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**PROJECT RECORDS INFORMATION SYSTEM (PRIS)
USER'S MANUAL**

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managing the

Oak Ridge K-25 Site

Oak Ridge Y-12 Plant

Oak Ridge National Laboratory

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1.0 INTRODUCTION

The Project Records Information System (PRIS) is an interactive system developed for the Information Management Services (IMS) of Martin Marietta Energy Systems, Inc., to perform indexing, maintenance, and retrieval of information about Engineering project record documents for which they are responsible. This PRIS User's Manual provides instruction on the use of this system.

Section 2.0 of this manual presents an overview of PRIS, describing the system's purpose; the data that it handles; functions it performs; hardware, software, and access; and help and error functions.

Section 3.0 describes the interactive menu-driven operation of PRIS.

Appendixes A, B, and C contain help screens, report descriptions, and the data dictionary, respectively.

2.0 SYSTEM OVERVIEW

2.1 SYSTEM PURPOSE

ANSI/ASME NQA-1, Quality Assurance Program Requirements for Nuclear Power Plants provides quality assurance standards for the Department of Energy (DOE) Oak Ridge facilities managed by Martin Marietta Energy Systems, Inc. One implementation of this standard, Engineering Procedure EP-PM3-01, requires maintenance of project files that contain the record copy of certain engineering project documents. The Project Records Information System (PRIS) supports the Information Management Services (IMS) in maintaining these project files.

2.2 SYSTEM DESCRIPTION

2.2.1 System Overview

PRIS allows IMS personnel to index, maintain, and retrieve information about the engineering project records for which they are responsible. Using interactive screens, IMS personnel enter information into PRIS about engineering projects and the documents associated with these projects. They obtain this information from the Engineering Transmittal Forms attached to the documents. Using the entered information, PRIS generates records for a series of indexed project folders. IMS personnel index the documents received with a given transmittal and physically store these documents in a unique folder associated with the appropriate project. Project folders provide hard-copy storage of all documents except design drawings. For design drawings, the IMS Drawing Centers provide physical storage; project folders contain only information about them.

Users of the system retrieve information from PRIS through interactive queries. The user can search project record information by project-, folder-, and document-related fields. PRIS displays the resulting information on the terminal screen. In addition, users may interactively select from predefined hard-copy reports. The plant mail system delivers the printed reports to the user.

Version 3.0 of PRIS incorporates the following major changes and enhancements:

1. PRIS can be used to establish Project Record Numbers (PRNs) and to add Engineering Service Orders (ESOs) to the PRNs.
2. PRNs and ESOs can also be deleted in this version of PRIS.

2.2.2 PRIS Database

Information about Engineering design documents that is entered through PRIS is a subset of the index information entered into the Engineering Design Information System (EDIS) by all systems, including the CADAM system and the IMS Index Function. Information in the EDIS Index and in PRIS is stored in the same set of tables regardless of its source. When design documents are entered into the Index by other systems and are also entered in PRIS as project documents, the physical documents are maintained by the IMS Design Center or by the repository associated with the originating system.

In the database and on the system's data entry and listing screens, data element names identify the information about projects, documents, folders, and project personnel. A dictionary defining the PRIS data elements is presented in Appendix C.

2.2.3 System Actions

The Primary Option Menu provides access to PRIS processing actions. This menu allows you to select a specific (1) project, (2) folder, (3) document, or (4) report to work with. Processing actions can be performed on the selected record material, such as Add, Query, Modify, Delete, Archive, Move, and produce reports. The primary menu options and the processing actions they provide are outlined below and are described in more detail in Sect. 3.0.

2.2.3.1 Select Project

This option allows you to select a project for further processing or to add a new project. When selecting a project, the system displays a list of the projects that match selection criteria you provide. The desired project can be selected from this list. The following actions can be performed once the project is selected:

1. Add new folders and their documents to a project. When documents are added, you may input additional buildings for multi-building documents.
2. Query any project for a list of its folders.
3. Modify project information.
4. Archive project folders.
5. Add ESOs to a project.
6. Delete ESOs from a project, and delete the project when the last ESO is deleted.

Section 3.4 describes the project processing options.

2.2.3.2 Select Folder

This option allows you to select a folder for further processing. The system displays a list of the folders that match selection criteria you provide. The desired folder can be selected from this list. The following actions can be performed once the folder is selected:

1. Add new documents to any existing folder. When documents are added, you may input additional buildings for multi-building documents.
2. Query any folder for a list of its documents.
3. Modify transmittal (folder) information.
4. Move a folder to a different project.

Section 3.5 describes the folder processing options.

2.2.3.3 Select Document

This option allows you to select a document for further processing. The system displays a list of the documents that match selection criteria you provide. Depending on your input, PRIS will sort the document list by document number alone or by Project Record Number, folder number, and document number. The following actions can be performed from the document list:

1. Query a document for more detailed document information. From the Detail Document Information screens, you also may perform actions 2 through 7 below.
2. Query the list of buildings associated with the document. From the Document Building Listing Screen, you may modify the building list.
3. Query the list of folders associated with the document. From the Document Folder List, you may delete copies of the document from specified folders.
4. Query the list of formats associated with the document.
5. Modify document information.
6. Delete the document from PRIS.
7. Move the document to a different folder.

Section 3.6 describes the document options.

2.2.3.4 Select Reports

This option allows you to select hard-copy reports of project and document information. From the Select Report screen, you may generate any of the following reports:

1. Project List for a Given Plant
2. Project/Folder List for a Given Plant
3. Project/Folder Document List for a Given Plant
4. Project Document List for a Given Plant, ordered by Document Number
5. Folder/Document List for a Given Project
6. Document List for a Given Project, ordered by Document Number
7. Project List for a Given Project Engineer
8. Project/Document List for a Given Project Engineer, ordered by Document Number

Appendix B, PRIS Report Formats, provides report layouts. Section 3.7 describes the report option.

2.3 SYSTEM REQUIREMENTS

2.3.1 Hardware and Software

PRIS is located on the IBM 3090 unclassified processor located at the Oak Ridge K-25 Site.

PRIS is accessed via asynchronous communication over the unclassified DCA network using VT-100-type terminals or microcomputers equipped with VT-100 emulation software as follows:

1. An ASCII terminal connection to the IBM 7171 (System Select 9 and 47) through the unclassified DCA network for the 3090 unclassified system or a microcomputer with communications software (e.g., SmarTerm).
2. An IBM 3270-type terminal or a microcomputer equipped with 3270 emulation, such as IRMA, connected through coaxial cable or an IBM token ring network.

In connection with the current enhancements, PRIS software has been converted to use Cross System Product (CSP), a fourth generation language product. The resulting CSP applications execute under the Customer Information Control System (CICS) environment.

2.3.2 System Access

Users must have a user ID, a computer password, and an authorized CICS account on the IBM 3090 computer at K-25 to access the system. Access control is enforced through user identification at the time of logon and through authorization tables that define the functions permitted to each user of the system.

EMIS maintains user access control information for PRIS. A PRIS user must first be a valid EMIS user. Validation information, including EMIS user IDs, is downloaded nightly to PRIS by EMIS. In addition, the EDIS Configuration Control Manager specifically authorizes PRIS users to access the PRIS database and to execute PRIS software.

3.0 SYSTEM OPERATION

3.1 CONVENTIONS IN SYSTEM COMMANDS AND KEYS

System operations are performed using a series of data display, selection, and/or entry screens. PRIS performs the tasks you request by guiding you from one screen to the next based upon your responses to menu selections and screen prompts. Your responses are entered by typing requested data and/or one of the PRIS action codes (shown below) in the indicated command or select field and then pressing the <ENTER> key to initiate the action. Some screens and actions can be accessed by more than one screen path. The primary menu structure is shown in Figure 1. Section 3.1.1 lists the PRIS action codes and their associated system responses. Section 3.1.2 lists the standard cursor movement and screen processing keys to be used within a screen.

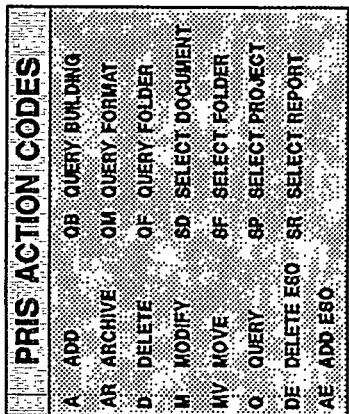
The system screens are operated from a command line, which is the second line of each screen. The commands that may be entered on this line are listed below. Command keys are enclosed in angle brackets (e.g., <ENTER>) that indicate you should press a single key to perform the action.

3.1.1 PRIS Action Codes

The following table lists PRIS action codes along with the associated system response. Not all codes are available from each screen. If a code can apply to more than one kind of object, the system processes the object that is currently selected.

<u>Code</u>	<u>Action</u>	<u>System Response</u>
X	EXIT	Exit from current screen to Primary Option Menu.
E	END	Exit from current screen to previous screen.
UP	UP	Scroll up one page ("UP M" goes to top of list; "M" = max).
DN	DOWN	Scroll down one page ("DN M" goes to end of list).
SP	SELECT PROJECT	Display input screen for project selection criteria.
SF	SELECT FOLDER	Display input screen for folder selection criteria.
SD	SELECT DOCUMENT	Display input screen for document selection criteria.
SR	SELECT REPORT	Display input screen for selecting a batch report.
AE	ADD ESO	Add additional ESOs to a project.
AR	ARCHIVE	Display archive screen for input of archive location.
DE	DELETE ESO	Delete ESO from a project or delete the project and ESO.
Q	QUERY	Display additional information about project, folder, or document.
QB	QUERY BUILDING	Display building list for a document.
QF	QUERY FOLDER	Display folder list for a document.
QM	QUERY FORMAT	Display format list for a document.
M	MODIFY	Modify project, folder, or document information.
A	ADD	Add new folders and/or new documents to PRIS.
D	DELETE	Delete document from PRIS; delete building from building list.
MV	MOVE	Move document or folder.

Primary Menu Structure



GP2302

3.1.2 General Key Assignments

Keyboard keys and their actions to process data and move the cursor on the screen are listed below:

<u>Key</u>	<u>Action</u>
<↓>	Move cursor down one line directly below the current cursor position.
<←>	Move cursor one space to the left of the current cursor position.
<→>	Move cursor one space to the right of the current cursor position.
<↑>	Move cursor up one line directly above the current cursor position.
<CTRL><BACKSPACE> or <CTRL><H>	Move cursor to Command line at top of screen.
<TAB>	Move cursor to the beginning of the next sequential field on the screen.
<CTRL><ENTER>	Move cursor to the beginning of the next input line on the screen.
<ENTER>	Tell system to execute the command that you have entered.

3.1.3 Help Screens and System Messages

3.1.3.1 Help Screens

Help screens for classification, building, company, document type, plant, and EMIS IDs are available throughout the system. While entering data or search criteria, you can type a question mark (?) in one or more of these screen fields. After you press <ENTER> to process the screen, the system displays a help screen for each field containing a ? to allow you to select the missing values. See Appendix A for examples of these help screens.

To select a value from a help screen, place an X beside the desired value and press <ENTER>. PRIS places the selected option in the original input field in place of the ?. When all ?'s have been replaced with valid values, PRIS finishes processing the screen. The screen will not be redisplayed unless errors are found with other values. To exit a help screen without making a selection, type END in the command field and press <ENTER>; PRIS will redisplay the original data or search screen, place the cursor at the ? in that field, and flag the ? as incorrect and needing a value.

An error screen for certain special cases is also displayed in Appendix A.

3.1.3.2 EMIS ID Identification

For input fields that require EMIS IDs, you may enter ? and press <ENTER> to display the Engineering Personnel Help Screen. This screen allows you to enter a name or other search criteria to find an employee. When you press <ENTER>, the system displays a list of EMIS IDs and associated names that meet the search criteria you entered. You may then select the needed EMIS ID from this list.

3.1.3.3 Partial Search Criteria

On search screens, you may use a percent sign (%) or an underscore () as wild-cards to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search for records with the exact string characters in the indicated position and with variable characters where a % or _ is indicated.

3.1.3.4 System Messages

System messages are displayed just below the Command line of some screens or on the bottom line of other screens. These messages may be error messages if an invalid command or information is entered, or they may be confirmation messages that confirm the system's execution of actions you have requested.

3.2 ACCESSING/EXITING PRIS

3.2.1 Accessing PRIS

To access PRIS, you must have a user ID, a computer password, and an authorized CICS production account on the IBM 3090 machine.

Several types of terminal connections may be used to access the 3090, as described in Sect. 2.3.1. To log on the K-25 IBM 3090 unclassified system using one of these terminal connections, follow one of the procedures described below.

NOTE: Whenever the system displays *** at the bottom of text, you must press <ENTER> to continue.

1. For the 7171 connection to the K-25 system, answer the following prompts with the indicated responses:

<u>Prompt</u>	<u>Response</u>
Which System (1 thru 55)?	47 <ENTER>* <ENTER>
Enter Desired Application =>	CICS <ENTER>
* Enter either 9 or 47 as the system select number.	

2. For the 3270-type terminal with coaxial or token ring connection, respond to the prompt as shown below:

<u>Prompt</u>	<u>Response</u>
Enter Desired Application =>	CICS <ENTER>

After the CICS command is entered for either of these log-on sequences, the CICS log on screen is displayed:

```

SYSTEM: CICS5 ***DFH2312 WELCOME TO CICS/MVS ***
CICS SYSTEM SECURED BY CA-ACF2/CICS 5.2

If you have entered this system by mistake
please press CLEAR to exit this screen and
then type 'LOGOFF' to exit the system

TERMINAL: 2A03
NODE: TRK12A03

DAY: WEDNESDAY

SYSTEM DATE: JUNE 09, 1993
SYSTEM TIME: 08:34 AM

LOGONID: ==>
PASSWORD: ====>

ACFAE133 ACF2/CICS: PLEASE ENTER LOGONID

CICS/VS - ACF2 (SYSTEM SIGNON/SIGNOFF FACILITY)

```

Type your user Id and password in the indicated fields, then press <ENTER>. If the log on is successful, CICS displays log-on confirmation messages:

```

ACF01137 xxx LAST SYSTEM ACCESS 07.43-06/09/93 FROM 5339
ACFAE139 ACF2/CICS: 2A03 SIGNON COMPLETED: LOGONID=xxx NAME=X X XXXXX

This computer and its associated subsystems, including electronic mail,
are for official use only by authorized employees of Martin Marietta
Energy Systems, Inc. (Energy Systems), or by other persons authorized
by Energy Systems. Users of this system are advised that there is no
expectation of privacy of an individual's activities on the system.
Energy Systems retains the right to monitor all activities on the system
and to access any computer files or mail messages without prior knowledge
of user, sender, or addressee.

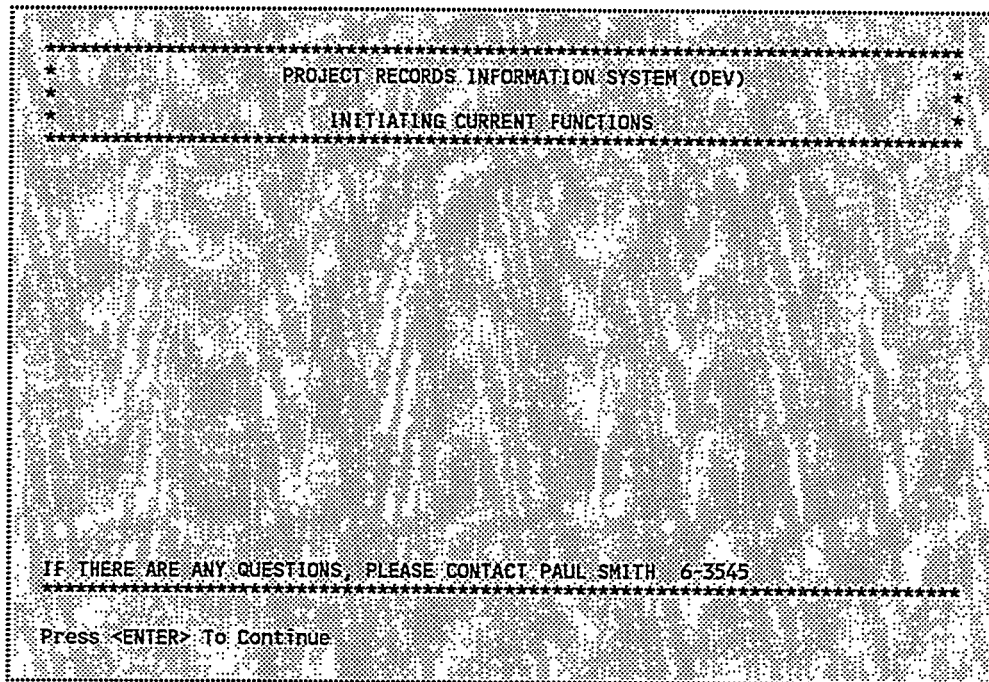
```

CICS positions your cursor in the upper left-hand corner of this screen.

To run PRIS, type

EDPR <ENTER>

PRIS will display the banner screen shown below. The banner screen contains current information about the system (i.e., updates, scheduled maintenance, etc.).



After reading this screen, press <ENTER> to display the Primary Option Menu shown on the next page.

3.2.2 Exiting PRIS

You leave PRIS by entering X on the Primary Option Menu. CICS then displays a blank screen and positions your cursor in the upper left-hand corner of the screen. On this CICS main screen, type

LOGOFF <ENTER>

CICS displays the following log-off messages:

ACFAE131 ACF2/CICS: 2A03 SIGNOFF HAS BEEN COMPLETED
ACFA3136 ACF2/CICS: THIS TERMINAL WILL BE DISCONNECTED FROM CICS

3.3 THE PRIS PRIMARY OPTION MENU

When you access PRIS, the following menu of system actions is displayed:

```

Project Records Information System
-----
PRIMARY OPTION MENU

COMMAND:                               EMIS ID - XXXXX
                                         User ID - XXX
                                         Time   - XX:XX:XX

Enter a valid option on the command line, then press <ENTER>.
SP  SELECT PROJECT  Create, find and display information about projects, then:
                        ADD documents to project  QUERY project (list folders)
                        MODIFY project info       ARCHIVE a project
SF  SELECT FOLDER   Find and display information about project folders, then:
                        ADD documents to folder    QUERY folder (list documents)
                        MODIFY transmittal info    MOVE folder
SD  SELECT DOCUMENT Find and display information about documents,
                        including building, format, and folder lists, then:
                        MODIFY document info and building list
SR  SELECT REPORTS  Request Reports
X   EXIT            Terminate

Enter END or X to terminate Project Records Information System.
  
```

PRIS
PRIMARY
OPTION
MENU

Indicate the action to be performed by typing the option character(s) on the COMMAND line and pressing <ENTER>. The following sections of this manual describe the operation of the four actions on the Primary Option Menu.

Refer to the table below to find the manual section that covers each option.

<u>Option</u>	<u>Action</u>
SP	SELECT PROJECT (see Sect. 3.4).
SF	SELECT FOLDER (see Sect. 3.5).
SD	SELECT DOCUMENT (see Sect. 3.6).
SR	SELECT REPORTS (see Sect. 3.7).
X	EXIT

Entering option X or the command END and pressing <ENTER> will exit PRIS and return you to the CICS main screen.

3.4 SELECT PROJECT (SP)

The Select Project option allows you to select an existing project for further processing or to add a new project to the system. When the SP option is chosen from the Primary Option Menu, the system displays the Select Project Screen.

```

----- SELECT PROJECT -----
COMMAND (OPTIONAL) :

Enter values in the following fields and press <ENTER> to search for project
information.
For the projects you display, you will be able to ADD documents, QUERY
folders, MODIFY project information, or ARCHIVE the project.
Move from field to field by pressing the TAB key.
Enter the END command to return to the previous screen.

Project Rec. No. : _____ ESO : _____ Project Engr. : _____
Proj. Title: _____
Project Acronym : _____ Plant : _____
Project Creation Date (mm/yy/dd): _____
Note: Enter % in ESO field to list all ESOs for each selected project.

-----
Select only Archived Projects (Y/N): N
Create a new Project (Y/N): _

```

**SELECT
PROJECT
SCREEN**

The Select Project option allows you to select and display project information by entering selection criteria that identify the project. PRIS searches the database for projects that match your entered criteria and displays a list of projects. You may select a project from this list for further processing. When the SP option is chosen from the Primary Option Menu, the system displays the Select Project Screen.

Use the <TAB> key to move the cursor through the data entry fields and enter values for one or more data elements to serve as selection criteria. To get help in data entry for the Project Engr. field and Plant field, type a question mark (?) in the field (see Sect. 3.1.3 and Appendix A). In the Project Record Number, Project Acronym, and Proj. Title fields, a percent sign (%) or an underscore (_) "wild card" may be used as part of the values entered (see Sect. 3.1.3). To cancel the search and return to the PRIS Primary Option Menu, type END in the COMMAND field and press <ENTER>.

Enter a % in the ESO field if you wish to see all ESOs for the project; otherwise, only one entry for each project will be displayed, even if multiple ESOs exist.

To add a new project, enter a valid ESO number in the ESO field and enter a Y in the Create a New Project (Y/N) field at the bottom of the screen. The Project Record Number and the creation Date must be blank. Press ENTER to advance to the Add New Project Information Screen (see Sect. 3.4.7).

If not creating a new project, press <ENTER> to process the selection criteria, obtain help screens for fields containing ?, and begin the search. If no projects are found that match the entered criteria, the system redisplay the Select Project Screen with a message stating that no projects have been selected, and you are allowed to re-enter the criteria.

If matching projects are found, the system displays a list of those projects on the Project Listing Screen. A message is displayed at the bottom of the screen to tell you how many projects were found. If your search criteria were too general (they returned more than 240 matches), only the first 240 are listed, and a message will ask you to redefine your search.

```

----- PROJECT LISTING -----
COMMAND (OPTIONAL) :
Action Codes:  < A=ADD DOCUMENTS> <AE=ADD ESO> < Q=QUERY PROJECT--FOLDER LIST>
               < M=MODIFY PROJECT INFO> <AR=ARCHIVE PROJECT> <DE=DELETE ESO>

To work with a project, enter a valid action code in the select field of the
project, then press <ENTER>.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen. An "A" status
identifies an archived project.

```

PROJ SEL	PROJ STAT	REC NUMBER	ACRONYM	PLANT CODE	ESO	CREATION DATE	PROJECT ENGR	RET PER
X		XXXXX-XXXX	XXXXXXXXXX	X-XX	X XXXXXXXX	XX/XX/XX	XXXXX	XXX
XX								
X		XXXXX-XXXX	XXXXXXXXXX	X-XX	X XXXXXXXX	XX/XX/XX	XXXXX	XXX
XX								
X		XXXXX-XXXX	XXXXXXXXXX	X-XX	X XXXXXXXX	XX/XX/XX	XXXXX	XXX
XX								
X		XXXXX-XXXX	XXXXXXXXXX	X-XX	X XXXXXXXX	XX/XX/XX	XXXXX	XXX
XX								

CURRENTLY ON FIRST OF X RECORDS

PROJECT LISTING SCREEN

Unless your select criteria included a % to display all ESOs, this screen lists only one entry for each project, and the ESO column for the projects is blank. ESOs are displayed in this column only if the detailed ESO listing is requested.

Use the <TAB> or <↑> and <↓> keys to move the cursor to the project you wish to select for processing. If there is more than one screen of selected projects, type DN or UP in the COMMAND line and press <ENTER> to display the next or previous screens, respectively.

Processing options are requested by placing the letter of the action you wish to perform in the SEL column beside the selected project and pressing <ENTER>. The system then displays screens that allow you to perform the chosen action (these are described in the following sections of this manual). When an action is completed (or you enter an END command on a subsequent screen), the system returns to this Project Listing Screen for further selections. The actions that are available are listed below:

<u>Option</u>	<u>Action</u>
A	Add documents (create a new transmittal folder and add documents to the selected project) (see Sect. 3.4.1).
Q	Query project (display a list of the folders belonging to the selected project) (see Sect. 3.4.2)
M	Modify project information for the selected project (see Sect. 3.4.3).
AR	Archive the selected project (see Sect. 3.4.4).
AE	Add ESO (see Sect. 3.4.5).
DE	Delete ESO (see Sect. 3.4.6).

Option Q displays a list of folders for the ESO that is displayed on this listing screen. If the ESO column for the selected project line is blank, the list of folders includes all folders for all of the project's ESOs.

Option DE may not be used unless there are no documents in any of the folders for the selected project/ESO. If the selected ESO is the last ESO for the project, the project will be deleted.

When you exit the Project Listing Screen by entering END in the COMMAND line, the system returns to the Select Project Screen.

3.4.1 Add Documents (A)

Project documents are received by IMS accompanied by an Engineering Transmittal. The Transmittal provides a PRN and/or ESO number identifying the project of the associated documents. When you select a project for adding a new transmittal, the system displays the screen below.

There are three areas of information on the screen: Project Information, Transmittal Information, and Document Information. The Project Information area displays information about the project you selected, which cannot be modified from this screen. If the Project ESO is flagged as a default ESO (*Indicates default ESO) and this ESO is not the ESO you wish to use, exit this screen and select a specific ESO from a detailed ESO listing. The EMIS Project Number field is set to the EMIS project number associated with the Project ESO. Data entry for the other two areas is described below.

```

----- ADD TRANSMITTAL/DOCUMENT -----
COMMAND (OPTIONAL) :

Enter the information in the fields below. When the information has been
entered press <ENTER> to continue.
Enter the END command to cancel this function.

===== Project Information =====
ESO* : XXXXXXXX Project Record Number: XXXXX-XXXX Project Number: XXXXXXXX
Plant: X-XX Project Acronym : XXXXXXXXXX Creation Date : XX/XX/XX
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*Indicates default ESO

===== Transmittal Information =====
Transmittal : _____ Issue Date(mm/dd/yy): _____
Prncp. Engr : _____ Originator/Recipient: _____
Job Title : _____
Index Date : XX/XX/XX Folder Number : XXXX

===== Document Information =====
Doc.Type: _____ Document No: _____ Rev. Code: _____ Sheet: 001
Classification: U Plant: XXXX Building: _____ Multi-Bldg(Y/N): N
Title: _____
Company : MMES Issue Date(mm/dd/yy): _____

```

**ADD
TRANSMITTAL/
DOCUMENT
SCREEN**

Use the <TAB> key to move from field to field in the Transmittal and Document Information areas. Enter information for the transmittal and the first document of the transmittal. When all information has been entered, press the <ENTER> key. The system will validate the transmittal and document information. Then it creates a unique, sequential folder number that associates the folder with the appropriate project. It also creates a document record that corresponds to the entered information. Then PRIS redisplay the Add Transmittal/Document Screen with the transmittal fields protected and the document fields reinitialized for another document (see page 20 for more information on these processing functions).

The system continues to redisplay the Add Transmittal/Document Screen for you to add additional documents until you exit by entering END on the COMMAND line of the screen. In this way, you can enter all documents associated with a transmittal in a single session. Once you enter END, any remaining documents of a transmittal must be added to the folder using the Add Document option found on the Folder List Screen. (See Sect. 3.5.1 for a description of this option.) When you enter END on the COMMAND line of the Add Transmittal/Document Screen, the system will display the Project Listing Screen with a message showing the number of documents added to the current folder.

Data entry requirements for certain Transmittal and Document entry fields are described below.

Field	Description
Prncpl. Engr.	To receive help with the EMIS ID for the principal engineer, enter ? in this field to display the Personnel Help Screen. (See Appendix A.)
Originator/Recipient	To receive help with the EMIS ID for the originator/recipient, enter ? in this field to view the Personnel Help Screen. (See Appendix A.)
Index Date	This field does not accept entry. After the system has stored the first document, it sets the value to the current date.
Folder Number	This field does not accept entry. After the system has created a folder, it sets this value to the number of the current folder.
Doc. Type	To receive a list of document types, enter ? in the field. (See Appendix A.)
Document No.	You must enter a document number for all documents. For document types DD, JS, BM, DS, and DC, you must enter the actual document number. For all other document types, you may enter UNKNOWN if no document number is available--PRIS will generate a unique sequential document number for the document based on the project and folder numbers.
Rev. Code	This field is defaulted to blank, but can be changed.
Sheet	This field is defaulted to 001, but can be changed.
Classification	This field is defaulted to U. When you enter a title for a document with a classification level other than U, PRIS displays the Title Classification Verification Screen shown below:

TITLE

**CLASSIFICA-
TION**

VERIFICATION

```
----- TITLE CLASSIFICATION VERIFICATION -----  
COMMAND (OPTIONAL) :  
  
*****  
*****  
***** Title should have been declared UNCLASSIFIED by an Authorized *****  
***** Derivative Classifier (ADC). *****  
*****  
***** Do not enter Program Number, Process Number, Part Drawing *****  
***** Number, or anything classified in the title of this Drawing. *****  
***** Correct the Title if necessary and press <ENTER> to continue. *****  
***** Enter END to cancel the document entry. *****  
*****  
Title:  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
*****  
*****  
*****  
*****  
*****
```

Field	Description
	This screen is used to verify that the entered title is unclassified. You must either (1) modify the title if necessary and confirm that the title is unclassified by pressing <ENTER> or (2) cancel addition of the document by entering END in the COMMAND line. After you confirm that the title is unclassified, PRIS will add the document to the Index.
Plant	This field is defaulted to your plant as identified in EMIS, but can be changed.
Building	You must enter a building number for all documents except design drawings (document type DD); for DDs, leave the field blank. PRIS will retrieve the building numbers from the EDIS Index if the DD already exists. If PRIS is the first system to add the DD to the Index, the system will enter the value UNKNOWN in this field. When CADAM or IMS subsequently enters the document, the actual building number(s) will replace UNKNOWN. To display a list of buildings for the plant in the Plant field, enter ? in the Building field (see Appendix A). Lists are available for K-25, X-10, and Y-12 plants only.
Multi-Bldg	This field is defaulted to N. If you change the value to Y and the document is not a design drawing, PRIS will display the Document Building Listing and allow you to enter additional buildings for the document.

**DOCUMENT
BUILDING
LISTING**

```

DOCUMENT BUILDING LISTING
-----
COMMAND (OPTIONAL) :

New Building : _____
The following is a list of the buildings associated with the current document.
To add a new building, enter a valid building number in the New Building
field.

Press <ENTER> when input is complete. Enter the END command to return to the
previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev. Code : XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-----
Building Numbers:
XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXXXXXXX

```

This screen displays key information and current Building Number values for the document. You may enter an additional building number for this document in the New Building field and press <ENTER>. If you enter ? in the New Building field, the system will display a list of valid building values from which to choose (see Appendix A).

Field	Description
	The screen is redisplayed after each addition until you enter END on the COMMAND line of the screen to exit the screen.
Company	The screen will be displayed with the Company field defaulted to MMES, but this may be changed. To display a list of company codes, enter ? in the field (see Appendix A).

As each document is added, PRIS checks the entered data for valid values. If an invalid value has been entered in one or more fields, the system redisplay the screen, highlights all invalid fields, and displays a message that the highlighted fields are incorrect. You may place ? in the Principal Engineer, Originator/Recipient, Doc. Type, Classification, Building, Plant, or Company fields to display a list of valid values from which to choose (see Appendix A).

PRIS will display the following sequence of additional screens, if appropriate, before saving the document and returning to the Add Transmittal/Document screen for entry of another document:

1. If a title is entered and the value of Classification is other than U, the system will display the Title Classification Verification Screen (as discussed on page 18).
2. When you enter a document, PRIS checks whether or not the document number already exists. If PRIS has previously stored a document with this document number in another folder of the current project or in another project, the system displays the Duplicate Document Verification Screen.

DUPLICATE DOCUMENT VERIFICATION

```

----- D U P L I C A T E   D O C U M E N T   V E R I F I C A T I O N -----
COMMAND (OPTIONAL) :

*****
***** PRIS has already stored a document with this document number. *****
***** Information for the existing document is shown below. Use *****
***** the Select Document option in the PRIS Primary Option Menu *****
***** to review complete document information if necessary. *****
***** Press <ENTER> to store a duplicate copy of the document. *****
***** (current input will be added to existing information.) *****
***** Enter END to cancel entry of this copy. *****

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev Code: XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Plant : XXXX Classification: Issue Date : XX/XX/XX
Company : XXXX Princp. Engr. : XXXX Orig./Recip.: XXXX
*****
*****

```

This screen shows the document information for the existing document. From this screen, you can cancel entry of the document (by entering END) if your document number was typed wrong or if there are two documents with the same document number. If you confirm that the document should be re-entered (by pressing

<ENTER>), PRIS adds the document and merges your input with the existing information.

3. If the value of the Multi-Bldg field has been set to Y, PRIS will display the Document Building Listing Screen (see page 19).
4. Finally, PRIS redisplay the Add Transmittal/Document Screen with a message that the document has been added to the folder, and default values are displayed in the Document Information area to receive another document for the transmittal. After the first document is entered into a folder, the Transmittal Information can no longer be modified from this screen.

3.4.2 Query Project (Q)

When you Query a project, PRIS displays a list of folders for the selected project. When Q is placed beside a project on the Project Listing Screen, the following Folder Listing Screen is displayed:

```

----- FOLDER LISTING -----
COMMAND (OPTIONAL) :
Action Codes : < A=ADD DOCUMENTS>          < Q=QUERY FOLDER (DOCUMENT LIST)>
               < M=MODIFY FOLDER INFO>      < MV=MOVE FOLDER>
To work with a folder, enter a valid action code in the select field of the
folder, then press <ENTER>.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.
An "A" status indicates that the folder is archived. "D" indicates that it has
been deleted.

  FLDR PROJ REC          TRN EMIS PRINC ORIG/
SEL STAT  NUMBER  FLDR  TRANSMITTAL NUMBER  TRN ESO  PROJ NO  ENGR  RECIP
-----
  X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CURRENTLY ON LAST OF          X RECORDS

```

**FOLDER
LISTING
SCREEN**

Use the <TAB> or <↑> and <↓> keys to move the cursor to the folder you wish to select for processing. If there is more than one screen of folders in the list, type DN or UP in the COMMAND line and press <ENTER> to display the next or previous screen of folders, respectively. To exit this screen without selecting a folder, enter END in the COMMAND line and press <ENTER>.

Processing actions are requested by placing the letter of the action you wish to perform in the SEL column beside the selected folder and pressing <ENTER>. PRIS then displays screens that allow you to perform the chosen action. When the action is completed, PRIS redisplay the Folder Listing Screen for further selections. The options that are available are listed below and described in detail in Sect. 3.5 of this manual:

<u>Option</u>	<u>Actions</u>
A	Add documents to the selected folder (see Sect. 3.5.1).
Q	Query folder (display a list of the documents contained in the selected folder) (see Sect. 3.5.2).
M	Modify folder information for the selected folder (see Sect. 3.5.3).
MV	Move folder to a different project (see Sect. 3.5.4).

3.4.3 Modify Project Information (M)

The Modify Project Information option on the Project Listing Screen allows you to enter or change project information for the selected project.

When M is entered in the Select field of a project, the system displays the Modify Project Information Screen.

```

----- MODIFY PROJECT INFORMATION -----
COMMAND (OPTIONAL) :

Enter values in the following fields, then press <ENTER> to modify project
information.
Move from field to field by pressing the TAB key.
Press <ENTER> when input is complete. Enter the END command to return to the
previous screen.

Project Record No.: XXXXX-XXXX                      Creation Date: XX/XX/XX
-----
Project Engineer  : XXXXX
Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Project Acronym   : XXXXX                      Retention Period: XXX
Storage Location  : X
  
```

MODIFY PROJECT INFORMATION

This screen displays the current values for the selected project. You can change values for Project Engineer, Title, Acronym, Retention Period, Storage Location, and Backup Storage Location. Project Record Number and Creation Date may not be changed. To exit the screen without changing this information, type END in the COMMAND line and press <ENTER>.

Use the <TAB> key to move through the data entry fields to modify the data values. You may enter a ? in the Project Engineer field to display the Personnel Help Screen. Placing a ? in the Storage Location field or in the Backup Storage Location field displays a message listing valid plant codes for these fields. After entering new values, press <ENTER>.

PRIS validates the entered values before updating the record. If any are invalid, this screen will be redisplayed with the invalid fields highlighted for correction. When all data are valid, the system updates the project information and redisplay the Project Listing Screen with a message that project information has been changed.

3.4.4 Archive Project (AR)

The Archive Project option on the Project Listing Screen allows you to enter storage information for projects whose records have been boxed and transferred to Plant Records for long-term storage.

When AR is placed in the SEL field of a project, the system displays the Archive Project Screen.

```

----- ARCHIVE PROJECT -----
COMMAND (OPTIONAL) :                               X of  X rows
Site : X-XX      Row/Sec:      Tier:      Box No.:
Enter archive information by typing values in the fields above. The fields
above (values or *** blanks *** ) will replace existing information.
Archive one folder by placing an X in its Select field. Archive a group of
folders by placing XX in the Select fields of the first and last folders.
Use UP and DN commands to view entire list, if necessary.

Proj.Rec.No. : XXXX-XXXX                      Proj.Engr: XXXXX
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  SEL      STATUS FOLDER      SITE  ROW/SEC  TIER    BOX
  ---      -
  ---      XXXX
  ---      XXXX
  ---      XXXX

```

**ARCHIVE
PROJECT**

This screen displays the Project Record Number, Project Engineer, and Title for the selected project. The bottom of the screen displays the current list of folders for the project. If there is more than one screen of folders, you can use the DN or UP command to display the additional screens. If any folders are archived, a status of A is displayed beside the folder, along with the site, row/sec, tier, and box numbers of the storage location. The top line of screen text provides fields in which to enter new or changed values for a folder. The Site field defaults to the site in the project record but may be changed.

Enter the storage information for the project folder and then <TAB> to the SEL fields and enter an X beside the folder to be archived. If a sequential group of folders are to be archived together, place XX in the SEL fields of the first and last folder. Press <ENTER> to process the entered information. If a blank value is entered for any part of the storage location, it will erase any information currently existing for the selected folder. Entry of all blank values will remove the selected folder's archive status--you will be prompted to confirm that the archive is to be removed.

PRIS sets the archive flag for the selected folder and then redisplay the Archive Project Screen for input of additional folders. The new screen will display the information just entered and a status of A for the folder(s) that was selected. When the last folder of a project is archived, a nightly batch job will flag the entire project as archived.

The Archive Project Screen is redisplayed until you exit by entering END on the COMMAND line. The Project Listing Screen will be displayed with the message that folders have been archived.

3.4.5 Add ESO (AE)

ESOs can be added to existing Project Record Numbers (PRNs). This functionality is available on two PRIS screens: the Select Project Screen and the Project Listing Screen.

3.4.5.1. Select Project Screen

When the Select Project function is chosen from the PRIS Primary Option Menu, the system displays the Select Project Screen:

```

----- SELECT PROJECT -----
COMMAND (OPTIONAL) :

Enter values in the following fields and press <ENTER> to search for project
information.
For the projects you display, you will be able to ADD documents, QUERY
folders, MODIFY project information, or ARCHIVE the project.
Move from field to field by pressing the TAB key.
Enter the END command to return to the previous screen.

Project Rec. No. : _____ ESO : _____ Project Engr. : _____
Proj. Title: _____
Project Acronym : _____ Plant : _____
Project Creation Date (mm/yy/dd): _____
Note: Enter * in ESO field to list all ESOs for each selected project.

-----
Special Selection 1 : _ 1. Select only Archived Projects
Create a new Project (Y/N): _
  
```

**SELECT
PROJECT
SCREEN**

To add an ESO to a PRN from this screen, type only the PRN and an ESO on the screen and press <ENTER>. If the ESO is already assigned to the PRN, PRIS displays the Project Listing Screen as before. However, if the ESO is not assigned to the PRN, PRIS displays the Add ESO Confirmation Screen shown below:

```

----- ADD ESO CONFIRMATION -----
COMMAND (OPTIONAL) :
*****
*****
*****
***** This ESO will be added to the listed Project Record *****
***** Number. *****
*****
***** Press <ENTER> to add the ESO. *****
***** Enter END to cancel this operation. *****
*****
Project Record No.: XXXXXXXXXX Project Engineer: XXX
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Additional ESO : XXXXXXXX
*****
*****
*****

```

**ADD ESO
CONFIRMATION**

To confirm that the ESO should be added to the PRN, press <ENTER>. PRIS will display the PRN and the new ESO on the Project Listing Screen. To return to the Select Project Screen without adding the ESO to the PRN, type END on the COMMAND line of the above screen.

3.4.5.2. Project Listing Screen

When the Project Listing Screen is displayed, an ESO may be added to one of the PRNs displayed in the list of projects. An "AE" action code (add ESO) is added to this screen.

```

----- PROJECT LISTING -----
COMMAND (OPTIONAL) :
Action Codes: < A=ADD DOCUMENTS> <AE=ADD ESO> <Q=QUERY PROJECT--FOLDER LIST>
               < M=MODIFY PROJECT INFO>      <AR=ARCHIVE PROJECT>

To work with a project, enter a valid action code in the select field of the
project, then press <ENTER>.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.
An "A" status identifies an archived project.

  PROJ PROJ REC      PLANT      CREATION PROJECT RET
SEL STAT  NUMBER  ACRONYM  CODE      DATE    ENGR   PER
-----
  X  XXXXX-XXXX  XXXXXXXXXX  X-XX  X XXXXXXXX  XX/XX/XX  XXXXX  XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX  XXXXXXXXXX  X-XX  X XXXXXXXX  XX/XX/XX  XXXXX  XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX  XXXXXXXXXX  X-XX  X XXXXXXXX  XX/XX/XX  XXXXX  XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX  XXXXXXXXXX  X-XX  X XXXXXXXX  XX/XX/XX  XXXXX  XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  X  XXXXX-XXXX  XXXXXXXXXX  X-XX  X XXXXXXXX  XX/XX/XX  XXXXX  XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CURRENTLY ON FIRST OF  X RECORDS
  
```

PROJECT
LISTING
SCREEN

To add an ESO to a selected PRN on this screen, type AE in the SEL field of the PRN. If the ESO is already assigned to the PRN, PRIS will display the Add Transmittal/Document Screen as if the A action code had been entered. If the ESO is not assigned to the PRN, PRIS will display the Add ESO Screen shown below.

```

----- ADD ESO TO PROJECT RECORD NUMBER -----
COMMAND (OPTIONAL) :

Enter ESO number to be added to this Project Record Number.

Project Record No.: XXXXX-XXXX      Project Engineer: XXX
Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-----

Additional ESO :
  
```

ADD ESO
TO PROJECT
RECORD
NUMBER

Type the ESO in the Additional ESO field, then press <ENTER>. PRIS will display the Add ESO Confirmation screen as discussed in Sect. 3.2.5.1 above. To confirm that the ESO should be added to the PRN, press <ENTER> at this screen.

To return to the Project Listing Screen without adding the ESO to the PRN, type END on the COMMAND line of either the Add ESO to Project Record Number Screen or the Add ESO Confirmation Screen.

3.4.6 Delete Project/ESO (DE)

Project Record numbers and ESOs can be deleted from PRIS. This functionality is available on the Project Listing Screen. NOTE: The Project Listing Screen must display a Project/ESO combination before this function can be used. A Project/ESO listing may be invoked from the Select Project Screen by entering a whole (or partial) Project Record Number and typing a % in the ESO field.

When Delete Project/ESO (DE) is entered in the SEL field of a Project/ESO on the Project Listing screen, PRIS checks the folders for the selected Project/ESO. If there are no documents in any of the folders associated with this Project and ESO, the Delete Project/ESO Confirmation Screen is displayed.

```

----- DELETE PROJECT/ESO CONFIRMATION -----
COMMAND (OPTIONAL) :
*****
** This ESO will be deleted from the listed Project Record Number.
** Other projects may be associated with this ESO.
**
** Press <ENTER> to delete this ESO.
** Press END to cancel this operation.
**
** Project Record No.: XXXXXXXXX
** Project Engineer : XXXXX
** Title:
** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
**
** ESO : XXXXXXXX
**
*****

```

**DELETE
PROJECT/ESO
CONFIRMATION**

If the ESO is the last one for the project, this screen will display a message (shown below) stating that the ESO is the only ESO assigned to the project and that deleting it will also delete the project.

```

----- DELETE PROJECT/ESO CONFIRMATION -----
COMMAND (OPTIONAL) :
*****
**
** WARNING!! The ESO selected for deletion is the last ESO for the
** listed Project Record Number. Other projects may be associated
** with this ESO.
** DELETING THIS ESO WILL ALSO DELETE THE PROJECT!!
**
** Press <ENTER> to delete the ESO and Project Record Number.
** Press END to cancel this operation.
**
** Project Record No. : xxxxxxxxxx
** Project Engineer : xxxxx
** Title:
** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
**
** ESO : xxxxxxxx
**
*****
*****

```

To confirm that the ESO or PROJECT/ESO combination should be deleted from PRIS, press <ENTER>. PRIS will redisplay the Select Project Screen. To return to the Select Project Screen without deleting the ESO or the Project/ESO combination, type END on the COMMAND line of the above screen.

3.4.7 Add a New Project

The Add Project option is invoked from the Select Project Screen by entering a valid ESO in the ESO field of the Project Listing Screen and by entering a Y in the Create a New Project (Y/N) field at the bottom of the screen.

When the Add Project option is invoked, the system displays the Add New Project Information Screen.

```

----- ADD NEW PROJECT INFORMATION -----
COMMAND (OPTIONAL) :

Enter values in the following fields, then press <ENTER> to add project
information.
Move from field to field by pressing the TAB key.
Press <ENTER> when input is complete. Enter the END command to return to the
previous screen.

ESO : XXXXXXXX          Plant: XXXX
Project Engineer : XXXXX
Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Project Acronym : XXXXX          Retention Period: XXX
Storage Location : X
  
```

ADD NEW PROJECT INFORMATION

If the Project Acronym, Project Title, Plant or Project Engineer were entered on the Select Project Screen, this information will appear in the appropriate fields on the Add New Project Information Screen. If this information was not entered on the Select Project Screen, it must be entered on the Add New Project Information Screen, along with the Retention Period. If nothing is entered in the Storage Location field, it will default to the plant entered on the Add New Project Information Screen.

Use the <TAB> key to move through the data entry fields. You may enter a ? in the Project Engineer field to display the Personnel Help Screen. A ? entered in the Plant field displays Plant List. Placing a ? in the Storage Location field displays a message listing valid plant codes for this field. After entering new values, press <ENTER>. To exit the screen without adding a new project, type END in the COMMAND line and press <ENTER>.

PRIS validates the entered values before adding the record. If any are invalid, this screen will be redisplayed with the invalid fields highlighted for correction.

When all data are valid, the system will generate the next sequential project number for the new project in the format PXXXX-NNNN, where P is a single character plant identifier, XXXXX is a four-digit number representing the calendar year, and NNNN is a four-digit sequential number. The new project will be displayed on the Project Listing Screen with a message that project information has been added.

3.5 SELECT FOLDER (SF)

The Select Folder option of the Primary Option Menu allows you to find and display folder information based on selection criteria you enter. Any displayed folder may be selected for further processing.

When this option is selected by typing SF on the COMMAND line and pressing <ENTER>, the system displays the Select Folder Screen.

```

----- SELECT FOLDER -----
COMMAND (OPTIONAL):
Enter values in the following fields and press <ENTER> to search for
folder information. To display folders that are archived (A) or
deleted (D), enter "A" or "D" for Folder Status.
For the folders you display, you will be able to ADD documents, QUERY
existing documents, MODIFY folder information or MOVE the folder to a new
project.
Move from field to field by pressing the TAB key.
Enter the END command to return to the previous screen.

Project Rec No.: _____ Transmittal ESO: _____
Folder          : _____ Folder Status : _____
Trans. No.      : _____ Trans. EMIS Project No. : _____
Principal Engr. : _____ Originator/Recipient : _____
Job Title: _____
  
```

**SELECT
FOLDER**

Use the <TAB> key to move from field to field. Enter values for one or more data elements to serve as selection criteria for searching the database. The percent sign (%) and the underscore () may be used as wild-card characters in the Job Title field. To exit this screen without performing a search, type END on the COMMAND line and press <ENTER>.

If there are no folders that match the entered criteria, the system will redisplay the Select Folder Screen with a message stating that no folders have been selected. If there are matching folders, PRIS displays information for those folders using the Folder Listing Screen shown on the next page. (This screen is also displayed when you query a single project from the Project Listing Screen.)

By default, in search listings PRIS displays all folders--active folders, archived folders, and deleted folders. To display archived or deleted folders only, you must set the Folder Status field to A (for only archived folders) or D (for only deleted folders).

```

----- FOLDER LISTING -----
COMMAND (OPTIONAL) :
Action Codes : < A=ADD DOCUMENTS>          < Q=QUERY FOLDER (DOCUMENT LIST)>
               < M=MODIFY FOLDER INFO>      < MV=MOVE FOLDER>
To work with a folder, enter a valid action code in the select field of the
folder, then press <ENTER>.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.
An "A" status indicates that the folder is archived. "D" indicates that it has
been deleted.
  FLDR PROJ REC          TRN EHS PRINC ORIG/
SEL STAT  NUMBER  FLDR  TRANSMITTAL NUMBER  TRN ESO  PROJ NO  ENGR  RECIP
-----
X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X  XXXXX-XXXX XXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXX XXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CURRENTLY ON LAST OF          X RECORDS

```

FOLDER LISTING

Use the <TAB> or <↑> and <↓> keys to move the cursor to the folder you wish to select for processing. If there is more than one screen of folders in the list, type DN or UP in the COMMAND line and press <ENTER> to display the next or previous screen of folders, respectively. To exit this screen without selecting a folder, type END in the COMMAND line and press <ENTER>.

Processing actions are requested by placing the letter of the action you wish to perform in the SEL column beside the selected folder and pressing <ENTER>. PRIS then displays screens that allow you to perform the chosen action (these are described in the following sections of this manual). When an action is completed, PRIS returns to the Folder Listing Screen for further selections. The processing options that are available are listed below:

<u>Option</u>	<u>Action</u>
A	Add documents to the selected folder (see Sect. 3.5.1).
Q	Query folder (display a list of the documents contained in the selected folder) (see Sect. 3.5.2).
M	Modify folder information for the selected folder (see Sect. 3.5.3).
MV	Move selected folder to a different project or ESO (see Sect. 3.5.4).

3.5.1 Add Document (A)

The Add Document function from the Folder Listing Screen allows you add additional documents to a transmittal folder that was previously created. When an A is placed beside an existing folder on the Folder Listing screen, the following Add Transmittals/Documents Screen is displayed.

There are three areas of information on the screen: Project Information, Transmittal Information, and Document Information. The Project Information area and Transmittal Information area display information about the folder you selected; this information cannot be changed from this screen. Data entry for the Document area of this screen is described below.

```

----- ADD TRANSMITTAL/DOCUMENT -----
COMMAND (OPTIONAL) :

Enter the information in the fields below. When the information has been
entered press <ENTER> to continue.
Enter the END command to cancel this function.

===== Project Information =====
ESO : XXXXXXXX Project Record Number: XXXXX-XXXX Project Number: XXXXXXXX
Plant: X-XX Project Acronym : XXXXXXXXXX Creation Date : XX/XX/XX
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
===== Transmittal Information =====
Transmittal : XXXXXXXXXXXXXXXXXXXX Issue Date(mm/dd/yy): XX/XX/XX
Prncp. Engr.: XXXXX Originator/Recipient: XXXXX
Job Title : XXXXX XXXXX XXXXXXX XXXXX XXXXXXXXXX XXXXX
Index Date : XX/XX/XX Folder Number : XXXX
===== Document Information =====
Doc. type: Document No: Rev. Code: Sheet: 001
Classification: U Plant: XXXX Building: Multi-Bldg(Y/N): N
Title:
Company : MMES Issue Date(mm/dd/yy):

```

**ADD
TRANSMITTAL/
DOCUMENT
SCREEN**

Use the <TAB> key to move from field to field in the Document Information area. Enter information for the first document to be added to this transmittal folder. When all information has been entered, press the <ENTER> key.

The system will validate the document information (see page 18 for data requirements); create a document record that corresponds to the entered information; and then redisplay the Add Transmittal/Document Screen with the document fields reinitialized to accept entry of another document (see page 20 for details on these functions).

PRIS continues to redisplay the Add Transmittal/Document Screen for you to add additional documents until you exit by entering END on the COMMAND line of the screen. Once you enter END, you must again request the Add Document function from the Folder Listing Screen to add any additional documents to this transmittal folder.

When you enter END on the COMMAND line of the Add Transmittal/Document Screen, the Folder Listing Screen is displayed with a message showing the number of documents added to the current folder.

3.5.2 Query Folder (Q)

When you Query a folder, PRIS displays a list of the documents in the selected folder. When a Q is placed beside a folder on the Folder Listing screen, the following Abbreviated Document Information Screen is displayed.

```

----- ABBREVIATED DOCUMENT INFORMATION SCREEN -----
COMMAND (OPTIONAL) :

Action codes:  < Q=QUERY DOCUMENT INFO>          < M=MODIFY DOCUMENT INFO>
               < D=DELETE DOCUMENT>             < MV=MOVE DOCUMENT>
               < QB=QUERY BUILDINGS>             < QF=QUERY FOLDERS>      < QM=QUERY FORMAT>

To work with a document, enter a valid action code in the select field of
the document, then press <ENTER>
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.

  SEL      DOCUMENT      SHEET  REV  DOC  BUILDING  PROJ REC  FOLDER
  NO      NUMBER        NO    CODE  TYPE
-----
  XXXXXXXXXXXXXXXXXXXX  XXX   XXX   XX  XXXXXXXX  XXXXXXXXXXX  XXXX
  XXXXXXXXXXXXXXXXXXXX  XXX   XXX   XX  XXXXXXXX  XXXXXXXXXXX  XXXX
  XXXXXXXXXXXXXXXXXXXX  XXX   XXX   XX  XXXXXXXX  XXXXXXXXXXX  XXXX
  XXXXXXXXXXXXXXXXXXXX  XXX   XXX   XX  XXXXXXXX  XXXXXXXXXXX  XXXX

CURRENTLY ON LAST OF      X RECORDS

```

ABBREVIATED DOCUMENT INFORMATION

Use the <TAB> or <↑> and <↓> keys to move the cursor to the document you wish to select for processing. If there is more than one screen of documents in the list, type DN or UP in the COMMAND line and press <ENTER> to display the next or previous screen of documents, respectively. To exit this screen without selecting a document, enter END in the COMMAND line and press <ENTER>.

Processing options are requested by placing the letter of the action you wish to perform in the SEL column beside the selected document and pressing <ENTER>. The system then displays screens that allow you to perform the chosen action. When a function is completed, the system will return to the Abbreviated Document Information Screen for further selections. The processing options that are available are listed below and are described in detail in Sect. 3.6 of this manual.

<u>Option</u>	<u>Processing Function</u>
Q	Query document (display detailed document information for the selected document)
QB	Query building (display Document Building Listing for the selected document; add/delete building numbers)
QF	Query folder (display Document Folder Listing for the selected document)
QM	Query format (display Document Format Listing for the selected document)
M	Modify document information for the selected document
D	Delete copies of the document from selected folders or delete the selected document from PRIS
MV	Move the selected document to a different folder

3.5.3 Modify Folder Information (M)

The Modify Folder Information option allows you to change folder information for the selected folder. However, folder information may not be changed if the folder is deleted. When M is entered in the Select field of a folder, PRIS displays the Modify Folder Information Screen.

```

-----
MODIFY FOLDER INFORMATION
-----
COMMAND (OPTIONAL) :

Enter values in the following fields, then press <ENTER> to modify folder
information.
Move from field to field by pressing the TAB key.
Enter the END command to return to the previous screen.

Project Record No.: XXXXX-XXXX      Folder : XXXX
Transmittal ESO   : XXXXXXXX      Transmittal EMIS Project : XXXXXXXXXX
-----
Transmittal Number : XXXXXXXXXXXXXXXXX
Transmittal Issue Date: XX/XX/XX
Job Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Principal Engineer  : XXXXX      Originator/Recipient : XXXXX

```

**MODIFY
FOLDER
INFORMATION**

This screen displays the current values for the selected folder. You can change the values for Transmittal Number, Transmittal Issue Date, Job Title, Principal Engineer, and Originator/Recipient. Project Record Number, Transmittal ESO, Transmittal EMIS Project, and Folder may not be changed. To exit this screen without modifying this folder information, type END in the COMMAND field and press <ENTER>.

Use the <TAB> key to move through the data fields to modify the displayed values. To invoke the Personnel Help Screen for the Principal Engineer and/or the Originator/Recipient fields, enter a ? in the field. After entering values, press the <ENTER> key.

PRIS validates the values and provides help for entered ?'s before modifying the database. If any values are invalid, the screen will be redisplayed with these fields highlighted and a message stating that the highlighted fields are incorrect. When all fields are correct, PRIS updates the folder information and redisplay the Folder Listing Screen with a message that folder information was changed.

3.5.4 Move Folder (MV)

The Move Folder option allows you to refile the selected folder and its documents under a different Project Record Number and/or ESO. This option provides a way to correct a data entry error when a transmittal is entered under an incorrect Project Record Number and/or ESO.

When you place MV in the SEL field of a folder, the system displays the Move Folder Screen.

```

----- MOVE FOLDER SCREEN -----
COMMAND (OPTIONAL) :

To move the folder, enter the Receiving Project Record Number (and Receiving
ESO), then press <ENTER>.
When the folder is moved within a project (from a deleted ESO to a valid ESO)
a receiving ESO is required. Otherwise, the receiving ESO may be left
blank, and the system will use the first valid ESO for the project.
Enter END in the command field to cancel the folder movement and return to
the previous screen.

Current Project Record No. : XXXXX-XXXX Current ESO: XXXXXXXX Folder: XXXX

Receiving Project Record No.: _____
Receiving ESO                : _____
  
```

**MOVE
FOLDER**

This screen shows the current Project Record Number, ESO, and Folder number of the selected folder.

To move a folder between projects, you may enter only the receiving Project Record Number; PRIS confirms that the entered project exists, then assigns the folder to the first valid ESO of the project. If you enter both the receiving Project Record Number and ESO, the system confirms that the ESO is associated with the Project Record Number, then moves the folder documents to the designated ESO and project. The job title of the original folder is changed to a message similar to the following, which documents the move:

FOLDER MOVED TO PROJECT XXXXX-XXXX AND RENAMED TO FOLDER XXXX

To move a folder from one ESO to another of the current project, enter only the receiving ESO. PRIS confirms that the ESO is associated with the current Project Record Number, then assigns the folder to that ESO.

To exit this screen without performing a move, type END in the COMMAND line and press <ENTER>; the system will redisplay the Folder Listing Screen with the message that the folder was not moved.

3.6 SELECT DOCUMENT (SD)

The Select Document option on the Primary Option Menu allows you to select and display document information in PRIS by entering selection criteria that identifies the document. PRIS searches the database for documents that match your entered criteria and displays a list of documents that are found. You may select a document from this list for further processing. When the SD option is chosen from the Primary Option Menu, the system displays the Select Document Screen.

SELECT DOCUMENT			
Command:			
Enter values in the following fields and press <ENTER> to search for documents. For the documents you display, you will be able to QUERY buildings, folders, and formats, MODIFY document information including the building list, DELETE the document from PRIS, and MOVE the document to another folder.			
Move from field to field by pressing the TAB key.			
Enter the END command to return to the previous screen.			
Doc. No. :		Doc. Type :	
Revision Code :		Sheet Number :	
Doc. Title: _____			
Plant :		Building :	
Proj. Rec. No. :		Document ESO :	
Folder :		Doc. EMIS Proj. No. :	
Originator ID :		Responsible ID :	
Sort by Folder: N (Y/N)			

SELECT DOCUMENT

Use the <TAB> key to move the cursor through the data entry fields and enter values for one or more data elements to serve as selection criteria. To get help for the Document Type and Plant fields, enter ? (see Appendix A). If K-25, X-10, or Y-12 is entered in the Plant field, you may enter ? in the Building field to view the list of building numbers for the entered plant. A ? may also be used in the Responsible ID and the Originator ID fields to view the Personnel Help Screen. In the Doc. No., Doc. Title, Building, Document ESO, and Doc. EMIS Proj. No. fields, a percent sign (%) or an underscore () "wild card" may be used as part of the values entered (see Sect. 3.1.3). To cancel the search and return to the PRIS Primary Option Menu, type END in the COMMAND field and press <ENTER>.

Press <ENTER> to initiate the search. PRIS will display any requested help screens and search the database for the entered criteria. If no documents are found that match the criteria, PRIS redisplay the Select Document Screen with a message stating that no documents have been selected, and you are allowed to re-enter the criteria.

If matching documents are found, PRIS displays a list of those documents on the Abbreviated Document Information Screen (shown on the next page). (If only one document matches the criteria, the Detail Document Information Screen 1 is used to display the document.) By default, the documents are ordered by document number. If you set the Sort by Folder field to Y on the Select Document Screen, the documents will be sorted by Project Record Number and folder, then by document number.

Use the <TAB> or <↑> and <↓> keys to move the cursor to the document you wish to select for processing. If there is more than one screen of documents in the list, type DN or UP in the COMMAND line and press <ENTER> to display the next or previous screen of documents, respectively.

Processing actions are requested by placing the letter of the action you wish to perform in the SEL column beside the selected document and pressing <ENTER>. PRIS then displays screens that allow you to perform the chosen action (these are described in the following sections of this manual). When an action is completed, PRIS returns to the Abbreviated Document Information Screen for further selections. The processing options that are available are listed below:

<u>Option</u>	<u>Action</u>
Q	Query document (display detailed document information for the selected document)
QB	Query building (display Document Building Listing for the selected document; add/delete building numbers)
QF	Query folder (display Document Folder Listing for the selected document)
QM	Query format (display Document Format Listing for the selected document)
M	Modify document information for the selected document
D	Delete copies of the document from selected folders or delete the selected document from PRIS
MV	Move the selected document to a different folder

3.6.1 Query Document (Q)

When you Query a document, PRIS displays detailed information for the document. When a Q is placed beside a document on the Abbreviated Document Information screen, the following Detail Document Information Screen is displayed:

```

-----  DETAIL DOCUMENT INFORMATION, SCREEN 1  -----
COMMAND (OPTIONAL):

Enter F in the command field and press <ENTER> to view additional
information.
Enter the END command to end this function.

Doc. No. : XXXXXXXXXXXX      Rev. Code: XXX  Sheet : XXX of XXX
Doc. Type : XX              Status : XXX  Status Date: XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Plant      : X      Building : XXXXXXXX  Project Number: XXXXXX
Reserver ID : XXXXX  Resv. Date : XX/XX/XX  Index Date : XX/XX/XX
Classifier ID: XXXXX  Class. Date: XX/XX/XX  Classification: X

Issue Date : XX/XX/XX  Change Date: XX/XX/XX  Access Date : XX/XX/XX
Initial Store: XX/XX/XX  Last Store : XX/XX/XX  Orig. Format : XXXXX

Orig. Disc : XX      Resp. Disc. : XXX      Subject Code : XXX
Originator ID : XXXXX  Responsible ID: XXXXX
Company/Desc : XXXX / XXXXXX XXXXXXXX XXXXXXXXXXXX

ESO : XXXXXXXX  Vendor Code: XXXXX
  
```

DETAIL DOCUMENT INFORMATION SCREEN 1

This screen displays the detailed information that exists in the EDIS Index for the selected document. If the document is a design drawing, you may enter F (forward) on the COMMAND line to display a second screen with design drawing information. This screen is displayed on the following page. Enter B (back) in the COMMAND line of the second screen to return to Screen 1.

From either of these two screens, you may perform the same actions as are available from the Abbreviated Document Information Screen. However, the options are entered using the COMMAND line on these screens. Refer to the following manual pages for descriptions of these options.

<u>Option</u>	<u>Action</u>
QB	Query building (display Document Building Listing for the selected document; add/delete building numbers)
QF	Query folder (display Document Folder Listing for the selected document)
QM	Query format (display Document Format Listing for the selected document)
M	Modify document information for the selected document
D	Delete copies of the document from selected folders or delete the selected document from PRIS
MV	Move the selected document to a different folder

```

----- DETAIL DOCUMENT INFORMATION, SCREEN 2 -----
COMMAND (OPTIONAL):-

Enter .B. in the command field and press <ENTER> to view the
previous screen.
Enter the END command to end the Detail Query function.

Doc. No. : XXXXXXXXXXXXX Rev Code: XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date: XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Designer : XXXXXXXXXXXXXXXXXXXXXXXX Design Date: XX/XX/XX
Drafter : XXXXXXXXXXXXXXXXXXXXXXXX Draft Date: XX/XX/XX

Plant : X Building : XXXXXXXX Floor: X
Type : X Workorder: XXXXXX Block 1: X
Block 48 : X Block 49 : X Block 50: X

Proj. Name : XXXXXXXXXXXXXXXXXXXXXXXX Number of Models : X

Config. Control No. : XXXXXX As Built Config. Cat.: XX
Config. Cntl. Status : XX As Built Status : XX
Change Control No : XXXXXX Send to EFM : X

```

**DETAIL
DOCUMENT
INFORMATION
SCREEN 2**

When you enter END on the COMMAND line of either of the two screens, the system will redisplay the Abbreviated Document Information Screen.

3.6.2 Query Buildings (QB)

The Query Buildings option is available from the Abbreviated Document Information Screen and both of the Detail Document Information screens. This option allows you to display the building list for a document. You may modify the building list if the document is not a design drawing (document type other than DD) or when PRIS is the only system that has entered the document. If the document is a design drawing, you may view the building information.

When the QB option is requested from any of the three screens, the system displays the Document Building Listing Screen.

```

DOCUMENT BUILDING LISTING
-----
COMMAND (OPTIONAL) :

New Building : 
The following is a list of the buildings associated with the current document.
To add a new building, enter a valid building number in the New Building
field. To delete a building, enter D in the select field in front of the
building number.
Press <ENTER> when input is complete. Enter the END command to return to the
previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev Code : XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-----
Building Numbers:
_ XXXXXXXX _ XXXXXXXX _ XXXXXXXX _ XXXXXXXX _ XXXXXXXX _ XXXXXXXX
_ XXXXXXXX

```

DOCUMENT BUILDING LISTING

This screen displays the Doc. No., Rev Code, Sheet, Doc. Type, Status, Status Date, Doc. Title, and Building Number values for the current document. You may enter additional buildings for this document by typing the building number in the New Building field and pressing <ENTER>. If you enter ? in the New Building field, the system will display a list of valid building values from which to choose (see Appendix A).

You may delete buildings by entering D in the blank ahead of the building number and pressing <ENTER>. The building number will be replaced with the word "DELETED." You may not delete the last building from a document.

The screen is redisplayed after each add or delete along with a message that buildings were added or deleted. To exit the screen, enter END on the COMMAND line; PRIS will redisplay the screen from which this function was requested.

3.6.3 Query Folders (QF)

The Query Folders option is available from the Abbreviated Document Information Screen and both of the Detail Document Information screens. When the QF option is entered on these screens, a list of folders that contain the selected document is displayed on the Document Folder List Screen.

```

-----
DOCUMENT FOLDER LIST
-----
COMMAND (OPTIONAL) :                               X of X rows.

The following is a list of the folders associated with the selected document.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev Code: XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date: XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  PROJ REC      FOLDER  TRANSMITTAL NUMBER  TRN EMIS  TRN ESO
  NUMBER
-----
  XXXXX-XXXX    XXXX   XXXXXXXXXXXXXXXXXXXX XXXXXXXX  XXXXXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  XXXXX-XXXX    XXXX   XXXXXXXXXXXXXXXXXXXX XXXXXXXX  XXXXXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

DOCUMENT FOLDER LIST

This screen displays identifying information for the current document. The bottom of the screen shows a list of folders where the document is stored. If there are more folders than can be displayed on one screen, enter DN or UP on the COMMAND line to view the next or previous screen. If END is entered in the COMMAND line, the system will redisplay the screen from which this function was requested.

3.6.4 Query Format (QM)

The Query Formats option is provided from the Abbreviated Document Information Screen and from either of the Detail Document Information screens. When the QM code is entered from any of these screens, the system displays the Document Format Listing Screen.

```

----- DOCUMENT FORMAT LISTING -----
COMMAND (OPTIONAL) :

The following is a list of the formats associated with the selected document.
Enter the END command to return to the previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX   Rev Code : XXX   Sheet : XXX of XXX
Doc. Type : XX                     Status : XXX   Status Date: XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXX

  FORMAT   SOFTWARE   STORAGE
  CODE     VERSION    LOCATION
-----
  XXXXX
  XXXXX
  XXXXXXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXXXXXX
  XX/XX/XX
  XX/XX/XX

```

DOCUMENT
FORMAT
LISTING

The screen displays identifying information for the selected document. The bottom of the screen shows a list of formats available for this document. The Format Code, Software Version, Storage Location, and Date of each format are displayed. This information is for viewing only and cannot be modified.

Exit this screen by entering END in the COMMAND line; the system will redisplay the screen from which this query was requested.

3.6.5 Modify Document Information (M)

The Modify Document Information option allows you to change document information for a PRIS-owned document. PRIS owns a document when the document is not a design drawing (document type other than DD) or when PRIS is the only system that has entered the document.

The Modify Document Information option is provided from the Abbreviated Document Information Screen and from either of the Detail Document Information screens. When the M option is entered for a document on one of these screens, the system displays the Modify Document Information Screen. (If PRIS does not own the document, the system redisplay the screen from which the request was made with the message that PRIS cannot modify documents it does not own.)

```

----- MODIFY DOCUMENT INFORMATION -----
COMMAND (OPTIONAL):

Enter the information in the fields below, and press <ENTER> to modify the
document information.
Use the TAB key to move from field to field.
Enter the END command to cancel this function.

Original Document
Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev. Code : XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date : XX/XX/XX

Doc. No. : XXXXXXXXXXXXXXXXXXXX Doc. Type : XX
Rev. Code : XXX Sheet Number : XXX

Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Plant Code : XXXX Classification : X
Originator ID : XXXXX Responsible ID : XXXXX
Company : XXXXX

Issue Date(mm/dd/yy): XX/XX/XX

```

MODIFY DOCUMENT INFORMATION

The Modify Document Information Screen identifies the original document on the top of the screen and shows current values for Document Number, Document Type, Revision Code, Sheet Number, Title, Plant Code, Classification, Originator ID, Responsible ID, Company, and Issue date. Use the <TAB> key to access and modify the values of any fields on the bottom half of the screen. A ? may be entered in the Doc. Type, Plant Code, and Classification fields to obtain a list of valid values for the field (see Appendix A). A ? may be entered in the Originator ID and/or the Responsible ID fields to display the Personnel Help Screen (see Appendix A).

Press <ENTER> when you complete modifications to this screen. PRIS will display any help screens requested by a ? and then update the document information. The screen from which this function was requested will be displayed with the message that document information has been changed.

If END is entered in the COMMAND line, PRIS redisplay the screen from which this function was requested with the message that document information was not changed.

For PRIS, the Document Number, Revision Code, Sheet Number, and Document Type are document key fields. Their values specify a unique document; when a key field changes, a different document is defined. If you modify a key field, PRIS attempts to match the new keys with some document that already exists in the EDIS Index. Modifications are made according to the following conditions:

1. If a key field was not changed, PRIS updates the document information. All the modified values are used.
2. If a key field was changed but no other document exists with the new keys, PRIS changes the document keys in the EDIS Index and in the building, folder, and format lists. The system updates document information using all the modified values. If the original document was a current revision, PRIS sets a new current revision flag.
3. If a key field was changed and the new keys match the keys of an existing document, PRIS redisplay the Duplicate Document Verification Screen (see page 20) with the message that the new keys match an existing document; document information from the existing document will be displayed on the screen. You may enter the END command to cancel the modifications or press <ENTER> to make the changes. The changes will be made as follows, depending upon whether or not PRIS owns the document:
 - a. If PRIS owns the existing document, PRIS updates the existing document information with all the modified values. The system combines the building, format, and folder lists and eliminates duplicate entries. Document information for the former keys is deleted. If the deleted document was a current revision, PRIS sets a new current revision flag.
 - b. If PRIS does not own the existing document, PRIS updates the values for ESO, originator ID/discipline, responsible ID/discipline, and EMIS project number only if the field is blank in the existing record; PRIS also updates the owner field. The building, format, and folder lists are combined, and duplicate entries are eliminated. Since PRIS does not own the document, you will not be able to modify the information further. Document information for the former keys is deleted. If the deleted document was a current revision, PRIS sets a new current revision flag.
4. If the title was changed for a document whose classification is other than U, PRIS displays the Title Classification Verification Screen (see page 18). On this screen, you can verify that the title is unclassified; modify it, if necessary; or cancel the document modifications. If you confirm that the title is unclassified, PRIS modifies the document record.

3.6.6 Delete Document (D)

The Delete Document option allows you to remove a document from a folder or from all folders in the PRIS database. If PRIS owns the document, Delete Document physically deletes all information from the database; if not, only information about PRIS copies of the document is deleted. This function is available from the Abbreviated Document Information Screen and from both of the Detail Document Information screens. When the D option is entered on one of these screens, a list of all folders that contain the selected document is displayed on the Delete Document Screen.

```

----- DELETED DOCUMENT -----
COMMAND (OPTIONAL) : XXXX of XXXX rows

The following is a list of the folders associated with the selected document.
To delete document from a folder, enter D in the select field of the folder.
To delete document from PRIS, enter ALL on the command line.
Enter UP or DN commands to view the entire list, if necessary.
Enter the END command to return to the previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev Code: XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date: XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  PROJ REC
  SEL  NUMBER  FOLDER  TRANSMITTAL NUMBER  TRN EMIS
  ---  -
  XXXX-XXXX  XXXX  XXXXXXXXXXXXXXXXXXXX  XXXXXXXX  XXXXXXXX
  JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  XXXX-XXXX  XXXX  XXXXXXXXXXXXXXXXXXXX  XXXXXXXX  XXXXXXXX
  JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  
```

DELETE DOCUMENT

The middle of this screen displays the current document's information. The bottom of the screen shows a list of folders in which this document exists. If there is more than one screen of folders, enter DN and UP in the COMMAND line to view the next or previous screen. To exit this screen and cancel the Delete action, type END in the COMMAND line and press <ENTER>.

To delete a copy of the document, type D in the SEL field of the folder; then press <ENTER>. PRIS deletes the document from this folder only and removes any format that corresponds to the folder. The Delete Document Screen is redisplayed with a message that the document has been removed from the selected folder. You may continue to delete the document from other folders. If the selected folder is the only folder containing the document, you will receive the prompt "Deleting from Last Folder - Use END to Cancel, <ENTER> to Continue." Confirm or cancel the deletion by responding to the prompt.

To delete the document from all displayed folders, enter ALL in the COMMAND line and press <ENTER>. The prompt "Deleting Document from PRIS - Use END to Cancel, <ENTER> to Continue" is displayed to allow you to cancel or confirm the deletion. If PRIS owns the document to be deleted, PRIS deletes all records for the document. If PRIS does not own the document, PRIS breaks its association with the document: it removes PRIS co-ownership from the EDIS Index, deletes the document from all folders, and removes any formats that correspond to the folders. After the document is deleted, PRIS displays the Abbreviated Document Information Screen with a message that the "Document has been deleted from PRIS."

3.6.7 Move Document (MV)

The Move Document option allows you to refile the selected document in a different folder. The option provides a way to correct an error when a document is entered in an incorrect folder.

When MV is entered from the Abbreviated Document Information Screen or from either of the Detail Document Information screens, the system displays the Move Document Screen.

```

----- MOVE DOCUMENT SCREEN -----
COMMAND (OPTIONAL) :
To move the document, enter the Number of the Project and the folder to
receive the document, then press <ENTER>.
Enter END in the command field to cancel the function and return to the
previous screen.

Doc. No. : XXXXXXXXXXXXXXXXXXXX Rev Code : XXX Sheet : XXX of XXX
Doc. Type : XX Status : XXX Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Current Project Record Number : XXXX-XXXX Current Folder :XXXX

Receiving Project Record Number : _____
Receiving Folder : _____
  
```

**MOVE
DOCUMENT**

The top of this screen displays information to identify the document to be moved. PRIS also displays the Project Record Number and folder where the document currently is filed. You must enter an new Project Record Number and folder to which the document is to be moved. To exit the screen without performing the Move function, type END in the COMMAND line and press <ENTER>. The system will redisplay the previous screen with the message that the document was not moved.

To move a document, type the receiving Project Record Number and folder for the document and press <ENTER>. If the intended receiving folder does not exist or is flagged for pending deletion, the Move Document Screen will be redisplayed with an error message. Otherwise, PRIS removes the document from the original folder and adds it to the receiving folder. The system then redisplay the screen from which this function was requested with a message that the document has been moved.

3.7 SELECT REPORTS (SR)

The Select Report option from the Primary Option Menu allows you to print hard-copy reports for project and document information. When SR is selected, the system displays the Select Report Screen.

```

----- SELECT REPORT -----
COMMAND (OPTIONAL):      Charge Number : _____
                        Status       : _____

Enter a Report number on the command line and a computer Charge Number. Then
enter Plant, Project Record No., or Project Engineer and press <ENTER>.
Leave Status blank for active projects/folders only; to include Archived
projects/folders, enter "*" in the Status field.
Enter the END command to return to the previous screen.

Reports for a plant      Plant: _____
1 Project List
2 Projects/Folder List
3 Project/Folders/Document List
4 Project/Document List, by Document Number

Reports for a project   Project Record No.: _____
5 Folder/Document List
6 Document List, by Document Number

Reports for a project engineer Project Engineer: _____
7 Project List
8 Project/Document List, by Document Number

```

**SELECT
REPORT**

Eight reports are listed on this screen. Enter the number of the desired report (1-8) in the COMMAND line. Then, use the <TAB> key to move through the data entry fields. Enter a computer charge number and either the plant, Project Record Number, or project engineer for which information is to be reported. Values for these fields are required and are validated by the system before the report can be generated. The formats for these reports are shown in Appendix B.

By default, only active folders and projects are listed in a report. To list all folders and projects, enter an asterisk (*) in the Status field.

When the requested information is complete, press <ENTER>. The report will be printed and delivered to you by plant mail. The system will redisplay the PRIS Primary Option Menu.

To exit this screen without generating a report, enter END on the COMMAND line and press <ENTER>; PRIS will redisplay the Primary Option Menu.

APPENDIX A: HELP AND ERROR SCREENS

SELECT BUILDING NUMBER SCREEN

SELECT BUILDING NUMBER			
COMMAND (OPTIONAL):			
Select value by placing an X in the select field and pressing ENTER			
SEL	BUILDING	EJN	BUILDING DESCRIPTION
---	CRBR-PO	720000	CRBR - PROJECT OFFICE
---	K-1000	710000	CONFERENCE ROOM (PORTAL 2)
---	K-1001	710010	ADMIN BUILDING
---	K-1001-A	710010	ADMINISTRATION BUILDING - WING A
---	K-1001-B	710010	ADMINISTRATION BUILDING - WING B
---	K-1001-C	710010	ADMINISTRATION BUILDING - WING C
---	K-1001-D	710010	ADMINISTRATION BUILDING - WING D
---	K-1002	710020	CAFETERIA/LIBRARY/OFFICES
---	K-1003	710030	DISPENSARY
---	K-1003-A	710030	DISPENSARY OFFICE TRAILER
---	K-1004-A	710040	LABORATORY FACILITIES
---	K-1004-B	710040	LABORATORY FACILITIES
---	K-1004-C	710040	LABORATORY FACILITIES
---	K-1004-D	710040	LABORATORY
---	K-1004-E	710041	LABORATORY STORAGE BUILDING
CURRENTLY ON FIRST OF 868 RECORDS			

CLASSIFICATION CODE LIST SCREEN

```
----- CLASSIFICATION CODE LIST -----
COMMAND (OPTIONAL) :

Select value by placing an X in the Select field and pressing ENTER

SEL  CLASSIFICATION  DESCRIPTION OF CLASSIFICATION
-----
    U  Unclassified
    B  Business Sensitive
    C  Confidential
    N  Unclassified Controlled Nuclear Information
    R  Restricted
    S  Secret
```

SELECT COMPANY CODE SCREEN

```

----- SELECT COMPANY CODE -----
COMMAND (OPTIONAL) :
Select value by placing an X in the select field and pressing ENTER

SEL  COMPANY      COMPANY DESCRIPTION
-----
--   ACA          ALERTING COMMUNICATION OF AMERICA
--   ACHW         ADAMS, CRAFT, HERTZ, WALKER(SURVEYING CO.)
--   AGA          A. G. & ASSOCIATES
--   ALLEN        ALLEN & HOSHAL
--   AMC          AMC MECHANICAL
--   AMTA         AMERICAN TECHNICAL ASSOCIATION
--   APCOT        APPLIED COATINGS
--   APT          AUTO. PROGRAM TOOL
--   ASG          AUTOMATED SCIENCES GROUP
--   ASI          ADVANCED SCIENCES INCORPORATION
--   ATAT         AMER TELEPHONE & TELEGRAPH CO
--   AVIS         AVISCO INCORPOR.
--   BAB          BROCK & BLEVINS
--   BASIC        BASIC CONSTRUCTION CO.
--   BAYMT        BAYMONT ENGINEERING
CURRENTLY ON FIRST OF 176 RECORDS

```

PERSONNEL HELP SCREEN

```

----- PERSONNEL HELP SCREEN (XXXX XXXXX XXX) -----
COMMAND (OPTIONAL):

Enter values by which the appropriate person may be identified.

Search by LAST NAME : _____
          INITIALS  : _____

          or DISCIPLINE : _____

          or COMPANY  : _____

You may further limit any search by:

          PLANT       : _____
  
```

SELECT EMIS ID SCREEN

```

----- SELECT XXXXXXXXXXXX EMIS ID -----
COMMAND (OPTIONAL):                                     1 of 1 rows

Select value by placing an X in the Select field and pressing ENTER
Use UP and DOWN commands to view entire list, if necessary.

```

SEL	EMIS ID	NAME	DISCIPLINE
	AWS	AW SMITH	YMD
	BGS01	BG SMITH	XFT
	CBS	CB SMITH	XPJ
	DES	DE SMITH	YCP
	GSS01	GS SMITH	XIE
	GSS	GS SMITH	YMD
	HGS	HG SMITH	EE
	JAS01	JA SMITH	EE
	JMS	JM SMITH	AD
	JPS	JP SMITH	YEE
	JWS02	JW SMITH	KDE
	KDS01	KD SMITH	YPJ
	KES	KE SMITH	EM
	KLS	KL SMITH	KCD
	MAS01	M SMITH	XDE
	MAS02	MA SMITH	EM

SELECT DOCUMENT TYPE SCREEN

SELECT DOCUMENT TYPE		
COMMAND (OPTIONAL) :		
Select value by placing an X in the Select field and pressing ENTER		
SEL	DOCUMENT TYPE	DESCRIPTION OF DOCUMENT TYPE
-	DD	Design Drawing
-	MD	Manufacturer/Vendor Data
-	BM	Bill of Materials
-	CH	Engineering Change Notice
-	DS	Equipment Data Sheet
-	DC	Design Analysis & Calculation
-	ES	Engineering Standard
-	JS	Equipment Specification
-	RP	Report with Report Number Prefix "EN"
-	SA	Safety Related Document
-	QA	Quality Related Document
-	TI	Test or Inspection Data
-	OT	Other Document (None of the Above)

PLANT LIST SCREEN

PLANT LIST			
COMMAND (OPTION) :			
Select value by placing an X in the Select field and pressing ENTER			
SEL	PLANT CODE	PLANT	DESCRIPTION OF PLANT
-	K	K-25	Oak Ridge K-25 Site
-	X	X-10	Oak Ridge National Laboratory
-	Y	Y-12	Oak Ridge Y-12 Plant
-	F	FER	Fernald
-	G	GCEP	Gas Centrifuge Enrichment Plant
-	L	LLNL	Lawrence Livermore National Laboratory
-	M	MUET	Multi-Plant
-	O	ORO	Oak Ridge Operations
-	P	PGDP	Paducah Gaseous Diffusion Plant
-	R	PORT	Portsmouth Gaseous Diffusion Plant
-	S	SRS	Savannah River Site
-	U	USAF	US Air Force
-	W	WMCO	WMCO

DATABASE ERROR

```
----- Database Error -----  
COMMAND ==>  
  
*****  
*****  
*****  
*****  
***** An unrecoverable Database Management System error has *****  
***** occurred, making it impossible for this program to continue. *****  
***** Please report the condition immediately. *****  
*****  
***** 574-7869 Error Code: XXXXXX *****  
***** 574-3590 *****  
*****  
*****  
*****  
*****  
*****  
*****  
*****  
*****  
*****
```

APPENDIX B: PRIS REPORT FORMATS

Fig. B-1. PRIS Report 1 - PRIS Project List for a Given Plant.

XXXX PRIS PROJECT LISTING

DATE : XX/XX/XX
PAGE : X

[illegible]

B-2

DATE : XX/XX/XX
PAGE : X

[illegible]

Fig. B-4. PRIS Report 4 - Project/Document List For a Given Plant.
(by Document Number)

X-XX PRIS PROJECT/DOCUMENT LIST

DATE : XX/XX/XX
PAGE : X

PROJ. RECD. NUMBER : XXXX-XXXX														PROJECT ENGINEER														RETENTION PERIOD : XXX													
PROJECT ACRONYM : XXXXXXXX														CREATION DATE														PROJECT STATUS : XXXXXX													
PROJECT TITLE : XXX																																									

Fig. B-5. PRIS Report 5 - Folder/Document List for a Given Project.

[illegible]

B-6

DATE : XX/XX/XX
PAGE : X

PLANT		: X-XX		PROJECT ENGINEER		: XX		XXXXXXXXXXXXXXXXXXXX		RETENTION PERIOD : XXX		
PROJECT ACRONYM		: XXXXXXXX		CREATION DATE		: XXXX-XX-XX		XXXXXXXXXXXXXXXXXXXX		PROJECT STATUS : XXXXXX		
PROJECT TITLE		: XXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		
DOCUMENT NUMBER		DOC TYPE	REV CODE	SHEET NO	BUILDING	ISSUE DATE	STATUS DATE	CLASS	DOC ESO	FOLDER NO	TRANSMITTAL NUMBER	PRNCF ENGR
XXXXXXXXXXXXXXXXXXXX		XX	XXX	XXX	BLDG LIST	XXXX-XX-XX	XXXX-XX-XX	U	XXXXXXXXXX	XXXX	XXXXXXXXXXXXXXXXXX	XXXXXX
					XXXXXXXXXX							
					XXXXXXXXXX							
					XXXXXXXXXX							
					XXXXXXXXXX							
		TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX										

XXXXXXXXXXXXXXXXXXXX		XX	XXX	XXX	XXXXXXXXXX	XXXX-XX-XX	XXXX-XX-XX	U	XXXXXXXXXX	XXXX	XXXXXXXXXXXXXXXXXX	XXXXXX
		TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX										
										XXXX	XXXXXXXXXXXXXXXXXX	XXXXXX
										XXXX	XXXXXXXXXXXXXXXXXX	XXXXXX
										XXXX	XXXXXXXXXXXXXXXXXX	XXXXXX

Fig. B-7. PRIS Report 7 - Project List for a Given Project Engineer.

[illegible]

Fig. B-8. PRIS Report 8 - Project/Document List for a Given Project Engineer
(by Document Number)

PROJECT/DOCUMENT LIST FOR PROJECT ENGINEER XX XXXXXXXXXXXXXXXXXXXXXXXX
DATE : XX/XX/XX
PAGE : X

PROJ. RECD. NUMBER : XXXX-XXXX
PROJECT ACRONYM : XXXXXXXX
PROJECT TITLE : XX
RETENTION PERIOD : XXX
PROJECT STATUS : XXXXXX

DOCUMENT NUMBER	DOC TYPE	REV CODE	SHEET NO	BUILDING	ISSUE DATE	STATUS DATE	CLASS	DOC ESO	FOLDER NO	TRANSMITTAL NUMBER	PRNCP ENGR	ORIG/ RECIP	TRANSMIT ESO
XXXXXXXXXXXXXXXXXXXX	XX	XX	XX	XXXXXX	XXXX-XX-XX	XXXX-XX-XX	U	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	XXXXXXXX
TITLE: XX													
XXXXXXXXXXXXXXXXXXXX	XX	XX	XX	BLDGLIST	XXXX-XX-XX	XXXX-XX-XX	U	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	XXXXXXXX
TITLE: XX													
XXXXXXXXXXXXXXXXXXXX	XX	XX	XX	XXXXXX	XXXX-XX-XX	XXXX-XX-XX	U	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	XXXXXXXX
TITLE: XX													

B-8

Fig. B-9. PRIS Report 9 - Document List for Deleted ESOs for a Given Site

DATE : XX/XX/XX
PAGE : X

K-25 DOCUMENT LIST FOR DELETED ESOS

PRIS MAINTAINS THE LISTED DOCUMENTS AS PROJECT RECORDS FOR THE INDICATED PROJECT. THE DOCUMENTS WERE TRANSMITTED TO PRIS USING THE INDICATED ESOS, WHICH HAVE SUBSEQUENTLY BEEN DELETED FROM THE PROJECTS. PLEASE PROVIDE GUIDANCE AS TO HOW THESE PROJECT RECORDS SHOULD BE REFILED.

PROJ. RECD. NUMBER : XXXX-XXXX			PROJECT ENGINEER : XX XXXXXXXXXXXXXXXXXXXX			RETENTION PERIOD : XXX		
DELETED ESO : XXXXXXX			CREATION DATE : XXXX-XX-XX			STATUS :		
PROJECT TITLE : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
FOLDER NO	TRANSMITTAL NO.	PRNCP ENGR	ORIG/ RECIP	DOCUMENT NUMBER	DOC TYPE	REV CODE	SHEET NO	DOCUMENT ESO
XXXX	XXXXXXXXXXXX	XXXX	XXXX	XXXXXXXXXXXXXXXXXX	XX	XXX	XXX	XXXX-XX-XX U XXXXXXXX
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXX XXXXXXXXXXXXXXXXXX XX XXX XXX XXX XXX-XX-XX U XXXXXXXX								
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXX XXXXXXXXXXXXXXXXXX XX XXX XXX XXX XXX-XX-XX U XXXXXXXX								
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXX XXXXXXXXXXXXXXXXXX XX XXX XXX XXX XXX-XX-XX U XXXXXXXX								
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXX XXXXXXXXXXXXXXXXXX XX XXX XXX XXX XXX-XX-XX U XXXXXXXX								
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXX XXXXXXXXXXXXXXXXXX XX XXX XXX XXX XXX-XX-XX U XXXXXXXX								
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								

APPENDIX C: PRIS DATA DICTIONARY

D A T A D I C T I O N A R Y
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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
1	DOCUMENT_NUMBER - DOCNO	A number that uniquely identifies all documents referenced in the PRIS index.	Document or Title Block	---	AN	20	LEFT	N
2	COMP_DRAWING_NO - COMPDWRG	Compressed version of the DOCUMENT_NUMBER. All blanks and special characters are eliminated and left justified.	SYSTEM	---	AN	20	LEFT	Y
3	DOCUMENT_TYPE - DOCTYPE	A code that identifies the category of documents to which the document belongs. Manual input should be a valid code from the Document Type table.	Document Initiator	PRIS list	AN	2	LEFT	Y
4	REVISION_CODE - REVCODE	A code that indicates the level of the document revision. Codes for revisions made by Martin Marietta are characters beginning at "A"; for architect/engineers, they are numbers beginning at "1." The field is initialized to 0 (zero). Subsequent revisions should default to the next revision number in sequence.	Document or Title Block	Code	AN	3	RIGHT	Y
5	REVISION_DATE - REVDATE	A date that, in some cases, indicates a document's revision. Some text documents (maybe in a CADAM model) do not have revision codes. This field will be blank if an entry is made in the Revision Code.	Document Initiator	Date	DATE	10	LEFT	Y
6	REVISION_DATE - REVDT8	A date that, in some cases, indicates a document's revision. Some text documents (maybe in a CADAM model) do not have revision codes. This field will be blank if an entry is made in the Revision Code. Display, MM/DD/YY.	Document Initiator	Date	DATE	8	LEFT	Y
7	SHEET_NUMBER - SHEETNO	The number of the sheet of a multiple sheet document. Sheet number defaults to '001' for single sheet documents and for documents that are not design drawings.	Document or Title Block	---	AN	3	RIGHT	Y
8	STATUS_CODE - STATCODE	A code indicating the stage of development of the document. REL = Released OBS = Obsolete	SYSTEM	REL, OBS	AN	4	AN	N
9	PLANT - PLANT	A code indicating the plant to which the drawing pertains.	Document or Title Block	PRIS list	AN	4	LEFT	N
10	CLASSIFICATION - CLASS	A code indicating the classification level of the document. Manual input should be a valid code from the Classification table.	Document Initiator	PRIS list	AN	4	LEFT	N
11	BLK48_DISCIPLINE - B48DISC	A code that identifies the Engineering discipline to which the document belongs (applies to design drawings only).	Title Block	Code list	AN	3	RIGHT	N
12	BLK49_NATURE_WORK - B49NOW	A code that identifies the nature of the work contained in the document (applies to design drawings only).	Title Block	Code list	AN	1		N
13	BLK50_WORK_SUBSET - B50SUB	A code that signifies a subset of the type of work being performed (applies to design drawings only).	Title Block	Code list	AN	1		N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
14	ESO - ESO	The Engineering Service Order (ESO) to which specific work done on the document is charged.	Document Initiator	EMIS List	AN	8	LEFT	N
15	DOCUMENT_TITLE - DOCTITLE	A title that describes the document.	Document Initiator	---	AN	72	LEFT	N
16	PROJECT_NAME - PROJNAME	The title of the Engineering Project with which the document is associated.	Title Block		AN	28	LEFT	Y
17	CONFIG_CONTROL_STA - CCSTATUS	A code indicating whether or not a drawing is under configuration control. CC = Under Configuration Control NC = Not Under Configuration Control	Title Block	CC,NC	AN	2	LEFT	N
18	AB_OR_CONFIG_CAT - ABCONCAT	A code indicating the reason that a drawing is under configuration control or is As-Built. AR = As-Built required AB = As-Built IN = Information	Title Block	AR,AB,IN	AN	2	LEFT	N
19	AS_BUILT_STATUS - ABSTATUS	A code indicating the As-Built status of a drawing. SS = Safety System RC = Regulatory Control CI = Cost Impact OT = Other SG = Safeguards/Security NA = Not Applicable	Title Block	SS,OT,RC,SG,CI,NA	AN	2	LEFT	N
20	VENDOR_CODE - VENDCODE	A code describing the vendor of a document of type MD (manufacturing or vendor data). A list of valid vendor codes is maintained by ISD.	Document Initiator	ISD List	AN	5	LEFT	N
21	VENDOR_SUBJECT - VENDSUBJ	A code describing the subject of a document of type MD (manufacturing or vendor data). A list of valid subject codes is maintained by ISD.	Document Initiator	ISD List	AN	9	LEFT	N
22	ORIGINATOR_DISC - ORIGDISC	The EMIS discipline code associated with the EMIS ID of the originator of the document.	Document Initiator	EMIS List	AN	5	LEFT	N
23	RESPONSIBLE_DISC - RESPDISC	The EMIS discipline code associated with the EMIS ID of the person who is responsible for the document.	Document Initiator	EMIS List	AN	5	LEFT	N
24	PROJECT_NUMBER - PROJNO	The EMIS project number with which the document is associated.	EMIS	EMIS List	AN	8	LEFT	N
25	ORIGINATOR_CO_CODE - ORCOCODE	The EMIS company code identifying the company of the originator of the document.	Document Initiator	Code List	AN	5	LEFT	N
26	ORIGINATOR_ID - ORIGID	The EMIS ID of the person originating the document.	Document Initiator	EMIS List	AN	5	LEFT	N
27	RESPONSIBLE_ID - RESPID	The EMIS ID of the person (normally the Eng. RED) responsible for the document	Document Initiator	EMIS List	AN	5	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
28	FLOOR	A code describing the building floor to which the drawing or document refers.	Title Block	---	AN	5	LEFT	N
29	STATUS_DATE	The date the sheet revision was stored in its current state of development.	SYSTEM	---	DATE	10	LEFT	N
30	STATUS_DATE	The date the sheet revision was stored in its current state of development. Display, MM/DD/YY.	SYSTEM	---	DATE	8	LEFT	N
31	NO_OF_SHEETS	Number of sheets included in the document. This number will be 1 for documents other than design drawings (document type DD).	Document or Title Block	1 - 999	AN	3	RIGHT	N
32	ORIGINAL_FORMAT	The format of the document from which future revisions should be made; i.e., the format that was originally approved. All other formats are considered copies.	Document Indexer	PRIS List	AN	5	LEFT	N
33	RESERVER_ID	The EMIS ID of the person who reserved the document number.	Document Initiator	EMIS List	AN	5	LEFT	N
34	RESERVE_DATE	The date the document or document revision was reserved in EDIS. This date is automatically generated at reserve time.	EDIS Reserve	---	DATE	10	LEFT	N
35	RESERVE_DATE	The date the document or document revision was reserved in EDIS. This date is automatically generated at reserve time. Display, MM/DD/YY.	EDIS Reserve	---	DATE	8	LEFT	N
36	CLASSIFIER_ID	The EMIS ID of the person who approves the classification of the document.	TBD	EMIS List	AN	5	LEFT	N
37	CLASSIFY_DATE	The date on which the document's classification was approved.	TBD	TBD	DATE	10	LEFT	N
38	CLASSIFY_DATE	The date on which the document's classification was approved. Display, MM/DD/YY.	TBD	TBD	DATE	8	LEFT	N
39	ISSUE_DATE	The date on which the document was issued.	Document	---	DATE	10	LEFT	N
40	ISSUE_DATE	The date on which the document was issued. Display, MM/DD/YY.	Document	---	DATE	8	LEFT	N
41	DRAWING_SIZE	A code describing the size of the document (applies to drawings only).	Title Block	---	AN	1		N
42	INDEX_DATE	The date on which the document was entered into the EDIS Index. This date is automatically generated at index time.	SYSTEM	---	DATE	10	LEFT	N
43	INDEX_DATE	The date on which the document was entered into the EDIS Index. This date is automatically generated at index time. Display, MM/DD/YY.	SYSTEM	---	DATE	8	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
44	LAST_ACCESS_DATE - ACESDT8	The date on which the document was last accessed (modified or viewed). This date is automatically generated at access time. Display, MM/DD/YY.	SYSTEM	---	DATE	8	LEFT	N
45	LAST_ACCESS_DATE - ACESDATE	The date on which the document information was last modified or viewed. This date is automatically generated at access time.	SYSTEM	---	DATE	10	LEFT	N
46	INITIAL_STORE_DATE - INITSTOR	The date on which an electronic copy of the document was initially stored in the EDIS Repository. This date is automatically generated at store time.	CADAM	---	DATE	10	LEFT	N
47	INITIAL_STORE_DATE - INITSDT8	The date on which an electronic copy of the document was initially stored in the EDIS Repository. This date is automatically generated at store time. Display, MM/DD/YY.	CADAM	---	DATE	8	LEFT	N
48	LAST_STORE_DATE - LASTSTOR	The date on which an electronic copy of the document was last stored in the EDIS Repository. This date is automatically generated at store time.	CADAM	---	DATE	10	LEFT	N
49	LAST_STORE_DATE - LASTSDT8	The date on which an electronic copy of the document was last stored in the EDIS Repository. This date is automatically generated at store time. Display, MM/DD/YY.	CADAM	---	DATE	8	LEFT	N
50	DESIGNER - DESIGNER	The name of the designer of the document (pertains to drawings only).	Title Block	---	AN	23	LEFT	N
51	DRAFTER - DRAFTER	The name of the drafter of the document (pertains to drawings only).	Title Block	---	AN	23	LEFT	N
52	WORK_ORDER - WORKORDR	The EMIS work order number to which the creation of the document is charged.	Title Block	---	AN	6	LEFT	N
53	BLK1_CATEGORY - BLCAT	A code representing the category of the work contained in the document (applies to design drawings only).	Title Block	Code List	AN	1		N
54	NO_OF_MODELS - NUMMODS	The number of models associated with the document (applies to CADAM drawings only).	Title Block	---	NUM	3	RIGHT	N
55	CONFIG_CONTROL_NO - CCNO	The configuration control number identifying the configuration control plan under which the changes to the document are made.	Title Block	---	AN	1		N
56	CHANGE_CONTROL_NO - CHANGNO	The identifying number of the project change order for which the revision is made.	Title Block	---	AN	12	LEFT	N
57	SEND_TO_EFM_FLAG - SENDEPM	A code indicating whether or not a copy of the document is to be sent to the EFM system. Y = Yes N = No	Document Indexer	Y,N	AN	1		N
58	DESIGN_DATE - DSGNDATE	The date on which the document was designed (applies to design drawings only).	Title Block	---	DATE	10	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
59	DESIGN_DATE	- DSGNDT8 The date on which the document was designed (applies to design drawings only). Display, MM/DD/YY.	Title Block	---	DATE	8	LEFT	N
60	DRAFT_DATE	- DRAFTDATE The date on which the document was drafted (applies to design drawings only).	Title Block	----	DATE	10	LEFT	N
61	DRAFT_DATE	- DRAFTDT8 The date on which the document was drafted (applies to design drawings only). Display, MM/DD/YY.	Title Block	---	DATE	8	LEFT	N
62	TYPE	- TYPE Indicated the type of work to which the document is related (weapons, facilities, etc.). Refer to Eng. Standards for a list.	Title Block	---	AN	1		N
63	IN_EDIS	- INEDIS A code indicating whether or not an electronic copy of the document is contained in the EDIS repository. * = Yes Blank = No	EDIS	*, ' ,	AN	1		N
64	CURRENT_REV	- CURREV A code indicating the current revision of the document.	SYSTEM	1,2,' ,	AN	1		N
65	OWNER	- OWNER A code indicating the system ownership of the document index record. 1 = PRIS 4 = OTHER 7 = ALL 2 = ISD 5 = OTHER & PRIS 3 = PRIS & ISD 6 = OTHER & ISD	SYSTEM	1 - 7	AN	1		N
66	LOG_NUMBER	- LOGNO The log number for a set of documents that are indexed into EDIS.	ISD ENTRY	1-999	AN	3	LEFT	Y
67	LOG_DATE	- LOGDATE The date on which a log of document entries was created.	SYSTEM	----	DATE	10	LEFT	Y
68	LOG_DATE	- LOGDATE8 The date on which a log of document entries was created. Display, MM/DD/YY.	SYSTEM	----	DATE	8	LEFT	N
69	SEQUENCE_NO	- SEQNO Sequence number of a document in a particular entry log.	SYSTEM	1-99	AN	2	LEFT	N
70	TRANSMIT_FLAG	- TRANFLAG Flag used by the ISD Index function to identify whether or not a document has been transmitted for aperture card production. Y = Has been transmitted N = Has not been transmitted M = Was originally transmitted but has been modified and not retransmitted	ISD ENTRY	Y,N,M	AN	1		Y
71	FRAME_NO	- FRAMENO The frame number of a multi-frame document	ISD ENTRY	1-9	AN	1		N
72	NO_OF_FRAMES	- NUMFRAMS The total number of frames for a multi-frame document.	ISD ENTRY	1-9	AN	1		N
73	NO_OF_APPERTURES	- NUMAPS The number of aperture cards created for a document.	ISD ENTRY	1-99	AN	2	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
74	CHANGE_DATE_TIME - CHGDDTIM	The time when the database record was last modified (automatically generated at modification time). DB2 timestamp format.	SYSTEM	---	TSTMP	26	LEFT	N
75	CHANGE_DATE_TIME - CHGDT8	The date when the database record was last modified (automatically generated at modification time). Display, MM/DD/YY. Value is edited from the first ten characters of the DB2 timestamp.	SYSTEM	---	DATE	8	LEFT	N
76	CHANGE_EMIS_ID - CHGEMID	EMIS ID of the interactive user or batch job that last modified the database record.	SYSTEM	EMIS List	AN	5	LEFT	N
77	BUILDING - BLDG	The ID of the building for which the document pertains. The ID should be from those found in the EMIS building table.	Document or Title Block	EMIS List	AN	8	LEFT	Y
78	EJN - EJN	Engineering Job Number	EMIS		AN	8	LEFT	N
79	FORMAT - FORMAT	A code indentifying the media of the document format.	Document Storer	EDIS List	AN	5	LEFT	N
80	SOFTWARE_VERSION - SOFTVER	A code identifying the version of the software that created a particular electronic format of a document.	Document Storer	---	AN	5	LEFT	N
81	STORAGE_LOCATION - STORLOC	The storage location of a particular format of a document.	Document Storer	----	AN	22	LEFT	N
82	STORAGE_DATE - STORDATE	The date that a particular electronic format of a document was stored.	EDIS System	----	DATE	10	LEFT	N
83	STORAGE_DATE - STORDT8	The date that a particular electronic format of a document was stored. Display, MM/DD/YY.	EDIS System	---	DATE	8	LEFT	N
84	FORMAT_IN_EDIS - FINEDIS	A code indicating whether or not the format of a document is stored in the EDIS repository. * = Yes Blank = No	EDIS System	*, ' ,	AN	1		N
85	PARTFIND - PARTFIND	The partfind number of a CADAM drawing.	CADAM	----	AN	20	LEFT	N
86	ISD_PROJECT_NO - ISDPROJ	The Project Record Number associated with a PRIS document.	Project Record Plan	EMIS List	AN	10	LEFT	N
87	PROJECT_ENGR - PRJENGID	The EMIS ID of the project engineer associated with a Project Record Number.	Project Record Plan	EMIS List	AN	5	LEFT	N
88	PROJECT_ACRONYM - PROJACRO	The acronym assigned to a particular Project Record Number.	Project Creator	----	AN	5	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
89	PROJECT_TITLE - PROUTITL	The title of a Project Record Number.	Project Record Plan	----	AN	65	LEFT	N
90	PROJECT_RETENTION - PROJRET	The retention period required for project documents. L = Life of plant P = Permanent	Project Record Plan	L, P, number	AN	3		N
91	DEFAULT_STOR_LOC - PROJSLOC	A code indicating the default storage location for project documents.	Project Creator	X, K, Y	AN	1		N
92	DEFAULT_BACK_LOC - PROJBLOC	A code indicating the backup storage location of project documents.	Project Creator	X, K, Y	AN	1		N
93	PROJECT_CREAT_DATE - PROJDATE	The date when a Project Record Number is downloaded from EMIS to PRIS (automatically generated at download time).	System	----	DATE	10	LEFT	N
94	PROJECT_CREAT_DATE - PROJDT8	The date when a Project Record Number is downloaded from EMIS to PRIS (automatically generated at download time). Display, MM/DD/YY	System	---	DATE	8	LEFT	N
95	PROJECT_CREATOR - PCREATID	The EMIS ID of the project creator.	Project Creator	EMIS List	AN	5	LEFT	N
96	PROJECT_STATUS - PSTATUS	A code indicating the status of a Project Record Number. A = Archived P = Pending Deletion Blank = Active	PRIS System	A, P, ' '	AN	1		N
97	FOLDER - FOLDER	The system generated sequential number of the PRIS folder.	PRIS System	1-9999	AN	4	LEFT	N
98	TRANSMITTAL_NO - TRANSNO	The number identifying the transmittal that accompanies the documents sent to the project record (PRIS) files.	Transmittal	----	AN	20	LEFT	N
99	TRANS_ISSUE_DATE - TISDATE	The date on which the transmittal was issued.	Transmittal	Date	AN	10	LEFT	N
100	TRANS_ISSUE_DATE - TISDT8	The date on which the transmittal was issued. Display, MM/DD/YY.	Transmittal	Date	AN	8	LEFT	N
101	PROJECT_JOB_TITLE - PJOBTTTL	The job title on the transmittal that accompanies the project record documents sent to ISD for storage.	Transmittal	----	AN	65	LEFT	N
102	PRINCIPAL_ENGR - PRNENGID	The EMIS ID of the principal engineer identified on the transmittal sent to project records.	Transmittal	EMIS List	AN	5	LEFT	N
103	ORIG_RECIP - ORGRECID	The EMIS ID of the originator or the recipient identified on the transmittal sent to project records.	Transmittal	EMIS List	AN	5	LEFT	N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
104	BOX_NUMBER - BOX	The number of the box that contains this PRIS folder (applies to archived folders only).	PRIS	----	AN	6	LEFT	N
105	AISLE_NUMBER - AISLE	The aisle number where the box is stored that contains this PRIS folder (applies to archived folders only).	PRIS	----	AN	6	LEFT	N
106	SHELF_NUMBER - SHELF	The shelf number where the box is stored that contains this PRIS folder (applies to archived folders only).	PRIS	----	AN	6	LEFT	N
107	FOLDER_STATUS - FLDRSTAT	A code indication the status of a PRIS project folder. A = Archived D = Deleted P = Pending Deletion Blank = Active	PRIS	A,D,P, ' ' ,	AN	1		N
108	PROJECT_ESO_STATUS - PESOSTAT	A code indication the status of a project/ESO association P = Pending Deletion Blank = Active	PRIS	P, ' ' ,	AN	1		N
109	USER_EMIS_ID - UEMISID	User's EMIS ID.	EMIS	EMIS list	AN	5	LEFT	N
110	LASTNAME - LASTNAME	EMIS user's surname.	EMIS		AN	23	LEFT	N
111	INITIALS - INITIALS	EMIS user's first and middle initials.	EMIS		AN	2	LEFT	N
112	UPLANT - UPLANT	Code indicating the user's plant as contained in EMIS.	EMIS		AN	1		N
113	UPLANT_LOC - UPLANTL	EMIS code indicating the User's physical plant location.	EMIS		AN	1		N
114	UBLDG - UBLDG	EMIS user's building.	EMIS		AN	8	LEFT	N
115	ROOM -	EMIS user's Room Number.	EMIS		AN	4	LEFT	N
116	BADGE -	EMIS user's badge number.	EMIS		AN	6	LEFT	N
117	EDIS_ACCESS -	EDIS Access Flag. Indicates whether or not EMIS user is allowed to access EDIS. Y = Yes N = No	EMIS	Y,N	AN	1		N
118	K25_ACCESS - KACCES	A code indicating an EDIS user's K-25 data access level. A = All Levels B = Base L = Limited N = No Access	EMIS	A,B,L,N	AN	1		N
119	X10_ACCESS - XACCES	A code indicating an EDIS user's X-10 data access level.	EMIS	A,B,L,N	AN	1		N

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Item No.	Data Item Nomenclature	Data Requirement Description	Source of Data	Value or Range	Type	Field Size	Align	Retrieval Key
120	Y12_ACCESS - YACCES	A code indicating an EDIS user's Y-12 data access level. A = All Levels L = Limited B = Base N = No Access	EMIS	A,B,L,N	AN	1		N
121	OTHR_ACCESS - OACCES	A code indication an EDIS user's access level to other plant data. A = All Levels L = Limited B = Base N = No Access	EMIS	A,B,L,N	AN	1		N
122	USER_ID - UID	User's TSO ID	System		AN	3	LEFT	N
123	CURRENT_DATE - CURDT8	Current system date (in MM/DD/YY format).	PRIS	Date	AN	8	LEFT	N

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