

AUTOMATED PERSONAL PROPERTY MANAGEMENT SYSTEM
APPMS 6.00

Overview

APPMS Description

The web based APPMS program provides a flexible property management system, which can be easily modified in response to ever changing regulatory requirements. By interfacing the electronic procurement procedures with disposition procedures, property is tracked through its entire life cycle.

With APPMS, the property book officer can view pending requisitions, view approved and disapproved requisitions, approve requisitions, receive property, activate received property, issue property to a hand receipt account, track property inventory (both expendables and durable), turn property in for disposal and create reports as needed.

This user's guide is an introduction to all APPMS program operations and will continue to be a source of information, as the user becomes more experienced with the APPMS program. Of course, a good deal of the learning process for any new software program involves experimenting with the system. APPMS does not accept invalid entries in most fields; therefore, feel free to explore different options.

Where To Find Help

The most efficient and reliable source for help is this manual. Turn to the section containing information on the screen or procedure being used and follow the instructions. If further help is required that your local IM office can't solve, call **HQUSACE Logistics Directorate**:

PERSON	TELEPHONE NUMBER
HOTLINE	202-761-4516
Janet Mathis, Program Manager	202-761-5270
Jimmie Smith, Supply Specialist	202-761-0852

NOTE: Versions of APPMS prior to APPMS ORACLE will not be supported.



System Requirements

Hardware:

1. IBM compatible 200MHZ Pentium computer to be used with enough extended memory to handle Local Area Network (LAN).
2. Hard disk with a minimum of 500 Megabytes or 2 ½ times the number of bar codes to be loaded. (I.e. 40,000 bar codes = 100 MB hard disk) and at least 64MB RAM.
3. Bar code scanner
4. Internet connection.

Software:

1. Internet Browser tool - Internet Explorer 4.0 or Netscape 4.0, or higher version can be used.
2. Compatible communications software for bar code scanner.
3. Windows 95
4. Jinitiator. This software can be downloaded to your local PC.

User's Guide Conventions

This User's Guide is to accompany the Oracle APPMS system. If updated versions of APPMS are distributed in the future, replacement pages for this manual will be posted on our web page.

The APPMS User's Guide consists of the following chapters:

Chapter 1 Overview - This chapter tells the background and purpose of APPMS and gives the user some general instructions on using APPMS.

Chapter 2 How Do I... - This chapter will direct the user as to where detailed instructions are for various day-to-day activities.

Chapter 3 APPMS Main Menu - This chapter provides general information on the APPMS Main Menu. This information can be applied to all APPMS screens.

Chapter 4 Property Book System - This chapter provides information on using the Property book process.

Chapter 5 Accounts System - This chapter provides information on using the Accounts process.

Chapter 6 Reports System - This chapter provides information on using the Reports process.

Chapter 7 Utilities System - This chapter provides information on using the Utilities process.

Chapter 8 Appendices - This chapter provides useful information for the local IM staff, a list of the APPMS transaction definitions, APPMS forms, sample reports and a User Guide comment page.

User's Guide Conventions

In the APPMS manual, the headings in the top right corner indicate to the user the chapter that they are in. For chapters 3 through 7, these headings will list out the APPMS options that bring the user to this function.

APPMS is organized by menu. When assistance is required, the users need only to turn to the proper menu explanation and then to the selection from that menu that is giving the problem.

All dates should be entered in the form DD/MON/YYYY.

All cost parameter values for the reports should be entered in the format 999999999.99

System messages to the user are shown at the bottom of the screen.

Toolbar Description

This section provides a description of the icons used in APPMS. Available on most screens are additional buttons, which perform various functions.



Allows the user to enter the query mode.



Allows the user to execute the query. **Exct** button limits which records are accessed from the database.



Allows the user to cancel a query selection.



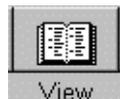
Allows the user to scroll-down one record in a list of records.



Allows the user to access a screen to add a record.



Allows the user to access a screen to modify a record.



Allows the APPMS user to view information in a record.



Allows the user to delete a record.



Allows the user to activate archived property to active property.

Toolbar Description



Allows the user to scroll-up one record in a list of records.



Allows the user to configure a file for the bar gun scanner.



Allows the user to read an input file to update the bargun table.



Exit a function.



Will move the cursor up 10 records in a list of records.



Will move the cursor down 10 records in a list of records.



Will move the cursor up one line in a list of records.



Will move the cursor down one line in a list of records.



Allows the user to save changes to a record. Changes are not permanent if they are not saved. The user will be unable to see the changes when the record is accessed later.

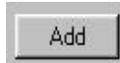


Or

Allows the user to cancel a transaction without saving a record.



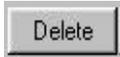
Toolbar Description



Allows the user to add a record.



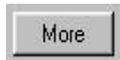
Allows the user to change a record.



Allows the user to delete a record from a subsequent screen.



Allows the user to view transaction records.



Allows the user to view more columns on a screen for a record selection.



Allows the user to go to the previous screen for a record selection.

APPMS Permission Levels

The APPMS System Administrator may set any number of permission levels in the APPMS system. There is one standard, unchangeable APPMS permission level:

System Administrator has permission to the following options: [Maintain Authorization Codes], [Maintain APPMS User Files], [Maintain User Groups], [Maintain System Configuration], [Maintain System Indicator] and [Global Database Adjustments].

The Systems Administrator may set up any number of APPMS groups each of which will have their own set of permissions to APPMS functions.

Options available to a user (based on the group assigned to their user id) will be highlighted. The System Administrator grants permission levels. Refer to Chapter 7 [Utilities] for complete details and procedures required to load, change, or delete permission levels.

Roles established in APPMS are:

- PBO** - Property Book Officer
- ROA** - Read Only for the entire Property Book
- SYSADM** - System Administrator
- HRA** - Hand Receipt Account
- RPBO** - Read only for Property Book Officer
- RCS** - Receiver Central Site

Using The APPMS Query Function

To query records from the APPMS, use the **ENTER QUERY** and **EXCT** icons on the toolbar. (This example uses the Maintain Active Property screen). A screen similar to the following screen will be displayed:

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain Property Record(s)

Bar Tag No.	HRA ID	Sub HRA	From HRA	Catalog No.	Auth. ID	Noun	Nomenclature	Acq. Cost	Acq. Date	Total Accs. Cost	Extended Cost
00001	XXX			9999-99-XXX-XXXX		NO LINK		101.00	23-JUN-1986		101.00
00002	XXX			9999-99-XXX-XXXX		NO LINK		.00	23-JUN-1986	.00	.00
00005	XXX			9999-99-XXX-XXXX		NO LINK		.00	23-DEC-1986	.00	.00
00006	XXX			9999-99-XXX-XXXX		NO LINK		.00		.00	.00
00020	XXX			9999-99-XXX-XXXX		NO LINK		100.00	08-JAN-1987	.00	100.00
00123	054			6730-00-R10-5002	XXXXXXXX	READER	MICROFICHE	160.00	16-MAY-198	.00	160.00
00187	999			7450-00-R10-0012		RECORDER	AUDIO PORT	.00		.00	.00
00524	001		101	7460-00-R10-5026	XXXXXXXX	RECORDER		68.00	09-FEB-1982	.00	68.00
00603	101			7460-00-R10-0055	XXXXXXXX	READER	VIEWER	185.00	24-AUG-198	.00	185.00
00609	100			9999-00-R10-0057	XXXXXXXX	CARVING, W/C	BEAVER ON LOG	350.00	15-MAY-198	.00	350.00

More

Query will retrieve 8882 records.
Record: 1/?

Using The APPMS Query Function

To see the results of any of the above changes, click the Exct button.



NOTE: The Query will be affected by conditions set on other fields as well as the current field.

The lower left corner of the screen will show the total number of records retrieved from the database based on the query selection.

1. Limit which records are shown in list screens

To query on any fields on the screen, click the **ENTER QUERY** icon on the toolbar. Move the cursor or tab to the field you want to query. A user can query on any of the fields on the screen. After entering the fields you want queried, click the **EXCT** icon on the toolbar to execute the query. To query on a specific field, type the field and click on the **EXCT** icon. If you are unsure of the complete field name to query on, enter a portion of the field followed by a % sign to find all occurrences of that field on the database (example: To search for all nouns named COMPUTER, enter the following: **COMP%** in the Noun column).

2. Cancel the query for a list screen

To cancel a query condition, click the **Cancel** icon on the toolbar.