEA- YES (AltN)	LIBRARY Information for DCP						
	REQ	O/H	LOCATION 1/3/5/7	REQ	O/H	LOCATION 2/4/6/8	DOC NUM
Require: Y	1	1	ADMIN	0	0		
# Reqr: 1	0	0		0	0		
# O/H: 1	0	0		0	0		0
On Ord: 0	0	0		0	0		

[P]cn [N]ame [D]el e[X]it F2 OH-Loc F3 Order F4 DocNum F9 Bkwd F10 Fwd

Figure 5-04: PLMS General Format (SL 1-3) Data Entry Window

a. The General Format screen allows the user to execute several options by use of a series of "Hot-Keys." The Hot-Key option serves to accelerate the functionality by eliminating a host of redundant key strokes. Hot-Keys available at each screen are displayed across the bottom of the screen. Applicable Hot-Keys are often a single key selected from a term or word and are offset from the word or term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e[X]it). The "F1" through "F12" keys are used extensively also. When these keys are used they also appear at the bottom of the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be jumped to the On Hand Location field by pressing the F2 key). There are 10 hot-keys available on the General Format screen. They accelerate performing the following:

- (1) P = Enter PCN to search for using scroll list.
- (2) N = Enter Short Title for search using scroll list.
- (3) D = Delete record from SECTION library.
- (4) X = Exit (Return to main menu).
- (5) F2 = Enter quantity of copies on hand and their locations.
- (6) F3 = Indicate amount of copies to order through the MCPDS system.
- (7) F4 = Input document number (normally used for pubs ordered by letter).
- (8) F9 = Left Arrow Scroll back one record.
- (9) F10 = Right Arrow Scroll forward one record.
- (10) Alt+N = Toggle the indicator for Non Equipment Associated.

b. The information contained within the General Format screen is technical information about the publication. Using the P or N Hot-Keys the user can execute searches that will reveal other information such as a scroll list of PCNs or a scroll list of publications by their short title.

c. The General Format screen can be used to update the PL/IDL with information relative to publications such as the on-hand quantity and their location. However, if scrolling through the SL 1-3 is not necessary, then option #3 for the DCP is the preferred means of adding PCNs, their locations, and on hand quantities to the PL.

5.3.1.3 Edit PL/IDL. Selecting option #3 in the Edit Data Sub-Menu will bring the Edit PL/IDL data entry window to the screen. Similar to figure 5-05 following:

EDIT PL / I D L
UNIT PL

PCN: 12200491000 Title: FSC 4910-IL M/F
Title: VEH MAINT & REPAIR SPEC EQUIP Rated: 5
Pending Increase: 2 Decrease: 0
Controlled Distribution: N

SECTION IDL

| LOCATION # |
|------------|------------|------------|------------|------------|------------|
| DCP 0 | ADMIN 2 | SUPPLY 2 | ARDA 0 | | |
| ARDB 0 | ARDC 0 | ARDD 0 | ARDE 1 | | |
| ARDF 0 | | | | | |

F2-Exit F3-Add PCN F4-Del PCN F5-Search F6-Print F7-Add Loc F8-Del Loc
AltD-Print All 11041 F9-Previous F10-Next AltE-Print Change 11041

Figure 5-05: PLMS Edit PL/IDL, Data Entry Window

a. The Edit PL/IDL data entry screen contains unit publication data extracted from the PL/IDL. This screen will default to the first record in the SL 1-3 that has an on hand quantity on the PL greater than zero. The DCP user may select any PCN and change or update the quantity and location data displayed. Non-DCP users may scroll through the PCNs but do not have access to change the PL/IDL data.

b. There are 11 hot-keys available on the Edit PL/IDL data screen, they accelerate performing the following:

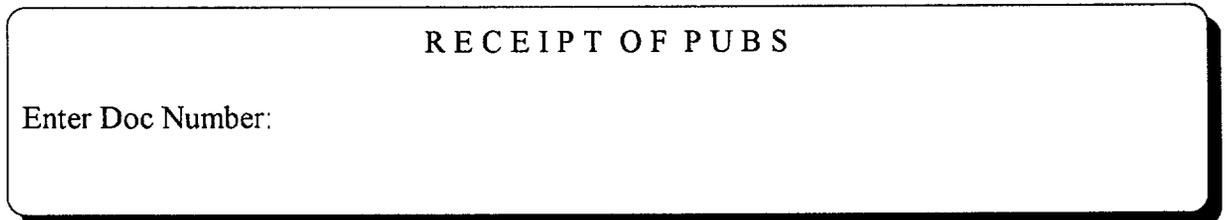
- (1) Right Arrow Move forward one field
- (2) Left Arrow Move back one field
- (3) F2 Exit
- (4) F3 Add PCN
- (5) F4 Delete PCN
- (6) F5 Search PCN
- (7) F6 Print PL/IDL to screen or printer
- (8) F7 Add individual location

- (9) F8 Delete individual location
- (10) F9 Scroll forward one record
- (11) F10 Scroll back one record

c. Only the DCP can change or update the PL/IDL for either the major command or the supported sections. PLMS was designed this way to protect the integrity of the data. Whenever changes must be made to the supported sections PL/IDL this information must be communicated to the DCP. Non-DCP users may view the PCNs but do not have access to change any PL/IDL data.

5.3.1.4 Receipt for Publications. A recommended method to receipt for publications within PLMS is to use option #4 of the EDIT DATA Sub-Menu (i.e., "Receipt for Pubs" option). You may, however, receipt for publications manually by marking an individual Document Number as received using the Edit function, call up the PCN and add the on order amount to the on-hand quantity, and reduce the On Order fields by the quantity received. OR you can use the "Receipt for Pubs" option which will do all of this automatically.

a. From within the EDIT DATA Sub-Menu select option #4, you will be presented with a screen similar to that in figure 5-06 following:

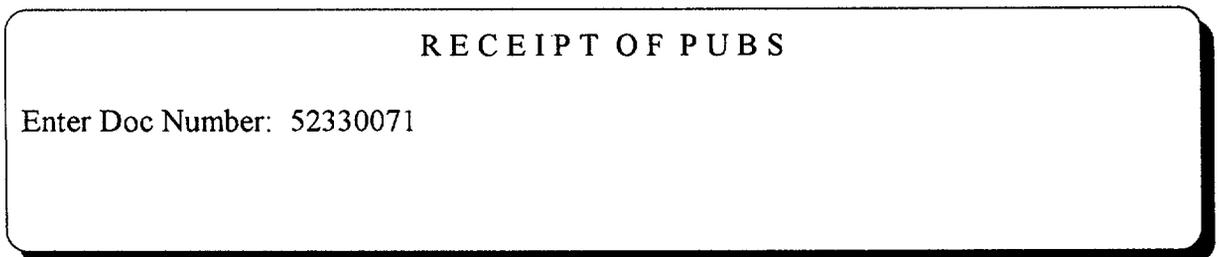


R E C E I P T O F P U B S

Enter Doc Number:

Figure 5-06 PLMS Receipt for Pubs, Data Entry Window

b. The cursor may be flashing or may not appear at all. In either case type in the applicable document number. The cursor will remain in place while the information fills in (as you type) from right to left. When you have typed in a valid document number, press enter. A valid document number is comprised of the documents Julian Date, and the Documents serial number as assigned by Supply. Figure 5-07 contains what appears to be a valid document number.



R E C E I P T O F P U B S

Enter Doc Number: 52330071

Figure 5-07 PLMS Receipt for Pubs, Data Entry Window with document number entered.

c. If the document number is not found in your database, an error message similar to that in figure 5-08 will be displayed. Usually this indicates you have already entered a receipt for this document number or you have typed in an erroneous document number. In either case, PLMS was unable to locate a matching document number for update. The Receipt For Pubs process did NOT function.

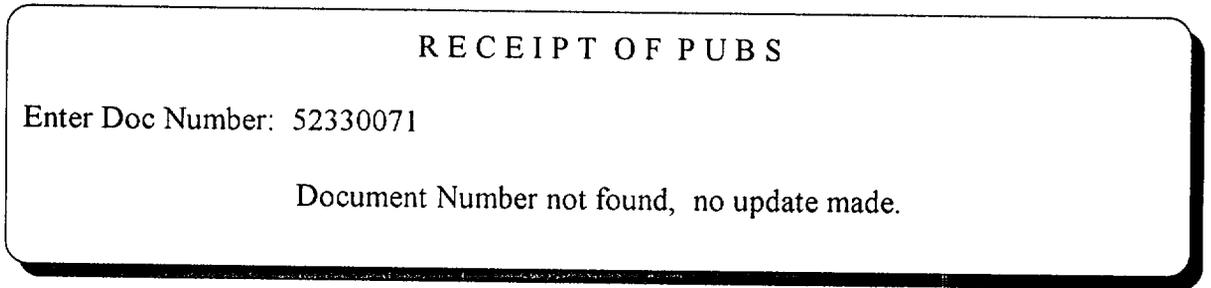


Figure 5-08 PLMS Receipt for Pubs, Document Number Error Message

d. Once a correct/valid document number is entered and a match is found within the PLMS pending documents data base, a new screen will appear that presents the current locations of the PCN. To receipt for the quantity at an existing location, type the new quantity next to its location.

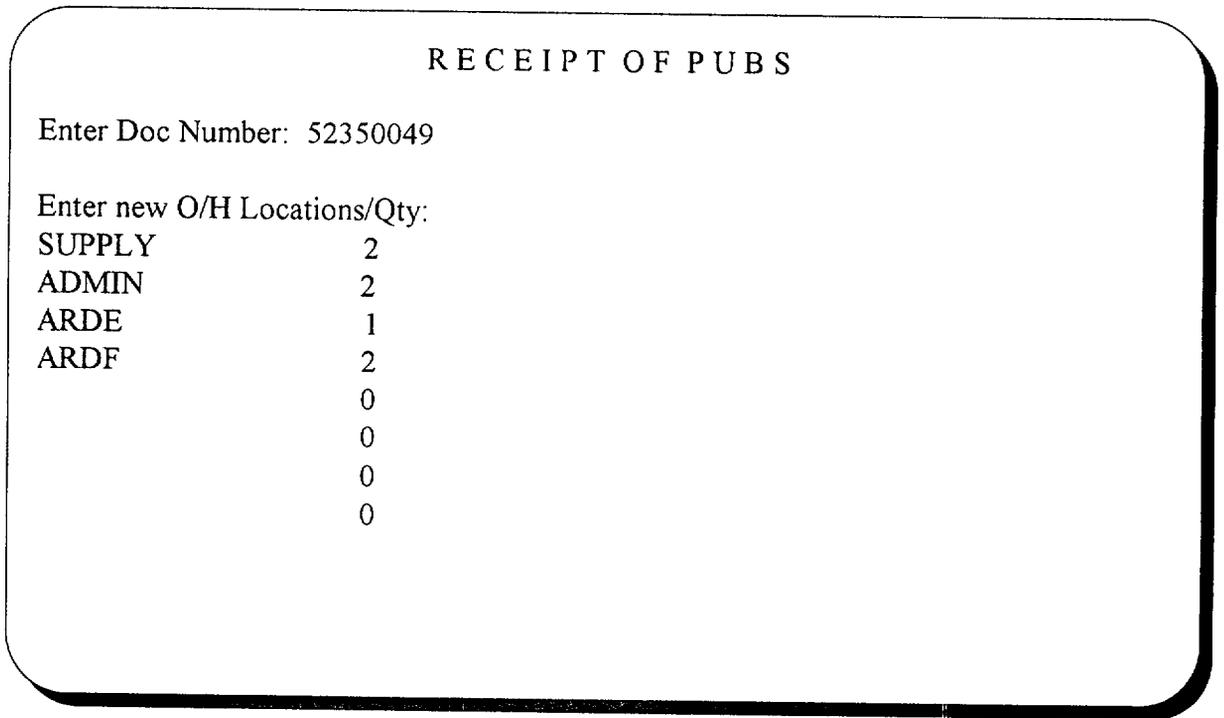


Figure 5-09 Receipt of 2 under document number 52350049 at location ARDF:

e. To receipt for a quantity at a location not listed, type the quantity on a blank location line and press enter. This will mark the quantity for processing later via the Edit PL/IDL data entry screen or the TECH FORMAT (SL 1-2/3) screen while allowing PLMS to complete the document number. Figure 5-10 reflects a receipt at a blank location. The act of receiving at the blank location will increase the DCP's on-hand quantity on the PL/IDL, and will increase the on hand for the next blank location position on the TECH FORMAT data entry screen. This will also occur for any/all changes checked if the PCN reflects a basic publication with changes.

RECEIPT OF PUBS	
Enter Doc Number:	52350049
Enter new O/H Locations/Qty:	
SUPPLY	2
ADMIN	2
ARDE	1
ARDF	0
	2
	0
	0
	0

Figure 5-10 Receipt of 2 under document number 52350049 at blank location:

f. Use either the "Up," "Down," "Left," and "Right" arrow keys or press enter to move the cursor from "Location QTY" to "Location QTY."

g. After you have entered the appropriate data, press enter until you see the message "Press any key to continue.....".

h. Once you press enter again, the cursor will return to the document number line and present you with the Julian date of the last document processed. To clear the line, press the "BackSpace" key. Now you can enter another document number or press enter to return to the Edit Data Sub-Menu.

5.3.1.5 Roll-up Intermediate DCP. Option #5 of the EDIT DATA Sub-Menu (i.e., "Rollup Intermediate DCP"), is used to roll-up intermediate DCPs. For example equipment heavy or maintenance intense organizations may find it easier to control the massive quantities of technical manuals by establishing intermediate DCPs. Upon selection, you will be prompted to remove any diskette in the drive. Insert a roll-up diskette (i.e., UNIT LIBRARY diskette) from the Intermediate DCP into the drive. You will be prompted for the name of the Intermediate DCP. The system will either create the IDCP diskette or adjust it's quantities on the IDL. **Note:** The IDCP diskette's name must be DCP, otherwise the process will not function correctly.

5.3.1.6 Read Section Required. Option #6 is used by units to roll-up commodity areas into a unit's PL. This option will prompt insertion of Section Library disks. It will add new library names to the IDL and new PCN's to the required lists and add total PL quantities for all PCN's required for a unit. A printed PL/IDL can be made and used to create a PCN listing for use in identifying requirements internal distribution of publications.

5.3.2 Make Reports. The second option on the PLMS Main Menu is for "Make Reports." This option will in turn present the user with yet another menu whereat the user types the corresponding number for the desired option and then presses enter. The Make Reports Sub-Menu is available to all PLMS users and is similar to the one in Figure 5-11 following:

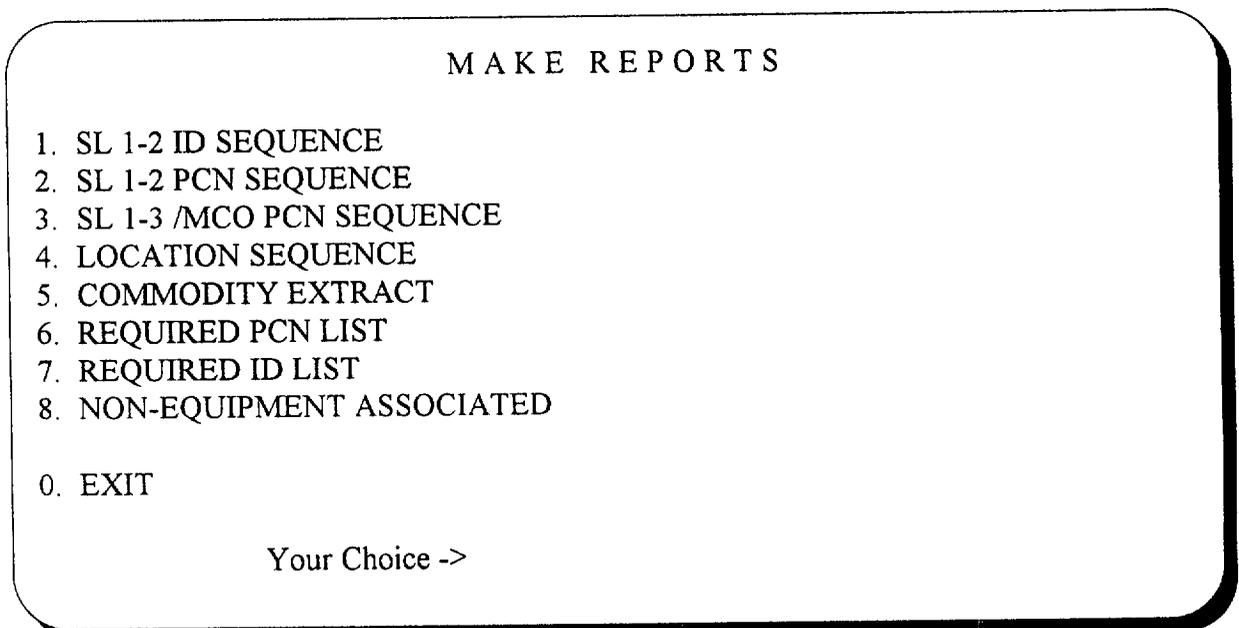


Figure 5-11 Make Reports, Sub-Menu

5.3.2.1 SL 1-2 ID Sequence. The first option on the Make Reports menu, SL 1-2 ID Sequence presents the user with a sub-sub-menu similar to the one in Figure 5-12 following:

S L 1 - 2 I D S E Q U E N C E

1. All IDs
2. IDs Marked as Required
3. Single/Temp List
0. Exit

Your Choice ->

Figure 5-12 Make Reports, SL 1-2 ID Sequence, Sub-Sub-Menu.

a. The SL 1-2 PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all ID's or only ID's marked as required.

(1) Option 1 will print all ID's

(2) Option 2 will present the user with an option screen: "Print Required to hold Y/N". If "Y" is selected a listing of **ALL** publications associated with each ID will be produced; If "N" is selected a listing of those publications **TAGGED** as required will be produced.

(3) Option 3 will prompt for a single/series of ID number(s) to print. All 6 characters must be entered or the system will not find the ID number. A maximum of 100 numbers may be entered.

b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.2 SL 1-2 PCN Sequence. The second option on the Make Reports menu, SL 1-2 PCN Sequence, presents the user a sub-sub-menu similar to the one in Figure 5-13 following:

```
S L 1 - 2 P C N S E Q U E N C E

1. All PCNs
2. PCNs Marked as Required
3. Single/Temp List

0. Exit

Your Choice ->
```

Figure 5-13 Make Reports, SL 1-2 PCN Sequence, Sub-Sub-Menu.

a. The SL 1-2 PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all PCN's or only PCN's marked as required.

(1) Option 1 will print all PCN's

(2) Option 2 will print only those PCN's previously marked as required by the unit.

(3) Option 3 will prompt for a PCN 3 digit prefix. It will print all PCN's marked as held/required by the unit within that PCN prefix group. A maximum of 100 PCN prefix numbers may be entered. Appendix E contains a complete cross-reference list of all PCN prefixes to their respective title/type of publications.

b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.3 SL 1-3/MCO PCN Sequence. The third option on the Make Reports menu, SL 1-3/MCO PCN Sequence, presents the user with a sub-sub-menu similar to the one in Figure 5-14 following:

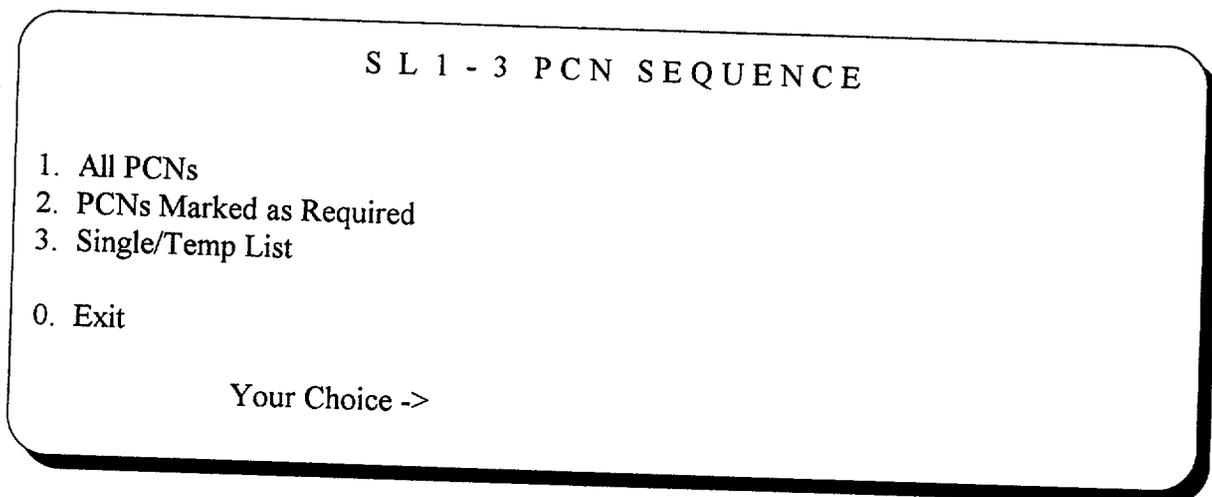


Figure 5-14 Make Reports, SL 1-3/MCO PCN Sequence, Sub-Sub-Menu.

a. The SL 1-3/MCO PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all PCN's or only PCN's marked as required.

(1) Option 1 will print all PCN's

(2) Option 2 will print only those PCN's previously marked as required by the unit.

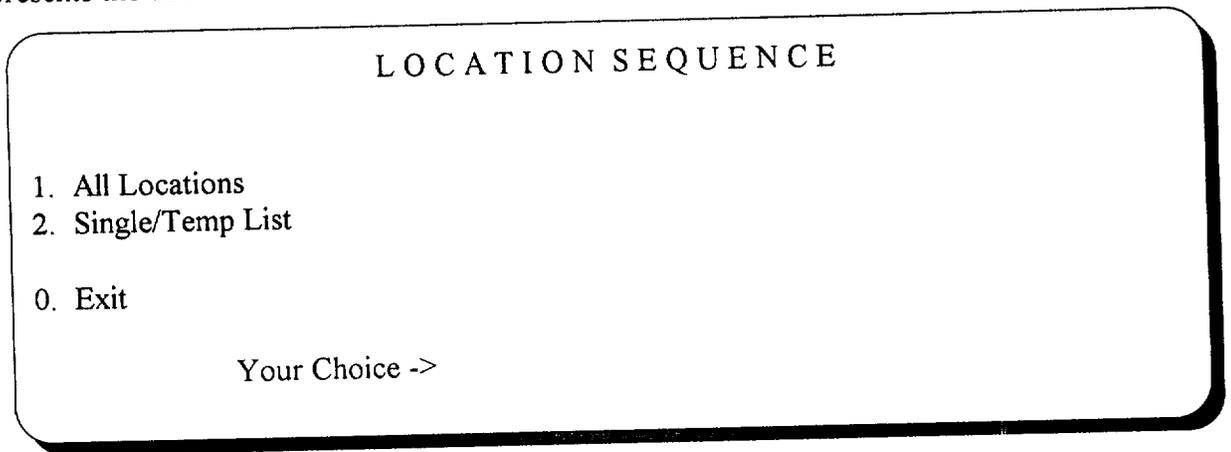
(3) Option 3 will prompt for a PCN 3 digit prefix. It will print all PCN's, marked as held/required by the unit within that PCN prefix group. A maximum of 100 PCN prefix numbers may be entered. Appendix E contains a complete cross-reference list of all PCN prefixes to their respective title/type of publications.

b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.4 Location Sequence. The fourth option on the Make Reports menu, Location Sequence, presents the user with a sub-sub-menu similar to the one in Figure 5-15 following:



LOCATION SEQUENCE

1. All Locations
2. Single/Temp List
0. Exit

Your Choice ->

Figure 5-15 Make Reports, Location Sequence, Sub-Sub-Menu.

a. The Location Sequence, Sub-Sub-Menu, offers 2 additional options for printing all PCN's at all locations, or only selected locations as required.

(1) Option 1 will print all Locations

(2) Option 2 will print only selected locations, up to 100 locations may be entered.

b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.5 Commodity Extract. The fifth option on the Make Reports menu, Commodity Extract, presents the user with a sub-sub-menu similar to the one in Figure 5-16 following:

```
COMMODITY EXTRACT

1. All IDs
2. IDs Marked as Required
3. Single/Temp List
0. Exit

Your Choice ->
```

Figure 5-16 Make Reports, Commodity Extract, Sub-Sub-Menu.

a. Selecting Option #1, "All IDs," results in an option screen similar to figure 5-17. At this screen the user has three choices.

(1) Enter the prefix of the PCN group to display. Up to 20 PCN groups may be printed/displayed at one time. Press enter after each group prefix is typed and then press F2 after all have been entered.

(2) Press "F2" Key to continue.

(3) Press "F3" Key to see a list of the PCN groups from which selections may be made.

```
COMMODITY EXTRACT

Enter PCN group to display: ___

ESC to cancel, Enter to add, F2 to continue, F3 to select from List
```

Figure 5-17 Make Reports, Commodity Extract, All IDs, Sub-Sub-Sub Menu.

b. Here the user types in the PCN's prefix/group number and presses enter and then "F2." After the "F2" key is pressed, the user will be presented with another screen similar to figure 5-18:

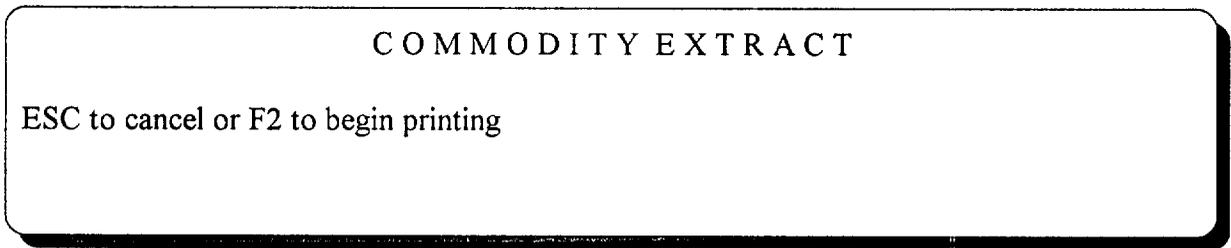


Figure 5-18 Make Reports, Commodity Extract, All IDs, Print Menu.

(1) Here the user can either return to the "Make Reports" Sub-Menu by pressing the Escape (ESC) key or the user can continue with the print process by pressing the F2 key.

(2) Pressing F2 will result in yet another screen whereat the user may select a printer, continue with the print process using the default printer, or escape to the Make Reports Sub-Menu.

(3) Selecting a printer or continuing with the default printer will result in a report in a format similar to that at figure 5-19.

PUBLICATION DATA SHEET/INVENTORY CONTROL FORM			REF: MCO P4790.2_	SL 1-2 DATE: 1 OCT 95.	
ID NR	ITEM	PUBLICATION	TAMCN	DATE	CHANGES
01210A	JACK HD HYD 10 TON CAP M-780	FSC 4910-IL M/F	C5080	1 MAY 91	
01281B	TRESTLE MOTOR VEHICLE MAINT	FSC 4910-IL M/F	K4901	1 MAY 91	

Figure 5-19 Make Reports, Commodity Extract, All IDs, Report.

c. If the user presses the F3 key, a list of PCNs in prefix sequence will be presented. Here the user can select a PCN group by scrolling the list using the "Up/Down" arrow keys to highlight the appropriate group and then press enter to select it. Once all groups have been selected (Up to twenty may be selected per report), the user presses the "F2" Key. After the "F2" key is pressed, the user will be presented with the print option screen similar to figure 5-18, a print control screen similar to that described in 5.3.2.5.b(2) preceding, and subsequently a report in the format depicted in figure 5-19.

d. Upon completion of printing, the user will be returned to the Make Reports Sub-Menu.

5.3.2.6 Required PCN List. The sixth option on the Make Reports menu, "Required PCN List" presents the user with a sub-sub-menu similar to the one in Figure 5-20 following:

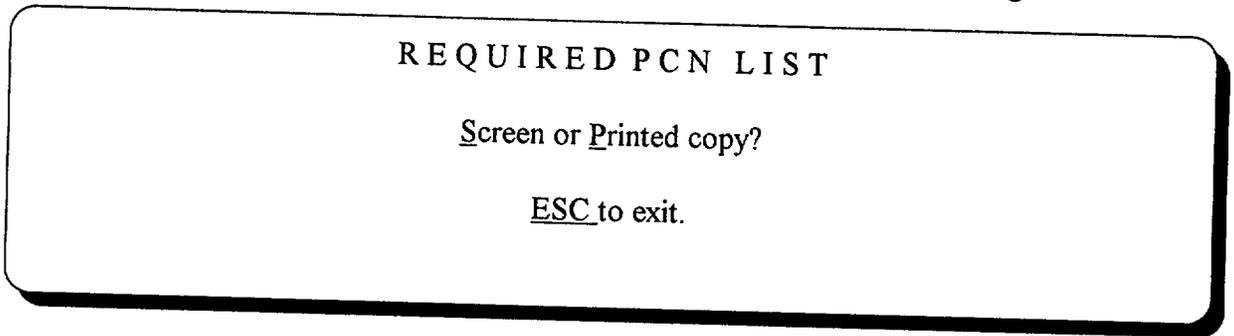


Figure 5-20 Make Reports, Required PCN List, Screen or Print control screen.

a. Here the user can exercise one of three options:

- (1) By pressing the "S" key, the user can display a list of the units "Required" PCNs on the screen.
- (2) By pressing the "P" key, the user can send the list directly to print.
- (3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing either the "S" or "P" key's will generate a report similar in format to that depicted in figure 5-21.

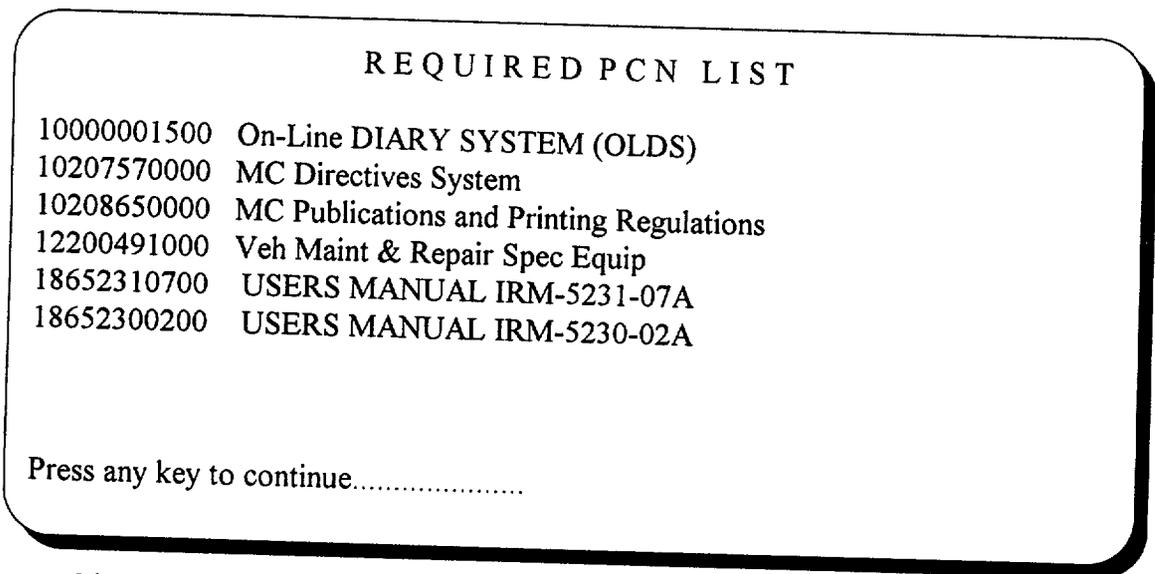


Figure 5-21 Make Reports, Required PCN List, Report Format.

5.3.2.7 Required ID List. The seventh option on the Make Reports menu, "Required ID List" presents the user with a sub-sub-menu similar to the one in Figure 5-22 following:

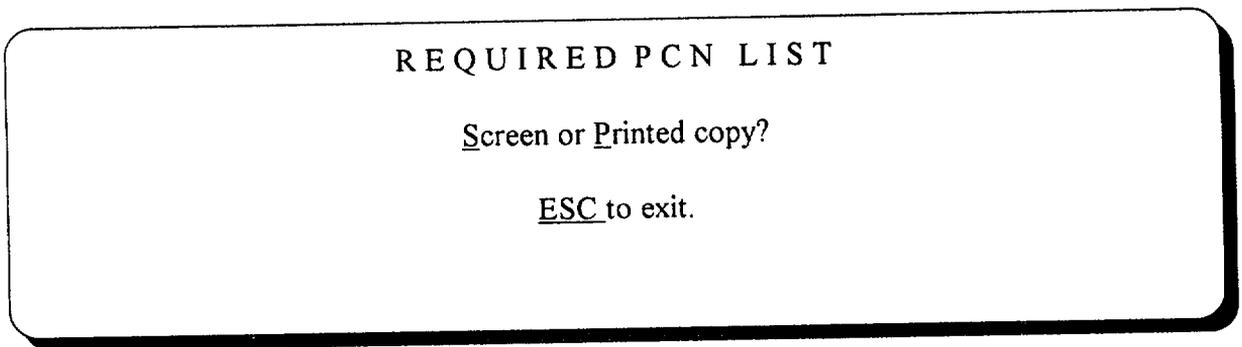


Figure 5-22 Make Reports, Required ID List, Screen or Print control screen.

a. Here the user can exercise one of three options:

- (1) By pressing the "S" key, the user can display a list of all ID numbers in ascending order that have been marked as required to hold.
- (2) By pressing the "P" key, the user can send the list directly to print.
- (3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing either the "S" or "P" key's will generate a report similar in format to that depicted in figure 5-23.

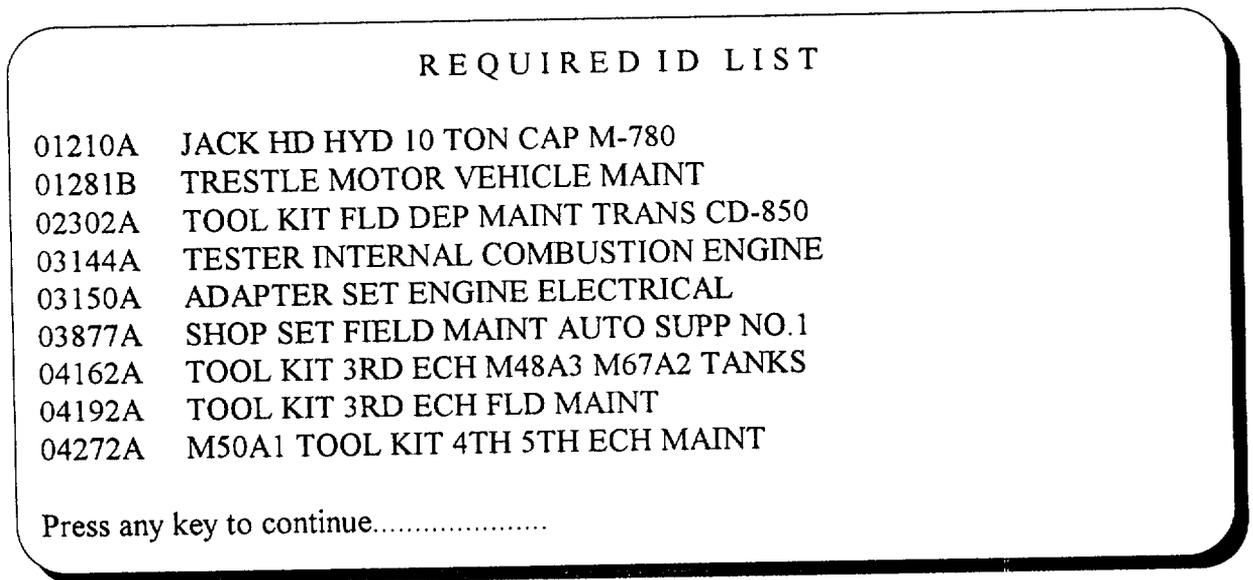


Figure 5-23 Make Reports, Required ID List, Report Format.

5.3.2.8 Non Equipment Associated. The eighth option on the Make Reports menu, "Non Equipment Associated" presents the user with a sub-sub-menu similar to the one in Figure 5-24 following:

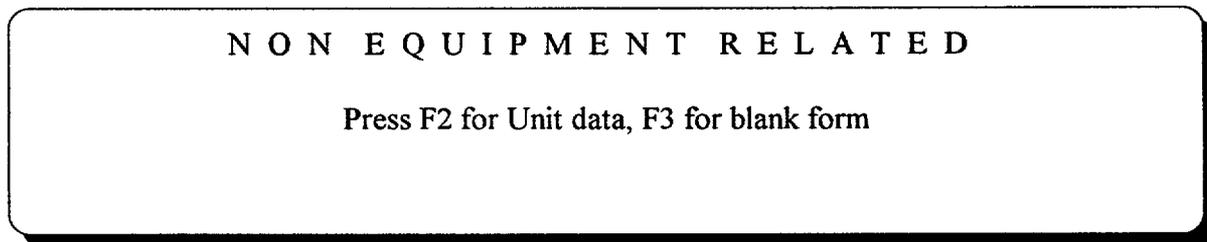


Figure 5-24 Make Reports, Non Equipment Associated, Sub-Menu, Print Control Screen.

a. Here the user can exercise one of three options:

(1) By pressing the "F2" key, the user can print a list of all Non Equipment Associated PCNs in ascending order that have been marked as required to hold.

(2) By pressing the "F3" key, the user can print a blank inventory form.

(3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing the "F2" key will generate a report similar in format to that depicted in figure 5-25.

PUBLICATIONS DATA SHEET/INVENTORY CONTROL FORM									SL 1-3 DATE: 01 OCT 95
Publication Title	PCN	Date	CMD PL	UNIT IDL	PUB REQR	QTY REQR	QTY O/H	Location	QTY On Order Doc Num
On-LINE Diary System (OLDS)									
UM-OLDS	10000001500	18 Apr 86	2	1	Y	1	1	ADMIN	0
ERRATUM	10000001580	12 Aug 86	1	1	Y	1	1	ADMIN	0
VEH Maint & Repair Spec Equip									
FSC 4910-IL M/F	122004910000	LATEST	7	0	Y	2	2	SUPPLY	0
						2	2	ADMIN	
						1	1	ARDE	
						2	0	ARDF	
						0	2	ARDC	

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Figure 5-25 Make Reports, Non Equipment Associated, Report Format.

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c. Pressing the "F3" key will generate a blank publications inventory form similar in format to the report depicted in figure 5-25. This blank form can be used to manually record inventory results.

5.3.3 Quarterly Reconciliation. The third option on the PLMS Main Menu is for "Quarterly Reconciliation." After installation of the PLMS quarterly update, each section must update its library to ensure publications held are current. During the update process, the unit library and the IDs required to hold files are compared to an abstract of the SL 1-2 and the SL 1-3. The quarterly reconciliation will produce a listing identifying:

a. All PCNs currently listed on the local file as required that have been deleted from the system. User must remove these publications from master directives file and any/all section work files.

b. All PCNs currently listed as required that have had changes incorporated in a reprint. If there is an outstanding order in MCPDS or an outstanding document number in supply, they must be canceled.

c. All PCNs currently listed on the local file as required that has been subject to a date change on the basic publication. This will in effect cause PLMS to delete all changes and cancel outstanding orders of changes that were incorporated. The user must verify that any on hand copies are current.

d. All new change PCNs, where basic publications were subject to changes since the last PLMS quarterly update. User must input an order to MCPDS for these change PCNs.

e. Once the reconciliation process is complete, the user will be returned to the reconciliation menu.

5.3.4 Order Publications. The fourth option on the PLMS Main Menu is "Order Publications" This option was used extensively in the years prior to the implementation of the on-line order process in MCPDS. Since the successful fielding of the online ordering process all publications must be ordered using MCPDS. The MCPDS has effectively rendered the PLMS order process obsolete and it is no longer used. However, it can be used in conjunction with the "Receipt for Pubs" and "Quarterly Reconciliation" processes as an internal tool to ensure required publications are in fact either on hand or on order. When selected, the "Order Publications" option will in turn present the user with yet another menu similar to that in figure 5-26 whereat the user types the corresponding number for the desired option and then presses enter. Each of the six options require use of a courier diskette created by the supply office. This diskette, in times past, was the vehicle by which a section would communicate its publication requirements to the supply office where they would be consolidated with other unit requirements and forwarded to the supporting SASSY Management Unit (SMU) for processing in SASSY. This is the part of the process that is no longer followed. All publication orders must be keyed into the MCPDS, and this is normally accomplished by the DCP.

ORDER PUBLICATIONS

1. Marked Records
2. PL/IDL Shortages
3. Required Shortages
4. Update Initial Order
5. Create 2 week reconciliation
6. Update 2 week reconciliation

0. Exit

Your Choice ->

Figure 5-26 Order Publications Sub-Menu.

5.3.4.1 Marked Records. The first option of the "Order Publications" sub-menu is for "Marked Records." This option:

- a. Writes to the courier diskette a publication order for all PCNs with an order quantity greater than 0 that do not have a document number assigned.
- b. Generates a listing of the PCNs and the quantities ordered.
- c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can be used as a source document for keying requirements into MCPDS.
- d. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.2 PL/IDL Shortages. The second option of the "Order Publications" sub-menu is for "PL/IDL Shortages." This option:

- a. Checks all records in the library and writes to the courier diskette a publication order for all PCNs where the unit library quantity is greater than zero and the on hand quantity is less than the IDL's requirement quantity and the PCN is marked as required to hold with no outstanding document number recorded.
- b. Generates a listing of the PCNs and the quantities ordered.

c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can be used as a source document for keying requirements into MCPDS.

d. Upon completion, the Order Pubs menu will display.

5.3.4.3 Required Shortages. The third option of the "Order Publications" sub-menu is for "Required Shortages." This option:

a. Checks all PCN records in the library. If the on hand quantity is less than the required quantity and no outstanding document number is recorded, a publications order will be written to diskette for the shortage quantity.

b. Generates a listing of the PCNs and the quantities ordered.

c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can be used as a source document for keying requirements into MCPDS.

d. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.4 Update Initial Order. The fourth option of the "Order Publications" sub-menu is for "Update Initial Order." This option:

a. In the past, when the courier diskette created in paragraphs 5.3.1 through 5.3.3 preceding was returned from supply and inserted into the default diskette drive, this option recorded on the unit library file the document numbers assigned by supply. Today this can be done manually using option A of the Supply Options Sub-Menu. Refer to paragraph 5.3.8.10 following for more details.

b. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.5 Create 2 week reconciliation. The fifth option of the "Order Publications" sub-menu is for "Create 2 week reconciliation." This option:

a. Will create a courier diskette of all pending document numbers that can then be used for reconciliation with supply.

b. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.6 Update 2 week reconciliation. The sixth option of the "Order Publications" sub-menu is for "Update 2 week reconciliation." This option:

a. Records on the unit library file the current status of publication orders held by supply.

- b. Generates a listing of all outstanding orders and their respective supply status.
- c. Upon completion, the user will be returned to the Order Pubs menu.

5.3.5 Edit Basic Unit Data. The fifth option on the PLMS Main Menu is "Edit Basic Unit Data." This option is used to setup the PC for the specific section in which it will be used. The data input will establish the screens and library indexes to be used on the PC. When selected, the "Edit Basic Unit Data" option presents the user with a data entry screen similar to that in figure 5-27.

E D I T B A S I C U N I T D A T A

Unit Activity Account Code:

Unit Doc ID Location:

DCP Name:

Supplementary Address:

IACN:

Priority:

Media Status:

Add CRLF to A41003:

Identifies unit for billing purposes, ask unit supply

Press F2 when completed

Figure 5-27: Edit Basic Unit Data, data entry screen.

a. The cursor can be moved/jumped from one input field to another by pressing enter or by using the "Up" & "Down" arrow keys. With each movement between fields the explanatory information that appears in the lower box will change providing a cursory explanation of the entry for that particular field. The example in figure 5-27 is the actual PLMS explanation for the first entry block. More detailed explanations are:

5.3.7 Save Library Changes to Disk. The seventh option on the PLMS Main Menu is "Save Library Changes to Disk." Choose this option to save IDL and Library changes to diskette without exiting the program. Recommend you use this option frequently whenever you are making a great number of changes, if you have power problems, or must leave your PC for a period of time.

5.3.8 Supply Maintenance. This option is no longer used by most activities. Available only on PCs setup as the supply PC. Selection of this option will present the user with a sub-menu similar to that in figure 5-28. Since implementation of MCPDS, SASSY is no longer used for ordering publications and PLMS courier diskettes are no longer created. However, many units have indicated they still utilize portions of "Supply Maintenance" for internal control. To this end the following option descriptions, albeit brief, are provided.

SUPPLY OPTIONS

1. Assign Document Numbers
2. Create SMU Courier
3. Two week Section Update
4. 45 day Status Request
5. 6 month Back Order List
6. Enter Cancellations
7. Enter Received Status
8. Enter Receipt Of Pub
9. List Outstanding Orders
 - A. Manual Requisitions
 - B. Manual History Input
 - C. Manual Delete Record
 - D. Manual Review Record
 - E. Compact Database
0. Exit

Your Choice ->

Figure 5-28: Supply Maintenance, Sub-Menu.

5.3.8.1 Assign Document Numbers: Used to assign MILSTRIP/SASSY compatible document numbers to each publication requisition. The courier diskette records the transactions as individual records to which a four digit number is sequentially assigned. When the records are uploaded at the SMU, the Julian date is imposed in card columns 36 - 39 of the requisition. To accomplish the document number assignment process, perform the following:

- a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. A prompt displaying today's (default) Julian date will appear. It can be changed by over-typing a different Julian date.

c. A prompt displaying the next sequential document number will appear. It can be changed by over-typing any value between 1 and 1999.

d. All publications requested by the unit will be assigned a unique, sequential document number for tracking purpose. The assigned number will be stored on the courier and a copy of each transaction will be added to the Supply pending order file.

e. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.2 Create SMU Courier. In times past, used to create a MILSTRIP/SASSY compatible publications transaction courier diskette. The courier diskette itself was created by the SMU for the Unit DCP. It was created in what was known as the A41003 format, and was the vehicle/device used to deliver transactions to the SMU. To create a publications courier diskette perform the following:

a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. Press enter at the prompt. All publications from the pending order file will be transferred to the courier diskette and a transaction list will be printed.

c. Each document will be added to the pending requisition file.

d. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.3 Two week Section Update. This step can only be performed after supply status has been downloaded from the SMU using the courier diskette. After that has been accomplished, the status can be disseminated to the individual sections using the sections courier diskettes. To distribute status to the sections, perform the following:

a. Insert the sections courier disk into the designated default drive.

b. At the prompt, press enter. All publication transactions on the courier will be updated to show the current status from the supply files. A listing will be printed.

c. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.4 45 day Status Update. This step should only be performed after supply status has been downloaded from the SMU using the unit courier diskette. After that has been accomplished and the status has been disseminated to the individual sections, a courier diskette can be generated for all transactions over 45 days old that have not been subject to any form of status in the period. This process will produce follow-up transactions to the system for these aged transactions. To create the follow-up diskette, perform the following:

a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. At the prompt press enter. All publications from the supply file that have a status date greater than 45 days old or have not had any status and are 45 days old or older will be transferred to the SMU courier. The proper follow up code will be generated based on the previous status (e.g., "A0D" requisitions with no status will generate "ATD" transactions while "A0D" requisitions with status that is 45 days old or older will generate an "AF1" transaction). Documents showing "BA" supply shipping status over 45 days old where the publications not yet received will be closed out and a new "A0D" transaction will be generated.

c. A transaction list will be printed.

d. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.5 6 month Back Order List. This step should be performed at least once every six months. This step will assist the DCP to verify all required publications are either on hand or on order. However, this process will not function unless the DCP has been diligent in posting requirements, status, and receipts in the PLMS. Often, since the implementation of online ordering in MCPDS, the DCP will process requirements in MCPDS and not in PLMS. Then the DCP will attempt to utilize the PLMS Back Order Validation (BOV) process and discover it will not work because the DCP failed to record publication orders processed in MCPDS in PLMS. To use the PLMS BOV to verify internal requirements are on order, perform the following:

a. Select option #5. A listing of all outstanding documents will be printed in ascending document number sequence.

b. Compare this list, by PCN, to outstanding orders in MCPDS.

c. Order those publications listed as required but are not on order in MCPDS.

d. Cancel those publications orders outstanding in MCPDS that are not required.

e. Using options 6 and 7, record appropriate status and current Julian date for those publication orders both outstanding in PLMS and MCPDS.

f. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.6 Enter Cancellations. This option is used to record cancellation of publications orders.

a. At the document number prompt, type in the document number to cancel. If the document number is not found an error message will appear.

b. The request for cancellation will be added to the pending order file and will be included in the next creation of the SMU courier disk.

c. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.7 Enter Received Status. This option is used to record supply status.

a. At the document number prompt, type in the document number to post status. If the document number is not found an error message will appear.

b. At the appropriate prompts, enter the current status and status date.

c. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.8 Enter Receipt of Pub. This option is used to record receipt of a publication.

a. At the document number prompt, type in the document number to post a receipt. If the document number is not found, an error message will appear.

b. At the appropriate prompts, enter the received status and received date. The receipt will be posted to the supply records and maintained.

c. After each entry, the document numbers, Julian date, and received date of the previous document will reappear as the new prompt. In this manner, large bulk groups received at the same time may be updated quickly by entering the last four digits of the document number and pressing the enter key twice. These values may be removed by pressing the BackSpace key or by over-type.

d. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.9 List Outstanding Orders. This option can be used to print a list of all outstanding publication orders recorded in PLMS.

a. Select option #9 and press enter. A listing of all document numbers and associated trailer records for orders not yet received will be printed.

b. The user will be returned to the Supply Maintenance main menu.

5.3.8.10 Manual Requisitions. This option can be used to manually input outstanding orders.

a. At the appropriate prompts, enter Julian Date and document serial number.

b. A screen will display for the entry of a requisition. Default data will already be completed. Therefore you need only fill in the PCN, quantity, and Distribution Code. If you need to change any default data, you may do so by selecting the field number displayed on the screen.

c. To return to the Supply Maintenance Sub-menu, enter "N" in response to "Is the next transaction an AOD?"

5.3.8.11 Manual History Input. This option can be used to manually input status.

a. Type in required information at the displayed prompts (e.g., Julian Date, Document serial number, PCN and quantity data will display on the screen for the pubs clerk to enter).

b. By leaving the prompts blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.12 Manual Delete Record. This option allows you to delete records that are no longer needed in the database. However, entries that have been recorded as received at the supply section will not be removed automatically from the database. These will have to be receipted for on the sections library disk.

a. Type in the document number to delete at the displayed prompt.

b. By leaving the prompt blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.13 Manual Review Record. This option allows you to review records. Selecting this option will result in a display similar to that in figure 5-29.

a. You can over-type the document number to see a specific record.

b. You can use the "Hot-Keys" indicated at the bottom of the screen.

```
Key: 61090001
NewKey:
PCN: 10207570000
Quantity: 1
SupAddr: YARDF
IACN: 7000111
Cancel: 0
Stat:          Date: 0
Stat:          Date: 0
Date Rcvd: 0
```

```
F2 Exit   F3 Delete  F5 Search  F9 Prev Record  F10 Next Record
```

Figure 5-29: Supply Maintenance, Manual Review Record, display.

5.3.8.14 Compact Database. This option allows you to compact the data base. A space utilization ratio equal to approximately 2 - 1 can be realized. Selecting this option will result in a display similar to that in figure 5-30.

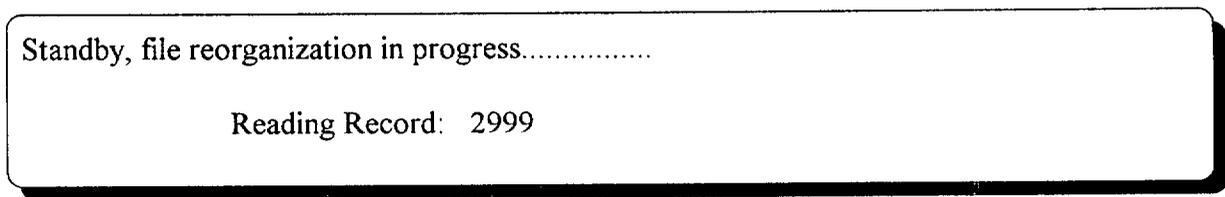


Figure 5-30: Supply Maintenance, Compact Database, display screen.

5.3.9 Save Supply Library Changes to Disk. Choosing this option will save all files with changes to diskette without requiring you to exit the system.