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**ENGINEERING DESIGN INFORMATION SYSTEM
(EDIS)
USER'S MANUAL**

**P. S. Smith
R. D. Short**

NOVEMBER 1991

**MANAGED BY
MARTIN MARIETTA ENERGY SYSTEMS, INC.
FOR THE UNITED STATES
DEPARTMENT OF ENERGY**

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USER'S MANUAL**

**P. S. Smith
R. D. Short
Engineering Design Information Systems Section
Engineering and Production Management Systems**

November 1991

**COMPUTING AND TELECOMMUNICATIONS DIVISION
at
Oak Ridge K-25 Site
Post Office Box 2003
Oak Ridge, Tennessee 37831**

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MASTER *up*

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1.0 INTRODUCTION

This manual is a guide to the use of the Engineering Design Information System (EDIS). The system runs on the Martin Marietta Energy Systems, Inc., IBM 3084 unclassified computer. EDIS is in the second phase of implementation, which provides an index, storage, and retrieval system for engineering documents produced at various plants and laboratories operated by Energy Systems for the Department of Energy (DOE). The second phase also provides additional hard copy request functionality.

Section 2.0 of this manual presents an overview of EDIS, describing the system's purpose; the functions it performs; hardware, software, and security requirements; and help and error functions.

Section 3.0 describes how to access EDIS and how to operate system functions using Database 2 (DB2), Time Sharing Option (TSO), Interactive System Productivity Facility (ISPF), Soft Master viewing, and FT/Express file transfer features employed by this system.

Appendix A lists the special hardware and software requirements that must be met to run the View function.

Appendix B contains a description of the Soft Master viewing capabilities provided through the EDIS View function.

Appendix C contains a list of special hardware and software requirements for the Store and Download functions of EDIS.

Appendix D provides examples of the system error screens and help screens for valid codes used for screen entry.

Appendix E contains a dictionary of data elements and descriptions.

2.0 SYSTEM OVERVIEW

2.1 SYSTEM DESCRIPTION

The Engineering Design Information System (EDIS) provides a means for reserving unique design document numbers (Reserve), locating released engineering design documents (Query), storing electronic document images in the EDIS repository (Store), downloading selected electronic formats of documents from the EDIS repository to an attached personal computer (PC) storage medium (Download), plotting (Hardcopy) or electronically viewing those stored in CADAM electronic format (View), and requesting hard copies of those released by the Information Services Division (ISD) Design Centers (Hardcopy). EDIS provides the ability to query the index on various document attributes. These system functions are summarized below.

The Reserve function of EDIS is used primarily to reserve unique design document numbers and revision codes. This function is required for all document types to establish initial identification in EDIS for document control and security. In the current Phase II development of EDIS, the Reserve function is used to standardize the alphanumerical identification of Design Drawing, Bill of Material, Equipment Specification, Equipment Data Sheet, and Design Analysis and Calculation documents. Ultimately, all Engineering design documents throughout the DOE plants and laboratories operated by Energy Systems will be included in this system. This is an attempt to eliminate duplicate, invalid, and unofficial document numbers, as well as to prevent the uncontrolled simultaneous revision of released documents.

The Query function of EDIS is used to obtain a list of documents meeting a desired selection criteria or to obtain detailed information about a specific document. To obtain this information, a user enters values for one or more selection fields. Documents contained in the EDIS database that have values matching those entered are displayed in the form of a table. Each of the documents shown in the table can be selected and queried to obtain additional detailed information about the document.

The EDIS View function is used to request a graphical display of those documents that have a graphical image stored in the EDIS repository. Currently, the ability to view documents is limited to design drawings that have an associated CADAM format stored in the EDIS repository.

The EDIS Hardcopy function is used to request copies of documents indexed into the EDIS database. Currently, the Hardcopy function is limited to requests for (1) copies of documents stored and maintained by the ISD Design Centers and (2) plots of documents stored in CADAM format.

The EDIS Store function is used to transfer electronic copies of selected documents from an attached PC storage medium to the EDIS repository. The store function is currently limited to documents that have been indexed into the system by ISD.

The EDIS Download function is used to transfer electronic copies of selected documents from the EDIS repository to an attached PC storage medium.

2.1.1 EDIS Database

The basic information that is stored for each document in the EDIS Index and displayed on the system screens is defined by the following data elements:

Access Date	Document Number	Reserve Date
Anticipated Release Date	Draft Date	Reserver ID
Block 48	Draftsman	Responsible ID
Block 1	Drawing Size	Responsible Discipline
Block 50	EJN	Revision Code
Block 49	ESO	Revision Date
Building	Floor	Send to EFM
Change Date	Format Code	Sequence Letter
Change Control Number	Function Code	Sequence Number
Classification	Index Date	Sequence Letter Title
Classification Date	Initial Store Date	Sheet Number
Classifier ID	Issue Date	Software Version
Company	Last Store Date	Special Project Title
Company Description	Number of Sheets	Status Date
Configuration Control Number	Number of Models	Status Code
Cost Center	Original Format	Storage Location
Design Date	Originator Discipline	Storage Date
Designer	Originator ID	Subject Code
Disposition	Originator's Company	Type of Package
Document Title	Plant	Vendor Code
Document Type	Project Number	Workorder

A complete dictionary defining data elements retained by the system is presented in Appendix E.

2.1.2 EDIS Subsystems

EDIS functions are accessed through a Primary Option Menu that lists the Reserve, Query, ADDDB, and Tutorial subsystems available in EDIS. Section 3.0 describes the screens and user actions for each of the EDIS subsystem functions. The following sections describe these major subsystems.

2.1.2.1 Reserve

The Reserve subsystem provides you with the capability to initiate the entry of new document information into the system. The Reserve main menu offers a variety of functions that govern the entry of and access to this initial document information. The following functions may be selected from the Reserve Menu:

1. Reserve one or more new document numbers.
2. Reserve revisions for any existing drawings.
3. Select a specific document:
 - a. To Query information about the document.
 - b. To Modify existing information about the document.
 - c. To Unreserve and return the number.
4. Reserve Engineering Job Numbers (EJNs) for Special Projects and query and modify EJN information.

The operation of these functions is described in Sect. 3.3.2 of this user's manual.

2.1.2.2 Query

This subsystem allows you to display index information for documents that exist in the EDIS Index based on data element values you enter into a query screen. Once you locate a document index record(s), you may select to do further query, to make a hard copy request, to store the document, to download the document, or to view a graphical display of the document. The operation of these functions is described in Sect. 3.3.1 of this user's manual.

2.1.2.3 Active Design Database (ADDB)

The ADDB provides the capability to perform query functions on active CADAM models or on those models that currently reside in user subgroups. This capability allows for the sharing of design information, provides identification of duplicate design activity, and assists in detection of the use of duplicate revision codes for a drawing. This capability can also be used in clean-up efforts to identify models that have not been updated since a specified date.

2.1.2.4 Tutorial

This feature is only provided with the Reserve subsystem of the Phase II implementation of EDIS. The Reserve subsystem tutorial can be viewed in its entirety or in segments that describe the procedures to follow for each individual Reserve subsystem screen. Refer to Sect. 3.3.4 for a description of the Tutorial feature.

2.2 SYSTEM REQUIREMENTS

2.2.1 Hardware and Software

EDIS is located on the IBM 3084 unclassified processor located at the Oak Ridge K-25 Site. EDIS 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 47) through the unclassified DCA network for the 3084 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.

PL/I is the primary programming language used for EDIS. The following vendor software packages are used:

1. ISPF Dialog Manager - User interface screens
2. DB2 relational database - Repository for EDIS data
3. Soft Master - Viewing capability
4. FT/Express - Store and Download capabilities.

All vendor software packages currently reside on the IBM 3084.

2.2.2 Security

To access the system, you must have a user ID, a computer password, and an authorized TSO account on the IBM 3084 computer at K-25. You also must be given specific access to EDIS by the Engineering Data Resource Administrator (DRA). Security is enforced through user identification at the time of logon and through authorization tables that exist within EDIS to define the functions that are permitted to be performed by each user of the system.

Each EDIS user is given access to EDIS and specific access to documents for specific plants by the Engineering DRA. This requires that an EDIS Access application be submitted to the Engineering DRA by each user's supervisor. User access control information is obtained from the Engineering Management Information System (EMIS). Engineering information, including EMIS user IDs, is written to a DB2 table that is used to control access to the EDIS data.

2.3 HELP SCREENS AND ERROR MESSAGES

Help screens are available throughout the system to prompt you with valid codes for buildings, engineering personnel, document formats, plotter IDs, companies, classifications, plants, document types, etc. These screens may be accessed by placing a "?" in the code field and pressing <ENTER>. The help screens are displayed in Appendix D of this user's manual.

A help screen of valid EDIS command and selection codes to be used in operating the interactive system screens can be obtained by typing "?" in the COMMAND line of any screen and pressing <ENTER>. Refer to Appendix D for this help screen. When this screen is displayed, only the valid codes appropriate for the current screen will be shown.

Help is also available for the Reserve subsystem in the form of an online tutorial that can be accessed from any screen by typing HELP or H in the COMMAND line and pressing <ENTER> or by selecting the Tutorial option from the Primary Option Menu (see Sect. 3.3.4).

Error screens for certain special cases are also displayed in Appendix D.

Error messages are displayed to you on the system screens just below the COMMAND line whenever an invalid command or invalid information is entered. Messages that confirm the system's execution of functions you have requested are also displayed on the screen just below the COMMAND line.

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. The system performs the tasks you request by guiding you from one screen to the next based upon your responses to the prompts. You can make selections from a displayed menu by entering requested data and pressing the <ENTER> key or by entering one of the EDIS function command codes (shown below) in the indicated command field and pressing the <ENTER> key. Section 3.1.1 lists the EDIS function codes and their associated system responses. Section 3.1.2 lists the general key assignments and their associated functions.

3.1.1 EDIS Function Codes

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.

<u>Command or Code and Press</u>			<u>Action</u>
END	E	<ENTER>	Terminates the present screen or function and returns to the previous screen or function accessed.
UP	UP	<ENTER>	Scrolls the screen image up to reveal text that is above the displayed list. ("UP n" scrolls "n" lines up.)
DOWN	DN	<ENTER>	Scrolls the screen image down to reveal text that is below the displayed list. ("DOWN n" scrolls "n" lines down.)
EXIT	X	<ENTER>	Returns to the Primary Option Menu from any other system screen.
HELP	H	<ENTER>	Calls the EDIS on-line tutorial. (Only available in Phase II for the Reserve subsystem.)

The following function codes are used in the Select field of screens that display document listings. These functions will be performed for the documents selected from the screen. (The commands can be entered on the COMMAND line if an X is placed in the Select field.)

<u>Command or Code and Press</u>			<u>Action</u>
MODIFY	M	<ENTER>	Modifies an existing document or project information.
QUERY	Q	<ENTER>	Displays document information.
HARDCOPY	HC	<ENTER>	Requests a hard copy of the selected document.
VIEW	V	<ENTER>	Displays electronically stored documents.
STORE	S	<ENTER>	Transfers an electronic copy of a document from an attached PC storage medium and stores the copy in the EDIS repository.
DOWNLOAD	DL	<ENTER>	Downloads an electronic copy of a document to an attached PC storage medium.
UNRESERVE	U	<ENTER>	Unreserves a previously reserved number. (Used in the Reserve subsystem only.)

3.1.2 General Key Assignments

Command keys and their functions to operate cursor movement on the screen are listed below:

<u>Command Key</u>	<u>Function</u>
<ARROW-DOWN>	Moves cursor down one line directly below the current cursor position.
<ARROW-LEFT>	Moves cursor one space to the left of the current cursor position.
<ARROW-RIGHT>	Moves cursor one space to the right of the current cursor position.
<ARROW-UP>	Moves cursor up one line directly above the current cursor position.
<BACKSPACE>	Moves cursor one space to the left of the current cursor position.
<DELETE>	Deletes character on which the cursor currently rests and moves all characters on the right of the cursor one space to the left.
<ENTER>	Executes the system command that was entered.
<RESET>	Unlocks keyboard when the system displays the locked symbol in the lower-left corner of the screen. (Applies to connections using IRMA.)
<SHIFT><TAB>	Moves cursor back to the previous sequential field on the screen.
<TAB>	Moves cursor to the next sequential field on the screen.

3.1.3 Special Screen Processing Features

Search Screens

For the entry of partial search criteria on search screens, a "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search all records that contain the search string in the indicated position.

When using Code Help screens (see Appendix D) to find valid codes to use for search entries while using one of the system's search screens, do not select directly from the code listing screen if you have not completed entering search criteria on the search screen. Return to the search screen using the END command, and then, type the chosen value directly on the search screen. If the code and <ENTER> are entered on the help screen, the search will be executed with only the search criteria existing at that time.

System Code Help Screens

You may enter "?" in some of the input fields of the system screens to receive a help screen listing valid input options for that field. These fields include document type, plant, building, classification, block 48, block 49, block 50, etc. See Appendix D for examples of these screens. In most cases, you may select from the list in one of two ways: either by placing an X beside the desired option or by entering the indicated response code. The system will return you to the original screen, and the data for the input option selected will be placed in the original screen's input field just as if you had entered the characters directly into the field manually. If you press <ENTER> while one of these list screens is displayed without having made a selection, the system will display a message requesting a selection. If you enter END in the command field of any of these list screens, the system will redisplay the screen where the "?" was originally entered, place the cursor at that field, and continue processing as required.

EMIS ID Help Screens

For input fields that require EMIS IDs to be entered, you may enter "?" and press <ENTER> to receive the Engineering Personnel Help screen. This screen allows you to enter search criteria consisting of a portion of a person's name and to receive a second screen listing the EMIS IDs and the associated names that meet the search criteria you entered. You may then select an entry from this list for the needed EMIS ID.

3.2 ACCESSING EDIS

To access EDIS, you must have a user ID, a computer password, and an authorized TSO account on the IBM 3084 machine.

Several types of terminal connections may be used to access the 3084, as described in Sect. 2.2.1. To log on the K-25 IBM 3084 unclassified system using one of these terminal connections, follow one of the procedures described below. Responses enclosed in parentheses () indicate that you should fill in the appropriate variable information.

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 terminal type:	(type) <ENTER>*
THIS TERMINAL IS ATTACHED TO ...	TSOK <ENTER>

*The (type) response for this terminal type is almost always VT100.

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>
THIS TERMINAL IS ATTACHED TO THE ...	TSOK <ENTER>

After entering the TSOK command for each of these log-on sequences, you will receive prompts for user ID and password:

<u>Prompt</u>	<u>Response</u>
ACF82003 ACF2, ENTER LOGON ID	(user ID) <ENTER>
ACF82004 ACF2, ENTER PASSWORD	(user password) <ENTER>
ACF82012 ACF2, ENTER ACCOUNT (Displayed if no default account has been set up.) ***	(account number) <ENTER>

If the log-on session is successful, you will receive TSO log-on messages followed by the TSO prompt:

READY

To access EDIS, type

EDIS <ENTER>

The EDIS Primary Option Menu shown on the next page will be displayed if you have been given proper access to EDIS by the Engineering DRA.

3.3 OPERATING EDIS

When you have gained access to EDIS, the following menu will be displayed, from which you may select the system functions.

PRIMARY OPTION MENU

```

Engineering Design Information System

----- PRIMARY OPTION MENU -----
OPTION:                                     ENIS ID - XXXX
                                           USER ID - XXX
                                           TIME   - XX:XX

R  RESERVE   - Reserve Document Numbers, Revisions and EJM's; Find,
                Reserved Document Numbers and Revisions

Q  QUERY     - Find, Display Detail, Graphical View, and Request
                Hardcopies of EDIS Indexed Documents.

A  ADDDB    - Locate CADAM models in development in user areas

T  TUTORIAL - Display Information about EDIS.

X  EXIT     - Terminate EDIS.

Enter END command or X to terminate EDIS.

```

You can indicate the function to be performed by typing the option character (R, Q, A, T, or X) on the OPTION line and pressing <ENTER>. The following sections of this manual describe the operation of the Primary Option Menu options. Refer to the table below to find the manual section that covers each option.

<u>Option</u>	<u>Action</u>
R	RESERVE (see Sect. 3.3.2).
Q	QUERY (see Sect. 3.3.1).
A	ADDB (see Sect. 3.3.3).
T	TUTORIAL (see Sect. 3.3.4). (This option is only available for the Reserve subsystem.)

Entering option X or the command END and pressing <ENTER> will exit EDIS and return you to the system READY prompt. From the READY prompt, type "LOGOFF" to exit TSO.

3.3.1 Query Option (Q)

The Query option on the EDIS Primary Menu allows you to find and display index information for documents that exist in the EDIS Index based on data element values you enter into a query screen. Once you locate a document index record(s), you may select to do further query, store, or download an electronic copy of the document, request a hard copy, or view a graphical display of the document.

When you select option Q from the EDIS Primary Menu, the following screen will be displayed to allow you to enter search criteria:

QUERY SCREEN

```

----- QUERY SCREEN -----
COMMAND (OPTIONAL):

Enter values in the following fields and press the ENTER key to search
for documents.
Move from field to field by pressing the TAB key.
Enter the END command to return to the previous screen.

Doc. No. : _____ Doc. Type : ____
Doc. Title: _____

Revision Code : ____ Revision Date : _____ Status : ____
Plant : ____ Building : _____ Classification : ____
Block 48 : ____ Block 49 : ____ Block 50 : ____

ESO : _____ Vendor Code : _____
Subject Code : _____ Proj. No. : _____

Orig. Disc. : _____ Resp. Disc. : _____ Company : _____
Originator ID : _____ Responsible ID: _____ Floor : _____

```

Use the <TAB> and <SHIFT><TAB> keys to move between the blank fields on the screen to enter search values into the fields. When all values have been entered, press <ENTER> to begin the search. It is not necessary to enter information in every field. You should, however, enter enough information to obtain the desired result. In general, entering more information will produce a narrower search, and the resulting list of documents will be shorter and more specific. Valid values entered in the Doc. No., Doc. Type, and Revision Code fields uniquely identify a document; therefore, any information entered in addition to the document type and document number is unnecessary if the goal of the query is to locate a particular revision of a document. However, if the goal of the query is to locate all of the latest revisions of all design drawings related to a particular building, you should enter "DD" in the Doc. Type field and the building number in the Building field and press <ENTER>.

Seven fields on this screen will accept partial entries if the whole value is not known: Doc. No., Doc. Title, Building, ESO, Vendor Code, Subject Code, and Proj. No. A "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. Using a "%" symbol to terminate a partial Building field entry will allow a search of a group of buildings starting with the same characters.

The system will search the database for any released documents that fulfill the values you enter and either show you the document information (Detail Document Information Screen) or a list of the documents that are found (Abbreviated Document Information Screen). (These screens are described in the following

text.) If you do not specify a revision number in the revision code field, only the latest revision of documents meeting the entered search criteria will be displayed. If you enter an asterisk (*) in the revision code field, all revisions of each document meeting the entered search criteria will be shown.

If no documents are found that match the entered values, the Query Screen will be redisplayed with a message stating that no documents meet the search criteria. If you press <ENTER> without entering values in any of the input fields, the screen will be redisplayed with a message requesting entry of search fields. Enter END in the command field and press <ENTER> if you wish to cancel this function and return to the Primary Option Menu.

When more than one document satisfies the search criteria you enter, the system will display the partial index information for the documents on the following Abbreviated Document Information Screen, in order by document number and revision.

```

----- ABBREVIATED DOCUMENT INFORMATION SCREEN -----ROW 1 OF 2
COMMAND (OPTIONAL):

Enter a valid function code in the select code field and press ENTER .
Enter a ? to view the list of valid codes.
An * indicates that an electronic copy of the document is stored in EDIS.

SELECT      DOCUMENT      SHEET DOCUMENT DOC. STATUS   PLANT BUILDING FLOOR
CODE        NUMBER        NO.  REVISION TYPE  CODE

-----
--- *XXXXXXXXXXXXX      XXX      XX      XXX      XXXX  XXXXXXXX  XX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
--- XXXXXXXXXXXXXXXX      XXX      XX      XXX      XXXX  XXXXXXXX  XX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
***** BOTTOM OF DATA *****

```

If more documents are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list. If more than 240 documents satisfy the search criteria you enter, the system will display the partial index information for the first 240 documents found on the Abbreviated Document Information Screen with a message requesting additional search criteria to help narrow the search. The END command will end the Abbreviated Document listing and return you to the Query Screen.

You may select one or more of the listed documents for further query, hardcopy request, or graphical display by entering one of the following codes in the SELECT CODE field directly beside the document(s) and pressing <ENTER>. [A help screen of these and other EDIS codes will be displayed if you type "?" in the COMMAND line and press <ENTER> (see Appendix D).]

<u>Code</u>	<u>Function</u>
Q	Query - Displays a screen of more detailed index information (see Sect. 3.3.1.1).
HC	Hardcopy - Sends a request to the ISD Document Center for a hard copy of the drawing or plots a copy of a CADAM drawing at a user-specified remote plotter (see Sect. 3.3.1.2).
V	View - Permits a Soft Master graphical display of the drawing if it exists in EDIS (as noted by '*' just to the left of the document number) (see Sect. 3.3.1.3 and Appendix B).
S	Store - Transfers an electronic copy of a document from an attached PC storage medium to the EDIS repository (see Sect. 3.3.1.4).
DL	Download - Transfers an electronic copy of a document from the EDIS repository to an attached PC storage medium. (see Sect. 3.3.1.5).

NOTE: You may also select one or more documents from the list using an X instead of a letter in the SELECT CODE field. Then, enter the Q, HC, S, DL, or V command on the COMMAND line and press <ENTER>. Doing so will apply the Q, HC, S, DL, or V command to all those documents marked with an X.

If multiple documents are selected from this list, the system will process them, one by one, in the order in which they are listed and then return you to the Abbreviated Document Information Screen when finished.

If you have not been given proper authority to access any of the documents listed, the titles of those documents will not be displayed. If you request a hard copy, attempt to store or download, or request to view any of these documents, an error message will be displayed, and your request will be denied.

Additional restrictions apply to the use of the View function. Please refer to Sect. 3.3.1.3 for an explanation of these restrictions.

The Query, Hardcopy, View, Store, and Download functions are presented in Section 3.3.1.1, 3.3.1.2, 3.3.1.3, 3.3.1.4, and 3.3.1.5, respectively, along with the screens that are displayed for each function.

3.3.1.1 Query (Q)

When a search from the Query Screen finds only one document or when you enter the Q function code for a specific document on the Abbreviated Document Information Screen, the following screen is displayed containing detailed index information for the selected document:

```

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

Enter F in the command field and press ENTER to view additional
information.
Enter the END command to end the Detail Query function.

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

Plant : X Building : XXXX Project Number: XXXXX
Reserver ID : XXXXX Rev. Date : XX/XX/XX Index Date : XX/XX/XX
Classifier ID : _____ Class. Date: _____ Classification: X

Issue Date : _____ Change Date: _____ 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 / XXXXX XXXXXXXX XXXXXXXXXXXX

ESD : XXXXX Vendor Code: XXXX

```

The information supplied on this screen is standard for all document types in the EDIS Index and is provided for display only. If you have not been given proper authority to access this document, the title and project number will not be shown. No changes can be made to the displayed information using this function. To exit the Detail Query function, enter END and <ENTER> on the COMMAND line, and you will be returned to the previous screen (Abbreviated Document Information Screen or the Document Query Screen).

The HC, V, S, and DL codes can be entered on the COMMAND line of this screen to obtain a hard copy of this document, view a graphical display of the drawing, and store or download an electronic copy of the document. These functions are described in detail in Sects. 3.3.1.2, 3.3.1.3, 3.3.1.4, and 3.3.1.5, respectively. If you have not been given proper authority to store, download, view, or receive a hard copy of this document, a message indicating this fact will be displayed if you enter either the HC, V, S, or DL codes. Additional restrictions apply to the use of the View function (refer to Sect. 3.3.1.3).

If the displayed document is a design drawing, you can type F and <ENTER> to receive additional screens of information containing (1) more design information and (2) a list of formats associated with the document. These two additional screens are described below as numbered.

1. If you type F to request additional information for a design drawing, the system will display the additional index information for this document on the Detail Document Information Screen 2.

```

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

Enter B in the command field and press the ENTER key to view the
previous screen.
Enter F in the command field and press the ENTER key to view
additional information.
Enter the END command to end the Detail Query function.

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

Designer   : XX XXXXX      Draftsman  : XX XXXXX
Design Date: XX/XX/XX      Draft Date : XX/XX/XX

Plant      : X             Building   : XXXX      Floor      : X
Type       : X             Workorder  : XXXXX      Block 1     : X
Block 48   : X             Block 49   : X          Block 50    : X

Total Models: X
Configuration Control Number : XXXXXX      Send to EFM : X
Change Control Number       : XXXXXX

```

This information is provided for display only and cannot be changed. The END command will end the Detail Query function and return you to either the Abbreviated Document Information Screen or the Document Query Screen from which the function was requested. If you have not been given proper authority to access this document, the title will not be shown.

The HC, V, S, and DL codes can be entered on the COMMAND line of this screen to obtain a hard copy of this document, view a graphical display of the drawing, and store or download an electronic copy of the document. These functions are described in detail in Sects. 3.3.1.2, 3.3.1.3, 3.3.1.4, and 3.3.1.5, respectively. If you have not been given proper authority to store, download, view, or receive a hard copy of this document, a message indicating this fact will be displayed if you enter the S, DL, HC, or V codes. Additional restrictions apply to the use of the View function (refer to Sect. 3.3.1.3).

Enter the B or F codes in the COMMAND line and press <ENTER> to either back up to the prior screen of information for this drawing or continue forward to the Document Format Listing screen described in (2) below.

2. The Query Function - Document Format Listing Screen displays a listing of all the formats in which this document is stored and their associated storage locations. It is displayed when you enter an F in the COMMAND line of either of the two previous Detail Document Information screens, depending upon the document type.

```

----- QUERY FUNCTION - DOCUMENT FORMAT LISTING ----- ROW 1 OF 2
COMMAND (OPTIONAL):

The following is a list of the formats associated with the
selected document
Select a Format and enter any valid EDIS command.
Enter the END command to end the Detail Query function.
Enter B and press ENTER to view the previous screen.

Doc. No. : XXXXXXXXXXXXX Rev. Code : XXX Status : XXX
Doc. Type : XX Sheet : XXX of XXX Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Part Find : XXXXXX Group : XXXX Subgroup : XXXXXX

SELECT   FORMAT   SOFTWARE   STORAGE   DATE
CODE      VERSION  LOCATION
-----
--      XXX      XXXXXXXXXXXXXXXXXXXX      XX/XX/XX
--      XXX      XXXXXXXXXXXXXXXXXXXX      XX/XX/XX
***** BOTTOM OF DATA *****

```

If the selected document is a CADAM drawing stored in the EDIS repository, the part find number, group, and subgroup will be displayed. Otherwise, this information will not be shown.

If more formats are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list. Enter B and <ENTER> in the COMMAND line of the screen if you wish to redisplay the prior screen of information for this document.

The END command will end the Detail Query function and return you to the Abbreviated Document Information Screen.

You may select one of the listed formats for further graphical display, store, download, or hardcopy request by entering either the View (V), Store (S), Download (DL), or Hardcopy (HC) function codes in the SELECT CODE field directly beside the format and pressing <ENTER>. The HC command either sends an electronic request to the ISD Document Center for a hard copy or initiates a remote plot of the drawing selected. The V command permits a Soft Master Graphical display of the document if it exists in EDIS. The S command permits you to transfer an electronic copy of the indexed document from an attached PC storage medium to the EDIS repository. The DL command allows you to transfer an electronic copy of an indexed document from the EDIS repository to an attached PC storage medium. (You may also perform the same operation by entering the function code in the COMMAND line and indicating the desired format by entering an "X" in the SELECT CODE field directly beside the format and pressing <ENTER>).

A help screen of the above valid EDIS codes will be displayed if you type "?" in the COMMAND line or SELECT CODE field and press <ENTER>.

If you have not been given the proper authority to access the selected document, you will not be allowed to store, download, view the graphical display, or request a hard copy of the document. If you attempt to do so, an error message will be displayed indicating that you lack the necessary authority. Additional restrictions apply to the use of the View function (refer to Sect. 3.3.1.3).

3.3.1.2 Hardcopy (HC)

The Hardcopy command provides the ability to request either (1) a copy of an ISD Design Center document stored in a MANUAL or FILM format or (2) a plot of a selected document that has been stored in EDIS in a CADAM format. The Hardcopy function can be requested for a selected document from the Format Listing Screen, the Abbreviated Document Listing Screen, or either of the Detailed Document Information Screens. If a hard copy is requested for a document that is not available in a CADAM, MANUAL, or FILM format, the screen from which the Hardcopy function was requested will be redisplayed with an error message.

If the document selected from one of the above screens is available in only one of the three formats, either the ISD Copy Request Screen or the Plot Request Screen is displayed to allow you to define your request (see the following two pages of this manual). If the selected document has several formats, the following Hardcopy Options Screen is displayed to allow you to choose the format for your request. This screen is also displayed from the Format Listing Screen if the format you selected for hard copy is not a valid hard copy format: this screen will tell you which hard copy formats are available for that document.

```

----- HARDCOPY OPTIONS -----Row X of X
COMMAND (OPTIONAL):

The following is a list of the hardcopy options associated with the
selected document.
Select an option by typing X in the select field, then pressing the
ENTER key.
Enter the END command to return to the previous screen.

Doc. No. : XXXXXXXXXXXXXXX Revision : XXX Status Code : XXX
Doc. Type : XX Sheet : X of X Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Select Available Description
-----
- ISD Copy Half- or Full-size copy of drawing
- Plot Remote plot of drawing
- XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
***** BOTTOM OF DATA *****

```

You may select one of the Available Options by entering an "X" in the Select field beside the desired option and pressing <ENTER>. One of the two following screens will be displayed as appropriate. (To cancel your request at this point and return to the previous listing screen, enter END and <ENTER> on the COMMAND line.)

ISD Copy Request

When a Hardcopy is requested for a MANUAL or FILM format copy of a document then the following ISD Copy Request screen will be displayed with summary information for the selected document at the top of the screen.

```

----- ISD COPY REQUEST -----
COMMAND (OPTIONAL) : _____

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

Enter the following information and press ENTER to submit the request:
Enter the END command to return to the previous screen.

Work Order or Cost Center: _____ (eg. 64100719 or
                                         63300511)

Quantity : 1 (limited to 10)

Size of Print : 1 1 = Half Size
                  2 = Full Size

Disposition : 1 1 = Mail
                  2 = Call for Pick Up

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor between data fields on the bottom of the screen to enter your request. You must enter a charge number to request a hard copy of a document. You are allowed to modify the displayed default values for the following data items:

<u>Field</u>	<u>Description</u>
Quantity	Enter number of paper copies desired. This is limited to 10 copies per request.
Size of Print	Specify whether the document is to be printed in (1) Half- or (2) Full-Size form.
Disposition	Specify whether (1) the output is to be mailed to your address or (2) you wish to be called to pick up the output.

When all data are complete on the screen, press <ENTER> to validate the data. If there are invalid data on the screen, an error message will be displayed, and you will be prompted to correct the data. If all input is valid, your request will be processed and you will be returned to the previous screen from which this screen was accessed.

Plot Request

When a Hardcopy is requested for a CADAM format copy of a document, the following Plot Request screen is displayed with summary information for the selected document at the top of the screen. The charge number you used for your last plot request will be displayed as the initial charge number for this request. The last plotter ID you selected will be displayed as the plotter for this request. If you have never requested a plot, your default TSO account number will be presented as the initial charge number for plotting and the plotter ID will be blank.

```

----- PLOT REQUEST -----
COMMAND (OPTIONAL) : _____

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

To submit the request, change account number and plotter as needed, then press
ENTER. For a list of available plotters, type ? in the plotter field and
press ENTER.
Enter the END command to return to the previous screen.

Charge No : XXXXX
Plotter ID : _____

*****
**** Hardcopy plots are NOT delivered. ****
**** Please pick or arrange for pick up. ****
*****
*****

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor between the two data entry fields on the bottom of the screen. A charge number and valid Plotter ID must be present in the respective fields to request a plot copy of a document. You are allowed to modify the displayed default values for the following data items:

<u>Field</u>	<u>Description</u>
Charge Number	Enter a valid TSO computer account number.
Plotter ID	Specify the plotter at which the requested hardcopy will be printed.

If you enter "?" in the Plotter ID field and press <ENTER>, the Select Plotter ID help screen will be displayed (see Appendix D). Select the desired plotter by entering an "X" in the Select field beside the desired plotter and press <ENTER>. The selected plotter ID will be transferred to the Plot Request screen.

When all data are complete on the screen, press <ENTER> to validate the data. If there are invalid data on the screen, an error message will be displayed, and you will be prompted to correct the data. If all input is valid, your request will be processed and you will be returned to the previous screen from which this screen was accessed.

NOTE: Hardcopy Plots will not be delivered to your plant address. You must pick them up or arrange for them to be picked up at the physical location of the plotter to which your request was routed.

3.3.13 View (V)

NOTE: There are special requirements regarding the ability to view graphical images using Soft Master. Please refer to Appendix A of this manual.

When the function code V is entered from the Abbreviated Document Listing Screen, the Format Listing Screen or either of the Detailed Document Information Screens, the Soft Master Graphical Viewing process will be initiated by EDIS. Refer to Appendix B for a description of using Soft Master to view the selected document. If you invoke the View function and have not logged on properly, continue pressing <ENTER> after each display of "****" and you will return to the EDIS menus.

To exit the Soft Master program and return to the EDIS screen from which the View function was initiated, press the <PF13>, <PF13>, <PF24> function keys as separate keystrokes.

Currently, viewing is only available for documents stored in the EDIS repository in CADAM format. If the View command is issued for a document not stored in CADAM format, the screen from which the View command was invoked will be redisplayed with an error message.

3.3.1.4 Store (S)

NOTE: There are special hardware and software requirements regarding the ability to store documents in the EDIS Repository. Please refer to Appendix C of this manual.

When the code S is entered from the Abbreviated Document Listing Screen, the Format Listing Screen, or either of the Detailed Document Information Screens, and the document is not classified, the following Store Document Screen will be displayed. The EDIS Store function is limited to those documents that are unclassified, including nonsensitive, business sensitive, and UCNI. If an attempt is made to perform the Store function on a document that has a classification other than unclassified nonsensitive, business sensitive, or UCNI, the screen from which the function was invoked will be redisplayed with an error message.

```

----- STORE DOCUMENT SCREEN -----
COMMAND (OPTIONAL) : _____

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

The following information is required to identify a source location and
format of the document being stored. Enter a ? in the Source Document
Format field to view a list of the valid codes for this field.

Enter the END command to return to the previous screen.

Copy From (SOURCE)
-----
Document Format: _____
Software Ver. : _____
PC Filename : _____

*****

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor between data fields on the bottom of the screen. You must enter values for the following data items:

<u>Field</u>	<u>Description</u>
Document Format	Enter a valid electronic storage format.
Software Version	Enter the version of the software used to create the document being stored.
PC Filename	Enter the full directory path and filename of the document on your PC (e.g., C:\MCADM\PCFILES\TEST.CAD).

When these three data fields are completed on the screen, press <ENTER> to validate the data. If there are invalid data values on the screen, an error message will be displayed, and you will be prompted to correct the data. If all input is valid, your store request will be processed, and if no problems are encountered during file transfer, you will be returned to the previous screen from which this screen was accessed.

Several problems may occur during the store process that might include but are not limited to the following:

1. The PC filename is not in existence.
2. FT/Express software errors.
3. Defective storage medium on the PC.
4. Problems encountered in the storage of file in the EDIS repository.
5. Improper software and hardware configurations.

If any errors occur during this process, attempt to correct the error. If you are not successful, contact your system administrator.

3.3.1.5 Download (DL)

NOTE: There are special hardware and software requirements regarding the ability to download documents from the EDIS Repository. Please refer to Appendix C of this manual.

The Download function can be requested from the Format Listing Screen, Abbreviated Document Listing Screen, or either of the Detailed Document Information Screens.

If the selected document is stored in multiple formats, the system will display the following Download Function - Document Format Listing Screen, listing all electronic formats of the document that are eligible for transfer. This screen allows you to select the format of the document you wish to download. If only one format is available or if you have already chosen the format from the Format Listing Screen, you will not receive this screen but will proceed immediately to the Download Document Screen on the following page.

```

----- DOWNLOAD FUNCTION - DOCUMENT FORMAT LISTING -----
COMMAND (OPTIONAL) : _____

Select the Format you want to DOWNLOAD by placing an X in the SELECT CODE field
and pressing ENTER.
Enter the END command to end the DOWNLOAD function.

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

SELECT      FORMAT      SOFTWARE      STORAGE      DATE
CODE
-----
--          XXXXX      XXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX  XX/XX/XX
--          XXXXX      XXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX  XX/XX/XX
--          XXXXX      XXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX  XX/XX/XX
***** BOTTOM OF DATA *****

```

Select the format to download by entering an "X" in the SELECT CODE field beside the desired format. After a format has been selected, the system will display the Download Document Screen shown on the next page.


```

----- DOWNLOAD DOCUMENT SCREEN -----
COMMAND (OPTIONAL) : _____

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

The following information identifies the PC filename to which you want to
download the document.

Enter the END command to return to the previous screen.

Copy From (SOURCE)
-----
Document Format: XXXXX
Software Ver. : XXXXXXXXXX

Copy to (TARGET)
-----
PC Filename : _____

*****

```

This screen contains identification of the document, format, and software version that you have selected from previous screens. At the bottom of the screen you are prompted to enter the full PC directory path and filename to which the document is to be copied. After entering this information and pressing <ENTER>, the system will attempt to initiate the Download process. If no problems are encountered during the file transfer, your request will be processed and you will be returned to the previous screen from which this screen was accessed.

Once the transfer process has been initiated, several problems may be encountered. Some of the problems might include but are not limited to the following:

1. Invalid directory path in PC filename.
2. FT/Express software errors.
3. Defective storage medium on the PC.
4. Problems encountered in the retrieval of the file from the EDIS repository.
5. Improper software and hardware configurations.
6. Insufficient storage space.

If any errors occur during this process, attempt to correct the error. If you are not successful, contact your system administrator.

If the document you have selected has a classification of Sensitive (either Business Sensitive or UCNI), the system will display the Sensitive Document Warning Screen shown on the next page.

The Sensitive Document Warning Screen indicates that the document you have selected for download has been marked as Unclassified Sensitive.

```

                                WARNING -- SENSITIVE DOCUMENT
*****
COMMAND (OPTIONAL) : _____

WARNING ... the document selected for download is classified as SENSITIVE.
Before the download of this document to your PC is performed, you should make
sure that an ADP Protection Plan for your Microcomputer to operate at this level
has been approved as specified in "Procedures for the Protection of Microcomputer
Systems" (YEL-PROC-86-2/R2). Contact your Division CSO if you have any
questions.

If you do not wish to download the document at this time, enter the EXIT or END
command. To download the document press ENTER.

*****

```

Before downloading a Sensitive document, you are asked to confirm that your PC has an ADP Protection Plan certifying its use at this level of classification by pressing the <ENTER> key. Doing so will initiate the download process.

If your PC has not been approved to operate at a Sensitive level or you are unsure of its status, you should enter either the END or EXIT command to cancel this download process. For further information, contact you Division CSO.

3.3.2 Reserve Option (R)

When you have selected Reserve from the EDIS Primary Option Menu, the following menu will be displayed, from which the Reserve functions may be selected.

RESERVATION MENU

```

----- EDIS Document Number Reservation MENU -----
Indicate desired function: _

1 Reserve Document Numbers      Document Type: DD
2 Reserve Revisions for Existing Documents
3 Select Reserved Documents/Revisions
  to Query, Modify, or Unreserve
4 Reserve Engineering Job Numbers for Special Projects
X END Document Number Reservation Function
  
```

You can indicate the subfunction to be performed by typing the option number in the "Indicate desired function" field and pressing <ENTER>. A Document Type must be entered to reserve a document number (Option 1). The default code DD, which stands for design drawings, is entered by the system in the Document Type field. You may <TAB> to this field to enter another document type code. If an invalid document type is entered (or if you enter a "?" for help in this field and press <ENTER>), a list of valid document types will be displayed on the screen (see Appendix D).

The following sections of this manual describe the operation of the Reservation Menu options. Refer to the table below to find the manual section that covers each option.

<u>Option</u>	<u>Action</u>
1	Reserve one or more new document numbers (see Sect. 3.3.2.1).
2	Reserve a revision for an existing drawing (see Sect. 3.3.2.2).
3	Select a specific document number for the purpose of performing a Query, Modify, or Unreserve action (see Sect. 3.3.2.3).
<p>NOTE: This command on the Reservation Menu only displays reserved document numbers (not released or issued documents). To query released or issued documents, use the Query option on the EDIS Primary Option Menu (see Section 3.3.1).</p>	
4	Reserve Engineering Job Numbers (EJNs) for Special Projects or query and modify EJJN information (see Sect. 3.3.2.4).

Option X will exit the Reserve function and return you to the EDIS Primary Option Menu.

3.3.2.1 Reserve Document Numbers (Option 1)

One of two separate screens are displayed to perform this function depending upon whether (1) you entered DD as a document type on the menu screen or (2) you entered BM, JS, DS, or DC as a document type. These two screens are discussed below.

1. When DD is selected as the document type on the Reserve Menu, you will receive the following screen to reserve numbers for design drawings.

```

----- Reserve Design Drawings -----
COMMAND (OPTIONAL):

If Drawings are for Special Projects enter Package Type in Building number.
(SP - SPECIAL PROJECT; IP - INSTR. PACKAGE; RP - REACTOR CONT. PACKAGE)

Number of drawings to be reserved: ____

Plant           : XXXX      Building           : _____
ESO             : _____ Classification      : X
Title: _____

Responsible Discipline: XXXX      Responsible ID       : XXXXX
Function Code       : X          Drawing Size         : X
Originator's Company : XXXXX     Antic. Release Date  : XY/XX/XX
Is drawing a sketch? : N (Y or N)
  
```

2. When BM (Bill of Material), JS (Equipment Specification), DS (Equipment Data Sheets), or DC (Design Analysis and Calculations) is selected as the document type on the Reservation Menu, you will receive the following screen to reserve numbers for the selected document type.

```

----- Reserve XXXXXXXXXXXXXXXX -----
COMMAND (OPTIONAL):

If documents are for Special Projects enter Package Type in Building number.
(SP - SPECIAL PROJECT; IP - INSTR. PACKAGE; RP - REACTOR CONT. PACKAGE)

Number of documents to be reserved: ____

Plant           : XXXX      Building Number      : _____
ESO             : _____ Classification      : X
Title: _____

Responsible Discipline: XXXXX     Responsible EMIS ID   : XXXXX
Originator's Company : XXXXX     Anticip. Release Date : XX/XX/XX
  
```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor forward and backward between input fields on either of the above screens to enter data or change field values. Typing END and <ENTER> in the COMMAND line will cancel this function without generating new numbers and cause the Document Number Reservation Menu to be displayed.

These screens will have data supplied by the system in the following fields:

<u>Field</u>	<u>Value</u>
Plant	User's plant
Classification	U
Responsible Discipline	User's discipline (will be blank if your discipline is AS, SP, ISD, KPJ, XPJ, or YPJ)
Responsible ID	User's EMIS ID
Function Code	Code for user's discipline (will be blank if your discipline is AS, SP, ISD, KPJ, XPJ, or YPJ) (for DD documents only)
Drawing Size	E (for DD documents only)
Originator's Company	MMES (for Martin Marietta Energy Systems)
Anticip. Release Date	Current date + 12 months
Sketches	N (for DD documents only)

These data are system defaults or are obtained from your logon information, but they may be changed. You are required to fill in all remaining fields on the screen.

If any field is not completed or if any codes you have entered are not valid, when you press <ENTER> to submit the screen information to the system, screens of valid codes for any field that is in error will be displayed on the screen. These screens are available for the following fields and are displayed in Appendix D.

Building	Originator's Company (Participant Code)
Responsible Discipline	Classification
Responsible ID	Plant (where constructed or funded)
Function Code	

These code screens are also available to you from this screen if you type a "?" and <ENTER> in an empty code field. Select a valid code from the help screen list and press <ENTER> to return to the Reserve Design Drawings screen, and the code you selected will be displayed in the code field from which you requested help.

The specific requirements of several fields are described below:

- o All weapons drawings are assigned an EJN of 800440. These drawings do not require entry of ESO and Building Number; these values are set to blank in the database.
- o If SP, RP, or IP is entered for Building Number, the Charge ESO will be used to obtain the appropriate special project EJN. If an EJN has not been assigned to the Charge ESO that is entered and if you have proper authority, you must exit to the Document Number Reservation Menu and select the Reserve EJNs for Special Projects option (Option 4) to create an EJN for this project (see Sect. 3.3.2.4 for information on using this function). An error message will be displayed if you do not have authority to assign an EJN. This message will tell you whom to contact to have the EJN established.

- o If SP, RP, or IP is entered for Building Number and the EJA for this project has sequence letters assigned to it, the following screen will be displayed to allow you to select the sequence letter for which this document number should be generated:

```

----- SELECT SEQUENCE LETTER -----
COMMAND (OPTIONAL):

      Select desired Sequence Letter by marking with X and pressing ENTER

      SEQUENCE
      SEL  LETTER  DESCRIPTION
      -    -      -
      -    X      XXX
      -    X      XXX
  
```

- o OAS, SP, ISD, XPJ, KPJ, and YPJ cannot be entered as the Responsible Discipline for the document.
- o A message will be displayed if either the Function Code field or the Responsible Discipline field is changed and the function code and discipline do not match. The system will require a valid function code to be entered for each responsible discipline.
- o If you enter anything other than U for Classification, the Title Classification Verification panel (see Appendix D) is displayed to remind you not to enter a title containing classified information.
- o The Title field may reflect a general project title for the group of drawings requested and may be modified later for the individual drawings. Titles for classified drawings must be unclassified. When the document is actually issued and placed in the EDIS index of released documents, this title will be replaced by the title appearing on the document.
- o If documents are not released within 12 months after the anticipated release date, the document initiator will be contacted for approval to unreserve the document numbers.

When all fields of either of the Reserve Document Numbers screens (screen 1 or 2 shown on page 28) are completed and <ENTER> is pressed, the Document Reservation Confirmation screen is displayed to show you the range of numbers to be reserved:

```

----- DOCUMENT RESERVATION CONFIRMATION -----
COMMAND (OPTIONAL):

Beginning Document Number      : XXXXXXXXXXXXXXXX
Ending Document Number         : XXXXXXXXXXXXXXXX
ESO                            : XXXXXXXX
Building                       : XXXXXXXX
Responsible Discipline          : XXXXX
Responsible ID                 : XXXXX
Project Record Number          : XXXXXXXXXXXX
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Confirm Reservation (Y/N)? X

```

You may confirm or cancel the reservation by entering Y or N at the screen prompt. Entering N will cancel generation of these numbers and return you to the previous screen.

Entering Y will cause the requested quantity of document numbers to be generated and displayed to you on the Reserved Document List screen (see Sect. 3.3.2.3). The same query, modify, and delete functions are available to you from this List screen as are accessed through Option 3 of the Reservation Menu and described in Sect. 3.3.2.3.

NOTE: When constructing the actual physical drawing (document), the exact character representation of the document number displayed on this screen should be placed on the face of the drawing (document).

3.3.2.2 Reserve Revisions for Existing Documents (Option 2)

When option 2 is selected from the Reservation Menu, you will receive the following screen to reserve revisions for existing or reserved drawings. Revisions may only be obtained for Design Drawings (DD).

```

----- RESERVE DOCUMENT REVISIONS -----
COMMAND (OPTIONAL):

Document Number      : _____
ESO                  : _____
Responsible Discipline : XXXX
Responsible ID        : XXXXX
Originator's Company  : XXXX
Antic. Release Date   : XX/XX/XX
  
```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor forward and backward between fields to enter the Document Number and ESO values or type over the displayed field values. Typing END and <ENTER> or X and <ENTER> in the COMMAND line will cancel the operation of this function and return you to the Document Number Reservation Menu. Pressing <ENTER> without an entry in the COMMAND line will process the request.

This screen will have data supplied by the system in the following fields:

<u>Field</u>	<u>Value</u>
Responsible Discipline	User's discipline (will be blank if your discipline is AS, SP, ISD, KPJ, XPJ, or YPJ)
Responsible ID	User's EMIS ID
Originator's Company	User's company code
Anticipated Release Date	Current date + 12 months

These data are system defaults or are obtained from your logon information, but they may be changed. You are required to fill in all remaining fields on the screen.

Help screens are available for this screen to prompt you with valid codes if you type a "?" and <ENTER> in a code field or if the data you enter in these fields are not valid. Help screens are available for the following fields and are displayed in Appendix D.

Responsible Discipline
Responsible ID
Originator's Company

The specific requirements of several fields are described below:

- o AS, SP, ISD, XPJ, KPJ, and YPJ cannot be entered as the Responsible Discipline for the document.
- o An ESO value is not required for a weapons drawing. If a value is entered, it is ignored and stored as a blank.
- o The initial revision assigned for Energy Systems weapons drawings will be "A" instead of "0."

When all fields are completed and <ENTER> is pressed, the following Document Revision List screen will be displayed:

```

-----DOCUMENT REVISION LIST -----ROW 1 OF 1
COMMAND:

Doc. No.: XXXXXXXXXXXXXXX Rev. Code: X Assigned to XXXXX
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Confirm Reservation (Y/N)? Y

      Use UP and DOWN commands, if necessary, to view entire list of
      current revisions for the document. Use END command to exit.

DOCUMENT      REVISION      STATUS      RESP. ID
XXXXXXXXXXXXX X              RESERVE      XXXXX
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-----
***** BOTTOM OF DATA *****

```

This screen displays a newly assigned document revision code and lists all revisions that have already been reserved or released for this document, the status of each revision, and the responsible person who requested the revision number, if available. If the "ROW _ OF _" prompt in the upper right-hand corner of the screen indicates there are more revisions than appear on this screen, type DOWN or UP and <ENTER> on the COMMAND line to scroll to the rest of the document revisions. ("DOWN n" and "UP n" can be used to scroll "n" number of rows that you specify.) You are asked to confirm the reservation of this revision after reviewing the screen information by typing Y and <ENTER> by the "Confirm Reservation (Y/N)?" prompt.

If you confirm the revision and press <ENTER>, the revision information will be added to the Reserved database. If you enter anything except Y to confirm reservation, the revision will not be assigned, and the Reserve Document Revisions screen will be shown. Typing END and <ENTER> will return you to the Reserve Document Revisions screen; typing X and <ENTER> will return you to the Document Number Reservation Menu.

3.3.2.3 Select Reserved Documents/Revisions (Option 3)

The Reserve database information may be queried, modified, or unreserved (deleted) using option 3 on the Document Number Reservation Menu. To perform these functions, you must first enter criteria by which to select documents from the database and then indicate what action is to be performed on these documents. You can select the desired document or document revision using the following search screen:

----- RESERVED DOCUMENT SEARCH -----			
COMMAND (OPTIONAL):			
Enter values which identify the group of reserved drawings to be listed. A percent sign % may be used as a wild card for any unknown portion of the Document Number and ESO search fields.			
Document Type	: DD	Document Number	: _____
Responsible Discipline:	_____	Responsible ID	: _____
Reserver's ID	: _____	Anticipated Release Date Range:(MO/DA/YR)	____/____/____ through ____/____/____
Plant	: _____	Building	: _____
ESO	: _____	Originator's Company	: _____
Document Title	: _____		

Use the <TAB> and <SHIFT><TAB> keys to move the cursor forward and backward between input fields. Values need not be entered for all fields, but you should enter as many search criteria as needed for the desired query and press <ENTER>. In general, entering more information will produce a narrower search, and the resulting list of documents will be shorter and more specific. Valid values entered in the Document Type and Document Number fields uniquely identify a document; therefore, any information entered in addition to the document type and document number is unnecessary if the goal of the query is to locate a particular document. Partial document and ESO numbers can be entered using a % sign for unknown portions of the numbers, and a range of dates may be found using the Anticipated Release Date Range. The END command may be entered to cancel the search function and return to the Document Number Reservation Menu.

Help screens are available to prompt you with valid codes if you type a "?" and <ENTER> in a code field or if the data entered in these fields are not valid. These screens are available for the following fields and are displayed in Appendix D.

Responsible Discipline	Plant
Responsible ID	Originator's Company
Reserver's ID	

Do not select directly from these help screens if you have not completed entering search criteria on the search screen, but return to the search screen to enter the code. If the code and <ENTER> are entered on the help screen, the search will be executed with only the search criteria existing at that time. Exit the help screen by typing END and <ENTER> on the COMMAND line of the help screen and then type the code over the "?" in the field from which the help screen was requested.

When the search criteria are completed and <ENTER> is pressed, all documents in the database matching the search criteria will be displayed to you on the Reserved Document List screen shown next. From this screen you can elect to perform one of the displayed functions for a particular document.

```

----- RESERVED DOCUMENT LIST -----ROW X OF XX
COMMAND (OPTIONAL):

Documents may be selected for Query, Modify, or Unreserve
by entering appropriate letter in SELECT and pressing Enter.
Query -- Q      Modify -- M      Unreserve -- U
Use END command to exit.

SELECT | DOCUMENT NUMBER  REVISION    STATUS    RESP.    RESERVE
        | DOCUMENT TITLE                                ID      DATE
-----|-----
-      |XXXXXXXXXXXXXXXXX  X          RESERVE  XXXXX  MM/DD/YY
        |XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        |-----
-      |XXXXXXXXXXXXXXXXX  X          RESERVE  XXXXX  MM/DD/YY
        |XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        |-----
-      |XXXXXXXXXXXXXXX  X          RESERVE  XXXXX  MM/DD/YY
        |XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        |-----
        |XXXXXXXXXXXXXXXXX  X          RESERVE  XXXXX  MM/DD/YY
        |XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        |-----

```

Use the <TAB> keys to move the cursor between the SELECT input fields. Typing DOWN and <ENTER> or UP and <ENTER> on the COMMAND line will display additional documents on the list if the "ROW _ OF _" prompt on the upper right-hand corner of the screen indicates that there are more documents on the list than are displayed on the screen. ("UP n" or "DOWN n" will scroll "n" number of lines at a time.) The END command will return you to the Reserved Document Search screen.

You can select documents for query, modification, or unreserve by entering one of the following codes beside a document number in the SELECT field:

<u>Code</u>	<u>Action</u>
Q	Display more complete information about the selected document on the Reserved Document Query screen (see Query section on the following pages).
M	Execute the Reserved Document Modification screen if you have authority to modify (see Modify section on the following pages).
U	Unreserve or remove the document from the Reserved Document Number table. The Status field will be changed to UNRESERVE. If the document is a design drawing with a Revision Code of 0 and no higher revisions exist for the drawing, the sequence number and sequence letter will be made available for re-use. You must have delete authority to perform Unreserve (see Unreserve section on the following pages).

A Q, M, or U code may be entered beside more than one document at a time. When <ENTER> is pressed, the documents will be displayed one after the other before you are returned to the Reserved Document List screen. These codes can also be executed by typing an X in the SELECT field beside the selected document(s) and then typing a code (either Q, M, or U) and <ENTER> on the COMMAND line.

Query (Q)

The Reserve Document Query screen displays information about a document selected by the Q code on the Reserved Document List screen.

----- RESERVED DOCUMENT QUERY -----			
COMMAND (OPTIONAL):			
Document Number	: XXXXXXXXXXXXXXXX	Revision Code	: X
Document Type	: XX	Classification	: X
Plant	: X	Building	: XXXX
ESO	: XXX	Originator's Company	: XXXX
Reservation Date	: XX/XX/XX	Reserver ID	: XXXXX
Responsible Disc.	: XXX	Responsible ID	: XXXXX
Antic. Release Date : XX/XX/XX			
Title : XX			

This information is displayed for query only and cannot be changed. If more than one document was selected, press <ENTER> to see the next selected document. The END command will return you to the Reserved Document List screen.

Modify (M)

When the code M is entered beside a document number on the Reserved Document List screen, the following modification screen will be displayed with the existing data for the selected document:

RESERVED DOCUMENT MODIFICATION			
COMMAND (OPTIONAL):			
Document Number	: XXXXXXXXXXXXXXXX	Revision Code	: X
Document Type	: XX	Classification	: X
Plant	: X	Building	: XXXXXXXX
ESO	: XXX	Originator's Company	: XXXX
Reservation Date	: XX/XX/XX	Reserver ID	: XXXXX
Responsible Disc.	: XXX	Responsible ID	: XXXXX
Antic. Release Date	: XX/XX/XX	Drawing Size	: X
Title : XXXXX XXXXXXXXXXXXXXXX			

The Revision Code and Drawing Size fields will be displayed only for records with a Document Type of DD.

Use the <TAB> and <SHIFT><TAB> keys to move the cursor between data fields. You are allowed to modify the following data items:

Responsible ID	ESO
Anticipated Release Date	Drawing Size (if document type = DD and no revisions have been received)
Title	
Classification	

Drawing size may be changed only on the initial issue of the drawing and only prior to release into ISD. If Classification is other than U and the title is changed, the Title Classification Verification panel is displayed to warn you not to enter classified information in the title (see Appendix D).

When all changes are complete, press <ENTER> to save the changes and return to the Reserved Document List screen. Typing END and <ENTER> will cancel the function and return you to the Reserved Document List screen without saving the changes.

Unreserve (U)

If a U is typed in the SELECT field of a document on the Reserved Document List screen (see Sect. 3.3.2.3), the selected document number will be returned to the system and can be reassigned. This Unreserve function can also be operated from the list by typing an X in the SELECT column beside a document number and UNRESERVE and <ENTER> on the COMMAND line.

3.3.2.4 Reserve Engineering Job Numbers for Special Projects (Option 4)

EJNs may be reserved or queried by choosing Option 4 on the Document Number Reservation Menu. The following Special Project Menu will be displayed:

```

----- Special Project MENU -----
Indicate desired function:

1 Create a new Engineering Job Number for a
  Special Project ESO

2 Query Special Projects on Plant, EJM, ESO, or Title

```

This menu allows you to either create a new EJM and sequence letters (option 1) or query, add, or modify information on an EJM that exists in the database (option 2). Choose one of these functions and press <ENTER>. These two options are described in the following two sections.

Create a New EJM (1)

When you select option 1 from the Special Project Menu, one of the following screens will be displayed, depending upon the division to which you belong. If you are in the Instrumentation and Controls Division, the following screen will be displayed:

```

----- ASSIGN SPECIAL PROJECT EJM -----
COMMAND (OPTIONAL):

Enter Special Project Information. Use END command to exit screen.

Plant      : X
ESO        : _____

Type of Package: ____
(SP - SPECIAL PROJECT; IP - INSTR. PACKAGE; RP - REACTOR CONT. PACKAGE)

Special Project
Title : _____

Do you wish to specify an alpha sequence ? N (Y or N)

Do you wish to add additional ESOs ? : N (Y or N)

```

If you are from either the Chemical Technology Division or the Engineering Division, the following screen will be displayed:

```

----- ASSIGN SPECIAL PROJECT EJM -----
COMMAND (OPTIONAL):

      Enter Special Project Information. Use END command to exit screen.

Plant      : X
ESO        : _____
Special Project
Title : _____

Do you wish to specify an alpha sequence ? N (Y or N)
Do you wish to add additional ESO's ? : N (Y or N)
  
```

On these screens, the Plant field is initialized to your plant and may not be changed unless you have authority for more than one plant. You must enter values for all of the remaining fields. Use the <TAB> keys to move the cursor between input fields to enter data. Only one EJM can be assigned for each ESO/Workorder. The END command will cancel this function and return you to the Document Number Reservation Menu.

If you wish to specify an alpha sequence to be used on document numbers for this EJM you must answer Y to the next prompt; an alpha sequence cannot be added to the EJM at a later time unless it is declared now. When reserving new document numbers using this EJM, you will be prompted for the alpha sequence to be used only if this prompt has been answered Y (as described in Sect. 3.3.2.1). Specifying an alpha sequence for document numbers provides a means to further organize work. For example, all documents ending with A001 through A999 could be assigned to component 1, B001 through B999 could be assigned to component 2, etc.

If you wish to add additional ESOs at this time, answer Y to the last prompt. Additional ESOs can be added at a later time if desired (using option 2 of the Special Projects Menu; see Query Special Projects section on the following pages).

When all fields and prompts have been completed, press <ENTER>. The next numerically sequential EJM will be assigned and stored for the ESO entered, and you will receive a message below the COMMAND line saying "EJM XXXXXX WAS CREATED FOR ESO XXXXXXXX." If you selected to add (1) alpha sequence letters or (2) additional ESOs, one or both of the following screens will be displayed to accept these data, as described below.

1. **Sequence Letter Addition Screen.** When you choose to add an alpha sequence to an EJV, the following screen is displayed for entry of the sequence letter(s) and title(s):

```

----- Sequence Letter Addition Screen -----
COMMAND (OPTIONAL):
EJV XXXXXX WAS CREATED FOR ESO XXXXXXXXX

Enter the special sequence codes and the corresponding titles.
Enter an End command to end the screen.

Plant           : X
EJV             : XXXXXX
Special Project  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

Sequence Letter
Letter          Title
-----
-
-
-
-
-

```

A message "EJV XXXXXX WAS CREATED FOR ESO XXXXXXXXX" will be displayed on the second line of the screen to inform you that the EJV you just requested has been reserved.

Use the <TAB> and <SHIFT><TAB> keys to move the cursor forward and backward to the input fields. Typing END and <ENTER> on the COMMAND line will exit this screen without saving the data and display the next screen to process; typing X and <ENTER> returns you to the Document Number Reservation Menu. If you exit from this screen without entering a sequence letter, it will result in the cancellation of the sequence letter assignment function, and no future assignments will be allowed for this EJV.

More than five sequence letters can be added on this screen by filling all five of these lines and pressing <ENTER>. A message will appear under the COMMAND line to tell you the sequence letters entered were added to the EJV, and then five more blank lines will be displayed to accept more sequence letters. Repeat this process until all desired entries have been made.

When you have entered the sequence letters and pressed <ENTER>, you will be returned to the Assign Special Project EJV screen unless you selected to add additional ESOs at the time you reserved the EJV. In this case, you will receive the Special Project ESO Addition screen displayed below.

2. Special Project ESO Addition Screen. When you select to add additional ESOs to the EJNI you just reserved, the following screen will be displayed:

```

----- Special Project ESO Addition Screen -----
COMMAND (OPTIONAL):
EJN XXXXXX WAS CREATED FOR ESO XXXXXXXX

Enter additional ESO for this EJNI. Enter an End command to end
the list or a return to add another page of ESO's.

Plant           : X
EJNI            : XXXXXX
Special Project  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title
ESOs            : _____
                : _____
                : _____
                : _____
                : _____

```

The message "EJNI XXXXXX WAS CREATED FOR ESO XXXXXXXX" may be displayed on the second line of this screen if you access it directly after requesting an EJNI without first selecting sequence numbers. Use the <TAB> and <SHIFT><TAB> keys to move the cursor between input fields for entry of ESOs. END and <ENTER> may be typed on the COMMAND line to cancel this screen.

More than five ESO numbers can be added on this screen by filling all five of these fields and pressing <ENTER>. A message will appear under the COMMAND line to tell you the ESOs entered were added to the EJNI, and then five more blank lines will be displayed to accept more ESO numbers. Repeat this process until all desired entries have been made. When all ESOs are entered, press <ENTER> to save these entries and return to the Assign Special Project EJNI screen.

Use the <TAB> and <SHIFT><TAB> keys to move the cursor to the SELECT column input fields to select an EJM for query, title modification, or addition of sequence letters and ESOs. One of the following codes can be entered in the SELECT field to perform these actions:

<u>Code</u>	<u>Action</u>
A	Add ESOs to the EJM. If Sequence Letters Assigned column on the above screen is Yes, this function also will allow new sequence letters to be assigned.
M	Modify the EJM title. If Sequence Letters Assigned column on the above screen is Yes, this function also will allow existing sequence letter titles to be modified.
Q	Query the EJM Title. If Sequence Letters Assigned column on the above screen is Yes, this function also will allow existing sequence letter titles to be queried.

The steps required to perform each of these functions are described below.

Add

If sequence letters are assigned to the EJM selected from the EJM List screen, the Special Project Addition Menu shown below will be displayed for you to indicate whether you want to add an ESO or a sequence letter to the EJM. If the sequence letter option is not available for this EJM, you will go directly to the ESO Addition screen (the second screen displayed below).

```

----- Special Projects Addition MENU -----
COMMAND (OPTIONAL):

Enter an End command to end the screen without making a selection
EJM                : XXXXXX
Special Project    : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

Indicate desired function: _

1 Add ESO
2 Add Sequence Letter
  
```

Enter either 1 or 2 by the "Indicate desired function:" prompt and press <ENTER>. These options will be performed as described below:

1. Add ESO. If 1 is entered on the above menu, the ESO Addition screen will be displayed to accept input of additional ESO numbers:

```

----- Special Project ESO Addition Screen -----
COMMAND (OPTIONAL):

Enter additional ESOs for this EJN. Enter an End command to end
the list or a return to add another page of ESO's.

Plant           : X
EJN             : XXXXXX
Special Project  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title
ESOs            : _____
                : _____
                : _____
                : _____
                : _____

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor to the input fields to enter ESO numbers. The END command will exit this screen without adding any ESOs and return you to the EJN List screen.

More than five ESO numbers can be added on this screen by filling all five of these fields and pressing <ENTER>. A message will appear under the COMMAND line to tell you the ESOs entered were added to the EJN, and then five more blank lines will be displayed to accept more ESO numbers. Repeat this process until all desired entries have been made.

Press <ENTER> when all ESOs are entered, and you will be returned to the EJN List screen, where the ESOs just added will be included on the list.

2. Add Sequence Letter. Option 2 on the Addition Menu allows you to add additional sequence letters and titles to an EJM using the following screen:

```

----- Sequence Letter Addition Screen -----
COMMAND (OPTIONAL):

Enter the special sequence codes and the corresponding titles.
Enter an End command to end the screen.

Plant           : X

EJM             : XXXXXX

Special Project  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

Sequence Letter Letter
                Title
-----
-
-
-
-
-

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor to the input fields to enter sequence letters and titles. The END command will exit this screen without adding any sequence letters and return you to the EJM List screen.

More than five sequence letters can be added on this screen by filling all five of these lines and pressing <ENTER>. A message will appear under the COMMAND line to tell you the sequence letters entered were added to the EJM, and then five more blank lines will be displayed to accept more sequence letters. Repeat this process until all desired entries have been made.

Press <ENTER> when all sequence letters are entered, and you will be returned to the EJM List screen to END or select another function.

Modify

If the M command is entered for an EJM on the EJM List screen, and that EJM has sequence letters assigned, the following Special Projects Modification Menu will be displayed. If no sequence letters are assigned to the selected EJM, you will go directly to the Title Modification screen (the second screen displayed below).

```

----- Special Projects Modification MENU -----
COMMAND (OPTIONAL):

Enter an End command to end the screen without making a selection

EJM           : XXXXXX
Special Project : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

Indicate desired function: _

1 Modify EJM Title
2 Modify Sequence Letter Title

```

Enter either 1 or 2 by the "Indicate desired function:" prompt and press <ENTER>. These options will be performed as described below:

1. Modify EJM Title. If 1 is entered on the above menu, the following Title Modification screen will be displayed:

```

----- Special Project Title Modification Screen -----
COMMAND (OPTIONAL):

Enter the new Special Project Title by typing over the existing title.
Enter an End command to end the screen with no change to the title
or a return to accept the title change.

Plant           : X
EJM             : XXXXXX
ESO             : XXXXXXXX
Special Project : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

```

The only data that can be modified on this screen is the EJM title. Overtyping the existing title and pressing <ENTER> to save the new title. You will be returned to the EJM List screen.

2. **Modify Sequence Letter Title.** If you entered option 2 at the Modification Menu prompt, the following Sequence Letter Modification screen will be displayed listing all of the sequence letters and titles for the selected EJJ, allowing title modification:

```

----- Sequence Letter Modification Screen ----- Row X of XX
COMMAND (OPTIONAL):

Enter the new Sequence Letter title(s) by typing over the existing title(s).
Enter an End command to end the screen or a return to continue the title
modifications.

Plant           : X
EJJ             : XXXXXX
ESO            : XXXXXXXX

Sequence Letter Letter Title
X              XXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

Use the <TAB> and <SHIFT><TAB> keys to move the cursor to the titles you wish to change. If more sequence letters exist for this EJJ than are shown on the screen, the message "ROW _ OF _" in the upper right-hand corner of the screen will indicate how many rows exist and the number of the first row that is displayed on the screen. Enter either UP or DOWN and <ENTER> on the COMMAND line to scroll the additional sequence letters onto the screen. When the screen is scrolled, any title changes you have made on the first list displayed will be saved, and you will receive a message below the COMMAND line confirming "THE TITLE(S) HAVE BEEN UPDATED FOR EJJ XXXXXX."

When all modifications have been made, press <ENTER> to save the current changes. To exit this screen and return to the EJJ List screen, type END and <ENTER> on the COMMAND line. If you give the END command without first pressing <ENTER> to save the current screen's changes, the system will exit this screen without saving the changes.

Query

If you entered the Q command on the Special Project EJM List screen to query a selected EJM, the Special Projects Query Menu shown below will be displayed if the EJM has sequence letters assigned. If sequence letters do not exist for the selected EJM, you will go directly to the EJM Query screen (the second screen displayed below).

```

----- Special Projects Query MENU -----
COMMAND (OPTIONAL):

Enter an End command to end the screen without making a selection

EJM           : XXXXXX
Special Project : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title

Indicate desired function: _

1 Query ESO
2 Query Sequence Letter
  
```

Enter either 1 or 2 by the "Indicate desired function:" prompt and press <ENTER>. Either one of the following steps will be performed:

1. Query ESO. If 1 is selected from the above menu, the EJM Query screen will be displayed:

```

----- Special Projects EJM Query Screen -----
COMMAND (OPTIONAL):

Plant         : X
EJM           : XXXXXX
ESO           : XXXXXXXX
Special Project : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title
  
```

This screen is for display only and may not be modified. To exit the screen, enter END and <ENTER> on the COMMAND line, and you will be returned to the EJM List screen.

2. Query Sequence Letter. If option 2 is entered on the Query Menu screen, the Sequence Letter Query screen will be displayed:

```

----- Sequence Letter Query Screen ----- ROW X OF XX
COMMAND (OPTIONAL):

Plant           : X
EJN             : XXXXXX
ESO            : XXXXXXXX

Sequence Letter
Letter          Title
X              XXXXXXXXXXXXXXXXXXXX
X              XXXXXXXXXXXXXXXXXXXX
***** BOTTOM OF DATA *****

```

This screen displays all of the sequence letters and titles for the selected EJN. If the "ROW _ OF _" message on the upper right-hand corner of the screen indicates that more rows of data exist than are displayed on the screen, enter UP or DOWN and <ENTER> on the COMMAND line to scroll the additional information onto the screen for viewing. This data is for display only and cannot be modified. To return to the EJN List screen, enter END and <ENTER> on the COMMAND line.

3.3.3 ADDB Option (A)

The ADDB provides the capability to perform query functions on active CADAM models or on those models that currently reside in user subgroups. This capability allows for the sharing of design information, provides identification of duplicate design activity, and assists in detection of the use of duplicate revision codes for a drawing. This capability can also be used in clean-up efforts to identify models that have not been updated since a specified date.

Instructions for using the ADDB have not been included as part of this document but have been published as a separate document. Please refer to **Active Design Database (ADDB) User's Manual (K/CSD/TM-97)** for further information concerning the ADDB subsystem.

3.3.4 Tutorial Option (T)

When the tutorial option is selected from the Primary Option Menu, the following Tutorial Select Menu is displayed to allow you to select the tutorial information you wish to view.

```

TUTORIAL ----- ENGINEERING DESIGN INFORMATION SYSTEM ----- TUTORIAL
NEXT SELECTION ==> -
                        |
                        |  EDIS TUTORIAL SELECT MENU  |
                        |
-----
Each of the EDIS subsystems has its own tutorial.
Please choose one of the following tutorials:

Q, QUERY - Document Query Tutorial.

R, RESERVE - Document Number Reservation Tutorial.

TO EXIT TUTORIAL:  END      |  SELECT: Type topic letter in selection field and
TO CONTINUE:      <ENTER>   |  press <ENTER>.
  
```

This option is currently available only for the Reserve subsystem of EDIS (option R on the Primary Option Menu). When the Reserve tutorial option is selected from the Tutorial Select Menu, the first screen of the Reserve Tutorial will be displayed on your terminal screen, as shown below.

```

TUTORIAL ----- DRAWING NUMBER RESERVE SYSTEM ----- TUTORIAL
NEXT SELECTION ==> -
                        |
                        |  GENERAL INFORMATION - RESERVATION MENU  |
                        |
-----
The Reserve System controls and standardizes the assignment of alphanumeric
document numbers to Engineering drawings and design documents. This is an
attempt to eliminate duplicate and invalid document numbers and control the
simultaneous revision of released drawings. The RESERVATION MENU lists four
functions that can be selected by entering a selection number (1-4) and
pressing <ENTER>: (1) reserve document numbers, (2) reserve revisions to
existing documents, (3) select document information to query, modify, or
delete (unreserve), and (4) reserve EJNs for special projects. These
functions are described in this tutorial under the following topics (topics
are presented in sequence, or you may select them by number):

1 System Commands/Codes/Messages      5 Query Document Information
2 Reserve Document Numbers             6 Modify Document Information
3 Reserve Revisions                   7 Unreserve Document Numbers
4 Select Reserved Document/Revision    8 Reserve EJNs for Special Projects

TO EXIT TUTORIAL:  END      |  SELECT: Type topic number in selection field and
TO CONTINUE:      <ENTER>   |  press <ENTER>.
  
```

The tutorial can be viewed in its entirety by pressing <ENTER> to page through each successive screen. It can also be viewed in segments that describe the procedures to follow for each individual Reserve subsystem screen. Options 1 to 8 listed on the tutorial menu describe the separate functions and screens for the Reserve subsystem. Enter the option you wish to view at the NEXT SELECTION prompt at the

top of the screen and press <ENTER>. Options to allow you to move about in the tutorial screens are displayed at the bottom of each screen. When you have completed viewing the tutorial, type END and <ENTER> at the NEXT SELECTION prompt, and you will be returned to the EDIS Primary Option Menu.

The tutorial can also be accessed from any Reserve subsystem screen by typing HELP or H in the COMMAND line and pressing <ENTER>. If accessed by this method, upon typing END and <ENTER> to exit the tutorial, you will be returned to the subsystem screen from which the tutorial was accessed.

Tutorial information for the Query and ADDDB subfunctions of EDIS will be provided at a later date.

APPENDIX A: SPECIAL REQUIREMENTS FOR VIEWING

To perform the View function of EDIS, the following hardware and software requirements must first be met.

1. Viewing requires the use of an IBM 3270-type terminal or a microcomputer equipped with 3270 emulation that supports the display of Graphical Data Display Manager (GDDM) graphics (such as IRMA) connected through coaxial cable or an IBM token ring network.
2. Your TSO account must be set up to allow the request of a larger region size than normally allowed.
3. Special logon requirements apply to the viewing function.

Please contact your Engineering User Representative, Karen Shaw, at 4-7869 for more information regarding the View function.

APPENDIX B: SOFT MASTER

Soft Master is a computer program that allows a you to view a CADAM drawing on a low-cost graphics terminal without the need for expertise in the use of CADAM. You can perform viewing and query on an actively displayed drawing. Other features such as drawing mark-up and plotting are available in Soft Master but are not active in the EDIS Phase II environment.

The information presented in this appendix is adapted from the manual Soft Master Release 3.0, A Dynamic Viewing, Analysis, and Mark-Up System for the CADAM Database with permission from IGS Corporation.

Soft Master uses the IBM Graphical Data Display Manager (GDDM) software to display the graphics on the terminal screen. To view a drawing, your terminal or terminal emulation software must support GDDM graphics. Because both the ASCII/Series 1 and the IBM 7171 terminal emulators do not support GDDM, users accessing EDIS via the DCA will be unable to perform the Soft Master viewing capabilities.

B.1 OBTAINING ACCESS TO SOFT MASTER VIEWING

Soft Master can be executed from the EDIS Detailed Document Information Screen, Format Listing Screen, or either of the Abbreviated Document Listing screens by placing a V in the drawing Select field or COMMAND line of the screen and pressing <ENTER>. The model(s) associated with the selected drawing will then be displayed by Soft Master. When more than one model is associated with the drawing, each model will be displayed in a separate color. Instructions for viewing are presented in Sect. B.4. Pressing the <PF13>, <PF13>, <PF24> function keys in separate keystrokes will exit the Soft Master program and return you to the EDIS system screen from which the View request was initiated.

B.2 SOFT MASTER SCREENS

There are two screens used by the Soft Master program: the Command screen and the Graphic screen. You can toggle between these two screens by pressing the <PF9> key.

B.2.1 Graphic Screen

The Graphic screen is used for the display and selection of CADAM drawing geometry. Using the Window function, you can perform pan, zoom, and full display of an active drawing. Using the Analysis function, you can select geometry, such as a circle, and afterwards be provided specific data about the element, such as coordinate location, diameter, etc.

B.2.2 Command Screen

The Command Screen shown below depicts the Soft Master menus/commands that are available to you. The listing of CADAM drawings, subgroups, and Soft Master prompts and error messages are also presented on this screen.

GROUP= RELK SUBGRP = RELK25		PAGE = 1
SELECT FIRST DRAWING/KEY PAGE NUMBER (1)		
=====	=====	
DISPLAY	A1E053886000A0001	C1E700017A00100111PN
WINDOW (2)	A1E053886000C0001	C1E703051A00100111PN
ANALYSIS	A13053886000E0001	C1E706330A00100111PN
COLOR	A13054974000A0001	C1E710070A00200111PN
PRIORITY	A1E054974000A0002	C1E710070A003A0111PN
INPUT	A1E081925000A0001	C1E710080A00100111PN
OUTPUT	C1E0H9103A00100111PN (4)	C1E710391A00100111PN
=====	C1E040808A00000111PN	C1E710391A00300111PN
FIRST	C1E040808B00000111PN	C1E710391A00400111PN
OVERLAY	C1E0492900SK10001	C1E710391A00500111PN
ACTIVE	C1E0492900SK20001	C1E710392A00100111PN
MODE (3)	C1E0492900SK20002	C1E710700A00100111PN
LOCATE	C1E0492900SK20003	C1E712030A001A0111DS
	C1E055568A00000111PN	C1E712030A00200111PN
	C1E055568000B0001	C1E713100A00200111PN
	C1E40383A000000111SP	C1E713300A00100111PN
	C1E40383A000000112SP	C1E714140A00100111PN
=====		
(5)		
13-END 14-REL 15-DSP 16-BOX 17-BK 18-NX 19-LF 20-RG 21-PL 22-CMD 23-ERR 24-Y/N		
1-MLP 2-FIND 3-SHO 4-MAX 5-IN 6-OUT 7-UP 8-DOWN 9-SWAP 10-CUR 11-MSG 12-PFX		
(6)		

Sections of the screen (1-6) that manage these functions are numbered on the above example and described as follows:

1. Section 1 is used for messages and prompts to the user.
2. Section 2 is used to display the menu of major functions that are available. The function that is active will appear in red.
3. Section 3 is used to display the menu of subfunctions available for the current function.
4. Section 4 is used to display major lists of information by the program. Typically found in this portion of the screen is the scroll area for drawing IDs or the output of the Analysis function.
5. Section 5 displays a help message informing the user of the available <PF> function keys.
6. Section 6 is used for keyboard input to the program. Move the cursor to this part of the screen to type information in response to prompts appearing in Section 1.

B.3 SOFT MASTER COMMAND KEYS

B.3.1 <ENTER> Key

The Command screen displays a menu of the available functions, subfunctions, and lists. Any of these may be selected by moving the cursor to that screen location and pressing the <ENTER> key. The current selection will appear in red.

B.3.2 <PF> Function Keys

Many of the most often used commands can be selected by using the <PF> function keys on the terminal keyboard. When using IRMA emulation software, the <PF1> through <PF12> function keys are represented by the <F1> through <F12> keys on most keyboards, while <PF13> through <PF24> are represented by pressing the <SHIFT> key plus the <F1> through <F12> keys, respectively. This is the quickest and easiest method of entering the commands. The function keys and their actions are described below. Instructions for performing basic functions using these keys are given in Sect. B.4. For more information, contact the EDIS support group.

<u>Function Key</u>	<u>Action</u>
<PF1>	HLP - Help. Turns on and off a display of the function key settings on the bottom of the Graphic screen.
<PF4>	MAX - Maximum View. Scales the window so that the entire drawing geometry fits exactly on the display screen.
<PF5>	IN - Zoom In. Rescales the screen to display the image in greater detail.
<PF6>	OUT - Zoom Out. Rescales the screen to display less detail but more of the image.
<PF7>	UP - Scroll Up. Scrolls up through the drawing list (on the Command screen) or moves the window upwards on the displayed geometry (on the Graphic screen).
<PF8>	DOWN - Scroll Down. Scrolls down through the drawing list (on the Command screen) or moves the window downwards on the displayed geometry (on the Graphic screen).
<PF9>	SWAP - Swap Screens. Toggles between the Graphic screen and the Command screen with each depression of the function key.
<PF10>	CUR - Cursor. Toggles between the keyboard cursor and mouse cursor.
<PF11>	MSG - Message. Displays the next line of a message in the Command Area such as the next line of a multiple line Analysis output.
<PF12>	PFX - Alternate Function. Invokes an alternate function for function keys <PF1> through <PF24> when pressed before one of these <PF> keys. The PFX key is active for one depression only.

<u>Function Key</u>	<u>Action</u>
<PF13>	END - End Function. Exits the current function to the next higher command level.
<PF14>	REL - Relative Distance. Calculates the relative distance between the last two geometry selections.
<PF15>	DSP - New Display. Clears the current Graphic screen of highlighted elements and other temporary annotation created by functions such as Analysis.
<PF16>	BOX - Window Box. Defines a rectangular area on the Graphic screen selected by marking the opposite corners of the rectangle on the geometry and expands the defined rectangle to fill the screen.
<PF19>	LF - Scroll Left. Moves the window to the left 3/4 screen on the displayed geometry.
<PF20>	RG - Scroll Right. Moves the window to the right 3/4 screen on the displayed geometry.
<PF23>	ERR - Error-Tutorial Key. Displays the current tutorial message if it is overlaid by an error message in the command area.
<PF24>	Y/N - Yes/No. Provides a general-purpose alternative selection switch that is explicitly called for in a number of commands and subcommands.

B.3.3 <RESET> Key

Sometimes, after an error in entering commands, the keyboard will lock and X?+, X-f, or X and a picture of a stick man will appear in the lower left corner of the screen. It is necessary to press the <RESET> key to free the keyboard.

B.3.4 Terminal Wait Mode

After a command has been entered that requires the central host computer to perform a process that requires a wait, a picture of a clock will appear in the lower left corner of the screen. No action is required; this simply means that the user will have to wait for the results.

B.4 HOW TO USE SOFT MASTER

B.4.1 Swap Between the Command Screen and the Graphic Screen

Press <PF9> to toggle between the Command screen and the Graphic screen at any time.

B.4.2 View a Drawing or Overlay (Windowing)

After a drawing or overlay has been selected, there are several viewing operations (described below) available from the Graphic screen. The geometry appearing on the screen at any one time is called a window.

1. Max Size - <PF4>

When <PF4> is pressed, the scale of the drawing is adjusted so that all of the geometry will fit on the screen at one time. This operation is useful for selecting parts of the drawing for closer viewing.

2. Window Move (Pan)

This operation allows you to reposition the Graphic window without changing the scale of the data. One way to do this is to position the cursor over a point on the drawing to be centered on the screen as follows:

- a. Press <PF12> and <PF15> one after the other.
- b. Move the cursor to the geometry that is to appear at the center of the screen.
- c. Press <ENTER>.

The Graphic window can also be repositioned by using the Up Move (<PF7>), Down Move (<PF8>), Left Move (<PF19>), and Right Move (<PF20>) commands. These commands move the Graphic window 3/4 screen width in the direction specified.

3. Window Size (Zoom)

These operations allow you to cause the size of the geometry on the screen to appear larger or smaller. Use either method a or method b.

a. Method a.

- i. Press <PF12> and <PF16> one after the other.
- ii. Position the cursor. To make the geometry appear smaller, place the cursor in the upper half of the screen. To make the geometry appear larger, place the cursor in the lower half of the screen.
- iii. Press <ENTER>.

b. Method b.

- i. Press <PF5> to make the image double the displayed size or <PF6> to make the image half the displayed size.
- ii. Press <ENTER>.

The <PF4> key quickly sizes the graphic window to display all of the current drawings within the screen boundaries.

4. Window Box

This operation allows you to select a portion of the geometry on the screen and have it expanded to the full screen.

- a. Press <PF16>.
- b. Move the cursor to one corner of the rectangle to be displayed.
- c. Press <ENTER>.
- d. Move the cursor to the opposite corner of the rectangle.
- e. Press <ENTER>. The box will be enlarged to fill the Graphic window.

5. Keep - Save the Contents of the Screen

At any time, the window that appears on the screen can be saved for later recall. It is possible to keep as many as ten separate windows.

- a. When it is desired to save the contents of the screen, press <PF9> to return to the Command screen.
- b. Select the function WINDOW if it does not appear in red letters.
- c. Select the subfunction KEEP.
- d. The prompt KEY NUMBER TO KEEP CURRENT WINDOW will appear in section 1.
 - i. Move the cursor to section 5, under the help line.
 - ii. Type a number between 0 and 9.
 - iii. Press <ENTER>.
- e. Press <PF9> to return to the Graphic screen for further viewing.

6. Restore

This command is used to swap between saved windows.

- a. If the Graphic screen is current, press <PF9> to swap to the Command screen.
- b. Select the function WINDOW, if it does not appear in red letters.
- c. Select the subfunction RESTORE.
- d. Move the cursor to section 6.
- e. Type the number of a previously saved window.
- f. Press <ENTER>.
- g. Press <PF9> to return to the Graphic screen to view the window.

7. Relative Analysis

This operation calculates the distance between two geometric elements in the Graphics screen.

- a. Press <PF14>.
- b. Move the cursor to the first element to be analyzed.
- c. Press <ENTER>.
- d. Move the cursor to the second element.
- e. Press <ENTER>.
- f. Press <PF14>.
- g. View relative analysis in the message area of the Graphic screen or press <PF9> to view the relative analysis information in the list area of the Command screen.

8. Exit Soft Master.

- a. Press <PF13> to exit the current command level.
- b. Press <PF13> again to exit the next command level.
- c. Confirm exit with the Yes/No key, <PF24>.

B.4.3 Remove a Model from an Overlay

Sometimes it is desirable to remove a model from an overlay that has been accumulated. Perhaps the wrong model was chosen, or the overlay is too busy. The default from EDIS is an overlay of the models associated with the drawing being viewed (when more than one model is associated with the drawing being viewed).

1. On the Command screen, select the function DISPLAY and the subfunction ACTIVE.
2. The list of models making up the overlay will be shown. Select any models that are to be removed from display.
3. Press <PF9> to return to the Graphic screen.

B.4.4 Select More Than One Model for Overlay

The various features of a building will occur on separate models. These models will all have the same name in the first 16 characters of the model name, but the last four characters of the name will differ uniquely. For instance, the exterior walls of a building will appear on one of these models, while the interior walls will appear on a different model. It is possible to see all of these features or to select only certain ones for viewing. The composite of all the drawings selected will appear on the Graphic screen, with each separate model shown in a different color.

1. On the Command screen, press <PF12> and <PF2> one after the other, and select the first model of the overlay.
2. Press <PF12> and <PF2> and select all the remaining models.
3. It is possible to use <PF9> at any time to monitor the building of the Graphic screen.

APPENDIX C: SPECIAL REQUIREMENTS FOR STORE AND DOWNLOAD

To perform the Store and Download Document functions of EDIS, the following hardware and software requirements must first be met:

Hardware

Your PC must access EDIS through an IBM token ring local area network using the IRMALAN terminal emulation software.

Software

1. First, the IRMALAN terminal emulator must be loaded memory resident. This can be accomplished by entering the following command from DOS:

TOKWS -R

2. Next, the DCA FT/Express software must be loaded memory resident on the PC. This can be accomplished by entering the following command from DOS:

DCAXFER -R

Please contact your Engineering Field Representative, Karen Shaw, at 4-7869 for more information regarding the Store and Download functions.

APPENDIX D: HELP AND ERROR SCREENS

LIST OF VALID EDIS CODES

----- LIST OF VALID EDIS CODES ----- ROW XX OF XX		
COMMAND (OPTIONAL) :		
Enter the END command to return to the previous screen.		
FUNCTION	FUNCTION CODE	SYSTEM ACTION
END	E	End current screen
QUERY	Q	Display document information
VIEW	V	Display document
UP	UP	Scroll up
DOWN	DN	Scroll down
EXIT	X	Exit EDIS
HELP	H	Request Help screens
HARDCOPY	HC	Request hard copy
PFKEYS	PF	Display <PF> keys
***** BOTTOM OF DATA *****		

A partial list of these codes will be displayed, depending upon the screen from which this help screen is accessed.

PLANT LIST SCREEN

```

----- PLANT LIST ----- ROW XX OF XX
COMMAND (OPTIONAL) :

  Enter designator for desired plant: _

DESIGNATOR   PLANT       DESCRIPTION
M            MULT        MULTI-PLANT
K            K-25         OAK RIDGE GASEOUS DIFFUSION PLANT
X            X-10         OAK RIDGE NATIONAL LABORATORY
Y            Y-12         Y-12 PLANT
F            FER          FERNALD
G            GCEP         GAS CENTRIFUGE ENRICHMENT PLANT
O            ORD          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
***** BOTTOM OF DATA *****

```

A partial list of these codes will be displayed, depending upon the screen from which this help screen is accessed.

PLOTTER ID SELECTION SCREEN

----- Select Plotter ID ----- ROW XX OF XX

COMMAND :

Select the desired plotter code by typing X in the select field and pressing the ENTER key.

Enter the END command to return to the previous screen.

Select	Plotter ID	Plotter Description
-	P1	CALCOMP Plotter at Building Y-9733-1
-	P2	VERSATEC Plotter at Building Y-9733-2
-	P3	CALCOMP Plotter at Building Y-9105
-	P6	CALCOMP Plotter at Building K-1580
-	P7	CALCOMP Plotter at Building K-1000

***** BOTTOM OF DATA *****

DOCUMENT STORE FORMAT SELECTION SCREEN

```

----- DOCUMENT FORMAT CODES ----- ROW XX OF XX
COMMAND :

  The following list contains valid Current Document Format Codes required as
  input in the EDIS Store Function. Select one of the valid codes by entering an
  X in the select field beside the appropriate code.

  Enter the END command to return to the previous screen.

  SEL      FORMAT      DESCRIPTION
  CODE
  -----
  -        ANVIL
  -        AUTOC        AUTOCAD
  -        MCADM        MicroCADAM
  -        ASCII        Standard ASCII text file - PC or VAX
  -        WP           WordPerfect
  -        WS           Wordstar
  -        WORD         Microsoft Word
  ***** BOTTOM OF DATA *****

```

CLASSIFICATION CODE LIST SCREEN

```
----- CLASSIFICATION CODE LIST ----- ROW 1 OF 5
Command:                               Scroll: PAGE

Enter desired Classification Code Designator: _____

  B      BUSINESS SENSITIVE
  C      CONFIDENTIAL
  N      UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
  S      SECRET
  U      UNCLASSIFIED
***** BOTTOM OF DATA *****
```

SELECT BUILDING NUMBER SCREEN

```

----- SELECT BUILDING NUMBER ----- ROW 1 OF 807
COMMAND (OPTIONAL):

Select desired Building by typing X and pressing ENTER
Use UP and DOWN commands to view entire list, if necessary.

SEL  BUILDING  EJM  BUILDING NAME
-
-  CRBR-PO    720000  CRBR - PROJECT OFFICE 000
-  K-1000     710000  CONFERENCE ROOM (PORTAL 2) 000
-  K-1001     710010  ADMIN BUILDING 000
-  K-1001-A   710010  ADMINISTRATION BUILDING - WING A 000
-  K-1001-B   710010  ADMINISTRATION BUILDING - WING B 000
-  K-1001-C   710010  ADMINISTRATION BUILDING - WING C 000
-  K-1001-D   710010  ADMINISTRATION BUILDING - WING D 000
-  K-1002     710020  CAFETERIA/LIBRARY/OFFICES 000
-  K-1003     710030  DISPENSARY 000
-  K-1003-A   710030  DISPENSARY OFFICE TRAILER 000
-  K-1004-A   710040  LABORATORY FACILITIES 000
-  K-1004-B   710040  LABORATORY FACILITIES 000
-  K-1004-C   710040  LABORATORY FACILITIES 000
-  K-1004-D   710040  LABORATORY 000
-  K-1004-E   710041  LABORATORY STORAGE BUILDING 000

```

SELECT COMPANY CODE SCREEN

```
----- SELECT PARTICIPANT CODE ----- ROW 1 OF 121
Command:

Select appropriate Company by placing X in SELECT and pressing ENTER
Use UP and DOWN commands, if necessary, to view entire list.

-- AGA      A.G. & ASSOCIATES
-- ACHW     ADAMS,CRAFT,HERTZ,WALKER(SURVEYING CO.)
-- ASI      ADVANCED SCIENCES INCORPORATED
-- ACA      ALERTING COMMUNICATION OF AMERICA
-- ALLEN    & MARSHALL
-- AMTA     AMERICAN TECHNICAL ASSOCIATION
-- APCOT    APPLIED COATING
-- APT      AUTO. PROGRAM TOOL
-- AVIS     AVISCO INCORPOR.
-- BD       B & D EQUIPMENT CO.
-- BWSC     BARGS,WAGGONER,SUMNER & CANNON
-- BASIC    CONSTRUCTION CO.
-- BAYMT    BAYMONT ENGINEERING
-- BEC      BECHTEL
-- BVTH     BLACK AND VEATCH
-- BLAIN    BLAINE HAYS CONSTRUCTION CO.
-- BOENG    BOEING ENG.
-- BOUE     BOEING/URANIUM ENRICHMENT
```

PERSONNEL HELP SCREEN

```

----- Personnel HELP-- XXXXXXXXXXXX EMIS ID -----
COMMAND (OPTIONAL):

Enter values by which 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 ----- ROW 1 OF 35
COMMAND (OPTIONAL):

Indicate correct EMIS ID by placing X in SELECT and pressing Enter.
Use UP and DOWN commands to view entire list, if necessary.

```

SELECT	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	EN
-	KLS	KL SMITH	KCD
-	MAS01	M SMITH	XDE
-	MAS02	MA SMITH	EN

SELECT DOCUMENT TYPE SCREEN

```

----- SELECT DOCUMENT TYPE ----- ROW 1 OF 13
COMMAND:

  Indicate the desired Document type
  by placing X in the SELECT CODE and pressing ENTER
  Use UP and DOWN commands to view entire list.

SELECT CODE      TYPE      Description of Document Type
--              --
--              DD      Design Drawing
--              JS      Equipment Specification
--              ES      Engineering Standard
--              BM      Bill of Materials
--              DS      Equipment Data Sheet
--              DC      Design Analysis & Calculation
--              MD      Manufacturer/Vendor Data
--              RP      Report with Report Number Prefix "EN"
--              CH      Design Change Notice
--              SA      Safety Related Document
--              QA      Quality Related Document
--              TI      Test or Inspection Data
--              DT      Other Document (none of the above)
***** BOTTOM OF DATA *****

```

A partial list of these codes will be displayed for the Reserve system screens.

SELECT DISCIPLINE CODE

----- DISCIPLINE CODE LIST -----		ROW 1 OF 31
Command:		
Indicate the Desired Discipline by placing X in SELECT and pressing ENTER Use UP and DOWN command, if necessary, to view entire list.		
-	AS	APPLICATIONS SUPPORT
-	CV	CIVIL ENGINEERING
-	ST	ARCHITECTURAL, STRUCTURAL, EXPERIMENTAL
-	CM	CHEMICAL PROCESS DESIGN
-	CT	CHEMICAL TECHNOLOGY DIVISION
-	EA	ENGINEERING ANALYSIS
-	EC	ENVIRONMENTAL CONTROL ENGINEERING
-	EE	ELECTRICAL ENGINEERING
-	EM	ENGINEERING MECHANICS
-	IC	INSTRUMENTATION AND CONTROL DIVISION ORNL
-	KCD	COMPUTER AIDED DESIGN
-	KDE	MECHANICAL DESIGN, EQUIPMENT
-	KIE	INSTRUMENT ENGINEERING
-	MS	MECHANICAL TECHNOLOGY ENGINEERING
-	PD	PRODUCTION CHEMICAL AND ENRICHMENT PROCESS ENGINEERING

SELECT FUNCTION CODE

```
----- SELECT FUNCTION CODE ----- ROW 1 OF 31
Command (Optional):

      Select desired Code by typing X and pressing ENTER.

SELECT      Valid function codes for Discipline ST
-   A      ARCHITECTURE
-   S      STRUCTURAL
-   X      EXPERIMENTAL
```

A unique list of codes exists for each discipline. A particular list will be displayed, depending upon the discipline previously selected. This example is for discipline ST.

SELECT ENGINEERING DISCIPLINE

```
----- ENGINEERING DISCIPLINE LIST -----  
Command:  
  
Enter code for the desired Engineering Discipline: _  
(Block 48)  
  
CODE      ENGINEERING DISCIPLINE  
C ----- Civil, Structural, and Architectural  
E ----- Electrical  
Z ----- Computer applications  
I ----- Instrumentation  
M ----- Mechanical  
P ----- Engineering Mechanics  
H ----- Environmental Control  
J ----- Support Engineering  
F ----- Machine Design
```

SELECT NATURE OF WORK

```

----- NATURE OF WORK LIST -----
Command:

Enter code for the desired Nature of Work: _
(Block 49)

CODE      NATURE OF WORK

A ----- Radiation alarm system      K ---- Miscellaneous alarm system
B ----- Communication                L ---- Lighting
C ----- Control                      M ---- Mechanical apparatus
D ----- Switchyard                  N ---- Cathodic protection
E ----- Switch house                 P ---- Power
F ----- Fire alarm system            R ---- Receptacle
G ----- Grounding                   S ---- Supervisory control
H ----- Heaters (resistance)         U ---- Underground
J ----- Induction Coil               X ---- X-ray and source system

```

A partial list of these codes will be displayed, depending upon the Engineering Discipline previously selected (Block 48).

SELECT NATURE OF WORK SUBSET

```

----- NATURE OF WORK SUBSET LIST -----
Command:

Enter code for the desired Nature of Work Subset: _
(Block 50)

CODE      NATURE OF WORK SUBSET

A ----- One line diagram      L ----- Layout
B ----- Bus bar                N ----- Printed circuit board
C ----- Conduit                O ----- Outside distribution
D ----- Demolition             P ----- Photometal
E ----- Elementary             R ----- Raceway (includes bus duct)
F ----- Fence and street       S ----- Schedule
G ----- Schematic              T ----- Equipment
H ----- Wiring                 W ----- Cable through
I ----- Interconnection wiring X ----- Miscellaneous
J ----- Program                Z ----- Pictorial
K ----- Details

```

A partial list of these codes will be displayed, depending upon the Engineering Discipline previously selected (Block 48).

TITLE CLASSIFICATION VERIFICATION

[illegible]

UNRESERVE FAILURES

----- UNRESERVE FAILURES -----		ROW 1 OF 3
COMMAND:		
Unable to UNRESERVE the following documents because a higher level revision still exists for the marked document number and revision		
DOCUMENT NUMBER	REVISION	
XXXXXXXXXXXXXXXXXX	XX	
XXXXXXXXXXXXXXXXXX	XX	
XXXXXXXXXXXXXXXXXX	XX	

REVISION PROBLEM

```

----- Revision Problem -----
COMMAND (OPTIONAL) ***>
*****
*****
*****
*****
***** Unable to assign a Revision for XXXXXXXXXXXXXXXX *****
*****
***** Insufficient information in ISD Database to build new revision. *****
*****
***** Please contact ISD for help concerning this problem *****
*****
***** Error Code: *****
*****
***** For more information please contact: *****
***** Karen Shaw 574-7869 *****
***** Montgomery Lokey 574-3590 *****
*****
*****
*****
*****

```

NOTE: This error message is presented due to the fact that the last alphabetic revision code is unavailable on the system and the assignment of a new revision is not possible. When this error screen appears, obtain the next revision from the face of the drawing and contact either of the individuals listed on the screen.

UNRESERVE OR MODIFY FAILURES

----- UNRESERVE OR MODIFY FAILURES -----					
Command:					
You do not have the authority to UNRESERVE (U) or MODIFY (M) the following documents that you have marked for those operations.					
OPERATION	DOCUMENT NUMBER	REV	RESP DISC	RESERVER EMIS ID EMIS ID	
U	XXXXXXXXXXXXXXXX	XX	XXXXX		
M	XXXXXXXXXXXXXXXX	XX	XXXXX		

[illegible]

```
----- Database Error -----  
COMMAND (OPTIONAL) >>>>  
  
*****  
*****  
*****  
*****  
***** inability to assign an Engineering Job Number.  
*****  
***** Available range of numbers has been exhausted.  
*****  
***** Please report the condition immediately:  
*****  
***** 574-7869  
***** 574-3590  
*****  
*****  
*****  
*****
```

APPENDIX E: EDIS DATA DICTIONARY

EDIS DATA DICTIONARY

<u>Data Element</u>	<u>Description</u>
Access Date	The date on which the document image was last accessed.
Anticipated Release Date	The date on which the reserved document is expected to be released. (Abbreviated as Antic. Release Date.)
Block 1	A code representing the category of the work contained in the document.
Block 48	A code that identifies the Engineering discipline to which the document (design drawing) belongs.
Block 49	A code that identifies the nature of the work contained in the document (applies to design drawing).
Block 50	A code that signifies a subset of the nature of work being performed.
Building	A code uniquely identifying the building with which the document is associated. (Abbreviated as Bldg.)
Change Date	The date on which the document index was last modified.
Change Control Number	The identifying number of the project change order for which the revision is made.
Charge Number	A valid TSO computer charge number.
Classification	A code indicating the classification of the document. (Abbreviated as Class.)
Classification Date	The date on which the document's classification was approved. (Abbreviated as Class. Date.)
Classifier ID	The EMIS ID of the person who approves the classification of the document. (Abbreviated as Class. ID.)
Company	A code indicating the company responsible for the creation of the document.
Company Description	The description associated with the company code.
Configuration Control Number	A number that identifies the configuration control plan under which changes to the document are made.
Cost Center	A number associated with an Engineering Cost Center for which hard copies of documents may be charged.
Design Date	The date on which the document was designed. Applies to design drawings only.
Designer	The name of the designer of the original document.

EDIS DATA DICTIONARY

<u>Data Element</u>	<u>Description</u>
Disposition	A code that indicates whether the hardcopy output is to be delivered via plant mail or the user is to be called to pick up the output.
Document Type	A code that identifies a category of documents to which the document belongs. (Abbreviated as Doc. Type.)
Document Title	A title that describes the document. (Abbreviated as Doc. Title.)
Document Number	A number that uniquely identifies all documents referenced in the EDIS index. (Abbreviated as Doc. No.)
Draft Date	The date on which the document was drafted.
Draftsman	The name of the original drafter of the document.
Drawing Size	A code describing the size of the document (applies to drawings only).
EJN	Engineering Job Number. An identifying number associated with buildings and special project activities.
ESO	The Engineering Service Order to which specific revision work done on the document is charged.
Floor	A code describing the building floor to which the drawing or document refers.
Format Code	A code indicating the format of the document: CADAM - CADAM Electronic Format; ANVIL - Anvil Electronic Format; FILM - Aperture Card or Microfilm; MAN - Hard Copy or Manually Generated; UNCAD - Unspecified CAD Generated; OTHER - Unspecified.
Function Code	A code, as specified in EP-C-03, "Drawing Numbering", indicating drawing type.
Index Date	The date on which the document was entered into the EDIS Index.
Initial Store Date	The date on which an electronic copy of the document was first stored in the EDIS repository. (Abbreviated as Initial Store.)
Issue Date	The date on which the document was issued.
Last Store Date	The date on which an electronic copy of the document was last stored in the EDIS Repository. (Abbreviated as Last Store.)
Number of Sheets	Indicates the total number of sheets that comprise a drawing.
Number of Models	The number of models associated with a CADAM drawing.

EDIS DATA DICTIONARY

<u>Data Element</u>	<u>Description</u>
Originator ID	The EMIS ID of the originator of the document. (Abbreviated as Orig. ID.)
Original Format	A code indicating the format in which the document was originally created. (See format code.) (Abbreviated as Orig. Format.)
Originator Discipline	The EMIS discipline code associated with the EMIS ID of the originator of the document. (Abbreviated as Orig. Disc.)
Originator's Company	A code identifying the originator's company. (See company.)
PC Filename	A valid DOS filename. For the EDIS Store and Download functions this name includes the drive, directory path and file name (e.g., C:\MCADM\PCFILES\TEST.CAD).
Plant	A code indicating the plant to which the drawing pertains.
Project Number	The EMIS project number with which the document is associated. (Abbreviated as Proj. No.)
Plotter ID	A code indicating the plotter at which a requested hardcopy plot will be routed.
Quantity	The number of copies requested by the user requesting the hardcopy function.
Reserve Date	The date the document number was reserved in EDIS. This is automatically generated at reserve time. (Abbreviated as Resv. Date.)
Reserver ID	The EMIS ID of the person who reserved the document. (Abbreviated as Resv. ID.)
Responsible ID	The individual (normally the Eng. RED) responsible for the document. (Abbreviated as Resp. ID.)
Responsible Discipline	The Engineering design discipline responsible for the document. (Abbreviated as Resp. Disc.)
Revision Code	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." (Abbreviated as Rev. Code.)
Revision Date	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. (Abbreviated as Rev. Date.)
Send to EFM	A code indicating if a copy of the document is to be sent to the EFM

EDIS DATA DICTIONARY

<u>Data Element</u>	<u>Description</u>
	system.
Sequence Letter Title	A descriptive title assigned to a specific special project sequence letter.
Sequence Letter	A letter used in the construction of a document number (refer to Engineering Procedure EP-C-03).
Sequence Number	A sequential number assigned to a document number (refer to Engineering Procedure EP-C-03).
Sheet Number	The number of the sheet of a multiple sheet document. This is defaulted to '001' for all single sheet documents or documents that are not design drawings. (Abbreviated as Sheet.)
Size of Print	Specifies whether a hardcopy request is to be printed in Half- or Full-Size format.
Software Version	A code identifying the version of the software that created a particular electronic format of a document.
Special Project Title	Title of a special project.
Status Code	A code indicating the stage of development of the document. (Abbreviated as Status.)
Status Date	The date the sheet revision was stored in its current state of development.
Storage Date	The date that a particular electronic format of a document was stored.
Storage Location	The storage location of a particular format of a document.
Subject Code	A code indicating subject of manufacturing or vendor data (document type MD).
Type of Package	A code indicating the type of design package associated with a specified project.
Vendor Code	A code describing the vendor associated with document types MD (manufacturing or vendor data).
Workorder	An Engineering Workorder number for which changes may be assigned.

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