

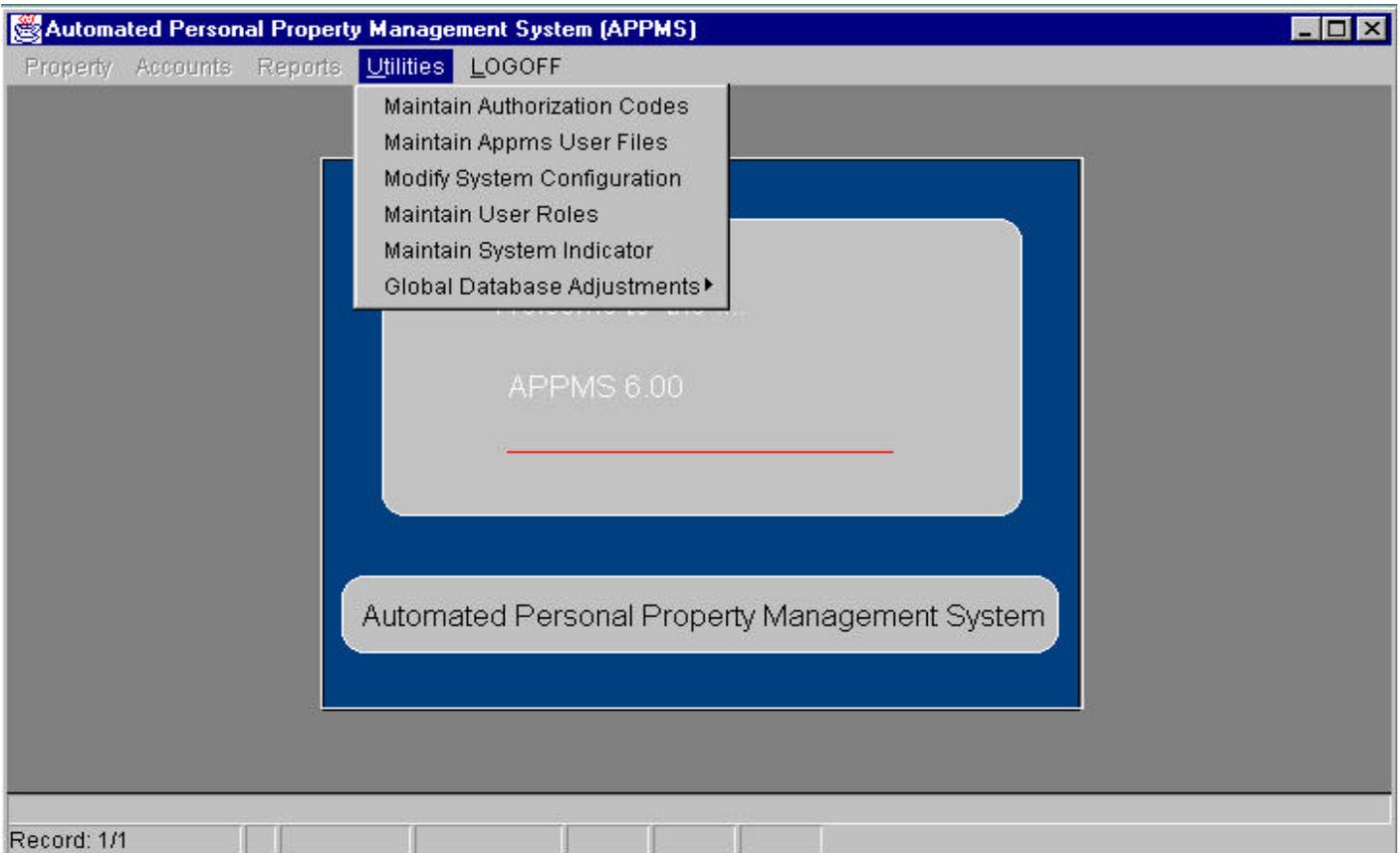
CHAPTER 7 UTILITIES SYSTEM

AUTOMATED PERSONAL PROPERTY MANAGEMENT SYSTEM APPMS 6.00

Utilities Process

Utilities Menu

The Utilities Menu offers a number of features, which help make APPMS more efficient and responsive to individual needs. When the [Utilities] option on the APPMS Main Menu is highlighted, the following Utilities menu is displayed:



1. Select the option to be performed and click.

NOTE: Not all of the options are available to everyone. Some options are available only to the System Administrator, just as other options are only available to users with Modify (Read/Write) permissions.



Utilities Menu

Each option on the Utilities Menu will be discussed further in this chapter.

Option [**Maintain Authorization Codes**] is used to add, modify Or delete available Authorization Codes. This option may Be used by anyone with modify permits.

Option [**Maintain APPMS User Files**] is used to add, modify, or Delete APPMS user-id information. The APPMS System Administrator can only use this option.

Option [**Modify System Configuration**] is used to modify the APPMS system configuration. The APPMS System Administrator can only use this option.

Option [**Maintain User Roles**] is used to add, modify or Delete APPMS user groups. The APPMS System Administrator Can only use this option.

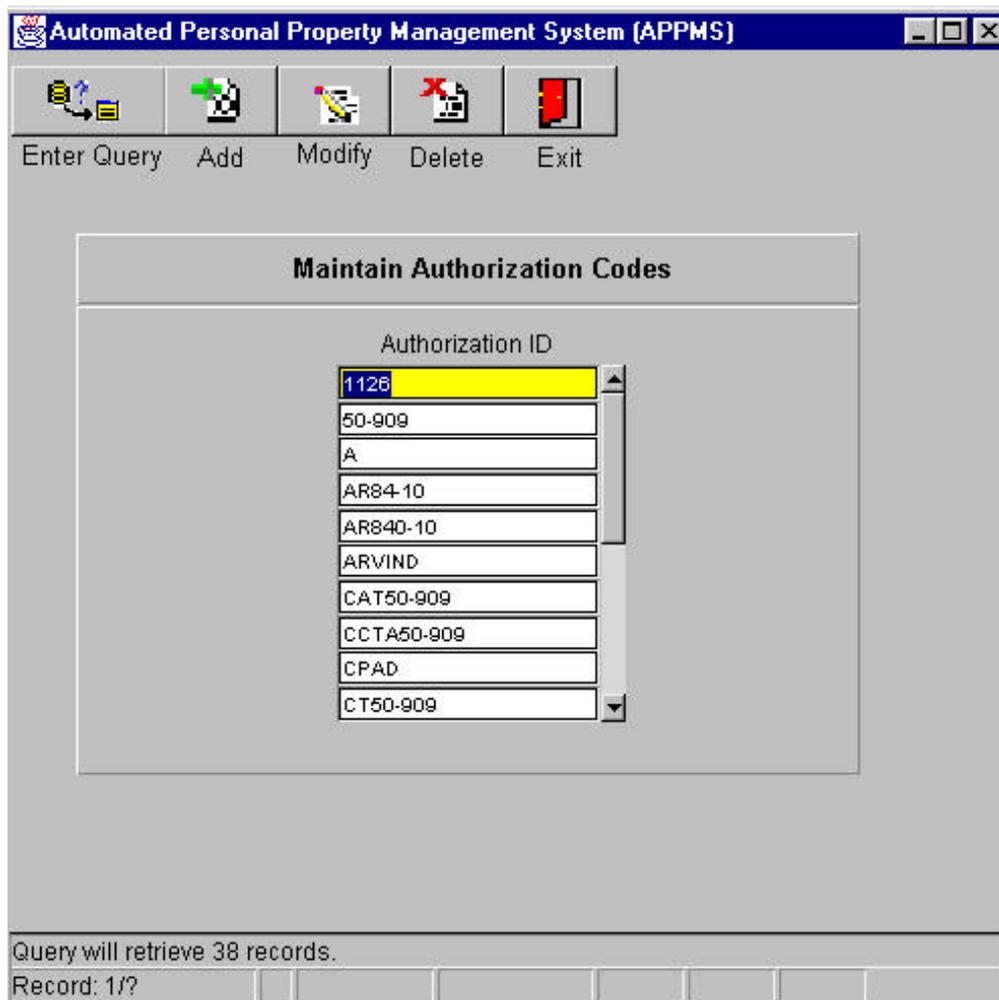
Option [**Modify System Indicator**] is used to see a list of APPMS system indicators. The APPMS System Administrator can only use this option.

Option [**Global Database Adjustments**] is used to make Modifications to many records at once in the APPMS Database. The APPMS System Administrator can only Use this option.

Maintain Authorization Codes

This option allows the user to add, modify, or delete Authorization Codes.

1. From the APPMS Main Menu, select the **[Utilities]** option.
2. Select the **[Maintain Authorization Codes]** on the Utilities Menu to see the list of authorization codes. The user can add, modify, delete and query on authorization codes from the following screen:



Adding Authorization Code

To add a new Authorization Code to the list of valid codes, click the **Add** button on the toolbar.

1. The following screen is displayed when **Add** is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". The window has a toolbar with five buttons: "Enter Query", "Add", "Modify", "Delete", and "Exit". Below the toolbar is a dialog box titled "Authorization" with "Save" and "Cancel" buttons. Inside the dialog box, there is a text field labeled "Authorization ID:" containing the text "CTA". At the bottom of the window, there is a status bar showing "Record: 1/1" and several empty input fields.

2. Click the **Save** button to save the transaction.
3. Click the **Cancel** button to cancel the transaction without saving.
4. Once the transaction is **saved** or **cancelled** the user is returned to the Maintain Authorization Codes screen.

Modifying Authorization Code

To modify an existing authorization code in the list of valid authorization codes highlight the authorization code to be modified. Click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". At the top, there is a toolbar with five icons and labels: "Enter Query", "Add", "Modify", "Delete", and "Exit". Below the toolbar is a dialog box titled "Authorization". Inside this dialog box, there are two buttons: "Save" and "Cancel". Below the buttons is a text field labeled "Authorization ID:" containing the text "ARVIND". At the bottom of the window, there is a status bar that says "Record: 1/1" followed by several empty checkboxes.

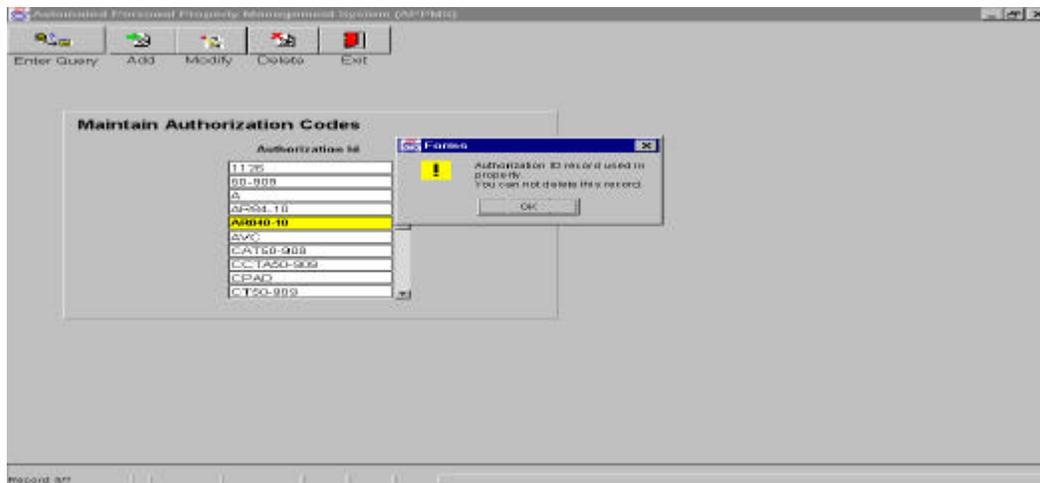
2. Click the **Cancel** button to cancel the transaction without saving.
3. Click the **Save** button to save the transaction.
4. Once the transaction is **saved** or **cancelled** the user is returned to the Maintain Authorization Code screen.

UTILITIES MENU
MAINTAIN AUTHORIZATION CODES
DELETING AUTHORIZATION CODE

Deleting Authorization Code

To delete an Authorization Code, highlight the Authorization code and click the **Delete** button on the toolbar.

1. If the Authorization Code is currently associated with any Active property, the following message is displayed:

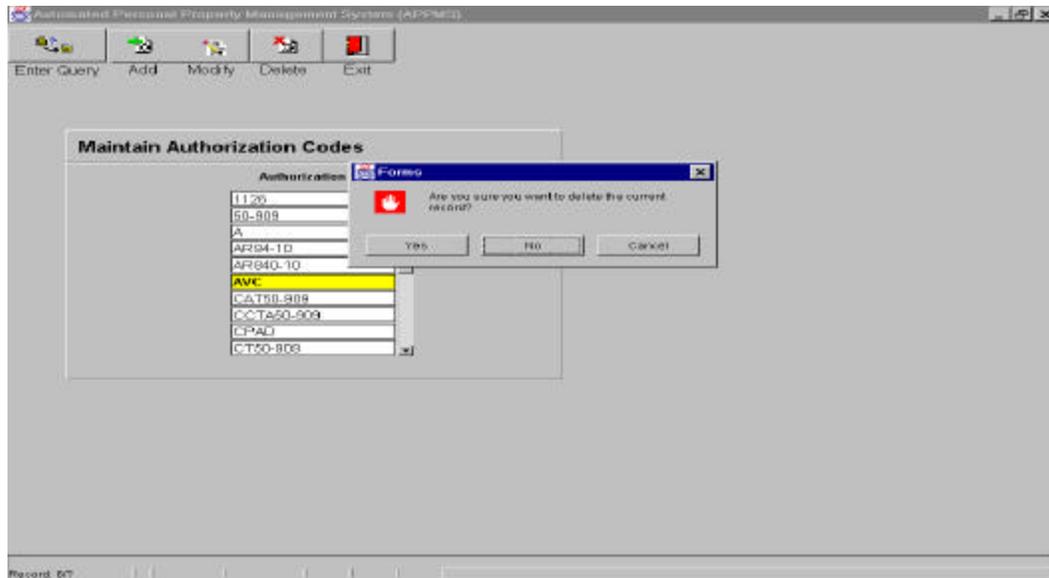


2. Click the **OK** button to cancel the delete transaction.

UTILITIES MENU
MAINTAIN AUTHORIZATION CODES
DELETING AUTHORIZATION CODE

Deleting Authorization Code

3. If the Authorization Code is not currently associated with any Active Property the following alert is displayed.

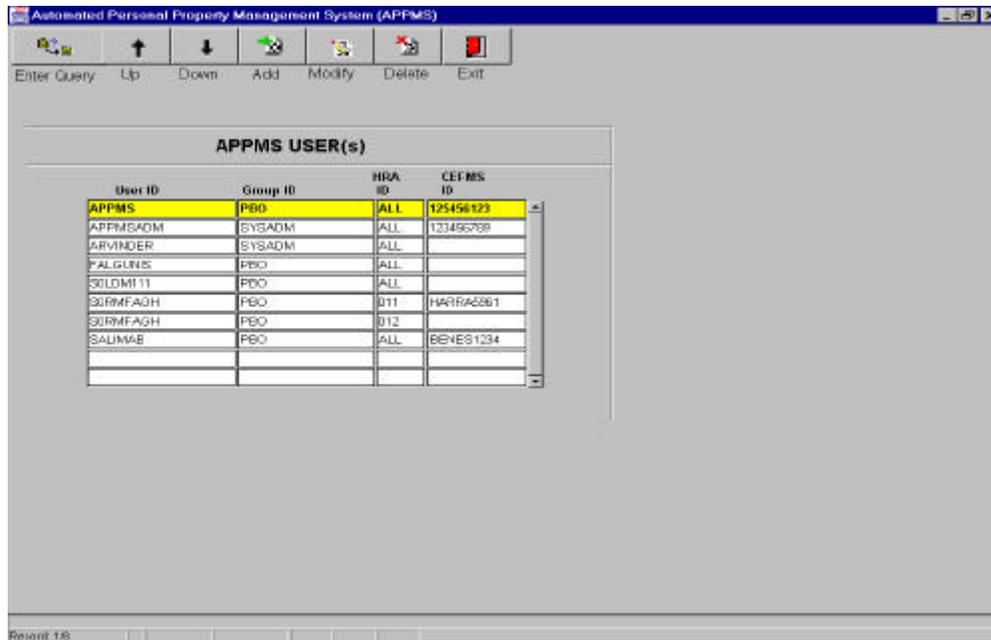


4. Click the **Yes** button to delete the authorization code.
5. Click the **No** or **Cancel** button to cancel the transaction Without saving.

Maintain APPMS User Files

This option will allow the System Administrator to add, modify, and delete userid information.

1. From the APPMS Main Menu select the **[Utilities]** option.
2. Select the **[Maintain APPMS User Files]** on the Utilities Menu. The user will see a list of APPMS users. The user can add a new APPMS user, modify information on an existing APPMS user or delete an APPMS user from the following screen:



The screenshot shows a window titled "Automated Personnel Property Management System (APPMS)". Below the title bar is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Add", "Modify", "Delete", and "Exit". The main area displays a table titled "APPMS USER(s)". The table has four columns: "User ID", "Group ID", "HRA ID", and "CEFMS ID". The first row is highlighted in yellow.

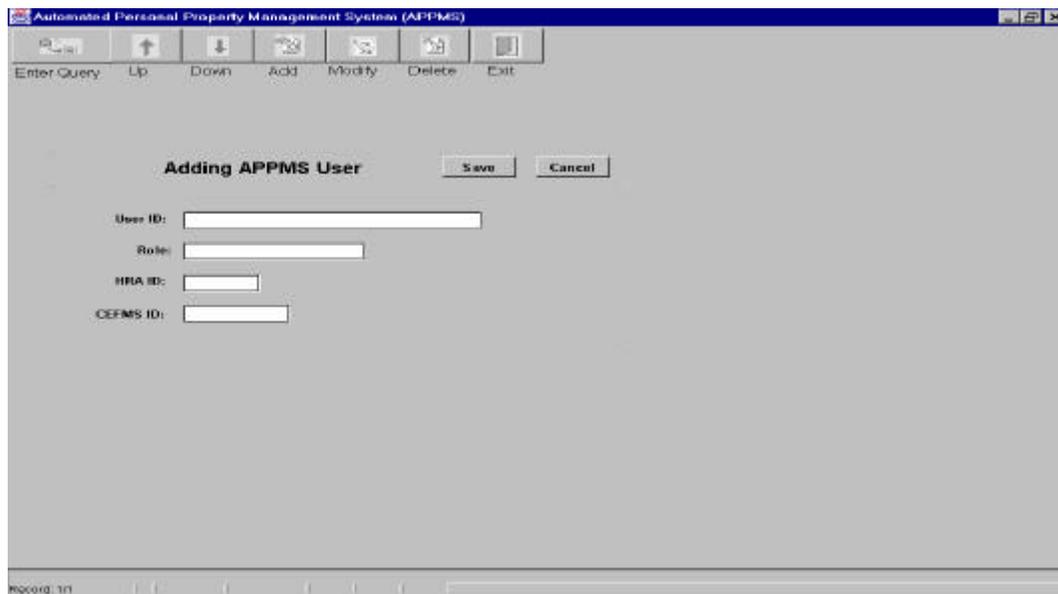
User ID	Group ID	HRA ID	CEFMS ID
APPMS	PBO	ALL	125456123
APPMSADM	SYSADM	ALL	123456789
ARVINDER	SYSADM	ALL	
PALGUNIS	PBO	ALL	
SOLDM11	PBO	ALL	
SURMFAGH	PBO	011	HARFAC561
SURMFAGH	PBO	012	
SALIMAB	PBO	ALL	BENES1234

NOTE: Before adding user into APPMS, that user must have CEFMS account.

Adding APPMS User

To add a new user account to the APPMS system, click the **Add** button on the toolbar.

1. The following screen is displayed when **Add** is selected:



2. The following fields are available for editing:

USER ID. Enter the ID that will be used by the user to login into APPMS. This is a required field.

Role. Enter the APPMS Security ROLE the user will be assigned to. A pop-up list of APPMS roles is displayed. This is a required field.

HRA ID. Enter the HRA ID of the new user account. A pop-up list of APPMS HRA-ID is displayed. This is a required field.

NOTE: If the Role is PBO, ROA or SYSADM, you need to put HRA ID as "ALL" (Type word ALL in HRA ID column).

Adding APPMS User

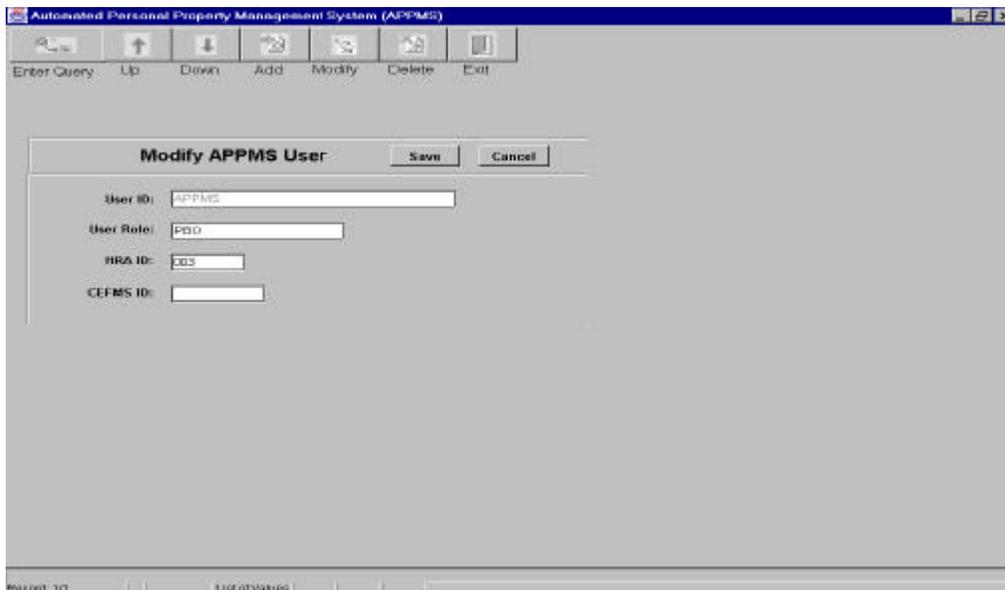
CEFMS Employee ID. Enter the standard CEFMS Employee Id of the APPMS user (For Example: U4IMCPPL). User must enter their CEFMS Employee ID. First 5 digits should be letters and last four digits should be numbers. This is a required field.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **canceled** the user is returned to the APPMS User screen.

Modifying APPMS User

To modify a user account, highlight the user account to be modified and click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:



The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". At the top, there is a toolbar with icons and labels: "Enter Query", "Up", "Down", "Add", "Modify", "Delete", and "Exit". Below the toolbar is a dialog box titled "Modify APPMS User". The dialog box has "Save" and "Cancel" buttons at the top right. It contains four input fields: "User ID" with the value "APPMS", "User Role" with the value "PBO", "HRA ID" with the value "03", and "CEFMS ID" which is empty. The dialog box is centered on a grey background.

2. The following fields are available for editing:

USER ID. Enter the ID that will be used by the user to login into APPMS.

Modifying APPMS User

Role. Enter the APPMS Security GROUP the user will be assigned to.

HRA ID. Enter the PASSWORD of the new user account.

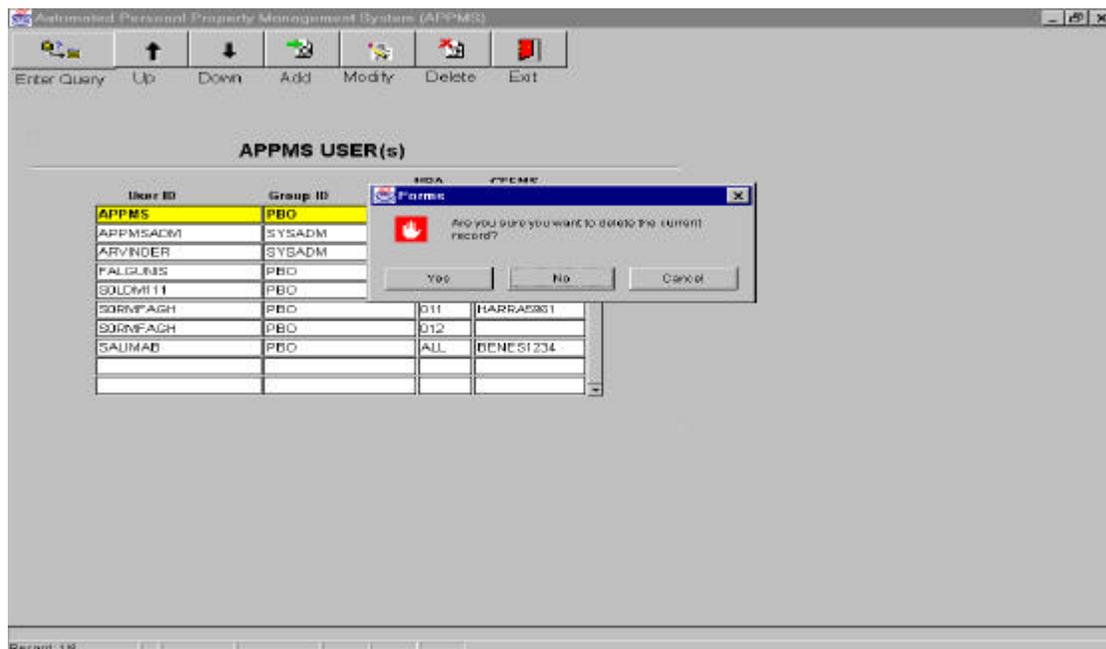
CEFMS Employee ID. Enter the standard CEFMS User Id of the APPMS user (For Example: U4IMCPPL)

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **cancelled** the user is returned to the APPMS User screen.

Deleting APPMS User

To remove a user account from the APPMS system, click the **Delete** button on the toolbar.

1. To delete a record highlight the record on the screen and Click the **Delete** button on the toolbar.
2. The following alert is displayed:



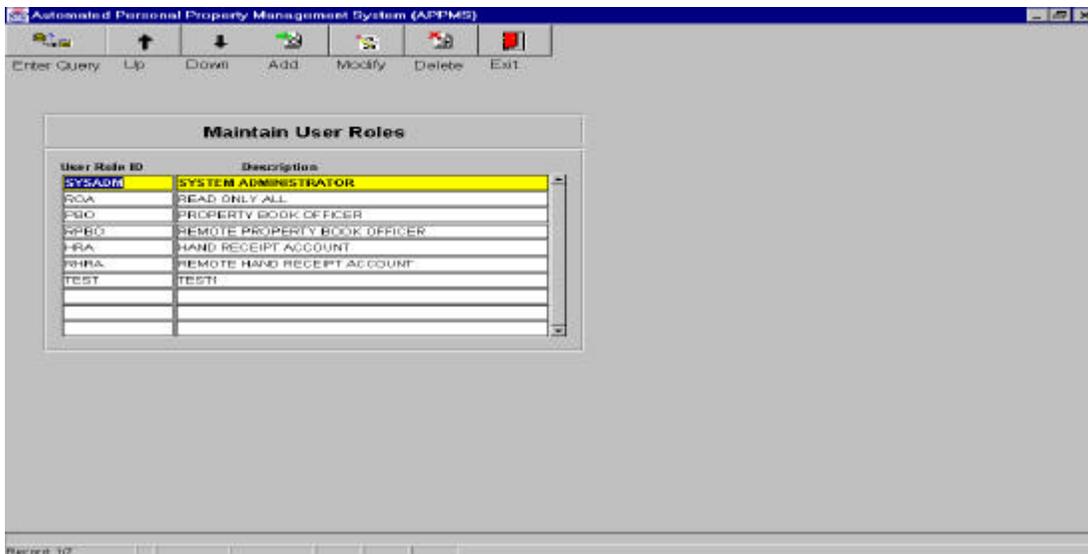
3. Click the **Yes** button to delete the APPMS User.
4. Click **No** or **Cancel** button to cancel the transaction without saving.

Maintain User Roles

NOTE: This option can be executed only from an APPMS userid with supervisory level permissions.

This option allows the System Administrator to add, modify, delete, and configure User Group information.

1. From the APPMS Main Menu select the **[Utilities]** option.
2. Select the **[Maintain User Roles]** on the Utilities Menu. The user can add, modify, or delete user groups from the following screen:



NOTE: Add, Modify, and Delete buttons are not working. Those buttons are there for future use.

Modify System Configuration

NOTE: This option can be executed only from an APPMS userid with supervisory level permissions.

This option allows the System Administrator to modify the configuration of the APPMS system.

1. From the APPMS Main Menu select the **[Utilities]** option.
2. Select **[Modify System Configuration]** on the Utilities Menu. The following screen is displayed:

Automated Personal Property Management System (APPMS)

Modify Exit

Maintain System Configuration

Central Site ID: 20

Organization Title: USACE PROPERTY BOOK

UIC: WDNAA

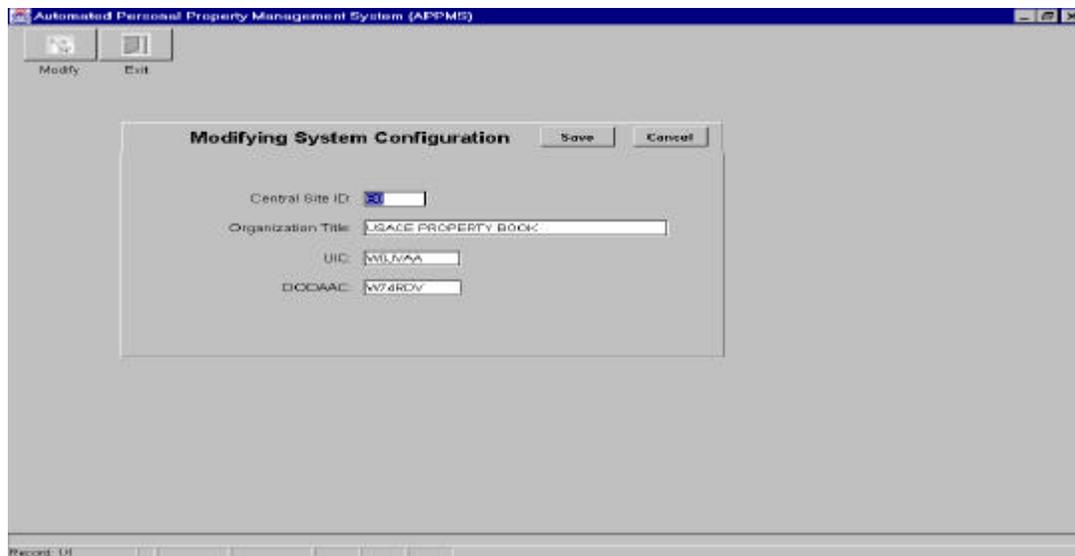
DDAAC: W74RDV

Record 1/1

Modify Configuration

To modify the APPMS system configuration, click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:



2. The following fields are available for editing:

CENTRAL SITE ID. Enter the Central Site EROC.

ORGANIZATION TITLE. Enter the title of the ORGANIZATION using The APPMS System.

Modify Configuration

UIC. Enter the UNIT IDENTIFICATION CODE.

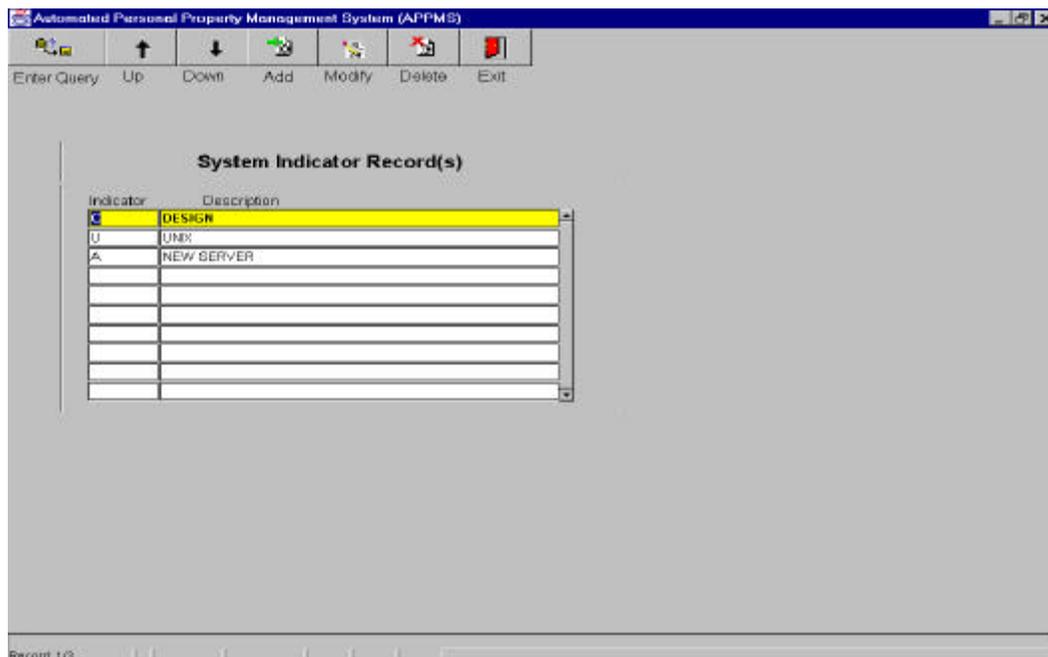
DODACC. Enter the DODACC.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **cancelled** the user is returned to the Maintain System Configuration screen.

Maintain System Indicator

NOTE: This option can be executed only from an APPMS userid with supervisory level permissions.

1. From the APPMS Main Menu select the **Utilities** option.
2. Select [**Maintain System Indicator**] from the Utilities Menu to see a list of APPMS system indicators. The user can add, modify or delete an APPMS system indicator from the following screen:

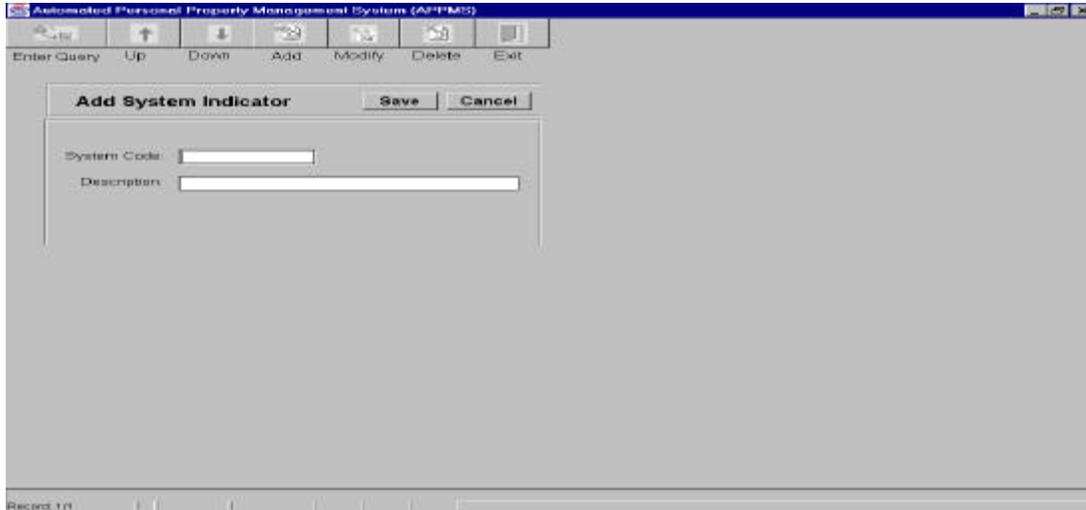


UTILITIES MENU
MAINTAIN SYSTEM INDICATOR

Adding System Indicator

To add a new System indicator to the APPMS, click the **Add** button on the toolbar.

1. The following screen is displayed when **Add** is selected:

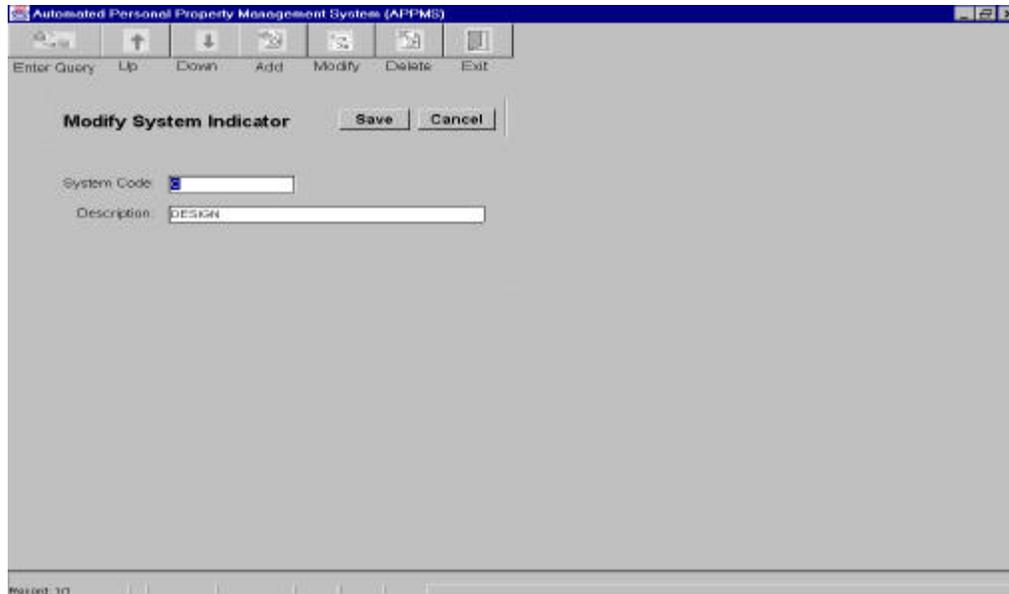


2. The following fields are available for editing:
 - SYSTEM CODE.** Enter the System Indicator. This is a required field.
 - DESCRIPTION.** Enter a description of the system indicator.
3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **cancelled** the user is returned to the System Indicator screen.

Modifying System Indicator

To modify a System indicator click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:

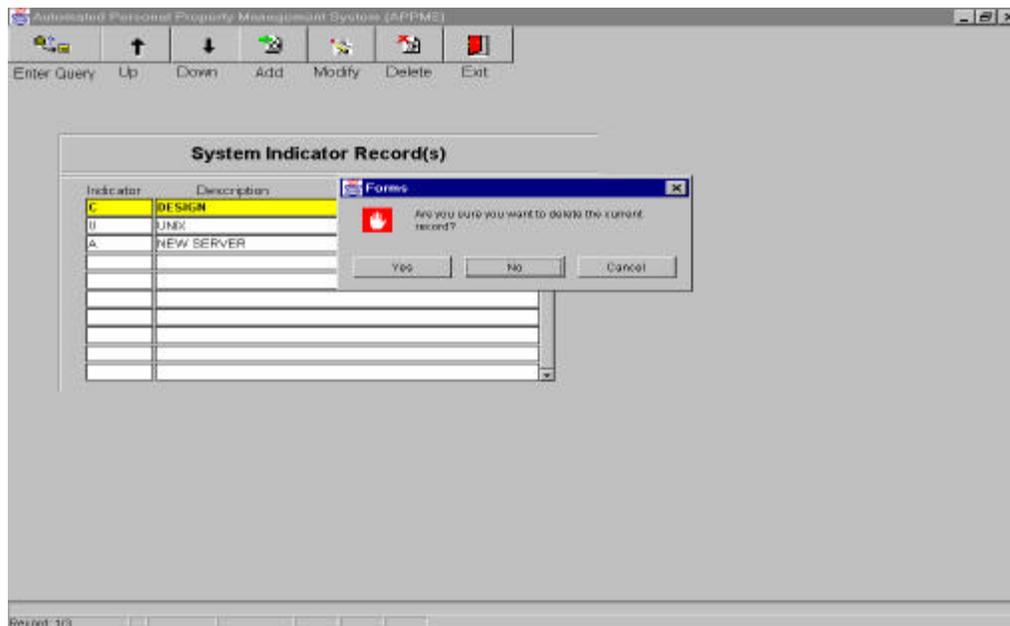


2. The following fields are available for editing:
 - SYSTEM CODE.** Enter the System Code. This is required field.
 - DESCRIPTION.** Enter a DESCRIPTION for the System Indicator.
3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **canceled** the user is returned to the System Indicator Records screen.

Deleting System Indicator

To remove a System Indicator from the APPMS, highlight the record to be deleted and click the **Delete** button on the toolbar.

1. The following alert is displayed.



2. Click the **Yes** button to delete the System indicator.
3. Click the **No** or **Cancel** button to cancel the transaction without saving.

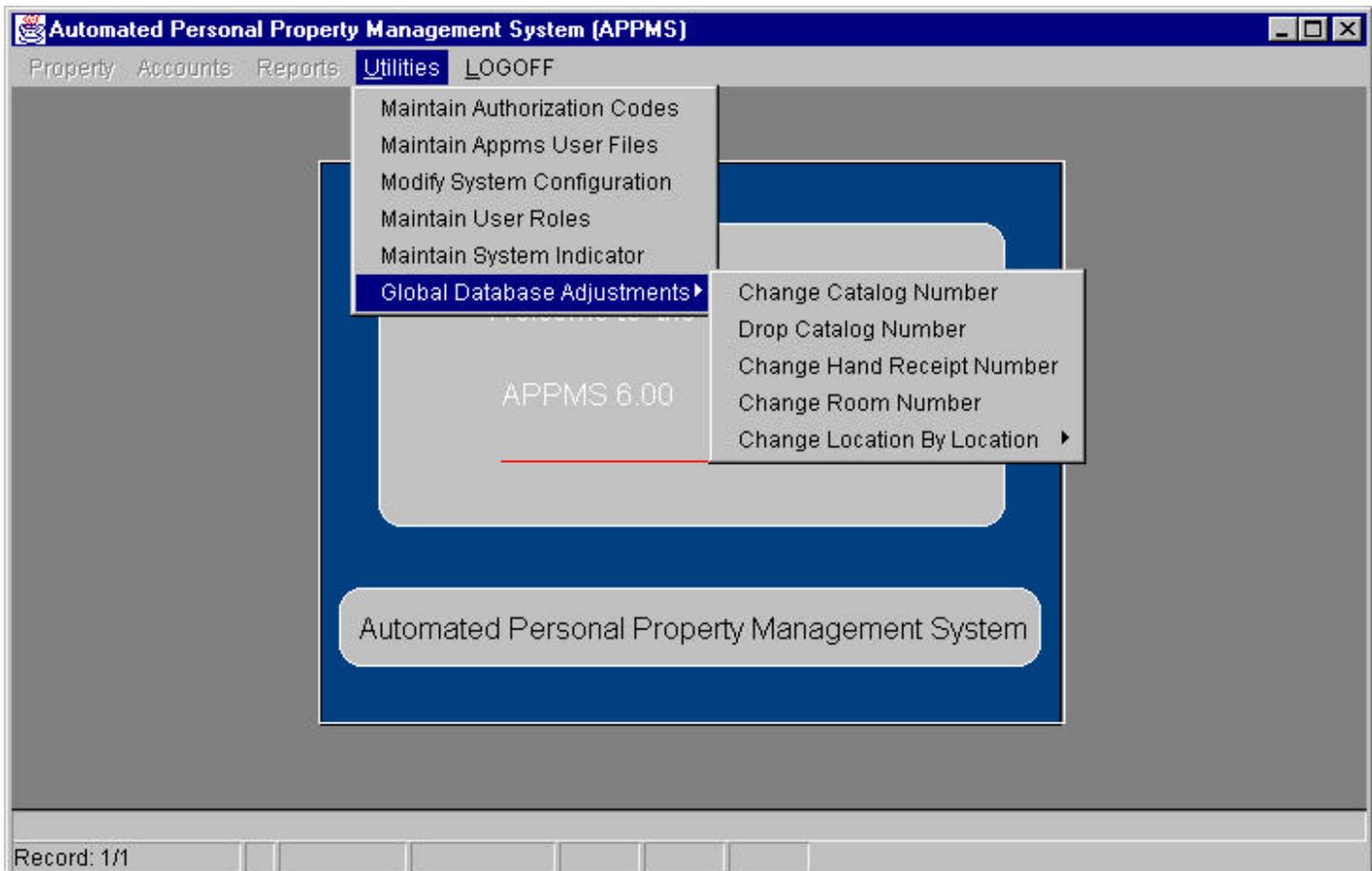
Global Database Adjustments

NOTE: This option can be executed only from an APPMS userid with supervisory level permissions.

This option will allow the System Administrator to make modifications to many database records at one time. Each transaction performed during a Global database adjustment will require a document register transaction to be created.



1. From the APPMS Main Menu select the **[Utilities]** option.
2. Select the **[Global Database Adjustment]** on the Utilities Menu. The following screen is displayed:
3. Select the option to be performed and click.



UTILITIES MENU

Global Database Adjustments

Each option on the Global Database Adjustments Menu will be discussed in this section.

Option [**Change Catalog Number**] is used to correct catalog numbers or Federal Stock Class (FSC) numbers. All occurrences of the old catalog number will be replaced with the new catalog number.

Option [**Drop Catalog Number**] is used to drop property of a particular catalog number or a range of catalog numbers from the Property Book. It is important to verify the catalog number(s). If necessary, use a Catalog Report for a guide. This can be further specialized by entering a maximum dollar amount.

Option [**Change Hand Receipt Account Holder**] allows the transfer of all property belonging to one Hand Receipt Holder to another. All occurrences of the old HRA number will be replaced with the new HRA number.

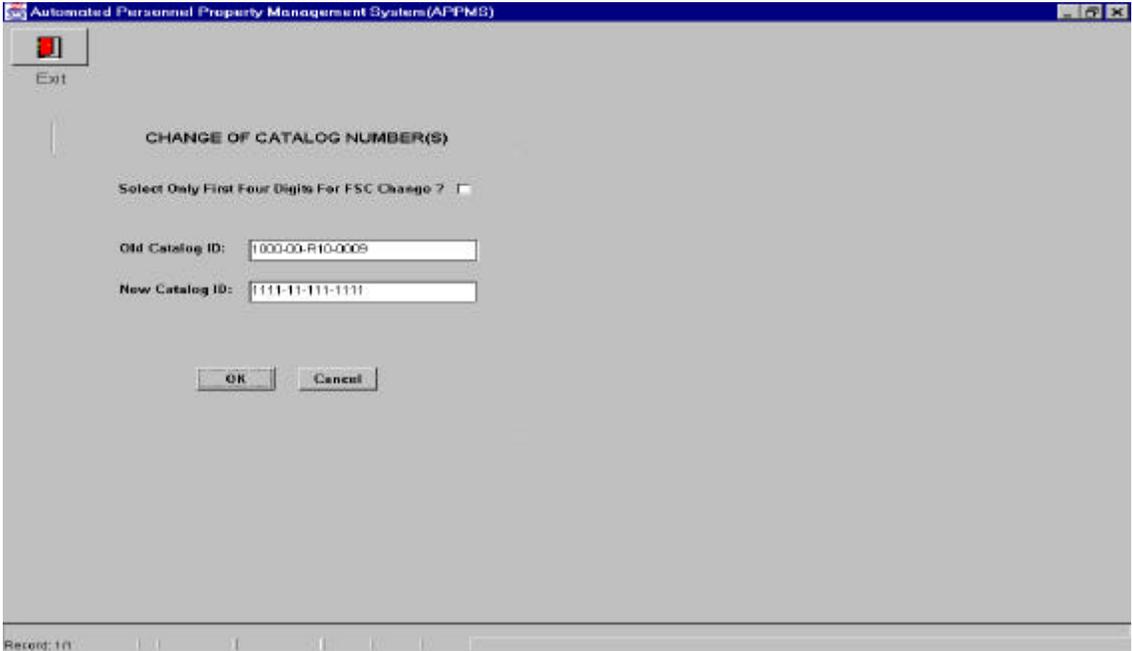
Option [**Change Room Number**] allows the user to enter old room number and new room number. It allows the user to transfer all active property belonging to old room number to new room number. It creates a new transaction [**G05: Global Room number change**].

Option [**Change Location**] allows user to change location [**BY Location**] and [**By Hand Receipt Account Number**].

Change Catalog Numbers

To change catalog numbers, select **Change Catalog Number** on the Global Database Adjustments menu.

1. The following screen is displayed when **Change Catalog Numbers** is selected:



The screenshot shows a window titled "Automated Personnel Property Management System (APFMS)". Inside the window, there is a section titled "CHANGE OF CATALOG NUMBER(S)". Below this title, there is a checkbox labeled "Select Only First Four Digits For FSC Change ?" which is currently unchecked. There are two text input fields: "Old Catalog ID:" containing the value "1000-00-R10-0009" and "New Catalog ID:" containing the value "1111-11-111-1111". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The status bar at the bottom of the window displays "Record: 1/1".

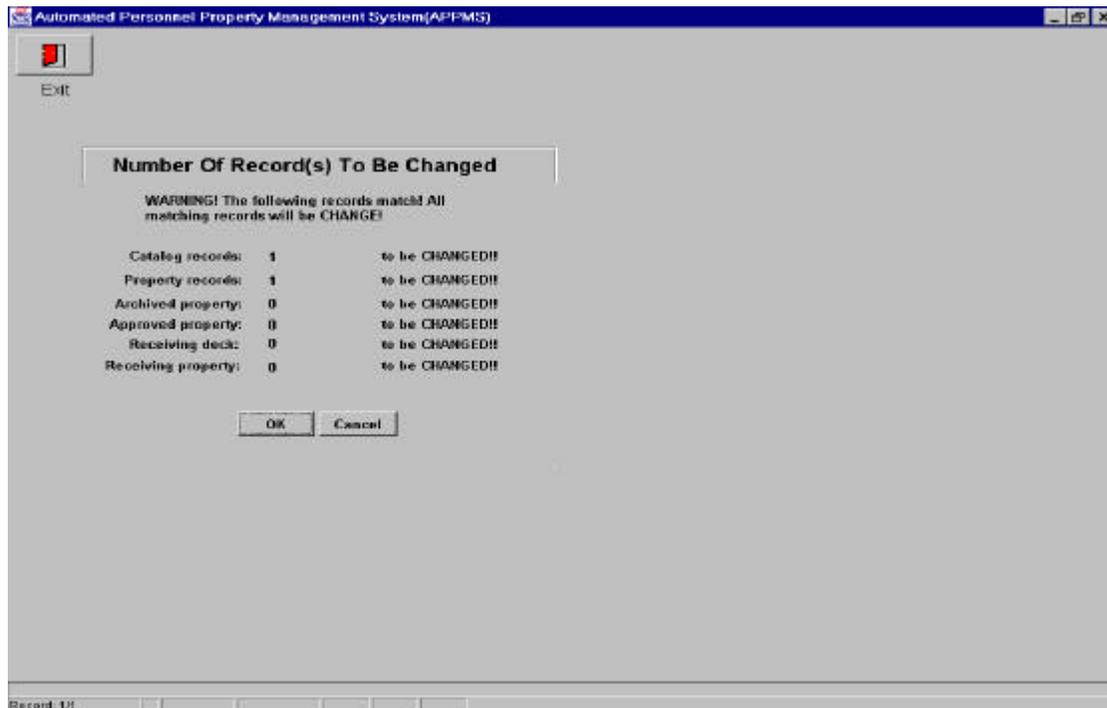
2. SELECT ONLY FIRST FOUR DIGITS FOR FSC CHANGE? Check the **Box** to use only the first four digits in the process or leave the **Box** unchecked to use the entire Catalog Number.
3. The following fields are available for editing:

Change Catalog Numbers

OLD CATALOG NUMBER. Enter the OLD CATALOG NUMBER.

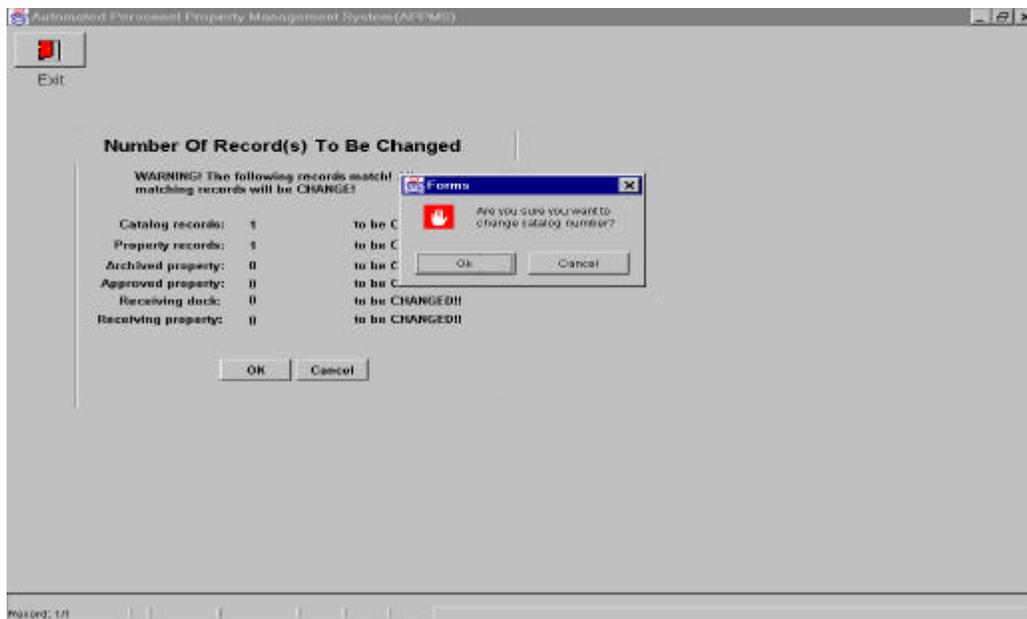
NEW CATALOG NUMBER. Enter the NEW CATALOG NUMBER.

4. Click the **Cancel** button to cancel the transaction.
5. Click the **Ok** button to count all the property, catalog, archived property, receiving dock, receiving property and approved property that will be changed.
6. The following screen is displayed:



Change Catalog Numbers

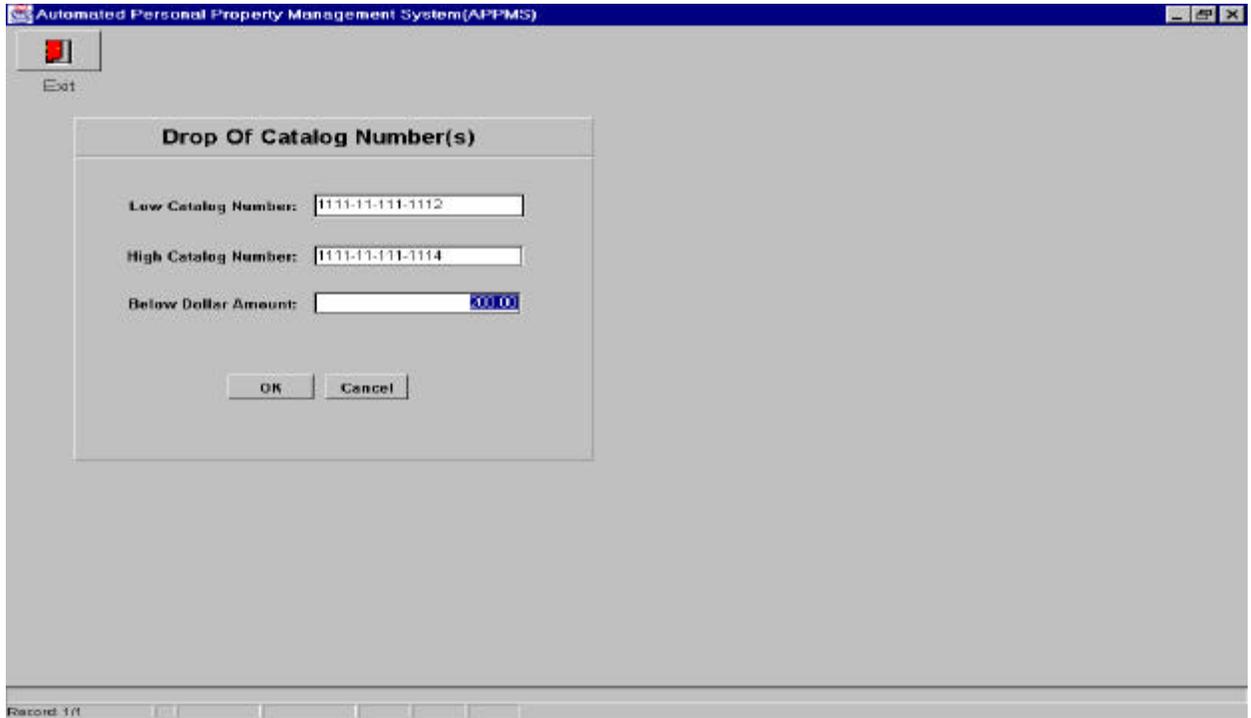
7. Click the **Ok** button to count the number of catalog records to be changed. The following alert is displayed. Click the **Ok** button to change the catalog numbers or the **Cancel button** to cancel the change process without saving.
8. The user is returned to the Change Catalog Numbers screen. Fill in the information to change another number or click the **Cancel** button to return to the Global Database Adjustments Menu.



Drop Catalog Numbers

To drop catalog numbers select **Drop Catalog Number** on the Global Database Adjustments menu.

1. The following screen is displayed when **Drop Catalog Numbers** is selected:



2. The following fields are available for editing:

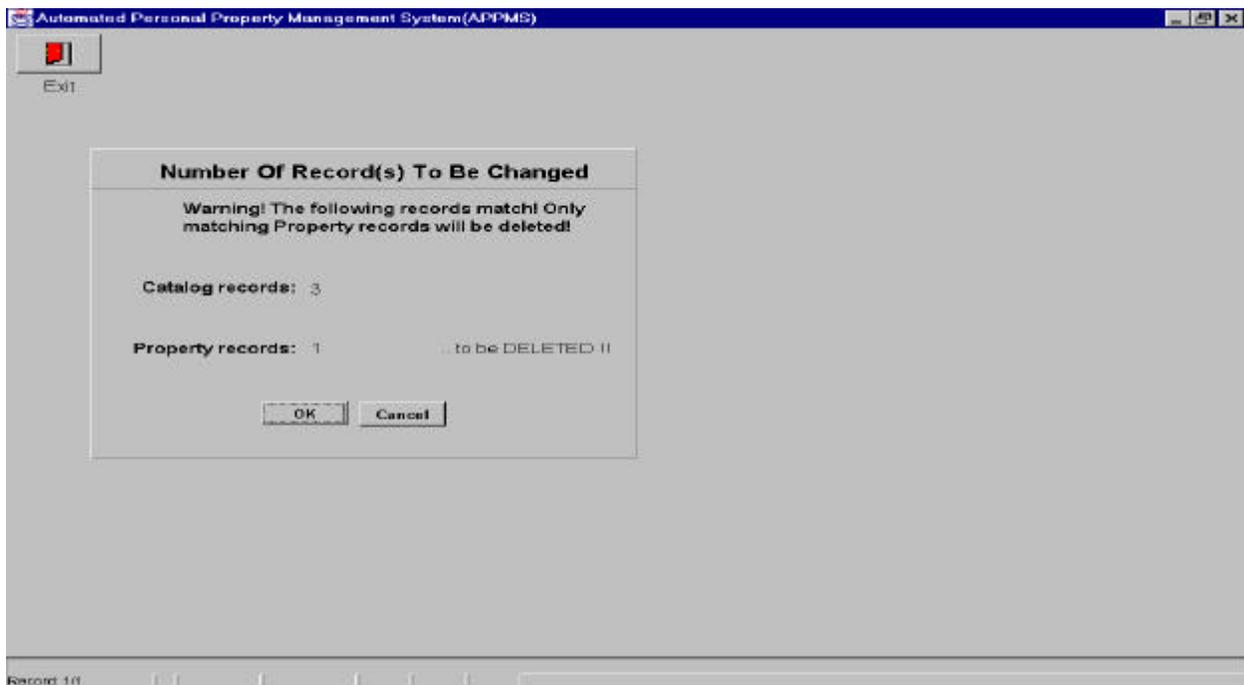
LOW CATALOG NUMBER. Enter the LOW CATALOG NUMBER for the low end of the drop range.

Drop Catalog Numbers

HIGH CATALOG NUMBER. Enter the HIGH CATALOG NUMBER for the high end of the drop range.

BELOW DOLLAR AMOUNT. Enter a maximum DOLLAR AMOUNT.

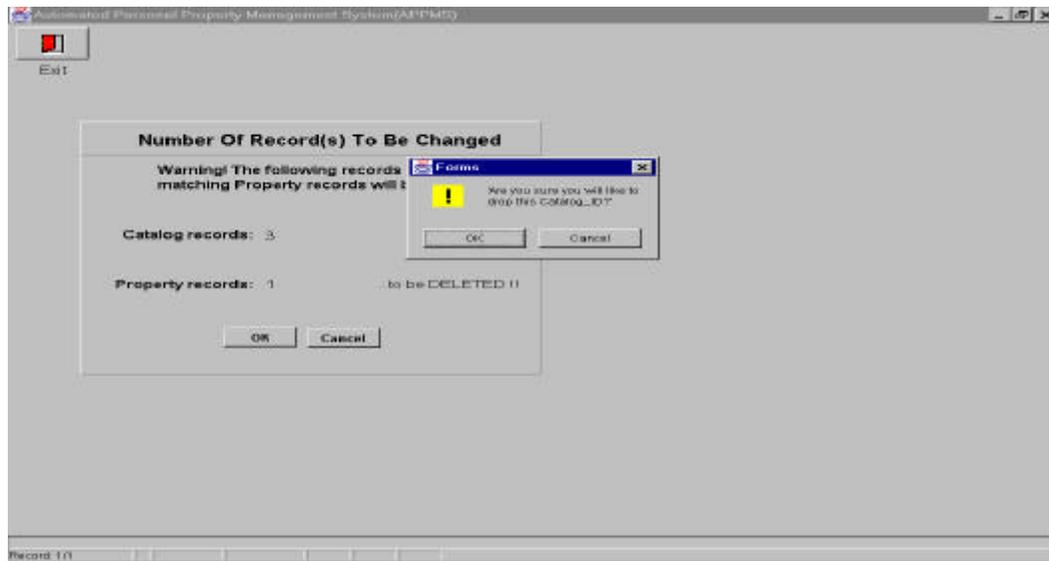
3. Click the **Cancel** button to cancel the transaction.
4. Click the **Ok** button to count the number of catalog records to drop.
5. The following screen is displayed:



UTILITIES MENU
GLOBAL DATABASE ADJUSTMENTS
DROP CATALOG NUMBERS

Drop Catalog Numbers

- Click the **Ok** button to drop the catalog numbers. The following alert is displayed. Click the **Ok** button to drop the catalog numbers or the **Cancel** button to cancel the drop process without saving.

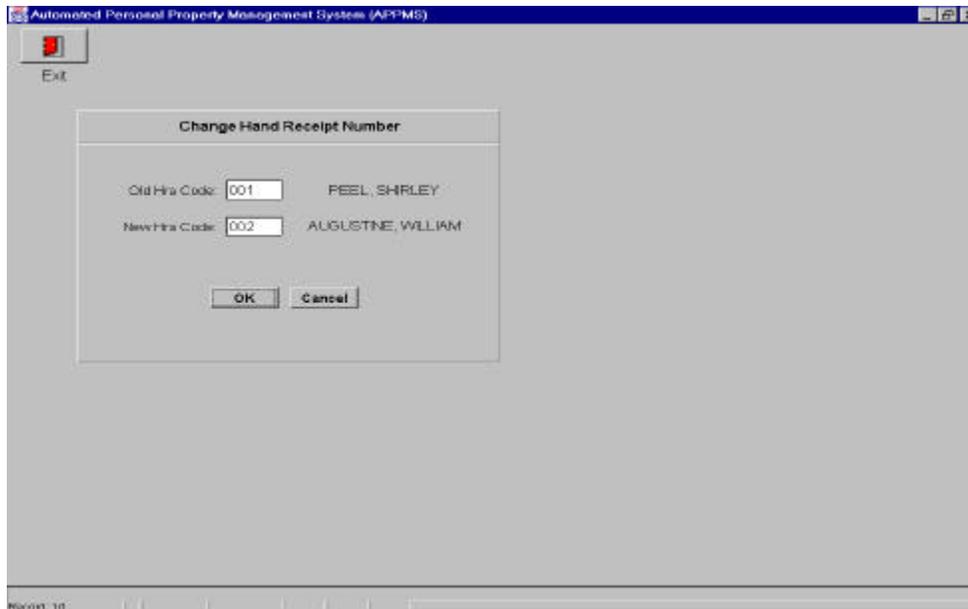


- The user is returned to the Drop Catalog Numbers screen. Fill in information to drop another number or click the **Cancel** button to return to the Global Database Adjustments Menu.

Change Hand Receipt Account Numbers

To transfer all property belonging to one Hand Receipt Holder to another, select the [**Change Hand Receipt Account Number**] on the Global Database Adjustments menu.

1. The following screen is displayed when **Change Hand Receipt Account Numbers** is selected:



The screenshot shows a window titled "Automated Personnel Property Management System (APPM5)". Inside the window, there is a dialog box titled "Change Hand Receipt Number". The dialog box contains two rows of text: "Old Hra Code: 001" followed by "FEEL, SHIRLEY" and "New Hra Code: 002" followed by "AUGUSTINE, WILLIAM". Below the text are two buttons: "OK" and "Cancel". The window also has an "Exit" button in the top left corner and a status bar at the bottom that says "Record: 10".

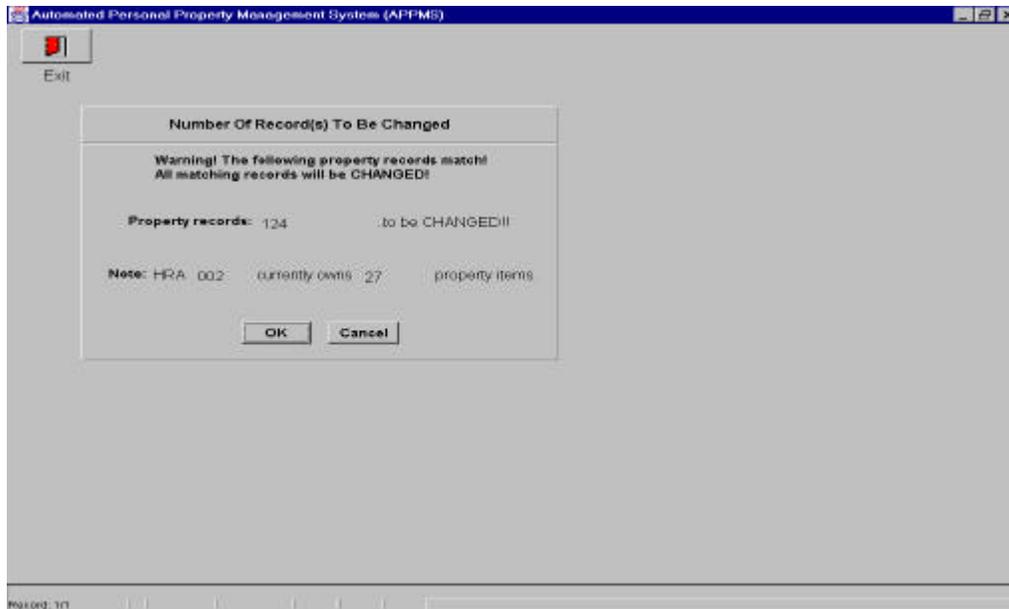
2. The following fields are available for editing:

OLD HRA CODE. Enter the OLD HRA CODE.

NEW HRA CODE. Enter the NEW HRA CODE.

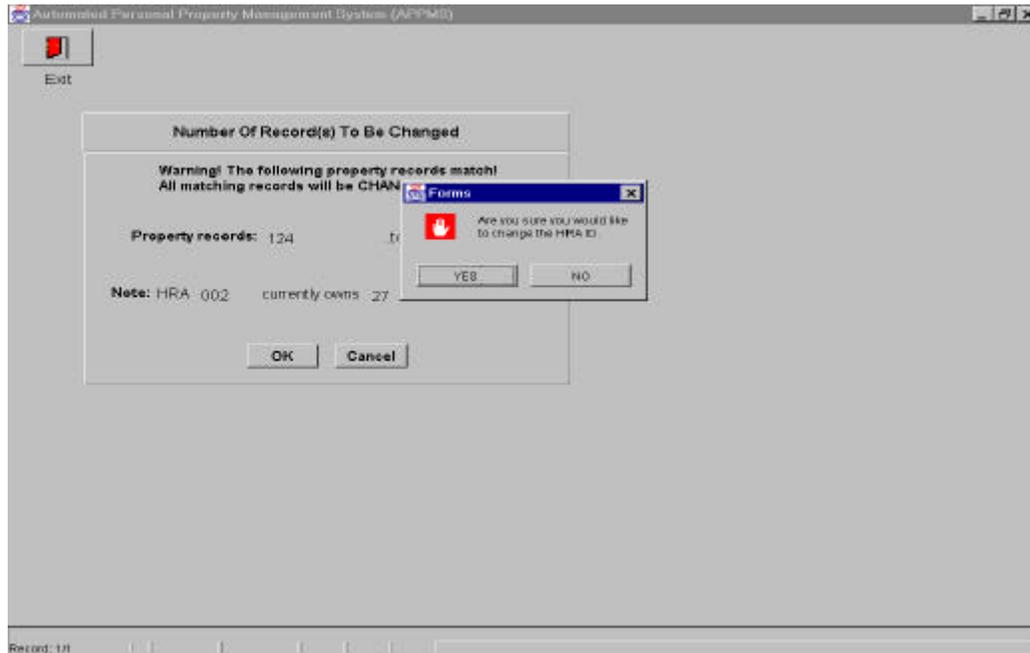
Change Hand Receipt Account Numbers

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Ok** button to count the number of HRA to change.
5. The following screen is displayed:



6. Click the **Ok** button to change the numbers. The following alert is displayed.

Change Hand Receipt Account Numbers

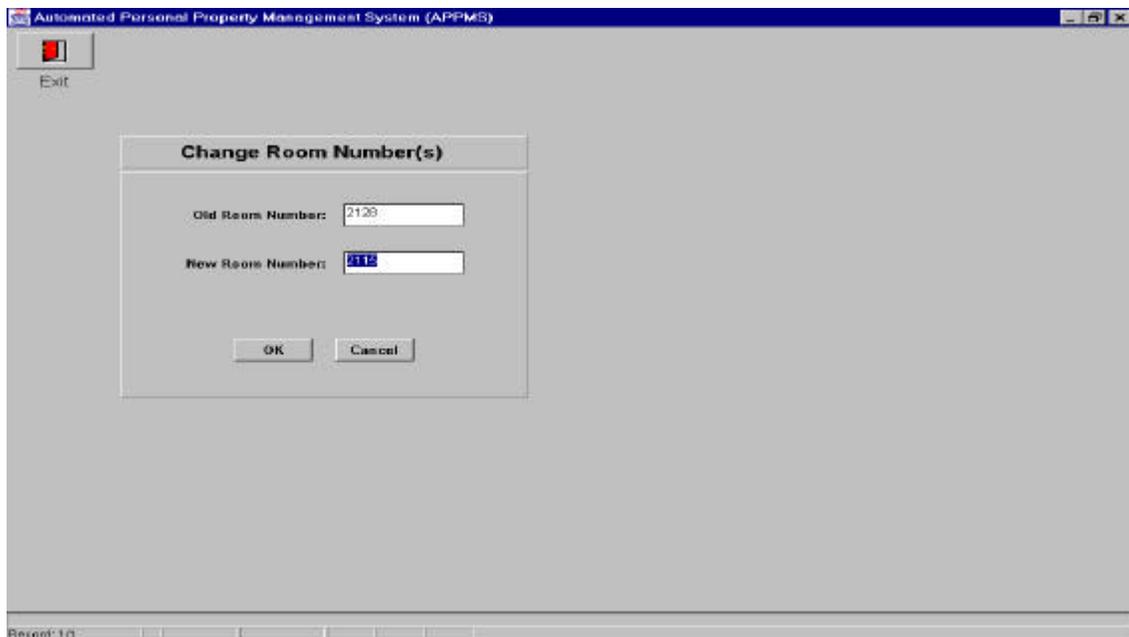


7. Click the **Yes** button to change the Hand Receipt Account.
8. Click the **NO** button to cancel the transaction without saving.
9. The user is returned to the Change Hand Receipt Account Numbers screen. Fill in information to change another number or click the **Cancel** button to return to the Global Database Adjustments Menu.

Change Room Numbers

To transfer all property belonging to old Room number to New, select the **Change Room Number** on the Global Database Adjustments menu.

1. The following screen is displayed when **Change Room Numbers** is selected:



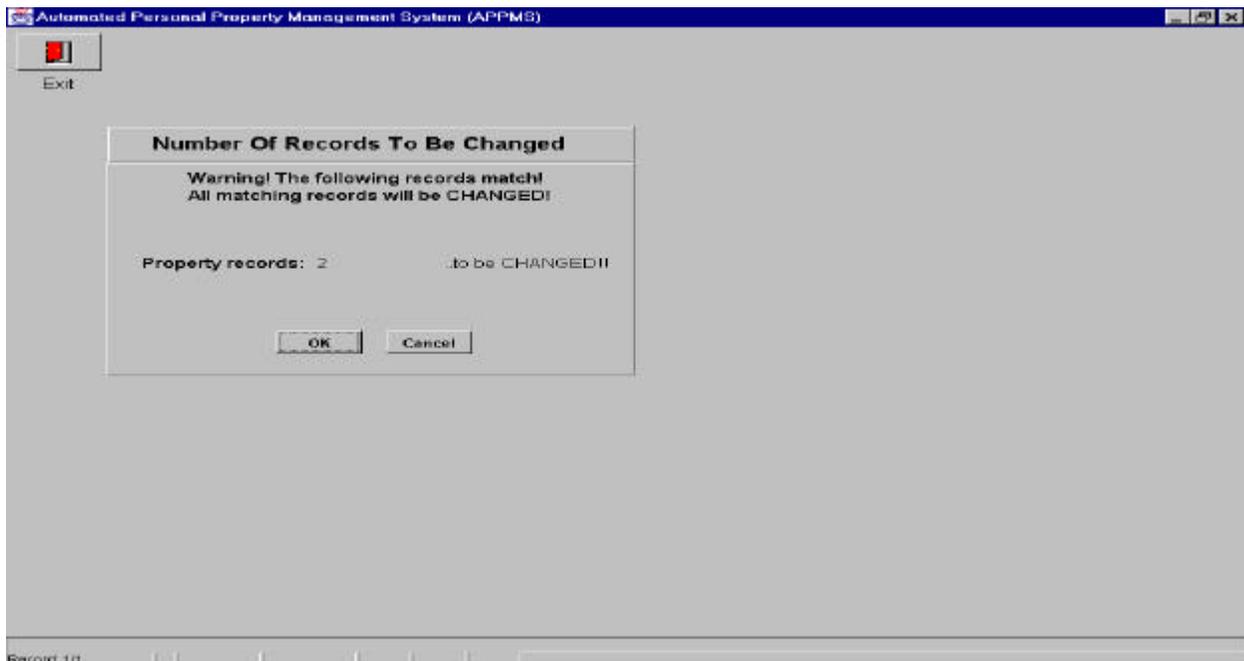
2. The following fields are available for editing:

OLD ROOM NUMBER. Enter the OLD ROOM NUMBER.

NEW ROOM NUMBER. Enter the NEW ROOM NUMBER.

Change Room Numbers

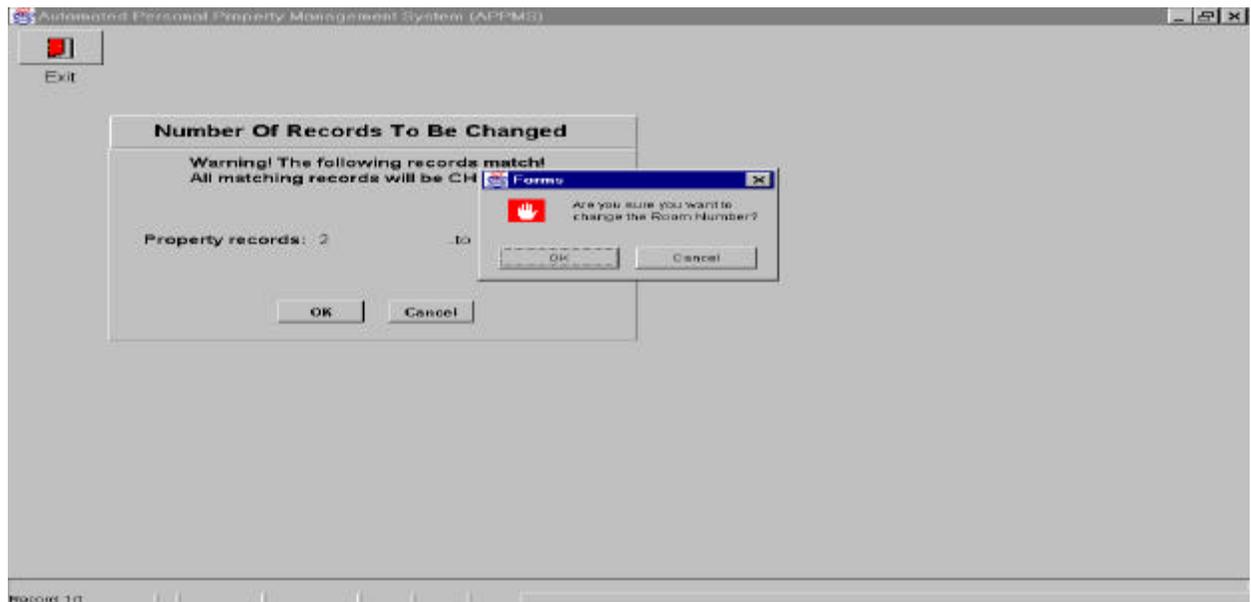
3. Click the **Cancel** button to cancel the transaction.
4. Click the **Ok** button to count the number of room number to change for a catalog record.
5. The following screen is displayed:



6. Click the **Cancel** button to cancel the transaction without saving.

Change Room Numbers

7. Click the **Ok** button to change the Room numbers. The following alert is displayed. Click the **OK** button to change the numbers or **Cancel** button to cancel the transaction without saving.



8. The user is returned to the Change Room Numbers screen. Fill in information to change another number or click the **Cancel** button to return to the Global Database Adjustments Menu.

Change Location

Option **change location** allows user to change Location **By location** and **By Hand Receipt Account Number**.

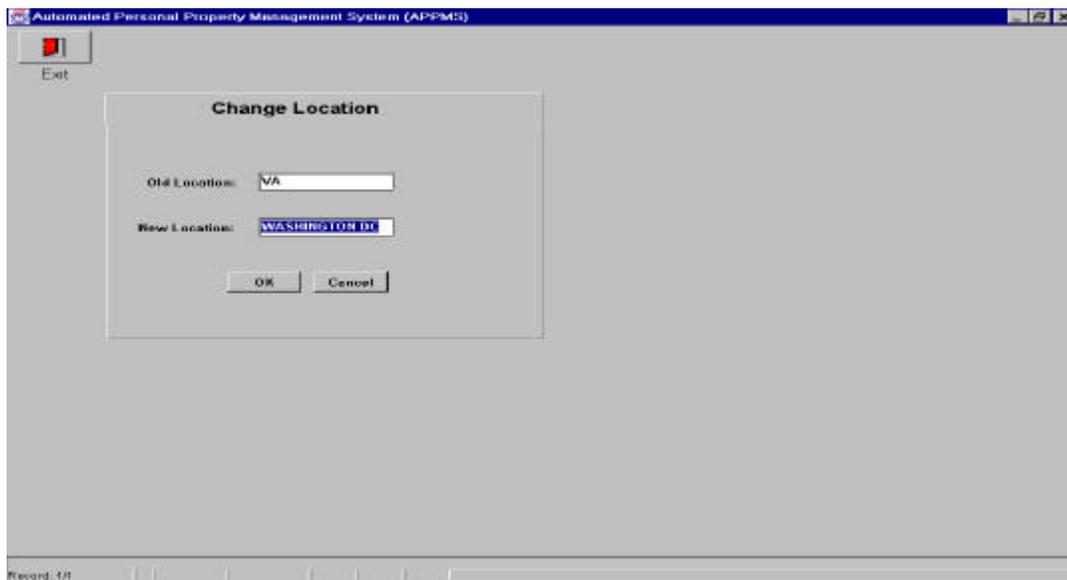
Option [**By location**] allows the user to enter old and new locations; it counts the number of records that will be changed. It allows the user to transfer all active properties belonging to the old location to the new location. All occurrences of the old location will be replaced with the new location. It creates a new transaction [**G04: Global location change**].

Option [**By HRA**] allows the user to enter the Hand Receipt Account number needs to change to new location. It allows the user to transfer all active property belonging to that HRA number, which is enter by user to new location.

By Location

To transfer all property belonging to the old Location to another new location, select the **[Change Location]** option on the Global Database Adjustments menu and click the **By Location** option.

1. The following screen is displayed when **By Location** is selected:



2. The following fields are available for editing:

OLD LOCATION. Enter the OLD LOCATION.

NEW LOCATION. Enter the NEW LOCATION.

By Location

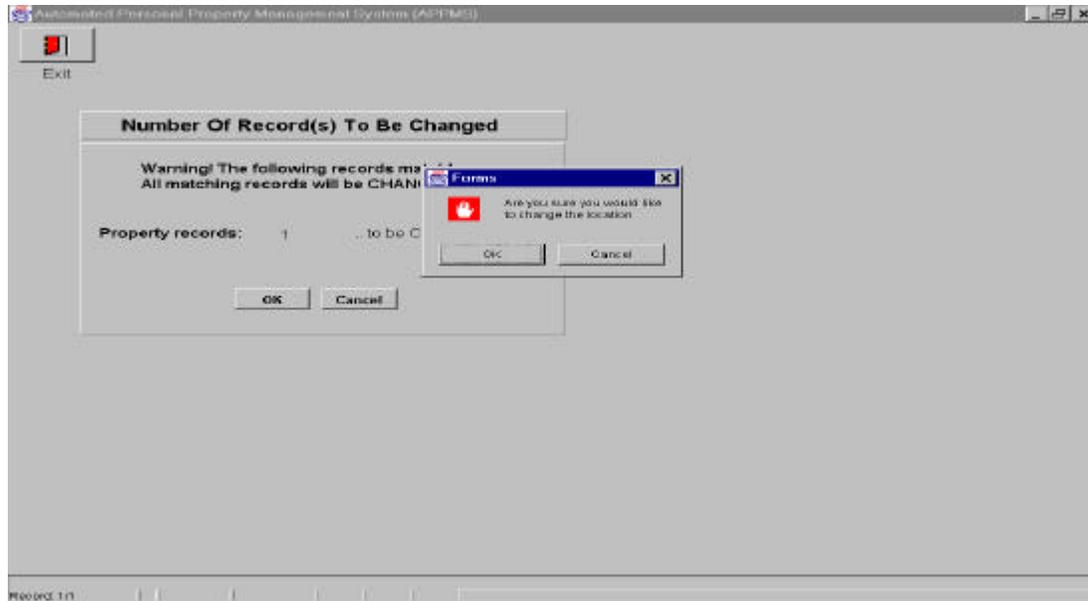
3. Click the **Cancel** button to cancel the transaction.
4. Click the **Ok** button to count the number of catalog record to change from an old location to a new location.
5. The following screen is displayed:



6. Click the **Cancel** button to cancel the transaction.

By Location

7. Click the **Ok** button to change the Location. The following alert is displayed. Click the **Ok** button to change the Location or the **Cancel** button to cancel the transaction without saving.



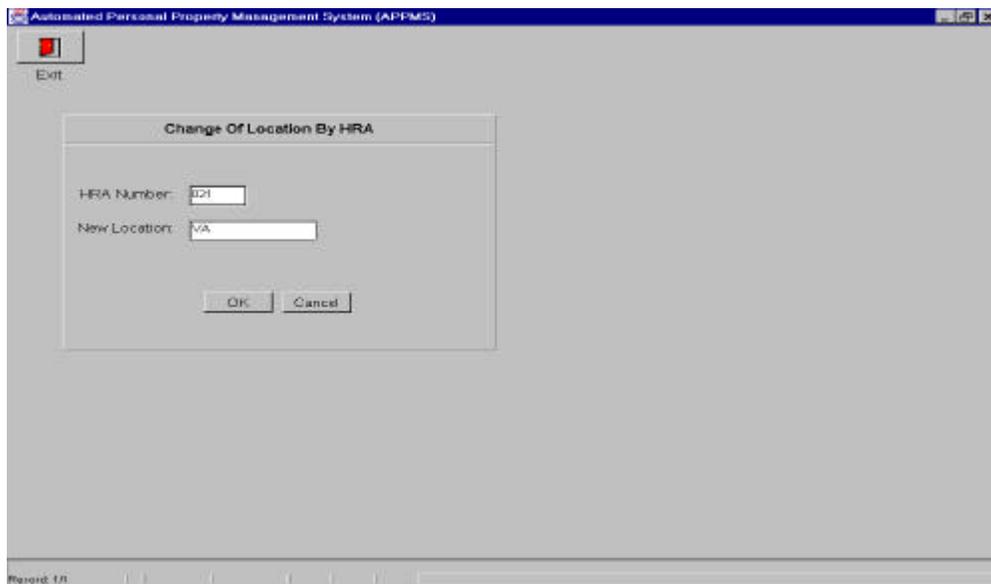
8. The user is returned to the Change Location by location screen. Click the **Cancel** button to return to the Global Database Adjustments Menu.

UTILITIES MENU
GLOBAL DATABASE ADJUSTMENTS
CHANGE LOCATION

By Hand Receipt Account

To transfer all property belonging to the location for that HRA to another new location, click the **Change Location** on the Global Database Adjustments menu and select **By Hand Receipt Account** option.

1. The following screen is displayed when **By Hand Receipt Account** is selected:



2. The following fields will be available for editing:

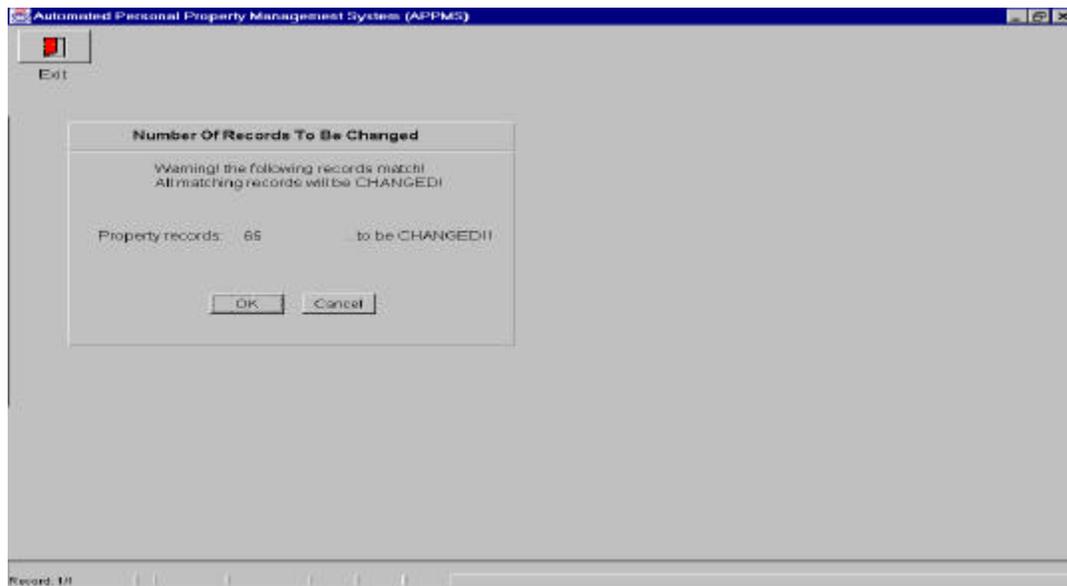
HRA NUMBER. Enter the HRA NUMBER.

NEW LOCATION. Enter the NEW LOCATION.

UTILITIES MENU
 GLOBAL DATABASE ADJUSTMENTS
 CHANGE LOCATION
 BY HAND RECEIPT ACCOUNT

By Hand Receipt Account

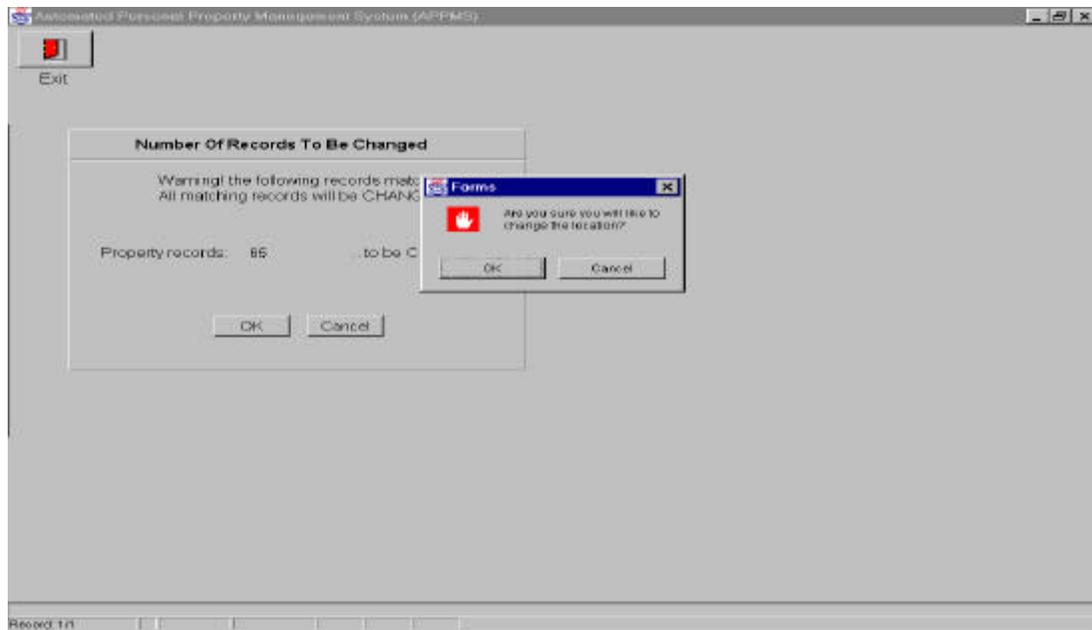
3. Click the **Cancel** button to cancel the transaction.
4. Click the **Ok** button to count the number of locations changed by an HRA.
5. The following screen is displayed:



6. Click the **Cancel** button to cancel the transaction.
7. Click the **Ok** button to change the Location. The following alert is displayed. Click the **Ok** button to change the Location or **Cancel** button to cancel the transaction without saving.

UTILITIES MENU
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BY HAND RECEIPT ACCOUNT

By Hand Receipt Account



8. Click the **Cancel** button to return to the Global Database Adjustments Menu.