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1. Administrative Module

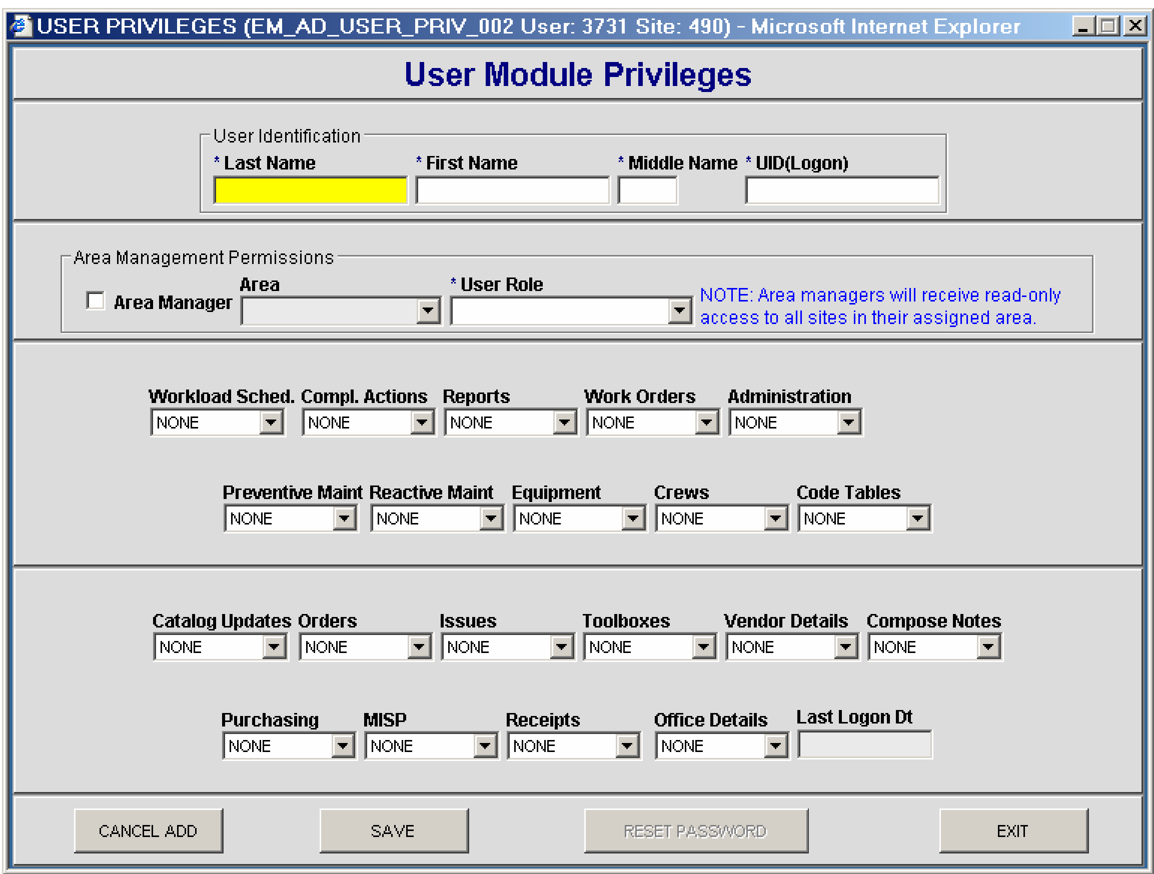
1.1. Security

1.1.1. Add eMARS User

Note: All actions in the administrative module require supervisor rights.

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Security button at the right of the screen.
3. Click on the Add button.



4. Type in Employee's last name, then press the Enter key.
5. Type in the Employee's first name, and then press the Enter key.
6. Type in the Employee's middle initial, then press the Enter key.

7. Type in the Employee's UID (logon), and then presses the Enter key.
8. Select the user role.
9. Enter the type of eMARS access for the employee for each module:
   - None
   - Read
   - Write
   - Supervisory
10. Click on the save button.
11. The initial password, the employee will have assigned is Newuser01. The employee will have to change the password the first time they log into the system.

1.1.2. Edit User Access Privileges

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Security button at the right of the screen.
3. Click on the Find tab and scroll to select an employee.
4. Click on employee to select.
5. Enter changes to the employee information by pressing the Enter key to go the desired field **OR** click on the desired field.
6. Click on the Save button.

1.1.3. Change Employee Access to Inactive

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Security button at the right of the screen.
3. Click on Find and scroll to select an employee.
4. Double click on employee to select.
5. Change employee status from 'active' to 'inactive'.
6. Click on the Save button.

1.1.4. Reset User Password

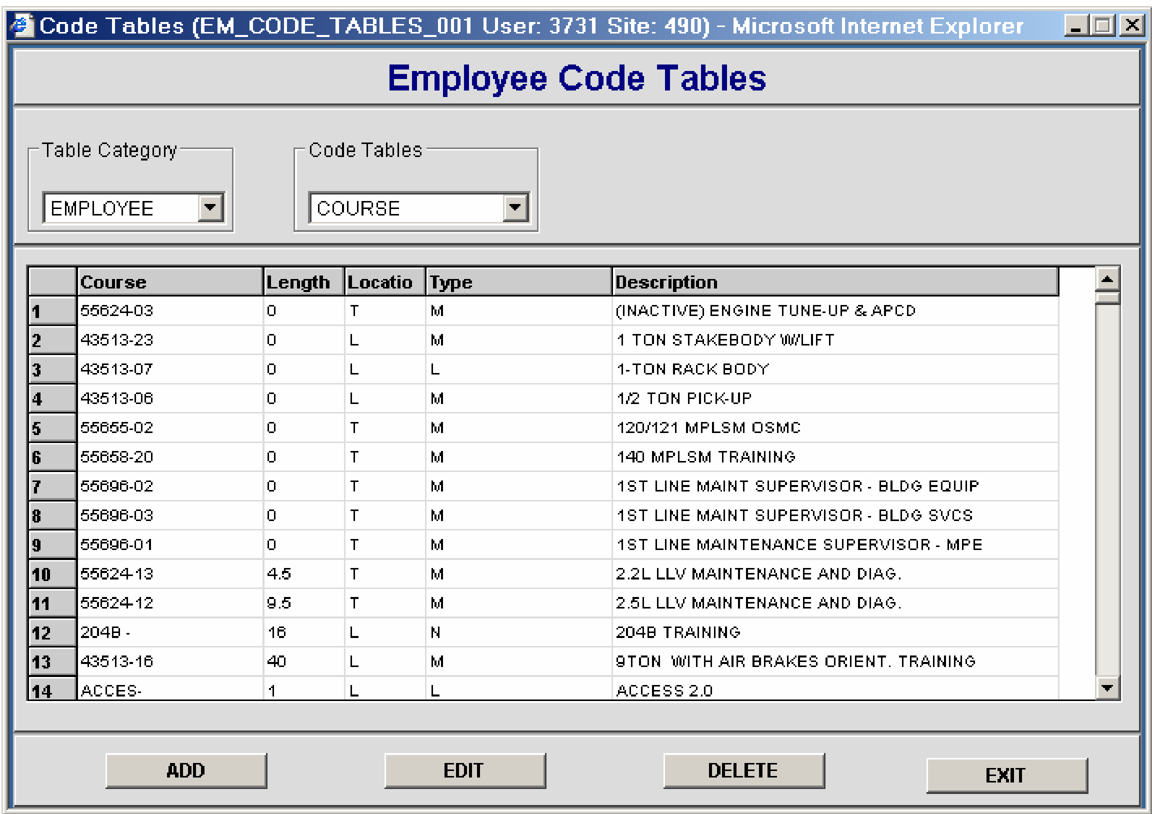
Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Security button at the right of the screen.
3. Click on Find and scroll to select an employee.
4. Click on Reset Password button.
5. At the 'Are you sure you want to reset the password?' prompt, click OK.

6. The screen will say ‘Password successfully reset to ‘NewUser0?’ The user will be required to change their password the next time they log in.
7. Write the password down for the employee.
8. Click the ‘OK’ button, the password has been reset.

1.2. Maintenance Code Tables

Note: The code tables have been “locked down”, with the exception of the table for Training courses and equipment requiring a 4772. With these exceptions, the code tables may only be modified by changes to the application at the national level.



	Course	Length	Locatio	Type	Description
1	55624-03	0	T	M	(INACTIVE) ENGINE TUNE-UP & APCD
2	43513-23	0	L	M	1 TON STAKEBODY W/LIFT
3	43513-07	0	L	L	1-TON RACK BODY
4	43513-06	0	L	M	1/2 TON PICK-UP
5	55655-02	0	T	M	120/121 MPLSM OSMC
6	55658-20	0	T	M	140 MPLSM TRAINING
7	55696-02	0	T	M	1ST LINE MAINT SUPERVISOR - BLDG EQUIP
8	55696-03	0	T	M	1ST LINE MAINT SUPERVISOR - BLDG SVCS
9	55696-01	0	T	M	1ST LINE MAINTENANCE SUPERVISOR - MPE
10	55624-13	4.5	T	M	2.2L LLV MAINTENANCE AND DIAG.
11	55624-12	9.5	T	M	2.5L LLV MAINTENANCE AND DIAG.
12	204B -	16	L	N	204B TRAINING
13	43513-16	40	L	M	9TON WITH AIR BRAKES ORIENT. TRAINING
14	ACCES-	1	L	L	ACCESS 2.0

1.2.1. Add Employee Course

Step	Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Code Tbls button at the right of the screen.
3. Under the Table Category tab scroll down and select Employee.
4. Under the Codes Table scroll down and select Course.
5. Click on the Add button.
6. Type in all required information.
7. Click on the Save button.

1.2.2. Edit Employee Course

Step	Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Code Tbls button at the right of the screen.
3. Under the Table Category tab scroll down and select Employee,
4. Under the Codes Table scroll down and select Course.
5. Click on course to edit.
6. Click on edit.
7. Enter necessary changes.
8. Click on the Save button.

1.2.3. Delete Employee Course

Step	Action

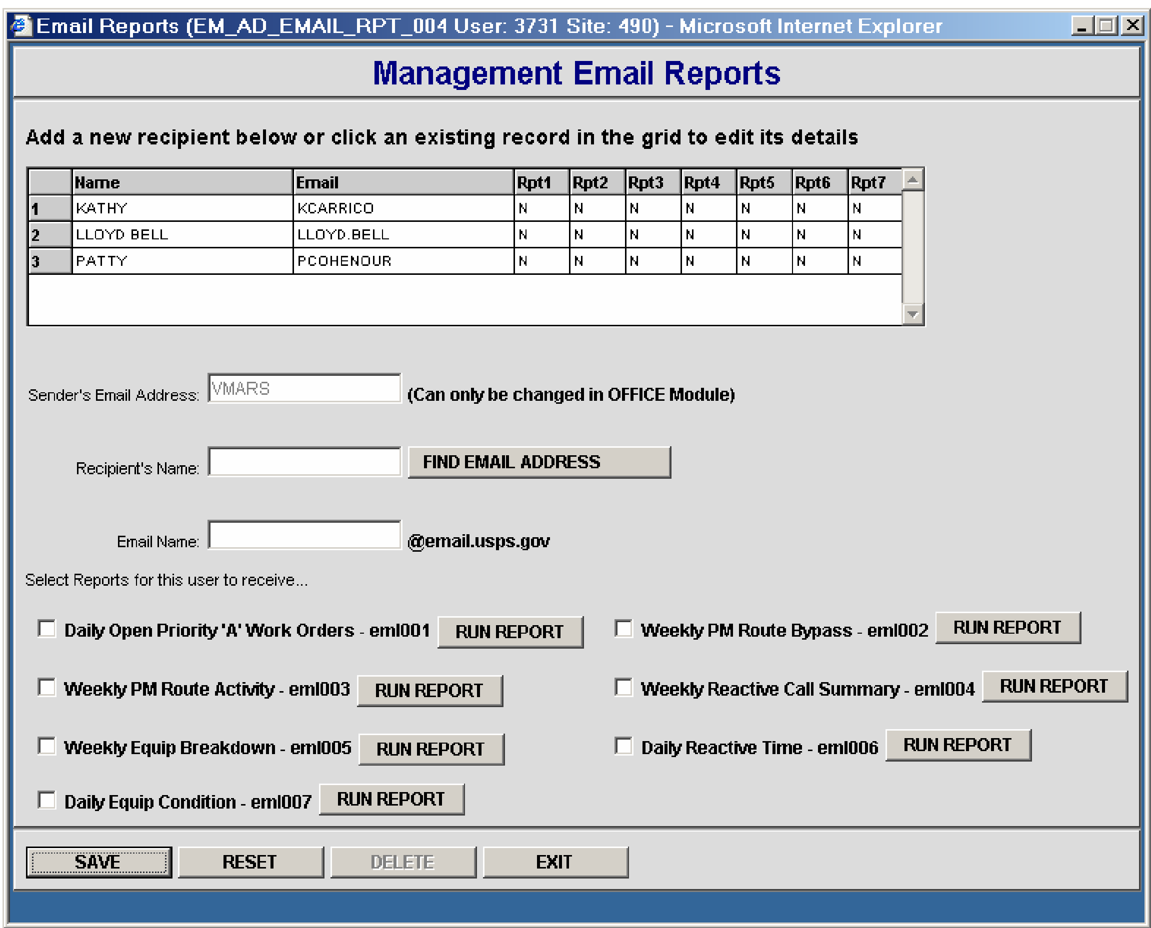
1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Code Tbls button at the right of the screen.
3. Under the Table Category tab scroll down and select Employee.
4. Under the Codes Table scroll down and select Course.
5. Click on Delete.
6. Click on Yes at the ‘Are you sure you want to delete this record?’ prompt.

1.2.4. Change 4772 Status

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Code Tbls button at the right of the screen.
3. Under the Table Category tab scroll down and select Equipment.
4. Under the Codes Table scroll down and select Acronym.
5. Use the scroll down and select the acronym to be changed.
6. Double click on the line where the equipment is listed. In the 4772 column the ‘N’ will change to a ‘Y’.
7. Click on the Save button.

1.3. E-Mail Reports



1.3.1. Add Recipient for E-Mail Report(s)

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the eMail Rpts button at the right of the screen.
3. Type in the Recipient's name then press the Enter key.
4. Type in the Recipient's Email address.

   If you do not know the recipient's Email address, press the 'Find an email address' button. The system will connect to the USPS Internet Email Address Lookup website, follow the instructions.

6. Click on the reports that are to be sent to the recipient.
7. Click on the Save button.

1.3.2. Edit E-Mail Report(s) sent to a Recipient

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the eMail Rpts button at the right of the screen.
3. To select record, scroll down the grid in existing records to the employee's first and last name and click.
4. Click on reset and make the changes.
5. Click on the Save button.

1.3.3. Delete Recipient from E-Mail Reports

Step Action

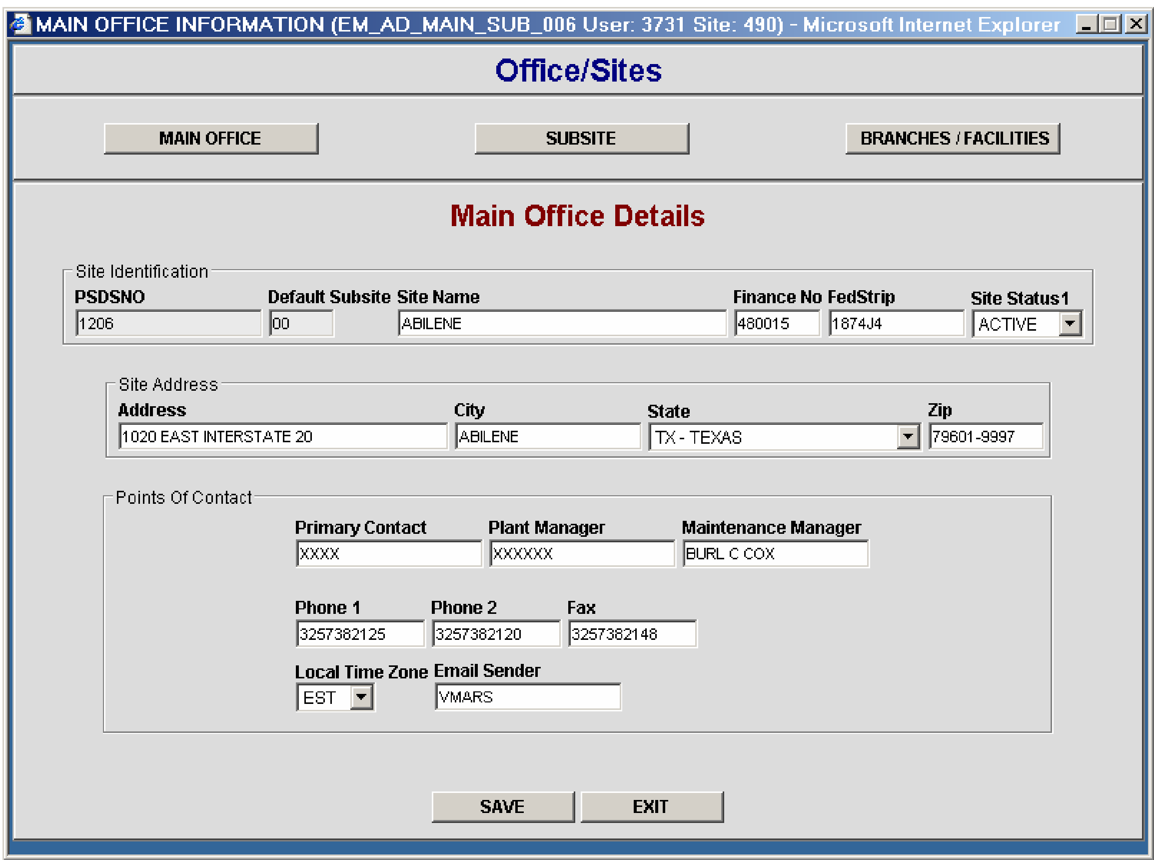
1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the eMail Rpts button at the right of the screen.
3. To select record, scroll down the grid in existing records to the employee's first and last name and click.
4. Click on Delete.
5. Click Yes at the 'Are you sure you want to delete this record?' prompt.

1.4. *Office Information*

1.4.1. Edit Office Information

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Office button at the right of the screen.
3. Click on the Main Office tab.
4. Enter changes or additions to the office information by clicking on the desired field and typing changes.
5. Click on the Save button.



1.4.2. Add Branches/Facilities Information

(Note: It is important that this information is accurate and updated if building modifications are completed and new buildings are added. SubSite ID's cannot be locally assigned, you must contact the eMARS Project Office for proper procedures in obtaining a SubSite ID number.)

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Office button at the right of the screen.
3. Click on the Branches/Facilities tab.
4. Click on the Add button.
5. Type in the Site ID Number.
6. Type in the Sub-Site ID, see note above.
7. Type in the Facility Name then press the Enter key.
8. Type in the Facility Type, such as P & DC, P & DF, Main Office, Station, Branch, FMO, etc. then press the Enter key.
9. Select the default SubSite (y/n).
10. Type in the sub location number.
11. Type the site address.
12. Type in the City
13. Type in the State abbreviation.
14. Type in the nine-digit zip code.
15. Type in the square footage information and press the Enter key to go to the next field.
16. Click on the Save button.

1.4.3. Edit Branches/Facilities Information

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Office button at the right of the screen.
3. Click on the Branches/Facilities tab.
4. Click on the SubSite listing.
5. To locate record, scroll down to the site. Click on the site to select.
6. Click on View Building Details.
7. Enter changes by clicking on the desired field.
8. Click on the Save button.

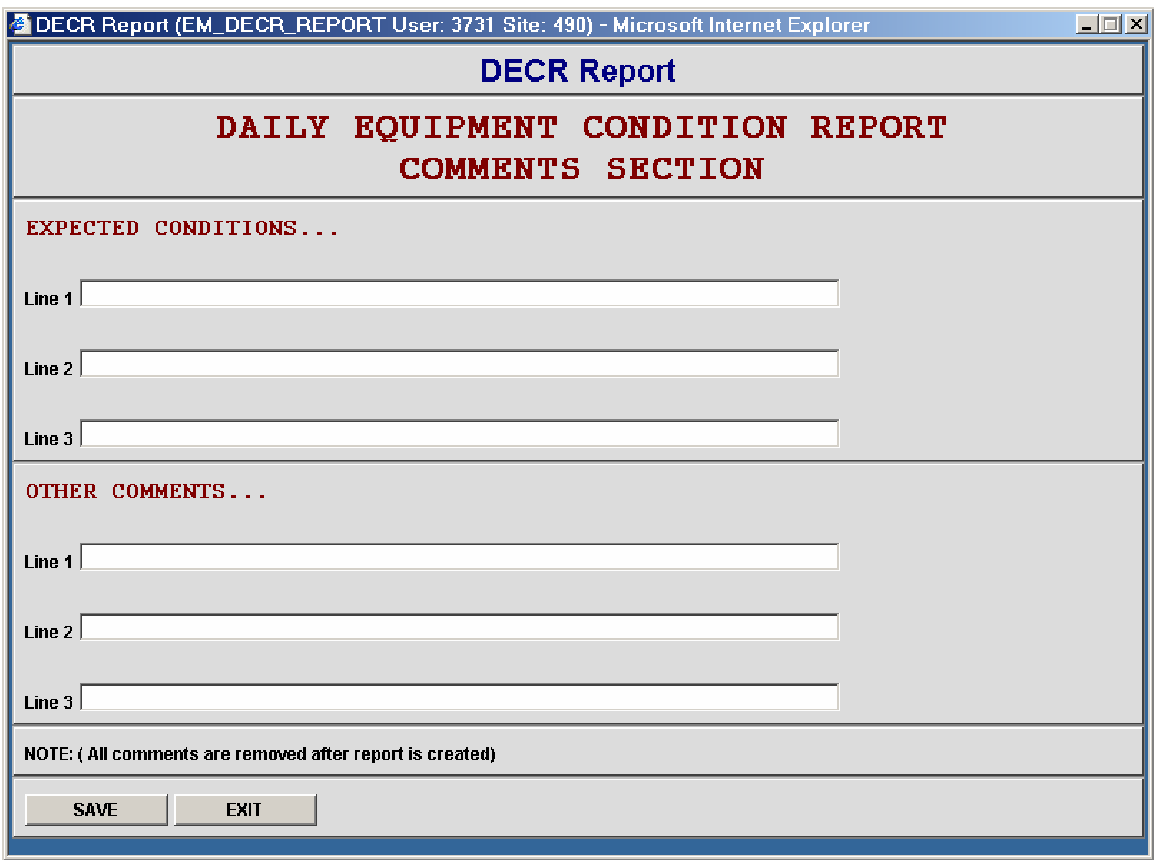
1.4.4. Delete Branches/Facilities Information

Note: You cannot delete a SubSite if there is equipment in the Equipment File, Work Orders or Preventive Maintenance Routes.

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the Office button at the right of the screen.
3. Click on the Branches/Facilities tab.
4. To locate record scroll down to the SubSite Listing and click to select the record.
5. Click on the Facility to be deleted.
6. Click on View Building Details.
7. Click on Delete.
8. Click Yes at the 'Are you sure you want to delete this record?' prompt.

1.5. DECR Report



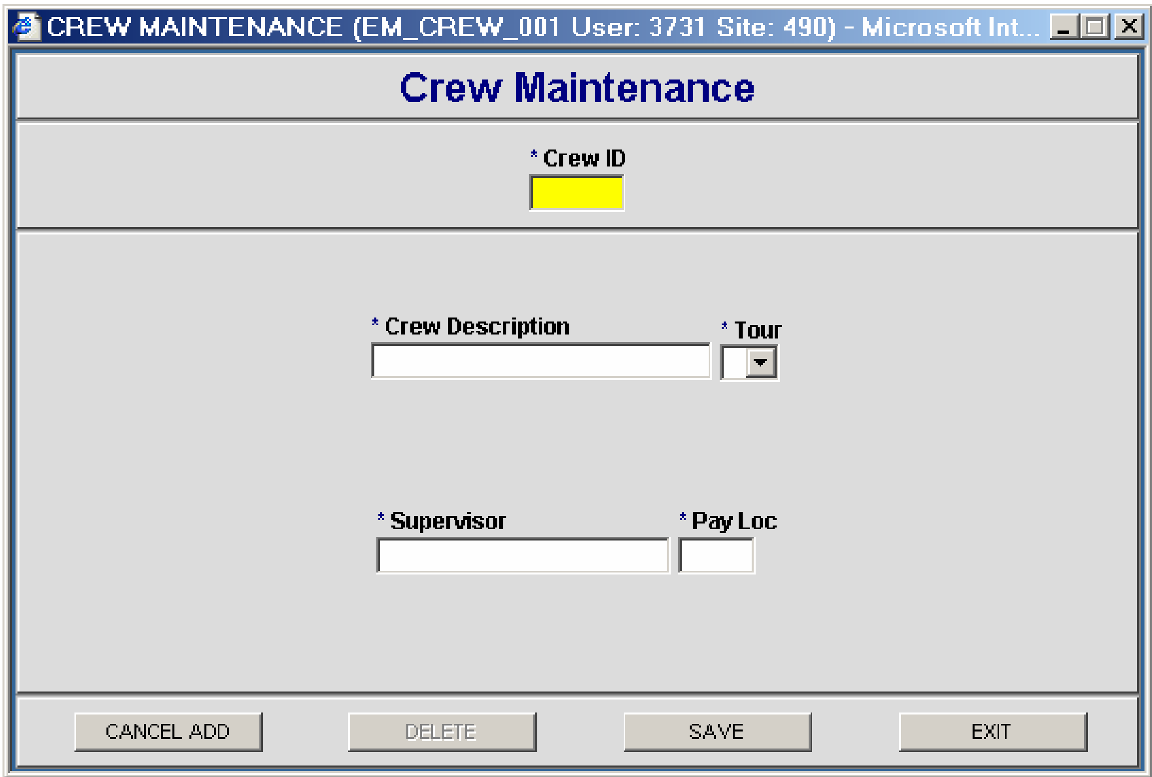
1.5.1. Add comments to the DECR

Note: Refer to MMO-085-02 for a detail description of the DECR

Step Action

1. From the eMARS main menu click on the **ADMIN** button at the top of the screen.
2. Click on the DECR Rpt button at the right of the screen.
3. Place the cursor in Expected Conditions line.
4. Type in the Expected Conditions (next 24 hours).
5. Place the cursor in Other Comments line.
6. Type in Other Comments.
7. Click on the Save button.

2. Crews



2.1.1. Add a Crew

Step Action

1. From the eMARS main menu click on the **Crews** button at the top of the screen.
2. Click on the Add button.
3. Enter the Crew ID.
4. Enter the data for new crew.
5. Click on the Save button.

2.1.2. Edit Crew Information

Step Action

1. From the eMARS main menu click on the **Crews** button at the top of the screen.
2. Scroll down on the Crew ID & Description & click the GO button..
3. Enter changes to the Crew information by pressing the Enter key to go the desired field **OR** click on the desired field.
4. Click on the Save button.

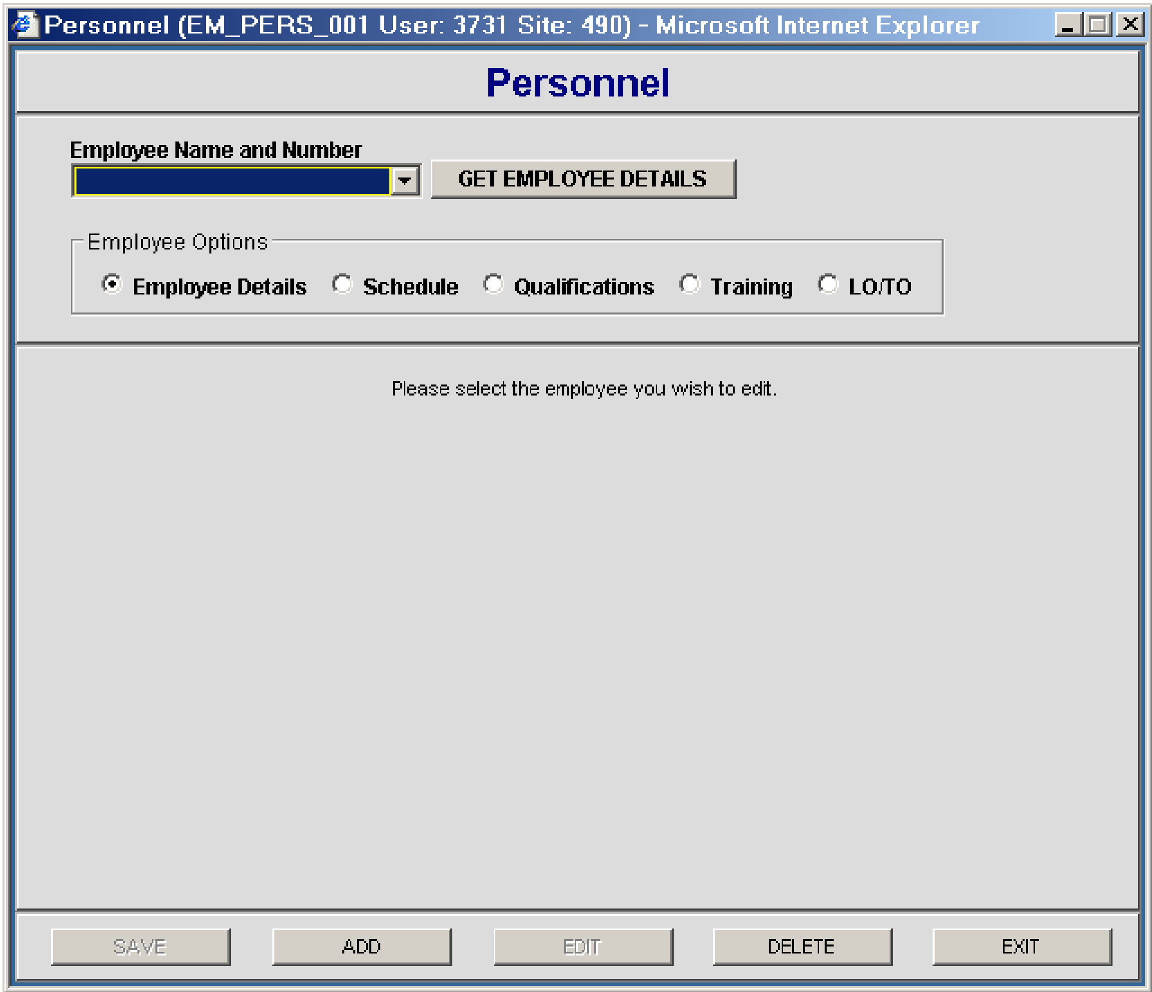
2.1.3. Delete a Crew

Note: All employees, work orders, and preventive maintenance routes assigned to the crew must be reassigned to another crew or deleted prior to deleting a Crew.

Step Action

1. From the eMARS main menu click on the **Crews** button at the top of the screen.
2. Scroll down on Crew ID & Description & click the GO button..
3. Click on the Delete button.
4. Click Yes at the 'Delete this Record?' prompt.

3. Personnel Module



3.1. Employees

3.1.1. Add an Employee Record

Step	Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. Click on the Add button..
3. Enter data for the employee.
4. Click on the Save button.

3.1.2. Edit an Employee Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button **OR** scroll down to the employee's name and Press the Enter button./click to select the record in the employee name & number tab.
3. Click on Get Employee Details.
4. Enter changes to the employee information by pressing the Enter key to go the desired field **OR** click on the desired field.
5. Click on the Save button.

3.1.3. Delete an Employee Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button. **OR** click to select the record in the employee name & number tab.
3. Click on Get Employee Details.
4. Change the employee from active to inactive status.
5. Click on the Save button.

3.1.4. Add Leave/Training to Employee's Schedule

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. Click on Find.
3. To locate record, type the employee's last name and initials and Press the Enter button. **OR** scroll down to the employee's name and Press the Enter button./ click to select the record in the employee name & number tab.
4. Click on the Schedule tab.
5. Click on the Add button.
6. Use the scroll down to Enter Type: Leave or Training.
7. If for training, use the scroll down to Enter Course number.
8. Enter Begin and End date fields or click on calendar to select the date.
9. Click on the Save button.

3.1.5. Edit Leave/Training on Employee’s Schedule

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee’s last name and initials and Press the Enter button. **OR** scroll down to the employee’s name and Press the Enter button./double click to select the record, in the employee name & number tab.
3. Click on the Schedule tab.
4. Click on the line on the grid you want to update, and then click on Edit.
5. Enter changes by pressing the Enter key to go the desired field **OR** click on the desired field.
6. Click on the Save button.

3.1.6. Delete Leave/Training on Employee’s Schedule

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee’s last name and initials and Press the Enter button. **OR** scroll down to the employee’s name and Press the Enter button./double click to select the record in the employee name & number tab.
3. Click on the Schedule tab.
4. Click on the line on the grid you want to delete, and then click on the Delete button.
5. Click Yes at the ‘Delete this Record?’ prompt.

3.2. Employee Qualification Records

3.2.1. Add a Qualification Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee’s last name and initials and Press the Enter button. **OR** scroll down to the employee’s name and Press the Enter button./double click to select the record in the employee name & number tab.
3. Click on the Qualified tab.
4. Click on the Add button..
5. Use the pick-list to locate the Acronym, Class Code and Description, click on the appropriate line on the grid.
6. Enter QualDate (Qualification Date) or click on calendar and select date.
7. Click on the Save button.

3.2.2. Delete a Qualification Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee’s last name and initials and Press the Enter button. **OR** scroll down to the employee’s name and Press the Enter button./double click to select the record in the employee name & number tab.
3. Click on the Qualified tab.
4. Click on the line on the grid you want to delete.
5. Click on Delete.
6. Click Yes at the ‘Delete this Record?’ prompt.

3.3. Employee Training Records

3.3.1. Record Training Attendance

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button. **OR** scroll down to the employee's name and Press the Enter button/double click to select the record in the employee name & number tab.
3. Click on the Training tab.
4. Click on the Add button.
5. Type in the training course number **OR** use the pick-list then press the Enter key.
6. Enter the Date the course was successfully completed or click on calendar and select date.
7. Click on the Save button.

3.3.2. Delete Training Attendance Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button. **OR** scroll down to the employee's name and Press the Enter button/double click to select the record in the employee name & number tab.
3. Click on the Training tab.
4. Click on the Course number to be deleted.
5. Click on the Delete button.
6. Click Yes at the 'Delete this Record?' prompt.

3.3.3. Create a Lockout/Tagout (LO/TO) Record

Step Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button. **OR** scroll down to the employee's name and Press the Enter button /double click to select the record in the employee name & number tab.
3. Click on the LO/TO tab.

5. Click on the Add button.
6. Use the pick-list to locate the Acronym, Class Code and Description, click on the appropriate line on the grid.
7. Enter the Date of Lockout/Tagout training or click on calendar to select the date.

8. Click on the Save button.

3.3.4. Delete Lockout/Tagout Record

Step	Action

1. From the eMARS main menu click on the **Pers** button at the top of the screen.
2. To locate record, type the employee's last name and initials and Press the Enter button **OR** scroll down to the employee's name and Press the Enter button /double click to select the record in the employee name & number tab.
3. Click on the LO/TO tab.
4. Click on the line on the grid you want to delete.
5. Click on the Delete button.
6. Click Yes at the 'Delete this Record?' prompt.

4. Scheduling Module

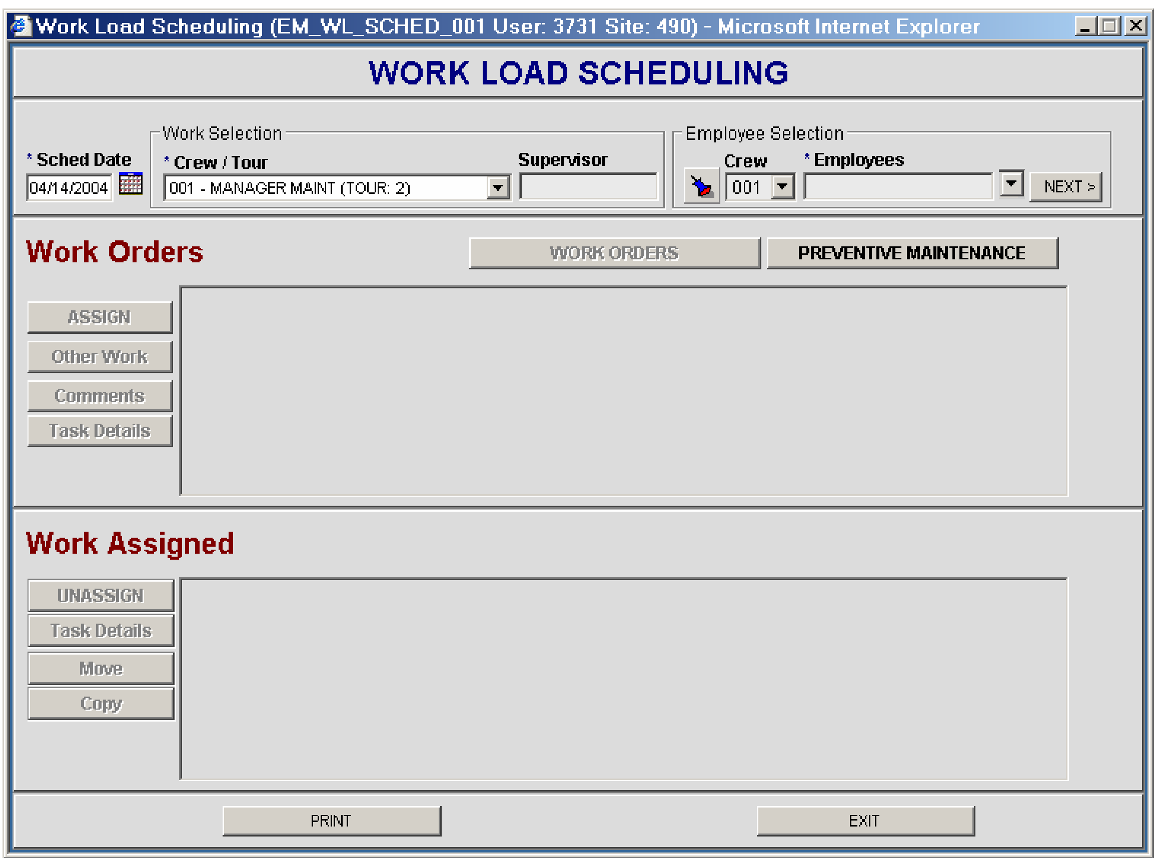
NOTES:

- You can assign routes that have been highlighted. The highlighted line indicates that the route has been assigned to another employee or assigned on a previous day.

- You do not need to remove assigned work. If the Employee Daily Work Sheet information is not entered in the system, eMARS will delete the Employee Daily Work Sheet number in 5 days.

- An Employee Assignment Work Sheet is only valid for the scheduled date.

- The Total Time on the Employee Daily Work Sheet is an accumulative time of the Estimated Time for all Work Orders and PM’s assigned to the employee.



4.1.1. Employee’s Work Assignment

Step Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if assigning work for a different date, click on the Sched Date calendar and click on the applicable date.
3. From the work selection tab, scroll down to select the crew number.
4. From the employee selection tab, scroll down to select an employee.

Note: The column to the right of the employee number indicates if the employee has been assigned for the day, ‘On/Off’ indicates No, ‘X’ indicates Yes. The next column indicates the employee work status for the day. ‘Off’ indicates scheduled day off, ‘L’ indicates leave, ‘T’ indicates Training. You can still assign work to the employee if the system indicates the employee is not scheduled to report to work.
To change sequence display of Work Orders click on the Find Work header. Sort options will be available by the Work Orders header.
To change sequence display of Preventive Maintenance Routes click on the Find PM header. Sort options will be available by listings in the PM header.

5. To combine routes click on Combine Daily or Combine Senior. Both Daily & Senior may be selected, one at a time & allowed to process before selecting the other. For routes to be combined the SubSite, Acronym, Equipment Class, Work Code, Frequency, Week and Day scheduled have to be the same.
6. Use the scroll bar to locate the Work Order/Preventive Maintenance Route you want to assign and click on the work order/preventive maintenance route to assign. The route information is displayed in the Work Assigned section indicating that the Work Order/Preventive Maintenance Route has been assigned to the employee. The selection menu will highlight the selected route(s) to designate it as an assigned route.
7. To add additional comments to a Preventive Maintenance Route, click on the Comment button prior to selection. Type in the additional comments. The comments will remain for all future scheduling.
8. Click on OK.
9. Repeat step 6 for each Work Order and Preventive Maintenance Route you want to assign to the employee for that day.
10. Repeat steps 4 and 6 for each employee to assign work for a given day.
11. After you have work assigned to all employees for a crew click on Print.
12. Click on Yes at the ‘Do you want to print the entire Crew?’ prompt.
13. Click on Yes at the ‘Do you want to print separate pages for each employee?’ prompt. Select option to Print report.
14. Click on PDF at the prompt.
15. The report will come up & select print from the taskbar.
16. These worksheets will be distributed to the employees.
17. Click on the ‘x’, and then Cancel to EXIT the Report Options.

4.1.2. Assign Work Orders from a Different Crew

Step	Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if assigning work for a different date click on the Sched Date calendar and click on the applicable date.
3. In the ‘Work Selection’ tab scroll down to your Crew number.
4. In the ‘Employee Selection’ tab scroll to select employee, click on the employee’s name.
5. Select work orders tab.
6. Click the ‘other work’ tab.
7. Work Orders scheduled to this crew will be displayed on the screen.
8. To locate the Work Order you want to assign, press page down or scroll down, click on the line you want to assign, then ‘select’, & the Work Order is now assigned to the employee.
9. To select more than one work order, keep the control key pressed down while selecting work orders. When completed click the ‘select’ button.

4.1.3. Assign PM Routes from a Different Crew

Step	Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if assigning work for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the ‘Work Selection’ tab scroll down to your Crew number.
4. In the ‘Employee Selection’ tab scroll to select employee, click on the employee’s name.
5. Select Preventive Maintenance tab.
6. Double click the ‘other work’ tab.
7. Preventive Maintenance Routes scheduled to this crew will be displayed on the screen.
8. To locate the Preventive Maintenance Route you want to assign, press page down or scroll down, click on the line you want to schedule, then ‘select’, & the Preventive Maintenance Route is now assigned to the employee.
9. To select more than one Preventive Maintenance Route, keep the control key pressed down while selecting Preventive Maintenance Routes. When completed click the ‘select’ button.

4.1.4. Select Employee from a Different Crew

Step Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if assigning work for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the ‘Work Selection’ tab scroll down to your Crew number.
4. In the ‘Employee Selection’ tab, type in the crew number of the employee.
5. Scroll down the employee grid & click on your selected employee.

4.1.5. Display Work Order/Preventive Maintenance Comments

Step Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if scheduling for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the ‘Work Selection’ tab scroll down to your Crew number.
4. In the ‘Employee Selection’ tab scroll to select employee, click on the employee’s name.
5. Work Orders and Preventive Maintenance Routes scheduled to this crew will be displayed on the screen.
6. Click in the Acronym field of the Work Order/Preventive Maintenance Route that you want to view comments.
7. Click on the Comments button to view.

4.1.6. Removing Employee Work Assignment

Step Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if removing assigned work for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the ‘Work Selection’ tab scroll down to your Crew number.
4. In the ‘Employee Selection’ tab scroll to select employee, double click on the employee’s name.
5. In the Work Assigned area, click on the acronym of the Work Order/PM you want to remove.
6. Click on UnSchedule.

4.1.7. Move Employee Work Assignment to a Different Employee(s)

Step Action

1. From the eMARS main menu click on the **Sched** button at the top of the screen.
2. System will default to current date, if assigning work for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the 'Work Selection' tab scroll down to your Crew number.
4. In the 'Employee Selection' tab scroll to select employee, double click on the employee's name.
5. Click on Move, a Scheduling Module grid will be displayed
6. Under the 'Destination Crew' tab, scroll down to crew if not the one displayed.
7. Under the 'Employee Selection' tab, click on employee to whom the work is to be moved. More than one employee can be selected and will be designated as selected by a red 'x'.
8. Click on Select button for each employee.
9. If date is different, select the correct day from 'Date Selection' grid. More than one day may be selected by holding down the control button while selecting dates.
10. Click on OK. The work has now been removed from the original employee and reassigned to the new employees.
11. Click on EXIT to leave the module without moving the work.

4.1.8. Copy Employee Work Assignment to an Additional Employee(s)

Step Action

1. From the eMARS main menu click on the Sched button at the top of the screen.
2. System will default to current date, if assigning work for a different date, click on the Sched Date calendar and click on the applicable date.
3. In the 'Work Selection' tab scroll down to your Crew number.
4. In the 'Employee Selection' tab scroll to select employee, double click on the employee's name.
5. Click on Copy, a Scheduling Module grid will be displayed
6. Under the 'Destination Crew' tab, scroll down to crew if not the one displayed.
7. Under the 'Employee Selection' tab, click on employee to whom the work is to be copied. More than one employee can be selected and will be designated as selected by a red x.
8. Click on the Select button for each employee.
9. If the date is different, select correct day from 'Date Selection' grid. More than one day may be selected by holding down the control button while selecting dates.
10. Click on OK. The work has now been copied from the original employee and assigned to the new employees.
11. Click on EXIT to leave the module without copying the work.

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5. Equipment Module

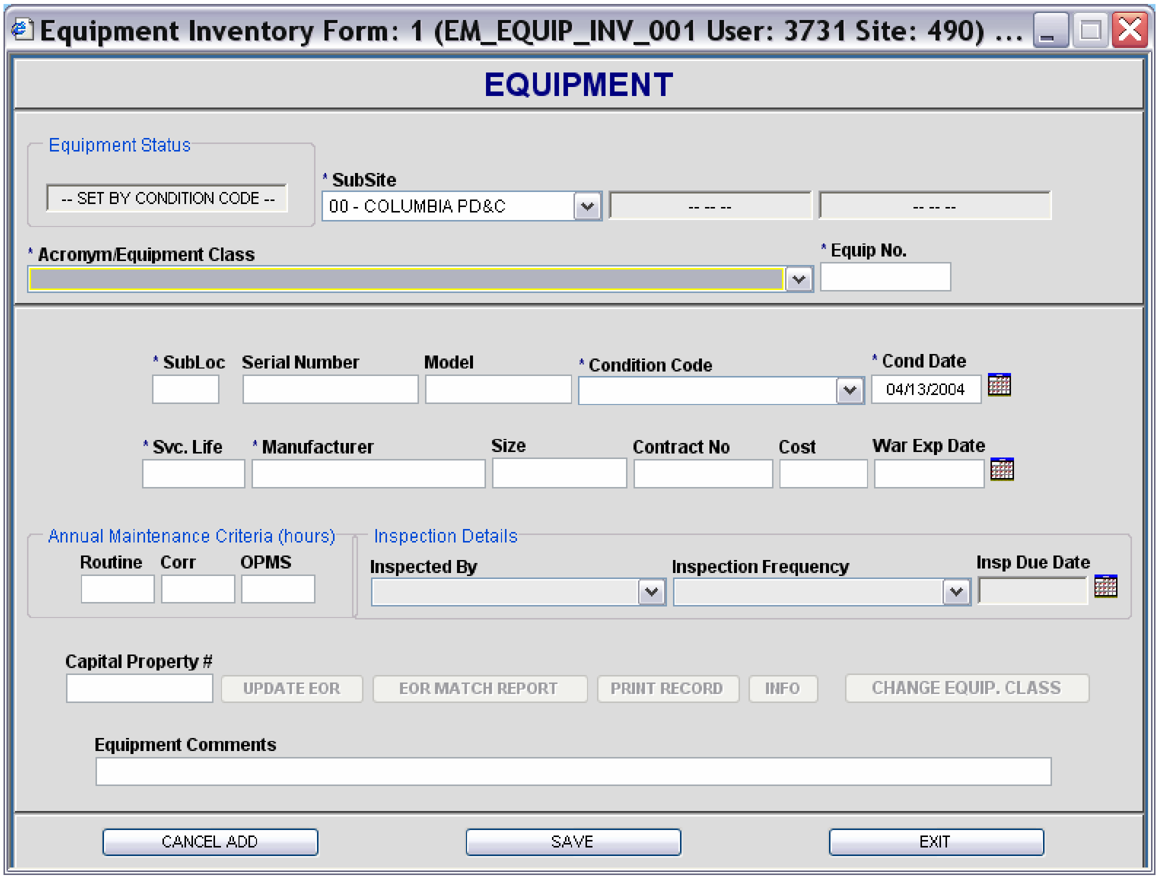
5.1. Active Equipment

5.1.1. Add New Equipment Acronym to the Equipment Inventory

Note: Use the following steps when adding a new Acronym to the System. When adding a new piece of equipment that generates EOR data you will not be able to perform the EOR match until the EOR data has been populated into eMARS.

Step Action

1. From the eMARS main menu click on the **Equip** button at the top of the screen.
2. Under equipment status click on the Active Equipment tab.
3. Click on the Add button..
4. Click on No at the ‘Would You Like to Use Currently Displayed Information?’ prompt. (If this does not appear, skip this step).



5. Enter data for new equipment; use the Enter key to move to the next field. You can scroll down in the Acronym, Eq Class, Condition Code, Op Code, Ovhl By, and Insp Freq fields for pick-list.
6. Click on the Save button.

5.1.2. Edit an Equipment Record

Note: You cannot edit the SubSite, Acronym, Equipment Number, or Equipment Class.

Step Action

1. From the eMARS main menu click on the **Equip** button at the top of the screen.
2. Click on the Active Equipment tab.
3. Scroll down in the pop up window to select equipment.
4. Place cursor in field to be edited. The white fields may be selected and edited.
5. Click on the Save button.

5.1.3. Change Equipment Class Code

Step Action

1. From the eMARS main menu click on the **Equip** button at the top of the screen.
2. Click on the Active Equipment tab.
3. Scroll down in the pop up window to select equipment.
4. Click on the Change EqCls button.
5. Click on the new class code in the pop up window and click the GO button.
6. Click Yes or No at the 'Are You Sure?' prompt.

5.2. Inactive Equipment

5.2.1. Move Equipment to Inactive Status

(Note: All Preventive Maintenance Routes assigned to the equipment must be deleted prior to moving equipment to the inactive status. All open work orders will automatically be closed when the Condition Code is changed to an inactive status).

Step Action

1. From the eMARS main menu click on the **Equip** button at the top of the screen.
2. Click on the Active Equipment tab.
3. Scroll down in the pop up window to select equipment
4. Click on Edit.
5. Change the Condition Code to C (Unserviceable), D (Surplus). or E (Disposal Action Taken). The equipment will be moved to the Inactive File. Equipment with a Condition Code of 'E' will be removed from eMARS equipment file at the end of the fiscal year.
6. Click on the Save button.

5.2.2. Reactivate Equipment to Active Status

Step Action

1. From the eMARS main menu click on the **Equip** button at the top of the screen.
2. Click on the Inactive Equipment tab.
3. Scroll down in the pop up window to select equipment.
4. Click on Edit to change the Condition Code to an active status; B (Operational), F (Training Equipment), G (Non-USPS Maintained), or H (Leased – USPS Maintained).
5. Click on the Save button.

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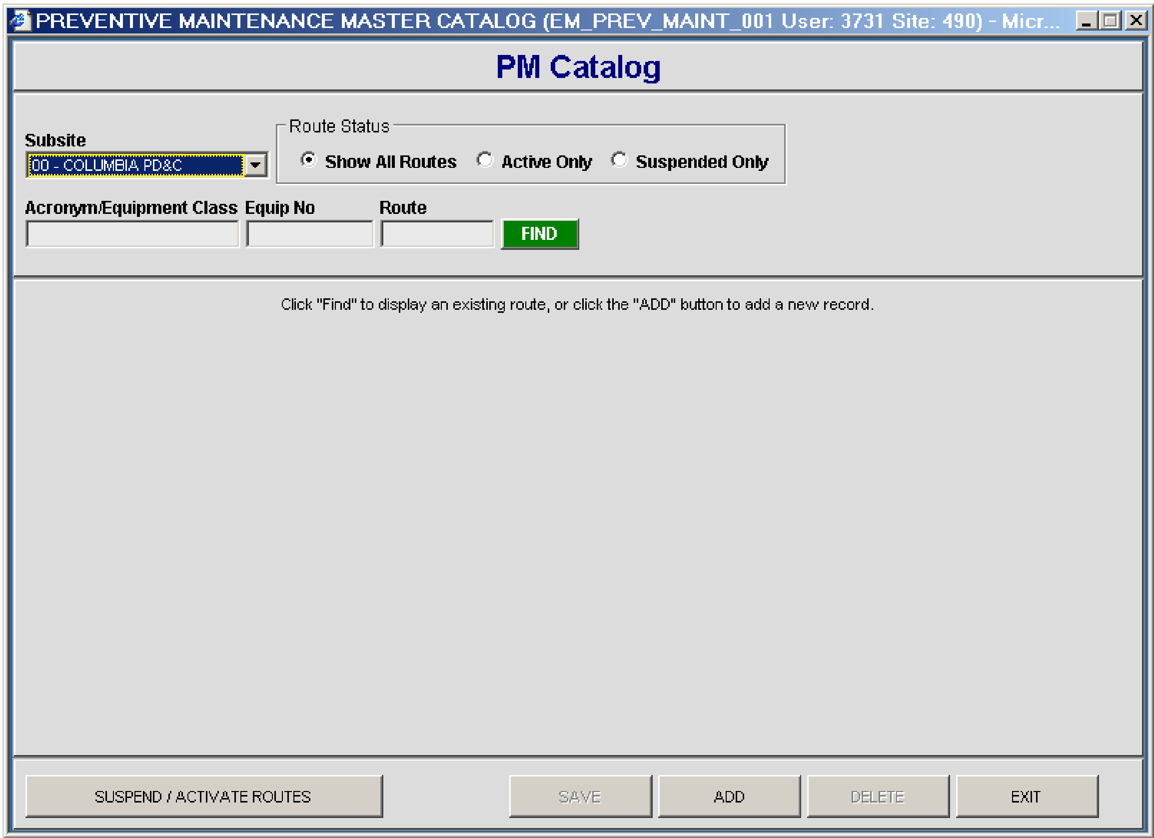
6. Preventive Maintenance Module



6.1. Preventive Maintenance Catalog

6.1.1. Add a Preventive Maintenance Route

Step	Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on the Add button..
3. Enter data for the Preventive Maintenance route; use the Enter key to move to the next field. You can use the scroll down option in the Sub-Site, Work Code, Acronym, Eq Class, Route Status, Frequency, RSR ID, Labor Group, Labor Class and Crew Assignment fields for pick-list.
4. If the route is a seasonal route, you may Enter the dates the route is to be suspended each year.
5. Click on the Save button.

6.1.2. Edit a Preventive Maintenance Route

Note: You cannot edit the following fields: SubSite, Work Code, Acronym, Equipment Number, Route Number, and Equipment Class.

Step	Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on Find.
3. To locate the record, a pop up menu will appear. Use the scroll function to select the route. Select by clicking on route.
4. Click on Edit.
5. Enter changes by pressing the Enter key to go the desired field. You can use the scroll down option in the Sub-Site, Work Code, Acronym, Eq Class, Route Status, Frequency, RSR ID, Labor Group, Labor Class and Crew Assignment fields for pick-list, and click on line to select.
6. Click on the Save button.
7. Click on EXIT to leave the module

6.1.3. Edit the frequency of a Preventive Maintenance Route

Step	Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on Find.
3. To locate a record, a pop up menu will appear. Use the scroll function to select the route. Select by clicking on the route.
4. Click on Edit.
5. Use the mouse, and click in the Frequency field area.
6. Type in the desired frequency code **OR** scroll down to display the frequency pick-list for assistance.
7. Type in new Checklist ID information, if applicable.
8. Enter the appropriate AP, Week, Day, Tour, Crew, and Time data.
9. If applicable, Enter new, RSR ID, Labor Group, Labor Class and Minimum Level.
10. Type in Comments.
11. Click on the Save button.
12. Click on EXIT to leave the module

6.1.4. Delete a Preventive Maintenance Route

Step Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on Find.
3. To locate record, a pop up menu will appear. Use the scroll function to select the route.
4. Click on Delete.
5. Click Yes at the 'Are you sure you want to delete' prompt.
6. Click on EXIT to leave the module.

6.2. Suspend & Activate Preventive Maintenance Route

6.2.1. Suspend/Activate All PM Routes for an Acronym

Step Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on the Suspend/Activate Routes tab.
3. Click on the All Routes for Acronym tab.
4. Locate the acronym by using the side bar to scroll down.
5. Click on the acronym you want to suspend/activate.
6. If not using current SP and Week, make selection in effective period boxes using the scroll down option and clicking.
7. Click on Suspend or Activate button.
8. Click OK on 'Process Complete' pop up window.

6.2.2. Suspend/Activate All PM Routes for an Equipment

Step Action

1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on the Suspend/Activate Routes tab.
3. Click on the All Routes for Equipment tab.
4. Locate the equipment record by using the side bar to scroll down.
5. Click on the equipment you want to suspend/activate.
6. If not using current SP and Week, make selection in effective period boxes using the scroll down option and clicking.
7. Click on Suspend or Activate button.
8. Click OK on 'Process Complete' pop up window.

6.2.3. Suspend/Activate an Individual PM Route

Step Action

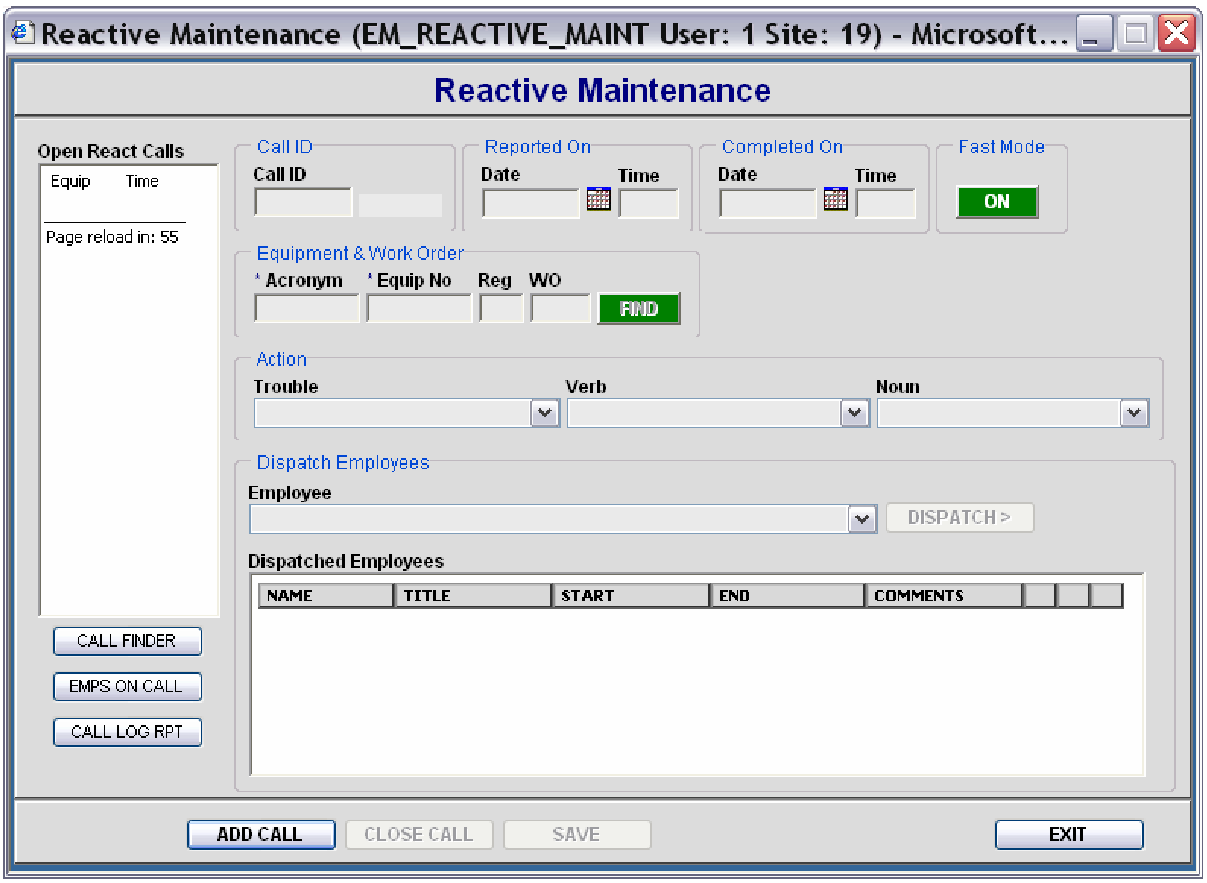
1. From the eMARS main menu click on the **PM** button at the top of the screen.
2. Click on the Suspend/Activate Routes tab.
3. Click on the Individual Route tab.
4. Locate the PM record by using the slide bar to scroll down.
5. Click on the route you want to suspend/activate.
6. If not using current SP and Week, make selection in effective period boxes using the scroll down option and clicking.
7. Click on Suspend or Activate button.
8. Click OK on ‘Process Complete’ pop up window.

7. Reactive Maintenance Module

7.1. *Reactive Maintenance Log*

7.1.1. Add a Maintenance Call to the Log and Dispatch the Primary Employee

Note: This module is only available to users with "supervisory rights."
To View all current calls (open and closed) click on the Call Finder button. The Reactive Call Finder window will pop up, select open or all.



Step Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. To have eMARS automatically Enter current date and time when Entering calls, click on the Fast Input button to toggle from 'Off' to 'ON'. To manually Enter the date and time, click on the Fast Input button to toggle to 'OFF'. (Note: Fast Input ON will default to the current date and time fields). Click on the Add button. Call.

3. If Fast Input button ‘Off’ Enter Reported Date and Time.
4. Locate Acronym by Entering ? **OR** type the equipment acronym then click on the equipment number to select the record.
5. Locate the description by scrolling down **OR** type in the description and Press the Enter button..
6. Click on the Save button.
7. The message ‘Would you like to dispatch an employee now’ will pop up, answer ‘yes’ to dispatch employee.
8. Locate Employee by scrolling down to locate the employee’s name and Press the Enter button./double-click **OR** type the employee’s last name (if you have employees with the same last name make sure you click on the correct employee) then click the dispatch button.
9. Type in optional comments.
10. Click on the Save button.

7.1.2. Edit a Reactive Maintenance Call to the Log

Step Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. Click on Call Finder.
3. Find the call you want to edit scrolling down to locate the call and click to select the record.
4. Enter changes by clicking on the desired field.
5. Click on the Save button.

7.1.3. Dispatch an Additional Employee to a Reactive Call

***Note: Avoid selecting employees that are already assigned to a maintenance call since the system may end up in a “loop.” If this occurs, press the <Ctrl> <Alt> <Delete> keys*.**

Step Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. Click on Call Finder.
3. Double click on call to select.
4. Under the dispatch employee section, scroll down to select the employee, then click the dispatch button.
5. Click Yes at the ‘Are you dispatching an additional Labor?’ prompt.
6. Click on the Save button.

7.1.4. Remove an Employee from a Reactive Call

Step	Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. Click on Call Finder, scroll down to select call.
3. To locate the employee to be removed from the call, scroll down to locate the employee's name and click to select the record.
4. Click on the 'x' button to end employee time on the job.
5. Click Save to Accept Employee Off date and time **OR** Enter new date and time then Click on the Save button.

7.1.5. Close a Reactive Maintenance Call

Step	Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. Click on Call Finder, scroll down to select call.
3. Click on Close Call.
4. Locate verb by scrolling down to locate the action taken and click **OR** type in the action taken.
5. Locate noun by scrolling down to locate the action taken and click **OR** type in the action taken.
6. Click Save to Accept Employee Off date and time **OR** Enter new date and time then Click on the Save button.

7.2. Select Reactive Maintenance Employees

7.2.1. Select/View list of Reactive Maintenance Employees

Step	Action

1. From the eMARS main menu click on the **React** button at the top of the screen.
2. Click the Emps On Call tab.
   - Select Yes, all employees will be available for calls.
   - Select No, will clear previous selections. ***Caution: if you pick Select No, save, and return to React Maint Log to add calls and dispatch employees the system will lock up.***
   - Select by Tour, only employees on the selected Tour will be available for calls.
   - Select individual employees by clicking in the box next to the employee's name, then click change status tab, or select employee by last name search.
3. Return to Reactive Maintenance to dispatch employees.

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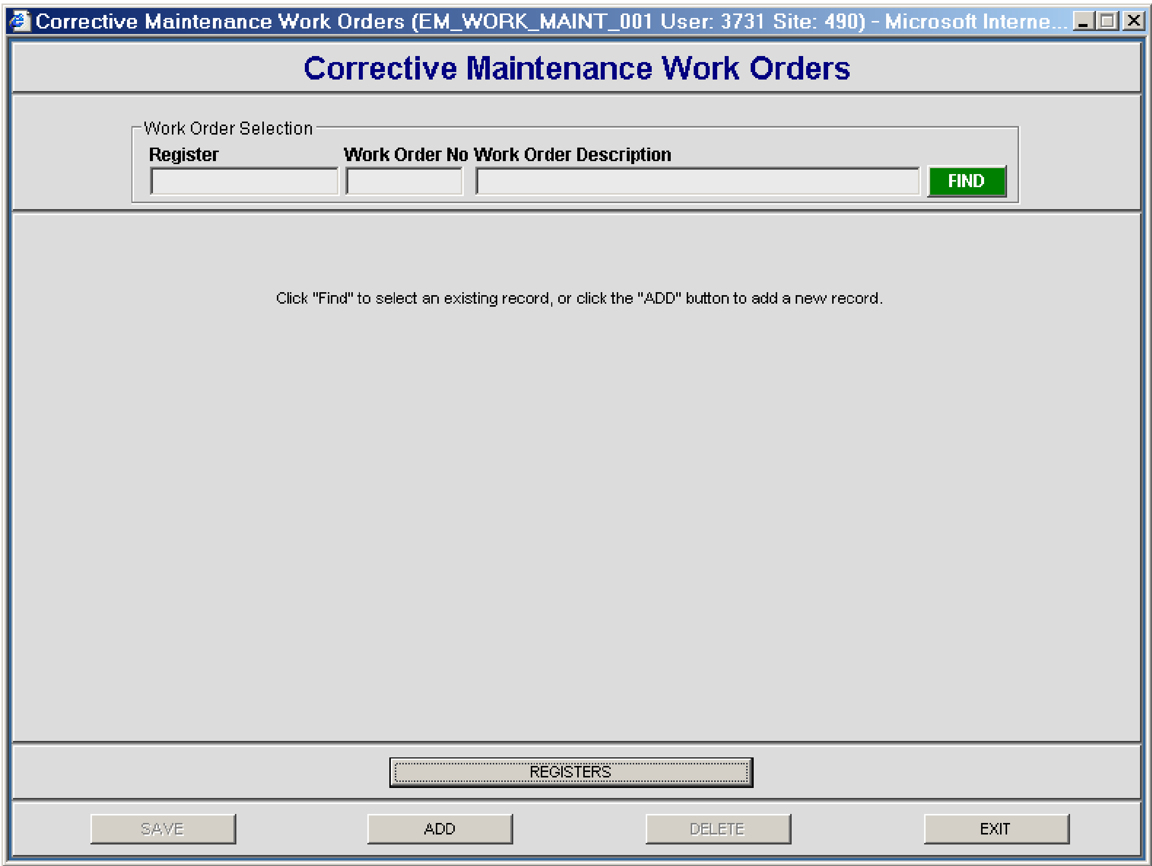
8. Work Order Module

8.1. Work Order



8.1.1. Create a Work Order

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Add button..
3. Type in the appropriate Register Number **OR** scroll down to display the Register Number pick-list and click on register.
4. Type in the Work Order Description then press the Enter or Tab key.
5. Press the tab or Enter key to accept the NO in the Standing field.
6. Type in the acronym or scroll down to select an acronym, Press the Enter button. or tab.

7. Type in the equipment number or scroll down to select, Press the Enter button. or tab.
8. Type in priority or select by scrolling down, Press the Enter button. or tab.
9. Select work code or select by scrolling down, Press the Enter button. or tab.
10. Select Crew ID/Supervisor/Desc by Entering crew number or select by scrolling down, Press the Enter button. or tab.
11. If the work order is for a MMO/MWO type in the bulletin number.
12. Select Department code by Entering department number or select by scrolling down, Press the Enter button. or tab.
13. Date Issued/Date Due automatically Entered. May be changed by clicking on the calendar and selecting another date.
14. Enter Est. Work Hours.
15. Enter any work order comments.
16. Select project the work order is associated with by typing in the project number or select by scrolling down, Press the Enter button. or tab.
17. Click on the save button.

8.1.2. Edit a Work Order

Note: The following fields can be edited; Project Number, Work Order Description, Priority, Work Code, Date Issued, Crew, Estimated Work Hours, Originating Department, and Comments.

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on Find.
3. A pop up window will appear, type in the register number or select by or select by scrolling down, Press the Enter button. or tab. If the work order number is known, type it in, if unknown, click the GO button and select from scroll down.
4. Click in area(s) to be changed.
5. Click on the save button.

8.1.3. Create a Standing Work Order

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Add button..
3. Type in the appropriate Register Number **OR** scroll down to display the Register Number pick-list, select by clicking register.
4. Type in the Work Order Description then press the Enter or Tab key.
5. Press the tab or Enter key in Standing field and change to YES.
6. Type in the acronym or scroll down to select an acronym, Press the Enter button. or tab.

7. Options for the Equipment Number field:
   - If the work order will be used to record labor for only one machine, Enter the equipment number.
   - If the work order will be used to record labor for all machines that have the same acronym, Enter ALL.
   - If the work order will be used to record operational maintenance (Standby) Enter 'ALL' to charge standby time to each specific piece of equipment, or Enter 'OPMS' to have time divided between all pieces of equipment (Work Code 09).
8. Type in priority or select by scrolling down, Press the Enter button. or tab.
9. Select work code or select by scrolling down, Press the Enter button. or tab.
10. Select Crew ID/Supervisor/Desc by Entering crew number or select by scrolling down, Press the Enter button. or tab.
11. Select Department code by Entering department number or select by scrolling down, Press the Enter button. or tab.
12. Date Issued/Date Due automatically Entered. May be changed by clicking on the calendar and selecting another date.
13. Enter Est. Work Hours.
14. Enter any work order comments.
15. Select project the work order is associated with by typing in the project number or select by scrolling down, Press the Enter button. or tab.
16. Click on the save button.

8.1.4. Edit a Standing Work Order

Note: The following fields can be edited; Work Order Description, Work Code, Date Issued, Crew, Estimated Work Hours, Originating Department and Comments.

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on Find.
3. A pop up window will appear, type in the register number or select by or select by scrolling down, Press the Enter button. or tab. If the work order number is known, type it in, if unknown, click the GO button and select from scroll down.
4. Click in area(s) to be changed.
5. Click on the save button.

8.1.5. Delete a Standing Work Order

Note: Only Employee's with Supervisor Privileges can delete a Standing Work Order. Only Standing Work Orders with a register number less than 90 and no time or material charged against it may be deleted.

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on Find.
3. A pop up window will appear, type in the register number or select by or select by scrolling down, Press the Enter button. or tab. If the work order number is known, type it in, if unknown, click the GO button and select from scroll down.
4. Click in area(s) to be changed.
5. Click on the save button.

8.2. Work Order Register

8.2.1. Create a Work Order Register

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Registers tab.
3. Click on the Add button..
4. Type in Register Name.
5. Use pick-list to Enter Default SubSite.
6. Click on the save button.

8.2.2. Edit Work Order Register

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Registers tab.
3. Click on the correct register in the pop up window.
4. Click on Edit.
5. Make changes to the Register Name or default sub-site.
6. Click on the save button.

8.2.3. Delete Work Order Register

Note: Only Employee's with Supervisor Privileges can delete a Register. Registers with work orders assigned cannot be deleted.

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Registers tab.
3. Click on the correct register in the pop up window.
4. Click on Delete.

8.3. Material for Work Order

8.3.1. Place Material in Work Order Pick List File

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the
2. Click on find.
3. Type in register number or use the scroll down option to select register.
4. Type in work order number or click the GO button. to select a work order from the register. Double click work order to select.
5. Click on the Materials option.
6. Click on the Add button.
7. System will default to "Item in Catalog', type in Nomenclature or NSN.
8. Select item by clicking on item in NSN/Nomenclature/RoomID* box.
9. Enter number of item needed in Quantity Required box.
10. Save and EXIT.
11. If not a stock item, Click on 'Item not in Catalog',
    - Enter NSN or Nomenclature, Press the Enter button. or tab.
    - Enter the date Required, Press the Enter button. or tab.
    - Enter Quantity Required.
12. Click on 'OK'.
13. Click on the save' button. .
14. Click on EXIT.

8.3.2. Edit Material in the Pick List File

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on Find.
3. Type in register number or use the scroll down option to select register.
4. Type in work order number or click the GO button. to select a work order from the register. Double click work order to select.
5. Click on the Materials option.
6. Click on material to be edited & click edit.
7. Change date required or quantity.
8. Click on the save button.

8.3.3. Delete Material in Work Order Pick List File

Step Action

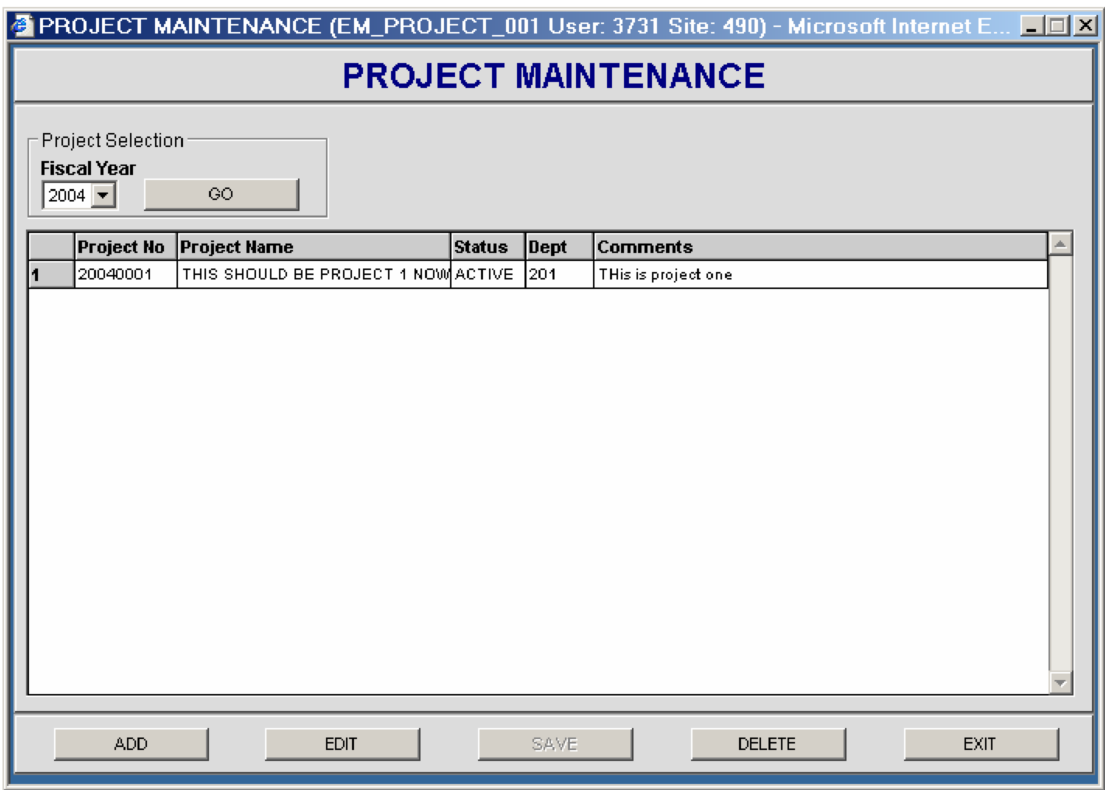
1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Material tab.
3. Type in register number or use the scroll down option to select register.
4. Type in work order number or click the GO button. to select a work order from the register. Double click work order to select.
5. Click on the Materials option.
6. Click on material to be deleted & click delete.
7. At the “Are you sure…” prompt, click yes.
8. EXIT when complete.

9. Work Order Projects

9.1.1. Create a Project for Work Orders

Note: To create work orders for a project, follow steps to 8.1.1. Create a Work Order.

Step	Action
1.	From the eMARS main menu click on the **Work** button at the top of the screen.
2.	Click on the Add button..
3.	Enter information in the Description field.
4.	Enter Originating Department or scroll down list and select.
5.	Enter Comments.
6.	Click on the Save button.



9.1.2. Edit a Project File

Note: Only the Description and Comment fields can be edited.

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Enter Fiscal Year.
3. Click on the Project # to be edited.
4. Click on Edit.
5. Make changes in the Description and/or Comment fields.
6. Click on the Save button.

9.1.3. Delete a Project File

Step Action

1. From the eMARS main menu click on the **Work** button at the top of the screen.
2. Click on the Projects tab.
3. Enter the Fiscal Year.
4. Click on the Project Number to be deleted.
5. Click on Delete.
6. Click Yes at the prompt.

10. Vendors

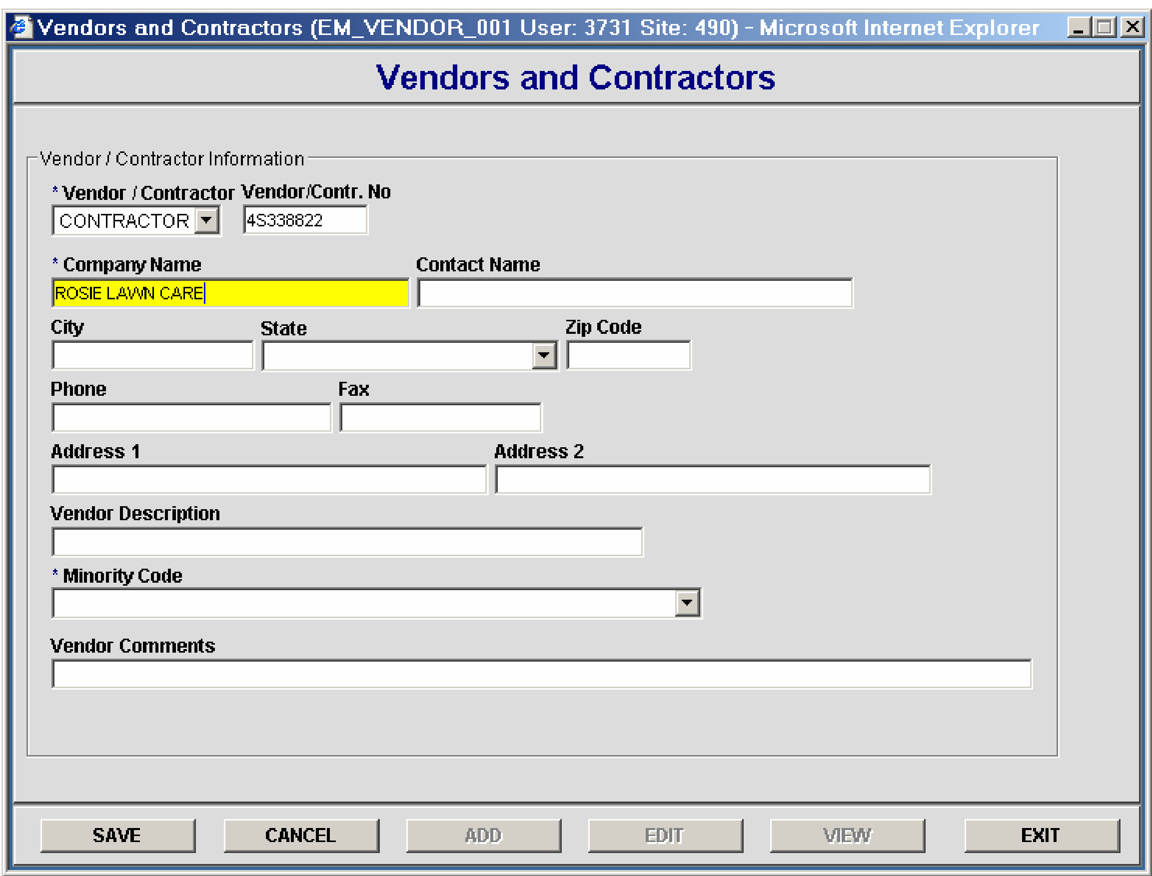
10.1. Vendors and Contractors

***Note:** All Vendors entries can be printed out from the Reports Module, Contracts Drawer, and Contract Costs. They will not print out from this module.*

10.1.1. Add a Vendor or Contractor

Step Action

1. From the eMARS main menu click on the **Vendors** button at the top of the screen.
2. Click on the add button.



3. Scroll down at the Vendor/Contractor box and select vendor or contractor by clicking on correct item. Press the Enter button.

4. Type in the Company Name. Press the Enter button.
5. Type in the Contract Name. Press the Enter button.
6. Type in the name of the city. Press the Enter button.
7. Type in the state OR use the scroll down on the State box. Select the correct state by clicking on the name. Press the Enter button.
8. Type in the zip code. Press the Enter button.
9. Type in the phone number. Press the Enter button.
10. Type in the fax number. Press the tab button.
11. Type in Address 1. Press the Enter button.
12. Type in Address 2. Press the Enter button.
13. Type in a Vendor Description. Press the Enter button.
14. Type in the Minority Code OR use the scroll down to select by clicking on the applicable minority code. Press the Enter button.
15. Type in Vendor Comments.
16. Click on the Save button.

10.1.2. Edit a Vendor or Contractor

1. From the eMARS main menu click on the **Vendors** button at the top of the screen.
2. Use the scroll down in the open vendor/contractor window and click on the vendor/contractor you are going to edit, then click the edit button.
3. Place cursor in field you want to change and Enter new information.
4. Click on the Save button when complete.

10.1.3. Delete a Vendor or Contractor

Step Action

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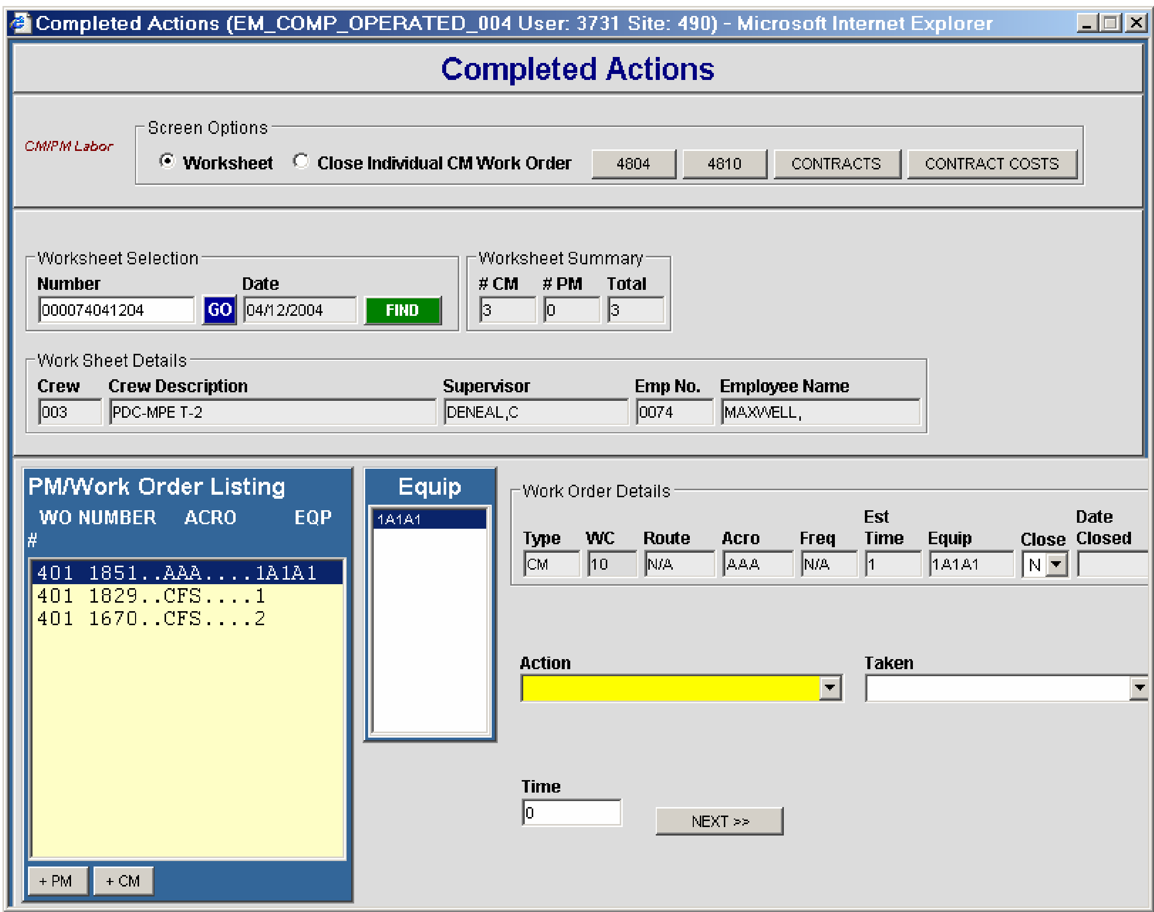
1. From the eMARS main menu click on the **Vendors** button at the top of the screen.
2. Use the scroll down in the open vendor/contractor window and click on the vendor/contractor you are going to delete, then click on the delete button.
3. Click on EXIT after the pop up window says ‘Deletion Complete’.

11. Completed Actions Module

11.1. Corrective/Preventive Labor Transactions

Note: Before entering data, ensure that the worksheets are sorted by date in chronological order (enter oldest Worksheets first). Open Worksheets will be deleted from the system on the sixth day.



Step	Action
1.	From the eMARS main menu click on **C-Act** button at the top of the screen.
2.	Under Worksheet Selection options click on worksheet.
3.	Scan the worksheet barcode **OR** type in the worksheet number **OR** click the FIND button to view the worksheet pick list.
4.	Type in Action or use the scroll down and click on line to select.
5.	Type in Taken or use the scroll down and click on line to select.
6.	If the work order is a breakdown work order (work code 08 or 23) you must type in a cause code.

7. Enter actual time and click Next for the next work sheet item to come up on the screen.
8. When all lines have been filled in you will see a pop up window tells you that the worksheet is complete would you like to process? **Click the OK button.**

11.1.1. Enter PM Labor Transactions 'Write Ins' in Worksheet

Step Action

1. To Enter 'hand written' Preventive Maintenance information from the worksheet, press the +PM button.
2. Select the Type (Daily, Senior, Combined Daily, Combined Senior).
3. Click the FIND button & select the correct PM.
4. Place cursor in white fields and Enter data to edit.
5. Click on the Save button.

11.1.2. Enter CM Labor Transaction 'Write Ins' in Worksheet

Step Action

1. To Enter 'hand written' Corrective Maintenance information from the worksheet, press the +CM button.
2. Click find.
3. Enter Register number, use the scroll down to select & click the GO button.
4. Select work order from the pop up window, click to select.
5. Place cursor in the box to be edited, make changes.
6. Click on the Save button.

11.1.3. Edit Item to CM/PM Labor Transactions

Note: Processed items cannot be edited.

Step Action

1. At the Do You Want to Process? Prompt on the cancel button.
2. Click on CM/PM route to edit.
3. scroll down to locate the Employee's name and date of Employee Worksheet then Press the Enter button./double-click to select the record.
4. Click the line on the grid to be modified.
5. Click on Edit Item.
6. Click in the field(s) to edit and make change(s).
7. Click on the Save button.

11.2. Close Corrective Maintenance Work Orders

11.2.1. Close Work Orders

Step Action

1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the Close Individual CM Work Order button.
3. Click on Find.
4. To locate the record type the register number and work order number and press the GO button **OR** scroll down the Register tab and select a register by clicking on the line, then press the GO button. Select a work order by clicking on the line.
5. Enter the date completed if default date (today's date) is not correct, or click on calendar.
6. Click on the Close Work Order button.
7. At pop up window 'Work Order Closed' click OK.
8. If a Work Code or 08 or 23, Enter cause code, action taken and downtime fields.
9. Click on the Save button.
10. Repeat steps 4 - 9 for each Work Order to be closed.
11. After closing out all Work Order press EXIT.

11.2.2. Edit Closed Work Order

Note: This must be done while entering a worksheet.

Step Action

1. Press the +CM button.
2. Click find.
3. Enter the Register number, use the scroll down to select & click the GO button.
4. Select work order from the pop up window, click to select.
5. Place cursor in the box to be edited, make changes.
6. Click on the Save button.

11.2.3. Print Daily Entries

Step	Action

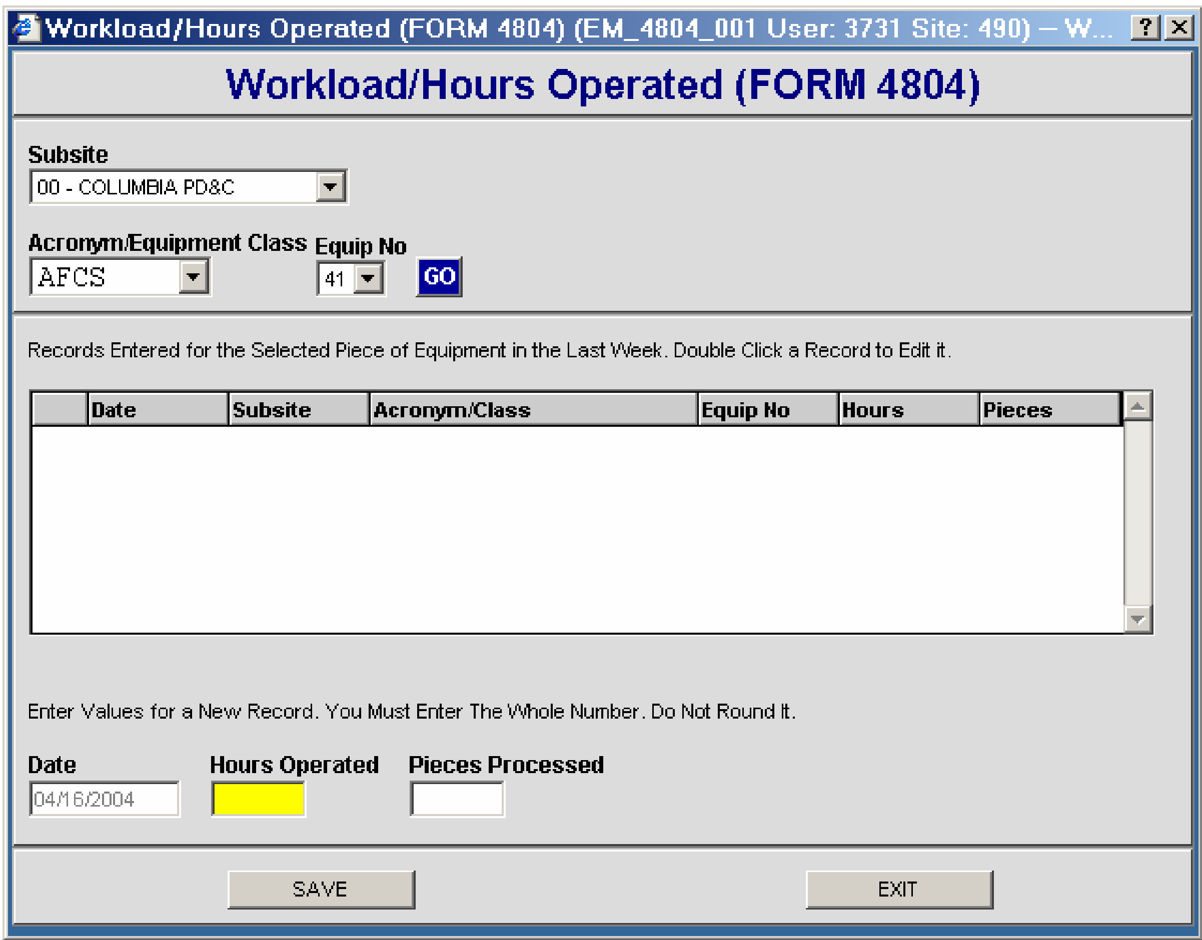
1. Click on the Print Daily Entries button.
2. A pop up window will appear, select report format by clicking on PDF, HTML, EXCEL OR EMAIL, click button by report name to select. ***(Note: At this point in time the Excel report is not fully developed. This will be corrected in a future release).***
3. To run a **PDF** report, click the button by PDF and click the run report button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the 'OK' box.
   - After the report prints, click on the 'x' to escape from the dialogue box.
   - Click the Cancel button the in the Reports Option box.
4. To run a **HTML** report, click the button by HTML and click the run report button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the 'OK' box.
   - After the report prints, click on the 'x' to escape from the dialogue box.
   - Click the cancel button the in the Reports Option box.
5. To run an **Excel** report, click on the button by Excel and click the run report button.
   - A dialogue box will appear that states 'You have chosen to download a file from this location.' (Location will be given). 'What would you like to do with this file?' The selections are 'Open this file from its current location' and 'Save this file to disk'. Click the button by 'Open this file from its current location'.
   - Click on the 'OK' button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the 'OK' box.
   - After the report prints, click on the 'x' to escape from the dialogue box.
6. To run an **EMAIL** report, click on the button by EMAIL and click the run report button.
   - A dialogue box will appear that states 'You have chosen to download a file from this location.' (Location will be given). 'What would you like to do with this file?' The selections are 'Open this file from its current location' and 'Save this file to disk'. Click the button by 'Open this file from its current location'.
   - Scroll down the TO box and click on recipient.
   - Type in any comments in the COMMENTS box.
   - Click the SEND EMAIL button to send the report.
   - Click CANCEL to leave the report without sending.
   - Click the Cancel button on the Reports Option box.

11.3. Equipment Workload and Hours Operated

11.3.1. Enter Workload and Hours Operated (4804)

Step Action

1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the (4804) box.
3. Use the scroll down on the SubSite button and select by clicking on correct SubSite.
4. Scroll down in Acronym/Equipment Class box and click on acronym to select.
5. At the Equip No box use the scroll down and click on equip number to select.
6. Click on the GO button.



7. Select Hours Operated box by placing cursor in it and type in Hours Operated.
8. Press the Enter button. to move entry field to Pieces Processed. Enter the number of pieces processed. Use actual number,
9. Click on the Save button.
10. Repeat steps 3 – 9 for each Acronym and Equipment number.
11. Click on EXIT when are entries are completed.
12. This can be printed from the reports module, manager's reports.

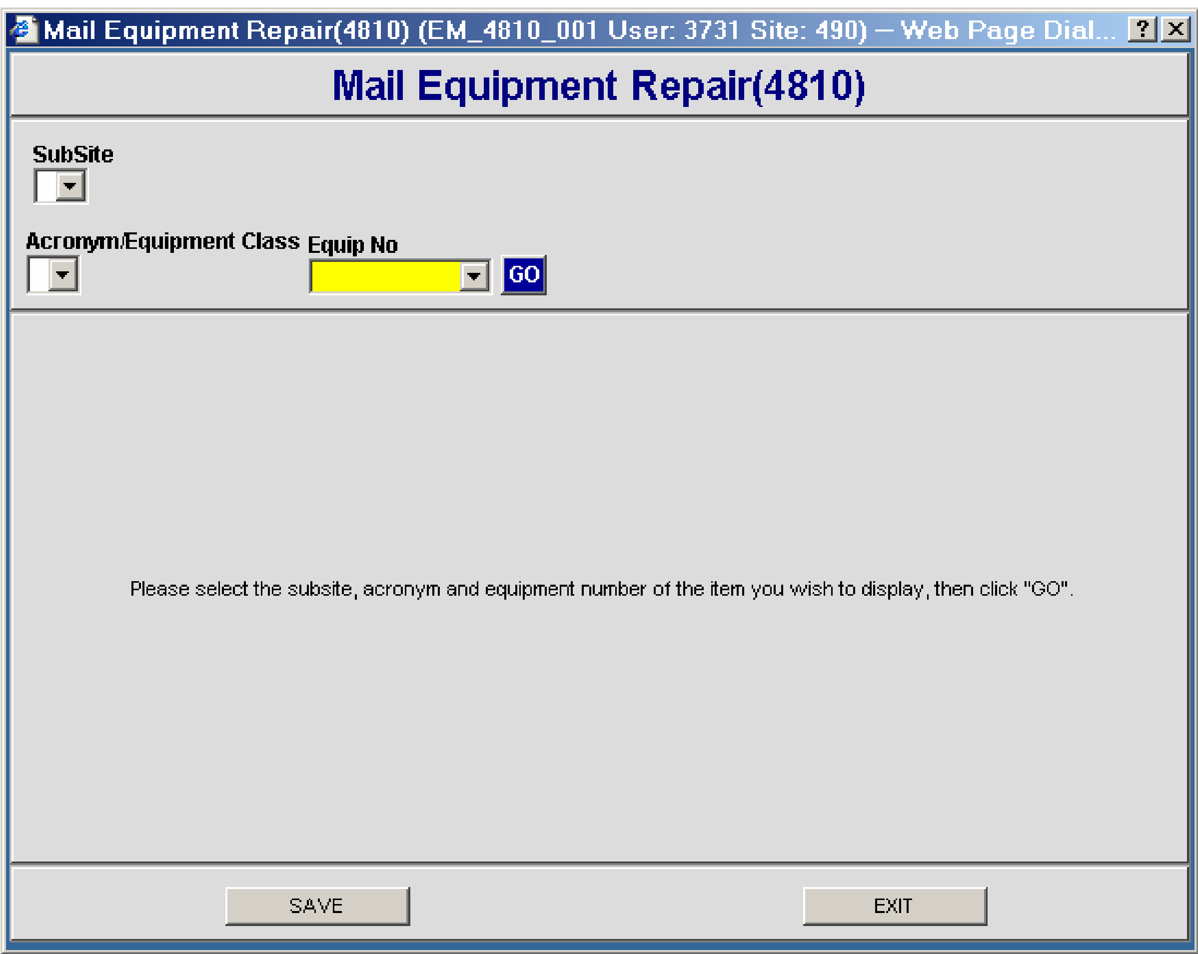
11.4. *Mail Transport Equipment Repair Data*

11.4.1. Enter Mail Transport Equipment Repair (4810)

Step Action

1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the (4810) button.
3. Scroll down on the SubSite button and click on SubSite to select.
4. Scroll down on the Acronym/Equipment Class box and select by clicking on the Acronym/Equipment Class. Press the Enter key.
5. Scroll down on the Equipment No. box and select by clicking on the equipment number you are going to Enter. Click the GO button.
6. Type in the number if items repaired. Press the Enter key.
7. Type in the number of items backlogged. Press the Enter key.
8. Type in the number of items backlogged. Press the Enter key.
9. Click on the Save button.

11.4.2. Enter Mail Transport Equipment Repair (4810)



1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the (4810) button.
3. Scroll down on the SubSite button and click on SubSite to select
4. In the window, records Entered for the selected piece of equipment in the last week will be displayed. Double click a record to edit it.
5. Click on update.

11.5. Contracts

11.5.1. Add Contract

Step Action

1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the Contracts tab.
3. Click on the Add button..
4. Contract number field is system generated and is skipped.
5. Enter the Contractor Description.
6. Use the scroll down bar to the name and click on it to select.
7. Type in date contract began or click on calendar to click on date and select.
8. Status box should show 'Active', if it does not, scroll down and click the word 'Active'.
9. Enter Comments. Please use A-Z 0-9 and . in the comments section.
10. Click on the Save button.

11.5.2. Edit Contract

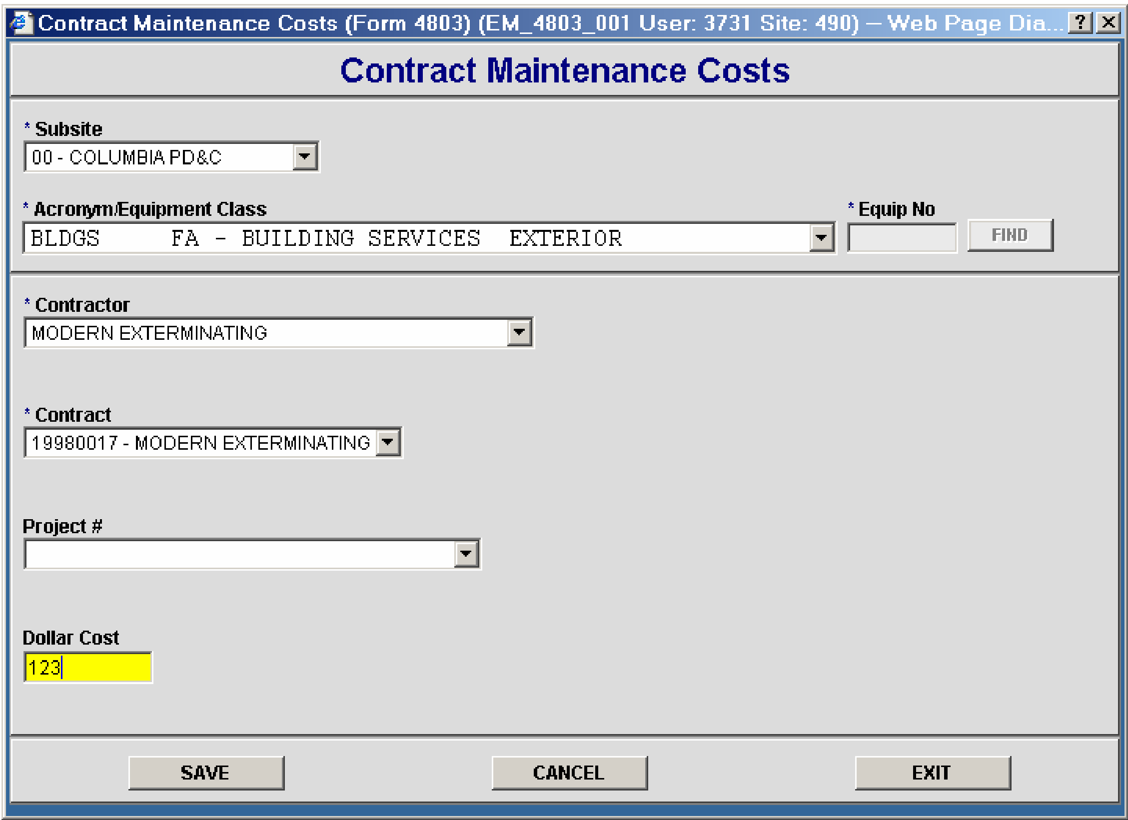
Step Action

1. From the eMARS main menu click on **C-Act** button at the top of the screen.
2. Click on the Contract tab.
3. Click on the row you are going to edit and click the edit button.
4. Place your cursor in the field you are going to edit, type in changes.
5. Click on the Save button.

11.6. Contract Maintenance Cost

11.6.1. Enter Contract Maintenance Cost (4803)

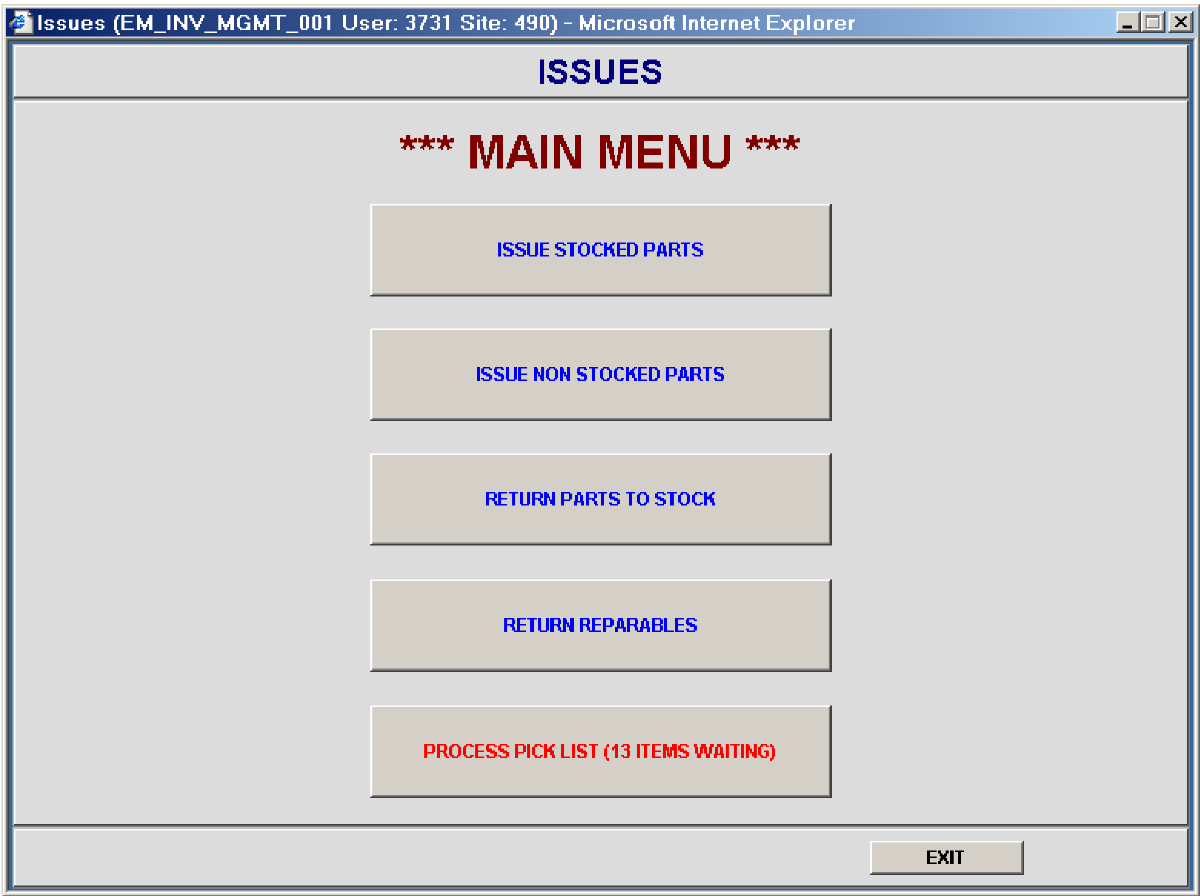
Step	Action
1.	From the eMARS main menu click on **C-Act** button at the top of the screen.
2.	Click on the Contract Costs button.



3. Scroll down on the SubSite box and select by clicking on the correct SubSite and tab.
4. Scroll down on the Acronym/Equipment class and click on the correct Acronym/Equipment class line and tab.
5. Scroll down on the Equip No box and click on the correct equipment number line and tab. (If applicable, if not required, it will skip to the Contractor field.)
6. Scroll down on the Contractor box and select by clicking on the correct contractor and tab.
7. If the Contract does not appear in the Contract box, scroll down on the box until the correct contract appears and click to select. Click on the Enter button.
8. If the work was associated with a project, scroll down the Project box and select the correct project by clicking on the project. Click on the Enter button.
9. Type the dollar cost in the Dollar Cost box. Enter only whole numbers. Round up for any portion over the whole number. (Example $122.32 would be entered as 123).
10. Click on the Save button.

12. Inventory Module

12.1. *Inventory Issues*



12.1.1. Issue Stocked Item to a Work Order

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the Issue Stocked Parts button.
4. For information about a part click the 'Find' button and Enter the NSN, nomenclature, stockroom, location, or OEM. Not all fields need to be filled out, however, one field besides the stockroom must be filled in. If you do not know the stockroom, use the scroll down on the field and choose a stockroom by clicking. Click on the GO button.
5. The results will be displayed, click on the correct part and double click on the 'Issue' button.

OR

6. Select correct Stockroom by using the scroll down on the field and choose a stockroom by clicking on the line.
7. Type in the NSN. Press the Enter button.
8. Type in the Quantity. (Note: System will display a message if this issue will bring the BOH to zero, click on OK). Press the Enter button.
9. To issue other than employee (system default) click on the ‘other’ button.
10. Type in the employee’s last name or use the scroll down to select employee by clicking on the name. Press the Enter button.
11. If ‘Other’ was selected, Enter name in the ‘Other’ field.
12. Type in Register number or use the scroll down to register and click on line.
13. Type in Work Order number. If work order number is not known, click on the ‘Find’ button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the ‘Issue’ button.
    - If you select a standing work order with the equipment number OPMS or all must have the equipment number in the Equip No/Serial No field.
14. If the part is repairable, the ‘Serial No’ and ‘Carcass Returned?’ fields must be completed.

    Note: When a repairable part is issued a note pops up it states: ‘This is an ‘A’ item. An order will be automatically generated to replace the item issued’. This will also pop up if a ‘R’ restricted item or a 1 for 1 item. The ‘R’ order must be deleted, it can only be ordered by emergency order from Topeka. The 1 for 1 will not be ordered until Topeka receives the part. You may use the generated order to receipt in the part.

12.1.2. Issue Stocked Item to a Preventive Maintenance Route

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the Issue Stocked Parts button.
4. For information about a part click the ‘Find’ button and Enter the NSN, nomenclature, stockroom, location, or OEM. Not all fields need to be filled out; however, one field besides the stockroom must be filled in.   If you do not know the stockroom, use the scroll down on the field and choose a stockroom by clicking. Click on the GO button.
5. The results will be displayed, click on the correct part and double click on the ‘Issue’ button.

OR

6. Select correct Stockroom by using the scroll down on the field and choose a stockroom by clicking on the line.
7. Type in the NSN. Press the Enter button..

8. Type in the Quantity. (Note: System will display a message if this issue will bring the BOH to zero, click on OK). Press the Enter button.
9. To issue other than employee (system default) click on the ‘other’ button.
10. Type in the employee’s last name or use the scroll down to select employee by clicking on the name. Press the Enter button.
11. If ‘Other’ was selected, Enter name in the ‘Other’ field.
12. Type in 000 or use the scroll down to register and click on the 000-PM line.
13. Type in the route number. If route number is not known, click on the ‘Find’ button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the ‘Issue’ button.
14. If the part is repairable, the ‘Serial No’ and ‘Carcass Returned?’ fields must be completed.

    Note: When a repairable part is issued a note pops up it states:
    ‘This is an ‘A’ item. An order will be automatically generated to replace the item issued’. This will also pop up if a ‘R’ restricted item or a 1 for 1 item. The ‘R’ order must be deleted, it can only be ordered by emergency order from Topeka. The 1 for 1 will not be ordered until Topeka receives the part. You may use the generated order to receipt in the part.

12.1.3. Issue Parts from a Remote Stockroom

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Issue Stocked Parts button.
4. For information about a part click the ‘Find’ button and Enter the NSN, nomenclature, stockroom, location, or OEM. Not all fields need to be filled out; however, one field besides the stockroom must be filled in. If you do not know the stockroom, use the scroll down on the field and choose a stockroom by clicking. Click on the GO button.
5. The results will be displayed, click on the correct part and double click on the ‘Issue’ button **OR** Select correct Stockroom by using the scroll down on the field and choose a stockroom by clicking on the line.
6. Type in the NSN. Press the Enter button.
7. Type in the Quantity. (Note: System will display a message if this issue will bring the BOH to zero, click on OK). Press the Enter button.
8. To issue other than employee (system default) click on the ‘other’ button.
9. Type in the employee’s last name or use the scroll down to select employee by clicking on the name. Press the Enter button.
10. If ‘Other’ was selected, Enter name in the ‘Other’ field.
11. Type in 000 or use the scroll down to register and click on the 000-PM line.

12. Type in the route number. If route number is not known, click on the ‘Find’ button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the ‘Issue’ button. OR Type in Register number or use the scroll down to register and click on line.
13. Type in Work Order number. If work order number is not known, click on the ‘Find’ button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the ‘Issue’ button.
14. If you select a standing work order with the equipment number OPMS or all must have the equipment number in the Equip No/Serial No field.

15. If the part is repairable, the ‘Serial No’ and ‘Carcass Returned?’ fields must be completed.

    Note: When a repairable part is issued a note pops up it states: ‘This is an ‘A’ item. An order will be automatically generated to replace the item issued’. This will also pop up if a ‘R’ restricted item or a 1 for 1 item. The ‘R’ order must be deleted, it can only be ordered by emergency order from Topeka. The 1 for 1 will not be ordered until Topeka receives the part. You may use the generated order to receipt in the part.

12.1.4. Issue a Non-Stocked Item

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the Non-Stocked tab.
4. Enter NSN, then press the Enter key.
5. Enter the part description, then press the Enter key.
6. Enter the cost of the item, then press the Enter key.
7. Enter the Quantity, then press the Enter key.
8. To issue other than employee (system default) click on the ‘other’ button.
9. Type in the employee’s last name or use the scroll down to select employee by clicking on the name. Press the Enter button.
10. If ‘Other’ was selected, Enter name in the ‘Other’ field.
11. Type in Register number or use the scroll down to register and click on line.

    Note: Unstocked parts may not be issued to routes. Do not select Register 000; you cannot issue a part to a route.
12. Type in Work Order number. If work order number is not known, click on the ‘Find’ button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the ‘Issue’ button.
    - If you select a standing work order with the equipment number OPMS or all must have the equipment number in the Equip No/Serial No field
13. If the part is repairable, the ‘Serial No’ and ‘Carcass Returned?’ fields must be completed.

12.1.5. Return Outstanding Reparables

Note: Use this module to clear employee for outstanding reparable when a carcass is returned to the stockroom.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the ‘Return Reparables’ button.
4. Select return type, click on the Local or MDC button.
5. Locate record by scrolling and selecting the correct and clicking on the button to return the item. ***(Note: if there is more than one entry for the NSN verify the information).***
6. Click on the ‘Save and Process’ button return the item.

12.1.6. Log MDC Reparable

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the ‘Reparables’ tab.
4. Click on the MDC tab.
5. Click on Log.
6. Enter required data, use Enter key to move to the next field.
7. Click Yes if you want to log another entry, if not, click on No to quit.

12.1.7. Review MDC Reparable Log

Under D Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ‘Issues’ button at the left of the screen.
3. Click on the ‘Review’ tab.
4. Use the scroll down option to view log. The log is filed in NSN order.
5. Click the ‘EXIT’ button when review is complete.

12.1.8. Update MDC Reparable Log

Note: In eMARS the core credits are updated automatically as soon as they arrive from MDIMS, therefore you no longer need to click this button. It will be removed in a future release.

12.1.9. Return Part to Stock – (Stocked & Non-Stocked)

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the 'Return Parts to Stock' button.
4. Type in register number or use the scroll down and click on register to select.
5. Type in work order number, NSN, nomenclature,
6. Locate record by typing in the NSN number **OR** scroll down to the NSN and Press the Enter button/double click to select the record.
7. Enter Quantity Returned, press the Enter key to move to the next field.
8. Click on Save and Process button.
9. Click on the OK button when the message Return Complete pops up.
10. Click on the EXIT button when returns are completed.

12.1.10. Issue Part from Pick-list

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Issues button at the left of the screen.
3. Click on the Process Pick List button.
4. Locate the NSN from the scroll down and click the Issue button.
5. (For non-stock item), Type in item description, then press the Enter key. Enter the cost and press the Enter key.
6. Scroll down and click on Yes or No to Reparable Item prompt or type in Y or N.
7. Click on Other or Employee. For Other type in name. For Other type in name.
8. Type in the employee's last name then press the Enter key **OR** use the scroll down and click on employee.
9. If the part being issued is reparable, type in the carcass number.
10. Type in Y if carcass it returned, if not, type in N, or use the scroll down to select Yes or NO.
11. Click on Process Issue box.
12. Click OK on the Issue Complete Message.
13. Click on the EXIT button when issues are completed.

12.2. Inventory Orders

12.2.1. Order a Stocked Item

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on the create order button.
4. Click on Stocked under the Order Type box.
5. Use the scroll down to select the Requisition Type.
   - If ‘X’ is used a justification box will pop up. Type in justification and press OK.
   - If ‘P’ is used, type in the Facility and Contact Information, then click on OK.
   -
6. Click the For Stock box if the item is being ordered for stock.
7. If the item is not for stock, select Other or Employee. For Other type in name.

Type in the employee’s last name then press the Enter key **OR** use the scroll down and click on employee.

8. Type in the NSN and press tab.
9. Type in the quantity and press tab.
10. Type in any comments.
11. Click on the Save box.
12. If an ‘Orders Due-In Warning’ prompt is displayed, click on OK if you want to continue, if not, click on Cancel.
13. Click OK at the ‘Save Complete’ prompt.
14. Click on EXIT button when all orders are complete.

12.2.2. Ordering A Non-Stocked Item (Except Local Orders)

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on create order.
4. Click on the Non-Stocked button under the Order Type box.
5. Use the scroll down to select the Requisition Type.
   - If ‘X’ is used a justification box will pop up. Type in justification and press OK.
   - If ‘P’ is used, type in the Facility and Contact Information, then click on OK.

6. Click the For Stock box if the item is being ordered for stock.
7. If the item is not for stock, select Other or Employee. For Other type in name.
8. Type in the employee’s last name then press the Enter key **OR** use the scroll down and click on employee.
9. Type in the NSN.
10. Type in Source Code **OR** scroll down and click to select a source code.
11. Type in Quantity, then press the Enter key.
12. Click Yes or No at the ‘Is This Item Being Ordered for Stock?’ prompt.
13. Type in UOI (Unit of Issue) **OR** scroll down and click to select a UOI.
14. Type in Bulk Unit **OR** scroll down and click to select a bulk quantity.
15. Type in Group Code **OR** scroll down and click to select a Group Code.
16. Type in Unit Cost, then press the Enter key.
17. Type in Order Quantity, then press the Enter key.
18. Type in any comments.
19. Click the Save button.
20. Click on the OK button at the Save Complete prompt.
21. Click on the EXIT button when all orders are completed.

12.2.3. Automatic Inventory Replenishment

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on Auto Replenishment button.
4. Click on the Replenish tab.
5. If you would like to print the recommendations, click on the Print Recommendations button.
   - A pop up window will appear select report format by clicking on PDF, HTML, EXCEL **OR** EMAIL, click button by report name to select. ***(Note: At this point in time the Excel report is not fully developed. This will be corrected in a future release).***
   - To run a **PDF** report, click the button by PDF and click the run report button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the ‘OK’ box.
   - After the report prints, click on the ‘x’ to escape from the dialogue box.
   - Click the Cancel button the in the Reports Option box.
   - To run a **HTML** report, click the button by HTML and click the run report button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the ‘OK’ box.
   - After the report prints, click on the ‘x’ to escape from the dialogue box.
   - Click the cancel button the in the Reports Option box.
   - To run an **Excel** report, click on the button by Excel and click the run report button.
   - A dialogue box will appear that states ‘You have chosen to download a file from this location.’ (Location will be given). ‘What would you like to do with this file?’ The selections are ‘Open this file from its current location’ and ‘Save this file to disk’. Click the button by ‘Open this file from its current location’.
   - Click on the ‘OK’ button.
   - The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
   - The Print dialogue box will appear, click the ‘OK’ box.
   - After the report prints, click on the ‘x’ to escape from the dialogue box.
   - To run an **EMAIL** report, click on the button by EMAIL and click the run report button.

- A dialogue box will appear that states 'You have chosen to download a file from this location.' (Location will be given). 'What would you like to do with this file?' The selections are 'Open this file from its current location' and 'Save this file to disk'. Click the button by 'Open this file from its current location'.
- Scroll down the TO box and click on recipient.
- Type in any comments in the COMMENTS box.
- Click the SEND EMAIL button to send the report.
- Click CANCEL to leave the report without sending.
- Click the Cancel button on the Reports Option box.

6. Click on the field below Order and type in the Quantity you are ordering.
7. Click on the Process button when completed.
8. At the Process Complete # Orders Processed, click on the OK button.
9. Click on Print Items Ordered/Local Items to Reorder button.
10. Follow directions in 12.2.3 #5 to print.
11. Click the EXIT button when completed.

12.2.4. Review/Release/Cancel Pending Orders

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on Review/Release/Cancel Pending Orders button.
4. The pending items will appear. Click on the item and click on release to order or delete to cancel.
5. When you click on Release a pop up window will appear that says 'Do you want to Release this record?' Click the Yes button to release, the No to cancel.
6. When you click on the Yes button you will get a pop up box that says, 'Record Release'. Click on the OK button.
7. When pending action is completed, click on the EXIT button.

12.2.5. Order Scan and History

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on the Order Scan and History button.
4. Select search by Entering (none or all):
   - Start and End Dates, type in dates or click on calendar to Enter the date.
   - Type in the NSN.
   - Type in the Nomenclature.
   - Type in or use the scroll down and click on line to select an Order Type.
   - Type in or use the scroll down and click on line to select a Requisition Type.

- Type in or use the scroll down and click on line to select an Order Status.
- Type in who the part was an Order For.
- Type in or use the scroll down and click on line to select a Source.
- You may fill in none or all fields.

5. Click on the GO button.
6. Click the EXIT button when are completed.
   - Exceptions displays order exceptions, i.e. non-stocked, backordered, etc.

12.2.6. Cancel Open Orders

Note: If the order has been transmitted these steps will cancel the order in eMARS only. Contact Topeka to cancel the shipment.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on the Order Scan and History button.
4. Select search by Entering (none or all):
   - Start and End Dates, type in dates or click on calendar to Enter the date.
   - Type in the NSN.
   - Type in the Nomenclature.
   - Type in or use the scroll down and click on line to select an Order Type.
   - Type in or use the scroll down and click on line to select a Requisition Type.
   - Type in or use the scroll down and click on line to select an Order Status.
   - Type in who the part was an Order For.
   - Type in or use the scroll down and click on line to select a Source.
   - You may fill in none or all fields.
5. Click on the GO button.
6. To select an order use the scroll down and click on the order.
   Click on the Cancel Order button to cancel. At the Do You Want to Cancel this Transaction? prompt click the yes button.
7. Click the EXIT button when transactions are completed.
   - Exceptions displays order exceptions, i.e. non-stocked, backordered, etc.

12.2.7. View Order History File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on the Order Scan and History button.
4. Select search by Entering (none or all):
   - Start and End Dates, type in dates or click on calendar to Enter the date.
   - Type in the NSN.

- Type in the Nomenclature.
- Type in or use the scroll down and click on line to select an Order Type.
- Type in or use the scroll down and click on line to select a Requisition Type.
- Type in or use the scroll down and click on line to select an Order Status.
- Type in who the part was an Order For.
- Type in or use the scroll down and click on line to select a Source.
- You may fill in none or all fields.

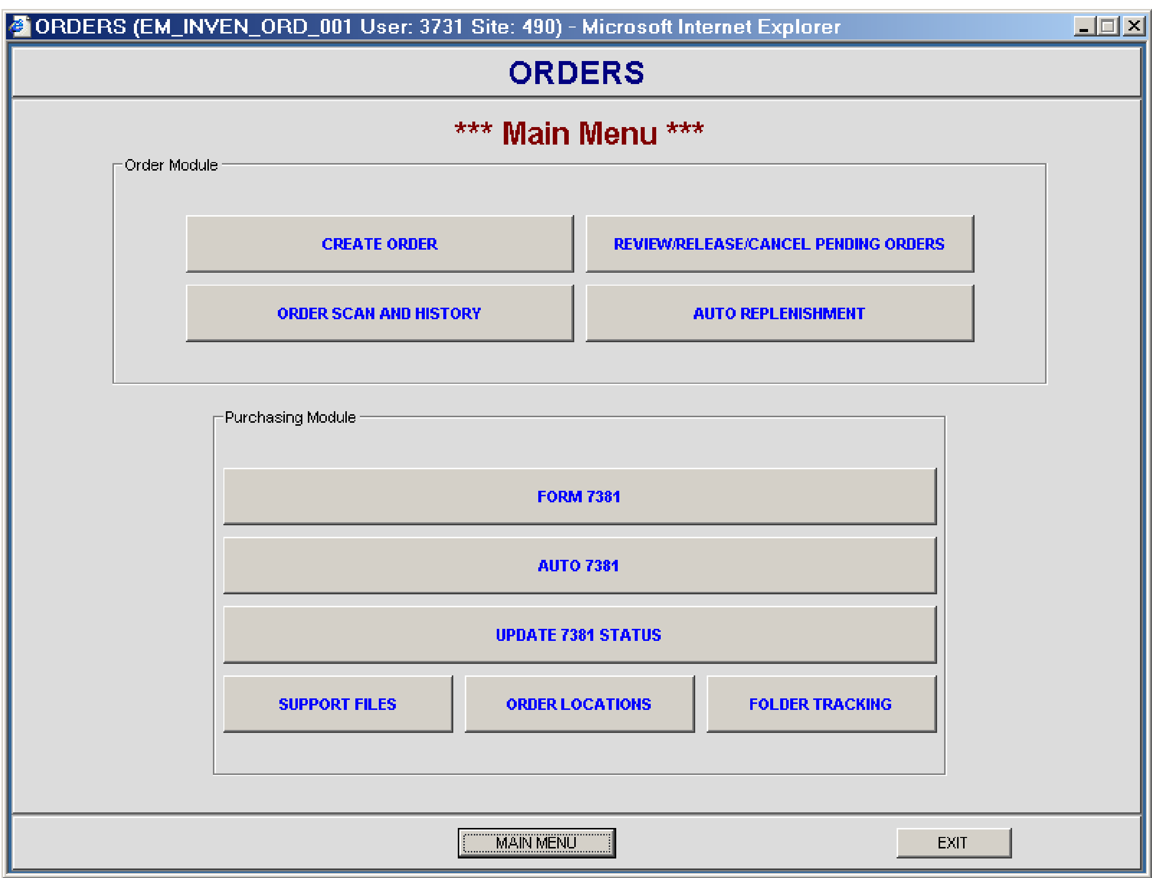
5. Click on the GO button.
6. Click the EXIT button when are completed.

12.2.8. Generate manual PS Form 7381 for Non-Stocked and Stocked Items

Note: Only one vendor, location, zip code, finance number, minority code, AIC code and required date can be input on each individual 7381.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders button at the left of the screen.
3. Click on the Form 7381 button under the Purchasing Module.



4. Click on the New 7381 button.
5. Work Order Details
6. click the For Stock button if the item is for stock. If the item is not for stock type in the work order register number or use the scroll down and click on the register and press tab.
7. Type in the Name/Minority Code/Vendor No or use the scroll down and click on vendor to select. Press tab.
8. Type in the payment type or use the scroll down and click on payment type or to select. Pay Types are: CC for Credit Card, CV for Credit Voucher or PC for Petty Cash. Press tab.
9. Type in the date required or click on the calendar icon, click on date to select. Press tab.
10. Under Requestor Information type in the Zip Code/Finance No./Location or use the scroll down and click on zip code to select. Press tab.
11. Type in the Requestor Name and press tab.
12. Type in the Title of the requestor and press tab.
13. Type in the Buyer initials and press tab.
14. Type in the AIC Code or use the scroll down and click on the AIC to select. Press tab.
15. Type in the FOLDER or use the scroll down and click on the folder to select. Press tab.
16. Type in the shipping cost and press tab.
17. Type in the NSN and press tab.
18. Type in the QTY and press tab.
19. Type in the UNIT COST or use the scroll down and click on unit to select. Press tab.
20. Type in the OEM and press tab.
21. Type in the NOM and press tab.
22. Type in your JUSTIFICATION and press tab.
23. Review the information for correctness and click on the SAVE button.
24. Click the OK button on the Save Complete pop up box.
25. Click on the EXIT button when all 7381’s are complete. .

Note: This PS Form 7381 has been placed in pending status awaiting approval signatures.

12.2.9. Edit a manual PS Form 7381 for Non-Stocked and Stocked Items

Note: Only 7381's in pending status can be edited. When Adding or Editing a 7381 the required date cannot be a past date, it must be changed to a current or future date.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the Form 7381 button under the Purchasing Module.
4. Type in the order number or click on the FIND button to locate and open purchase requests. Use the scroll down and click on the 7381 to open.
5. Click the ADD, EDIT, OR DELETE BUTTON.
6. If clicking on the ADD Enter the new NSN information Click the SAVE button.
7. If choosing EDIT, place cursor in field to be change, Make necessary changes and click the SAVE button.

12.2.10. Print

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the FORM 7381 button under the Purchasing Module.
4. Click on the PRINT button.

- A pop up window will appear, select report format by clicking on PDF, HTML, EXCEL OR EMAIL, click button by report name to select. ***(Note: At this point in time the Excel report is not fully developed. This will be corrected in a future release).***
- To run a **PDF** report, click the button by PDF and click the run report button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the 'OK' box.
- After the report prints, click on the 'x' to escape from the dialogue box.
- Click the Cancel button the in the Reports Option box.
- To run a **HTML** report, click the button by HTML and click the run report button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the 'OK' box.
- After the report prints, click on the 'x' to escape from the dialogue box.
- Click the cancel button the in the Reports Option box.

- To run an **Excel** report, click on the button by Excel and click the run report button.
- A dialogue box will appear that states 'You have chosen to download a file from this location.' (Location will be given). 'What would you like to do with this file?' The selections are 'Open this file from its current location' and 'Save this file to disk'. Click the button by 'Open this file from its current location'.
- Click on the 'OK' button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the 'OK' box.
- After the report prints, click on the 'x' to escape from the dialogue box.
- To run an **EMAIL** report, click on the button by EMAIL and click the run report button.
- A dialogue box will appear that states 'You have chosen to download a file from this location.' (Location will be given). 'What would you like to do with this file?' The selections are 'Open this file from its current location' and 'Save this file to disk'. Click the button by 'Open this file from its current location'.
- Scroll down the TO box and click on recipient.
- Type in any comments in the COMMENTS box.
- Click the SEND EMAIL button to send the report.
- Click CANCEL to leave the report without sending.
- Click the Cancel button on the Reports Option box.

12. Click on the field below Order and type in the Quantity you are ordering.
13. Click on the Process button when completed.
14. At the Process Complete # Orders Processed, click on the OK button.
15. Click on Print Items Ordered/Local Items to Reorder button.
16. Click the EXIT button when completed.

12.2.11. Print Historical

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the FORM 7381 button under the Purchasing Module.
4. Click on the PRINT HISTORICAL button.
5. See above for further instructions.

12.2.12. Auto Form 7381

When Adding or Editing a 7381 the required date cannot be a past date, it must be changed to a current or future date.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the AUTO 7381 button under the Purchasing Module.
4. Type in the order number or click on the FIND button to locate and open purchase requests.
5. Use the scroll down and click on the part to open.
6. Select the date required by typing in date or clicking on the calendar icon and selecting. Press the Enter key.
7. Enter the Zip Code/Finance No./Location or use the scroll down and click on the correct zip code to select. Press the Enter key.
8. Enter the AIC Code or use the scroll down and click on the AIC to select. Press the Enter key.
9. Type in the Shipping Cost and press tab.
10. Click the ADD button to select more parts for purchase. In the pop up window use the scroll down and click on the part to add it to the 7381.
11. If the newly added part has a different vendor, a message will appear 'Form vendor is not the same as previously used for this item' Click on the OK button.
12. Enter through NSN, Nomenclature, Vendor Part, Qty, Unit, fields, make corrections as needed.
13. Tab to or place cursor in the JUSTIFICATION field and Enter. A blank justification field will not be accepted.
14. Click on the Save button when completed.
15. Click the OK button on the Save Completed message.

Note: This PS Form 7381 has been placed in pending status awaiting approval signatures.

12.2.13. Update Status on Form 7381

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the UPDATE 7381 STATUS button under the Purchasing Module.
4. Use the scroll down and click on the 7381 to select.
5. Enter LOCAL ASSIGNED REQUISITION NUMBER (except for cancellations).
6. Under CHANGE STATUS TO box select Pending, Approved, or Cancelled by clicking on the box.
7. When 7381 changes are done, click on the EXIT button.

12.2.14. Support Files

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the SUPPORT FILES button under the Purchasing Module.
4. USE DEFAULT REQ. # type in Yes or No or Use the scroll down and click on the Yes or NO to select. Press the Enter key. Using Yes, eMARS will automatically assign a requisition number. Using No, eMARS will require you to use a locally assigned requisition number when the status of the PS Form 7381 is changed from Pending to Approved.
5. USE MAX. APPROVAL AMOUNTS type in Yes or No or Use the scroll down and click on the Yes or NO to select. Press the Enter key.
6. APPROVAL AUTHORITY box, Name field, type in the name, press the Enter key.
7. Enter the Title and press the Enter key.
8. Type in the Max AMT ($) and press the Enter key.
9. OTHER APPROVAL box, Name field, type in the name , press the Enter key.
10. Enter the Title and press the Enter key.
11. Type in the Max AMT ($) and press the Enter key.
12. Click on the Save button.
13. Click OK on the ‘Save Complete’ pop up box.
14. Click on the EXIT button when complete.

12.2.15. Edit Support Files Order Defaults

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the SUPPORT FILES button under the Purchasing Module.
4. Place the cursor in the field to be changed and Enter information.
5. Click on the Save button.
6. Click OK on the ‘Save Complete’ pop up box.
7. Click on the EXIT button when changes are complete.

12.2.16. Add Location File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the ORDER LOCATIONS button under the Purchasing Module.
4. Click on the ADD button.

5. Type in the ZIP CODE and press the Enter key.
6. Type in the FINANCE NUMBER and press the Enter key.
7. Type in the OFFICE NAME and press the Enter key.
8. Type in the ADDRESS 1 & ADDRESS 2 and press the Enter key.
9. Type in the CITY and press the Enter key.
10. Type in the STATE or use the scroll down and click on the state to select, then press the Enter key.
11. Type in the SHIP TO FED STRIP and press the Enter key.
12. Type in the ZIP CODE and press the Enter key.
13. CAG CODE, (leave blank), press the Enter key.
14. Type in the DEPARTMENT HEAD and press the Enter key.
15. Type in the CONTACT and press the Enter key.
16. Type in the PHONE and press the Enter key.
17. Click the SAVE key.
18. Click OK on the ‘Save Complete’ pop up box.
19. Click on the EXIT button when complete.

12.2.17. Edit Location File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the ORDER LOCATIONS button under the Purchasing Module.
4. Click on the EDIT button.
5. Click on the Save button.
6. Click OK on the ‘Save Complete’ pop up box.
7. Click on the EXIT button when complete.

12.2.18. Delete Location File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the ORDER LOCATIONS button under the Purchasing Module.
4. Click on the office to delete.
5. Click on the DELETE button.
6. The message ‘Are you sure you want to delete this order location?’ will pop up. Click on the OK box.
7. The message ‘Deletion Complete’ will pop up. Click on the OK box.
8. Click on EXIT button to leave the module.

12.2.19. Add Tracking Folder

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the FOLDER TRACKING button under the Purchasing Module.
4. Click on the ADD button.
5. On the TRACKING FOLDER drop down, scroll down and choose a number for the folder. Press on the Enter key.
6. Type the TELEPHONE number. Press the Enter key.
7. Type the CUSTODIAN. Press the Enter key.
8. Type the CITY. Press the Enter key.
9. Type the CUST TITLE. Press the Enter key.
10. Type the STATE. Press the Enter key.
11. Type in the FED STRIP number. Press the Enter key.
12. Type in the ZIP. Press the Enter key.
13. Leave the CAG blank. Press the Enter key.
14. Type in the FINANCE NUMBER. Press the Enter key.
15. Type in a ‘Y’. Press the Enter key.
16. Type in the location. Press the Enter key.
17. Type in the ACTIVITY. Press the Enter key.
18. Type in the optional BUDGET INFORMATION.
19. Click on the SAVE button.
20. Click OK on the Save Complete pop up.
21. Click on the EXIT button.

12.2.20. Edit Tracking Folder

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the FOLDER TRACKING button under the Purchasing Module.
4. Click on the FIND button.
5. On the TRACKING FOLDER drop down, scroll down and select a folder by clicking on it. Press on the Enter key.
6. Click on the EDIT button.
7. Put cursor in the field(s) to be changed.
8. Click on the SAVE button.
9. Click OK on the Save Complete pop up.
10. Click on the EXIT button.
11. Click on the Save button.

12.2.21. Delete Tracking Folder

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the ORDERS button at the left of the screen.
3. Click on the FOLDER TRACKING button under the Purchasing Module.
4. Click on the FIND button.
5. On the TRACKING FOLDER drop down, scroll down and select a folder by clicking on it. Press on the Enter key.
6. Click on the DELETE button.
7. Click the Yes button on the 'Do you want to complete this record? prompt.
8. Click OK on the Delete Successful prompt.
9. Click on the EXIT button.
10. Click on the Save button.

12.2.22. Add Local Order to Tracking Folder

Step Action

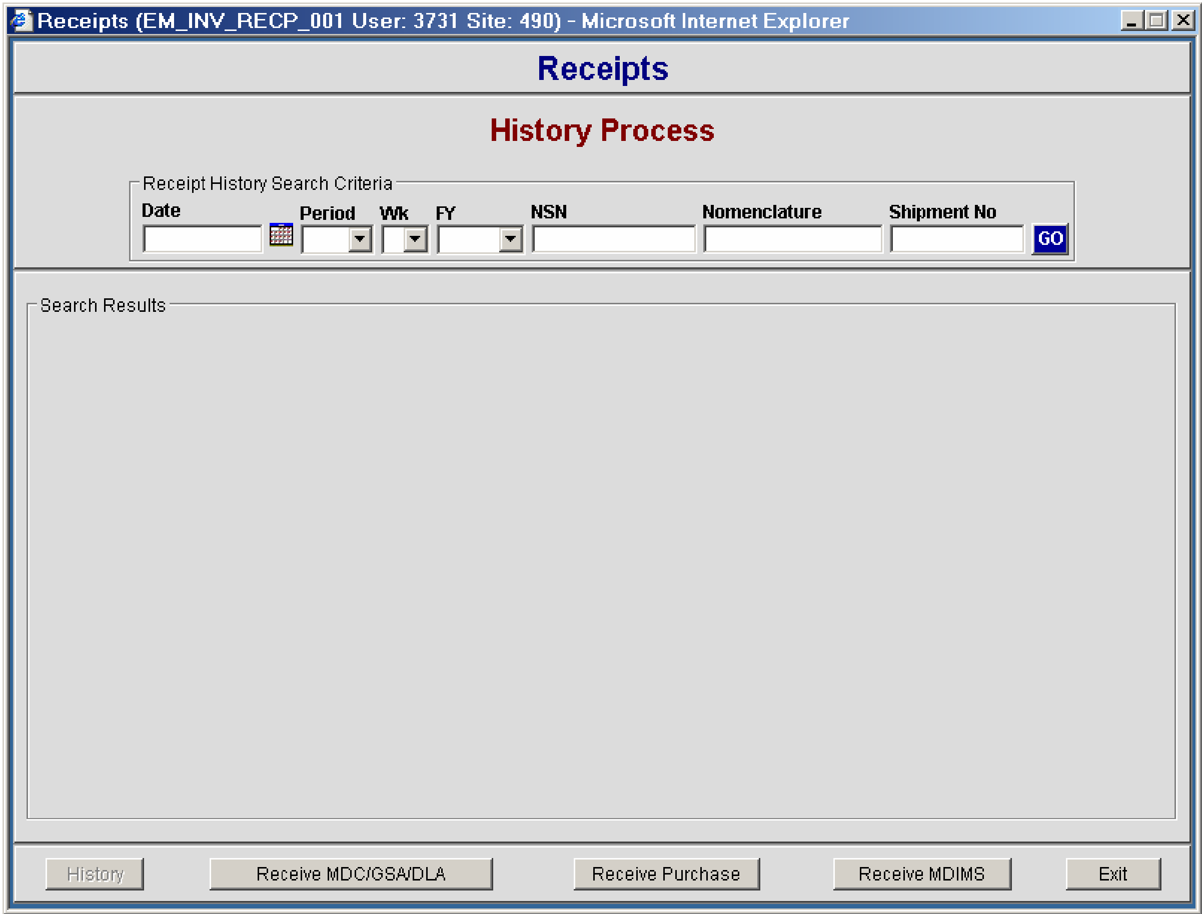
1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders icon.
3. Click on the Form 7381 button.
4. Click on the Find Button. Use the scroll down to find the 7381 and double click to select.
5. Place the cursor in the Folders field.
6. Click on the folder to add the 7381.
7. Click on the Save button.
8. Click OK on the 'Save Complete' pop up message.

12.2.23. Delete a 7381 from a Tracking Folder

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Orders icon.
3. Click on the Form 7381 button.
4. Click on the Find Button. Use the scroll down to find the 7381 and double click to select.
5. Place the cursor in the Folders field.
6. Click on the blank space to remove the 7381 from the existing folder.
7. Click on the Save button.
8. Click OK on the 'Save Complete' pop up message.

12.3. Inventory Receipts



12.3.1. Receive Purchase Process for MDC/GSA/DLA/

Step Action

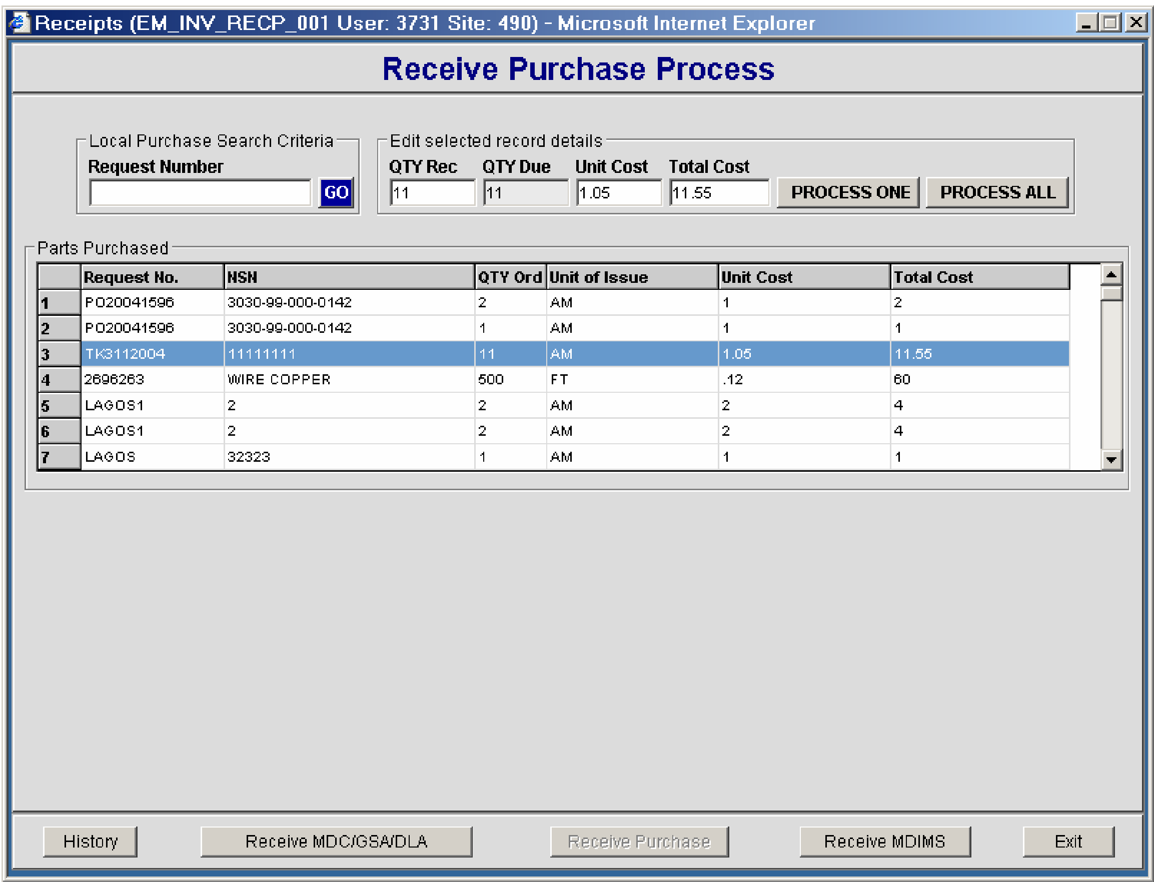
1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Receipts button at the left of the screen.
3. Click on the RECEIVE MDC/GSA/DLA tab.
4. Click on the NSN in the SEARCH RESULTS to select.
5. In the MSC/GSA/DLA RECEIPT PROCESS box click on the PROCESS box.
6. Review and modify, if necessary, Quantity and Unit Cost, use the Enter key to move to next field.
7. Type in optional comments then press the Enter key.
8. Click the PROCESS button.
9. At the RECEIVE THIS ITEM? pop up click on YES.
10. If the 'Received Quantity for NSN --- -- ---- is less than the due quantity (##). Would you still like to close this order?' prompt is displayed, click on Yes if you want to close out the order. If the order is to remain open for future receipts, click on No.
11. At the RECEIPT COMPLETE pop up click on the OK.

12. At the RECEIPT ANOTHER ITEM pop up click on YES to receipt in another item, click NO to return to the receipt screen.

12.3.2. Receive Order Process for Purchase

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Receipts button at the left of the screen.
3. Click on the RECEIVE PURCHASE button.
4. Type in the Request No. or press the GO button to display Request Numbers.
5. Double click on line to select.

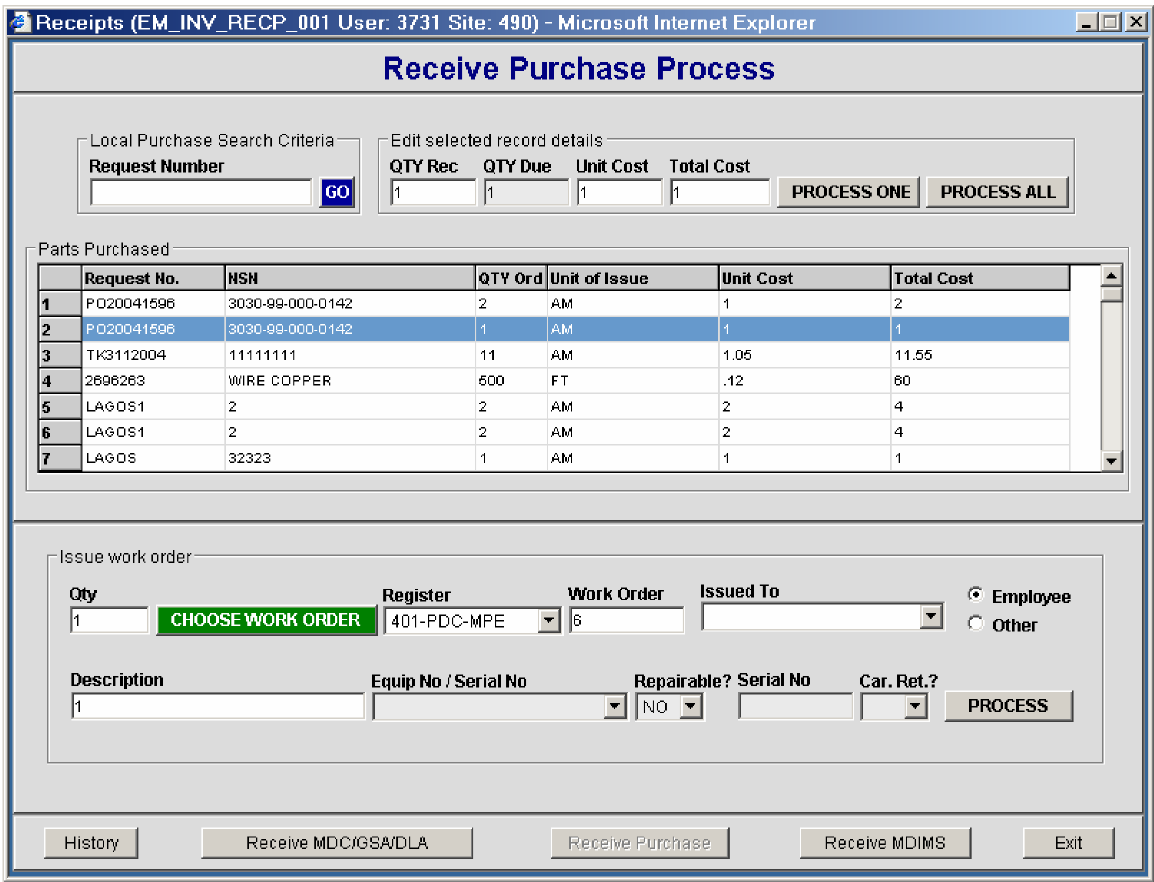


6. In the Edit selected record details the QTY Rec, QTY due, Unit Cost, and Total cost will appear.
7. If all information displayed on the screen is correct click on Process ___. If Quantity or Unit Cost is incorrect place cursor in the field to be changed and make necessary changes then click on Process One or Process All.

- If a single item is chosen select Process One, if a 7381 is chosen select Process All.

8. If the quantity receipted is less than the quantity due, a pop up message will state, '[NSN]: Receive this item? Click the Yes box to receive, No to cancel.

9. You will receive the pop up message, ‘The quantity received for NSN is less than the due quantity (#). Would you still like to close this order? Click on Yes if you want to close out the order. If the order is to remain open for future receipts, click on No.
10. If the item is not in the stockroom, an ‘Item Not in Stockroom. Add to Main Catalog?’ prompt will be displayed. Click on Yes if you want to add item(s) to catalog, otherwise click on No.
    - If you choose to add item to catalog an ‘Add NSN To Catalog’ screen will be displayed.
    - Complete required fields, press the Enter key to go to the next field, then click on the Process button.
10. If not adding item to stock, a ‘[NSN] This receipt must be issued to a work order screen.’ message appears. Click the OK button.



11. In the ISSUE WORK ORDER section click on the CHOOSE WORK ORDER box. The REGISTER, WO NUMBER, and ACRONYM boxes will appear. To issue other than employee (system default) click on the ‘other’ button.
12. Type in the employee’s last name or use the scroll down to select employee by clicking on the name. Press the Enter key.
13. Type in the Description of the item. Press the Enter key.

14. If it is being issued to a standing work order with 'ALL' or 'OPMS' as a equipment number, type in the actual equipment number or use the scroll down to select the equipment by clicking on the correct line. Press the Enter key.
15. Type in Yes or No in the Repairable box or use the scroll down to select Yes or No. Press the Enter key.
16. Type in the Serial No if the item is a Repairable and press the Enter key. Otherwise, press the Enter key.
17. Type in Yes or No in the Car. Ret? box or use the scroll down to select Yes or No. Click on Process.
18. Click OK on the Issue Complete pop up box.
19. Click OK on the Receipt Complete pop up box.
20. Click on the EXIT button when completed.

12.3.3. Receipt for MDIMS

Step Action

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1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Receipts button at the left of the screen.
3. Click on the RECEIVE MDIMS tab.
4. Scan or type in Shipment Number or Type in the Shipment No. or press the GO button to display Request Numbers.
5. Double click on line to select.
6. In the Edit selected record details the QTY Rec, QTY due, Unit Cost, and Total cost will appear.
7. If all information displayed on the screen is correct click on Process ___. If Quantity or Unit Cost is incorrect place cursor in the field to be changed and make necessary changes then click on Process One or Process All.

- If a single item is chosen select Process One, if a shipment number with multiple items is chosen select Process All.

8. If the quantity receipted is less than the quantity due, a pop up message will state, '[NSN]: Receive this item? Click the Yes box to receive, No to cancel.
9. You will receive the pop up message, 'The quantity received for NSN is less than the due quantity (#). Would you still like to close this order? Click on Yes if you want to close out the order. If the order is to remain open for future receipts, click on No.
10. If '[NSN] This receipt must be issued to a work order screen.' message appears. Click the OK button.
11. In the ISSUE WORK ORDER section click on the CHOOSE WORK ORDER box. The REGISTER, WO NUMBER, and ACRONYM boxes will appear. To issue other than employee (system default) click on the 'other' button.
12. Type in the employee's last name or use the scroll down to select employee by clicking on the name. Press the Enter key.
13. Type in the Description of the item. Press the Enter key.
14. If it is being issued to a standing work order with 'ALL' or 'OPMS' as a equipment number, type in the actual equipment number or use the scroll down to select the equipment by clicking on the correct line. Press the Enter key.

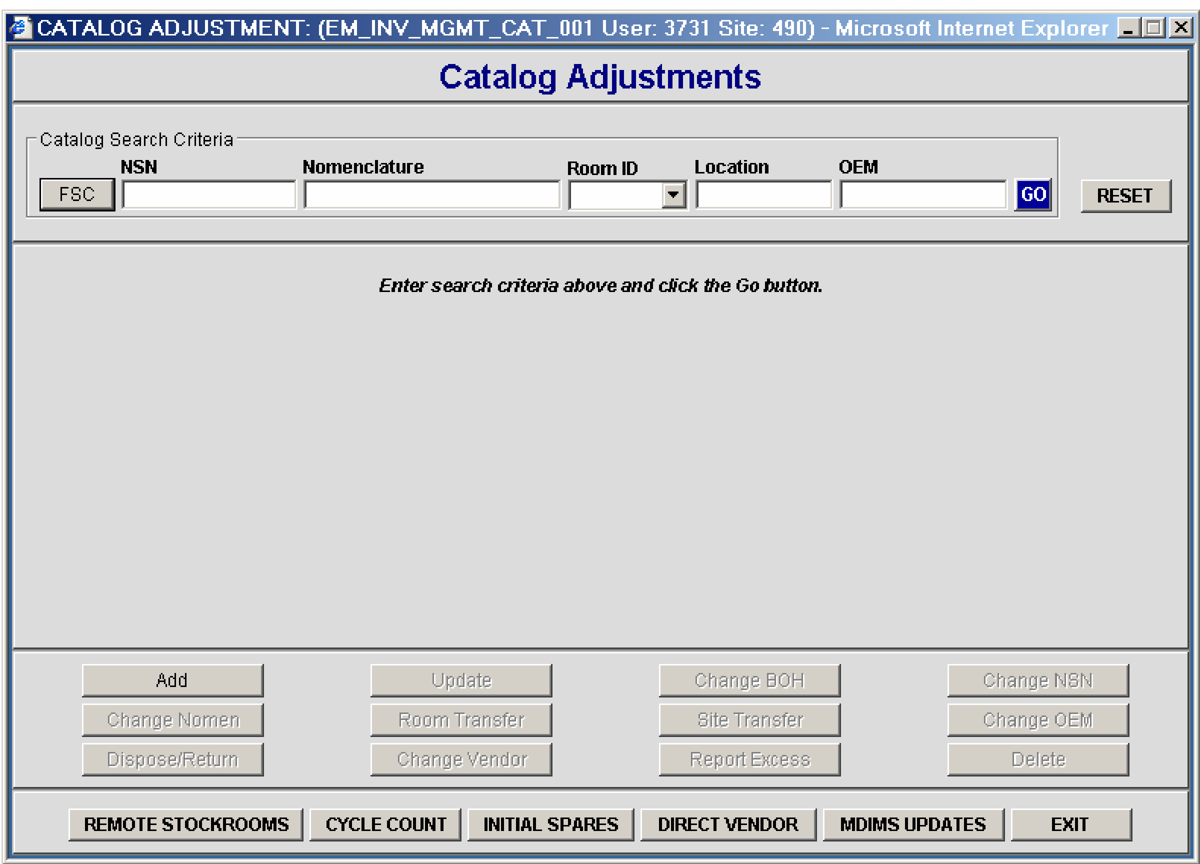
15. Type in Yes or No in the Repairable box or use the scroll down to select Yes or No. Press the Enter key.
16. Type in the Serial No if the item is a Repairable and press the Enter key. Otherwise, press the Enter key.
17. Type in Yes or No in the Car. Ret? box or use the scroll down to select Yes or No. Click on Process.
18. Click OK on the Issue Complete pop up box.
19. Click OK on the Receipt Complete pop up box.

12.3.4. View Receipts History File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Receipts button at the left of the screen.
3. Click on the History tab.
4. Select receipt records for: A specific date, Period/Wk/FY, NSN, Nomenclature or Shipment No. and click the GO button.
5. When the viewing of the history is completed, press the EXIT button.

12.4. Inventory Updates



12.4.1. Add an Item to the Catalog

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the ADD button. Press the Enter key.
4. Type in the NSN. Press the Enter key.
5. Type in the Nomenclature. Type in the NSN. Press the Enter key.
6. Type in the Cost. Press the Enter key.
7. Type in the Unit OF Issue or use the scroll down to select by clicking. Press the Enter key.
8. Type in the Bulk Unit or use the scroll down to select by clicking. Press the Enter key.
9. Type in the Bulk Pack. Press the Enter key.
10. Type in the CAGE. Press the Enter key.
11. Type in Yes or No for Critical. Use the scroll down to select Yes or No by clicking. Press the Enter key.
12. Type in Yes or No for Insurance. Use the scroll down to select Yes or No by clicking. Press the Enter key.
13. Type in the Vendor if applicable. Use the scroll down to select a vendor by clicking.
14. Type in OEM Numbers. You may type in up to three numbers. Press the Enter key.
15. Type in Group (codes) or click the Find button and scroll down and click to select a group code. You may select up to three. Press the Enter key.
16. Type in Room or scroll down and click the correct location. Press the Enter key.
17. Type in the BOH (balance on hand). Press the Enter key.
18. Type in the location. You may select up to three locations. Press the Enter key.
19. Click on the Save button.
20. At the pop up window, ‘Save Complete for NSN ---- -- ----‘, click the OK button.

12.4.2. Edit an Item to the Catalog

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.

5. The pop up window will display the message ‘Click an action button below to modify a record from this list’. Click the OK button and select one of the following:
    - Change Nomen
    - Dispose/Return
    - Update
    - Room Transfer
    - Change Vendor
    - Change BOH
    - Site Transfer
    - Report Excess
    - Change NSN
    - Change OEM
    - Delete
6. Click on the field to be edited, make changes and press the Save button.
7. At the ‘Save Complete for NSN ---- -- ----, click on the OK button.

12.4.3. Delete an Item to the Catalog

(Note: Items cannot be deleted with a BOH).

Step Action

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1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be deleted.
5. The pop up window will display the message ‘Click an action button below to modify a record from this list’. Click the OK button and select delete.
6. A Delete a Catalog Item window will appear with the part selected. Review the information and if it is to be deleted, click on the DELETE button.
7. A pop up window will appear asking the question ‘Do you want to delete this record?’ Click on the YES button.
8. A pop up window will appear that states ‘Marked for Deletion’ click the OK button.
9. Click on the EXIT button to leave Updates.

12.4.4. Change a National Stock Number

(Note: NSN's cannot be changed when there is a due in.)

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.
5. The pop up window will display the message 'Click an action button below to modify a record from this list'. Click the OK button and select change NSN.
6. Place your cursor in the Replacement NSN field and type in new NSN.
7. Place your cursor in the NOTES field and type in notes.
8. Click the SAVE button.
9. At the 'Save Complete' click on the OK button.
10. Click on the EXIT button to leave Updates

12.4.5. Add/Edit an OEM

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.
5. The pop up window will display the message 'Click an action button below to modify a record from this list'. Click the OK button and select change OEM.
6. Place your cursor in the OEM field and type in new OEM. If an OEM is to be added, press the enter key and type the new number in the 2nd or 3rd field.
7. Place your cursor in the NOTES field and type in notes.
8. Click the SAVE button.
9. At the 'Save Complete' click on the OK button.
10. Click on the EXIT button to leave Updates

12.4.6. Edit a Nomenclature

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.

5. The pop up window will display the message ‘Click an action button below to modify a record from this list’. Click the OK button and select Change Nomen.
6. A pop up window will appear that states ‘You must enter a value in the “New Nomenclature” field. Click on the OK.
7. Place your cursor in the New Nomenclature field and type in new nomenclature. Press the Enter key.
8. Place your cursor in the NOTES field and type in notes.
9. Click the SAVE button.
10. At the ‘Save Complete’ click on the OK button.
11. Click on the EXIT button to leave Updates

12.4.7. Add or Edit Vendor Information for a NSN

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates icon.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.
5. The pop up window will display the message ‘Click an action button below to modify a record from this list’. Click the OK button and select Change Vendor.
6. The pop up window appear with the Vendor listings. Use the scroll down, then Click the OK button and select Change Vendor.
7. Place your cursor in the NOTES field and type in notes.
8. Click the SAVE button.
9. At the ‘Vendor for NSN ---- -- ---- successfully changed.’ click on the OK button.
10. Click on the EXIT button to leave Updates.

12.5. Daily Cycle Count

Note: Each line item is assigned a classification of A, B, or C, depending on its relative importance in terms of dollar and demand history. A items are the most important and C items the least. Each classification has also been assigned an acceptable inventory discrepancy tolerance level.

The tolerance levels are, A items are 2%, B items are 5%, and C items are 10%. If the item count falls within the tolerance level it is not calculated as an inventory error.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Cycle Count tab.
4. Click on the Daily Count button.
5. Print report by clicking the print button.

7. Click on the Print Daily Entries button.
8. See Print for further instructions on printing.
6. ***You want to EXIT the module while performing physical count so someone doesn't inadvertently process the daily cycle count with incorrect BOH's.***
7. After actual count is complete, log back into the module.
8. Place the cursor in the count field, enter physical count data for each item and location changes, if necessary.
9. Continue until all fields are completed.
10. Click on the SAVE button.
11. At the pop up 'Save Complete' click the OK button.
12. Click on the EXIT button.

12.6. Remote Stockroom

12.6.1. Create a Remote Stockroom

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Remote stockroom tab.
4. Click on the Add tab.
5. Type in new Remote Stockroom identifier.
6. Type in Remote Stockroom name.
7. Type in address information pressing the Enter key to go to the next field.
8. Click on the Save button.

12.6.2. Add Parts to a Remote Stockroom

Note: Parts must be in the Main Stockroom before they can be added to a Remote Stockroom.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be added to the Remote Stockroom.
5. Click on the Room Transfer tab.
6. Type in the Quantity to be moved from the Main Stockroom to the Remote Stockroom. Press the Enter key.
7. Type in the Remote Stockroom the part is being moved to, or uses the scroll down to select a Remote Stockroom. Press the Enter key.
8. Type in the location(s). Press the Enter key.

9. Type in any notes and press the Enter key.
10. Click on the OK button on the Room Transfer Complete pop up message.
11. Click on the Exit button to leave the module.

12.6.3. Edit Part Information in a Remote Stockroom

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. In the Catalog Search Criteria box type in the NSN, Nomenclature, Room ID, Location, or OEM and click the GO button.
4. Scroll down the results displayed and click on the item to be edited.
5. The pop up window will display the message 'Click an action button below to modify a record from this list'. Click the OK button and select one of the following:

- Change Nomen
- Dispose/Return
- Update
- Room Transfer
- Change Vendor
- Change BOH
- Site Transfer
- Report Excess
- Change NSN
- Change OEM
- Delete

6. Click on the field to be edited, make changes and press the Save button.
7. At the Action Completed (whatever the action was), click on the OK button.

12.6.4. Issue Parts from a Remote Stockroom

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Issue Stocked Parts button.
4. For information about a part click the 'Find' button and Enter the NSN, nomenclature, stockroom, location, or OEM. Not all fields need to be filled out; however, one field besides the stockroom must be filled in. If you do not know the stockroom, use the scroll down on the field and choose a stockroom by clicking. Click on the GO button.
5. The results will be displayed, click on the correct part and double click on the 'Issue' button. **OR** Select correct Stockroom by using the scroll down on the field and choose a stockroom by clicking on the line.
6. Type in the NSN. Press the Enter button..

7. Type in the Quantity. (Note: System will display a message if this issue will bring the BOH to zero, click on OK). Press the Enter button..
8. To issue other than employee (system default) click on the 'other' button.
9. Type in the employee's last name or use the scroll down to select employee by clicking on the name. Press the Enter button..
10. If 'Other' was selected, Enter name in the 'Other' field.
11. Type in 000 or use the scroll down to register and click on the 000-PM line.
12. Type in the route number. If route number is not known, click on the 'Find' button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the 'Issue' button. OR Type in Register number or use the scroll down to register and click on line.
13. Type in Work Order number. If work order number is not known, click on the 'Find' button, Enter any known information (register, work order number, or acronym) and press the GO button. Scroll down and highlight the correct work order and click the 'Issue' button.
14. If you select a standing work order with the equipment number OPMS or all must have the equipment number in the Equip No/Serial No field.

15. If the part is repairable, the 'Serial No' and 'Carcass Returned?' fields must be completed.

Note: When a repairable part is issued a note pops up it states: 'This is an 'A' item. An order will be automatically generated to replace the item issued'. This will also pop up if a 'R' restricted item or a 1 for 1 item. The 'R' order must be deleted, it can only be ordered by emergency order from Topeka. The 1 for 1 will not be ordered until Topeka receives the part. You may use the generated order to receipt in the part.

12.6.5. Delete NSN from a Remote Stockroom

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Remote Stockroom box.
4. Select the Remote Stockroom and click on the NSN to be deleted.
5. 'Click an action button below to modify a record from this list'. Click the OK button and Click on the Delete tab.
6. The 'Delete A Catalog Item' page will appear with the NSN
7. Click on the delete button at the bottom of the screen.
8. At the 'Are you sure you want to delete this record?' pop up, click on the yes box.
9. Click the OK box when the 'Marked for Deletion' pop up appears.

12.6.6. Delete a Remote Stockroom

Note: All items must be removed from the Remote Stockroom before the stockroom can be deleted.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Remote Stockroom box.
4. Select the Remote Stockroom to be deleted.
5. Click on the EDIT button.
6. Click on the Delete button.
7. At the pop up message 'Are you sure you want to delete Stockroom **__**?' **Click the OK button.**
8. Click the OK box when the 'Deletion Complete' pop up appears.

12.7. Equipment Initial Site Spares

12.7.1. Add Initial Site Spares

Note: This module is used to Enter initial site spares from files that were automatically downloaded.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Initial Spares button.
4. Under the Vendor Data File Selection use the scroll down to select the kit you wish to open.
5. Click on the Load button.
6. When parts are displayed place a check next to the item(s) you wish to add or replace in your catalog.
7. Enter the quantity and location for each item selected (other locations are optional). ***NOTE: Items not currently in your catalog are shown with a yellow background.***
8. Click on the Process button when all entries are complete.
9. Click on Print Match Report to view items previously added to the catalog.

12.8. Add EBuy Direct Vendor Delivery items

Note: This module is used to Enter eBuy DVD items from files that were automatically downloaded

Step	Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the Direct Vendor button.
4. Use the scroll down option to select a kit.
5. Click on the Load button. (This may take a few minutes, be patient.)
6. Use the scroll down to view all the DVD items on the pick-list.
7. Press the Match Button next to the NSN or Nomenclature to begin a search of your current catalog to find all similar or matching items. If there is a possible match a grid will be displayed.
8. If you want to replace the current NSN with a NSN from the DVD data, double-click on the line of the grid you want to select.
9. If you do not want to replace the current NSN, click on escape.
10. Click on the Save and Process button at the bottom of the screen.
11. If there is not a match, you will get 'No Records Match This DVD NSN. Do You Want to Add It To the Catalog?' click on Yes or No.
12. If you clicked on Yes, the Location text box will be highlighted, Enter the location information, then press the Tab key.
13. Enter additional locations if necessary.
14. Press the Save and Process button.
15. Click on the OK button at the pop up window (A).
16. Click on the OK button at the pop up window (Catalog Addition Complete).

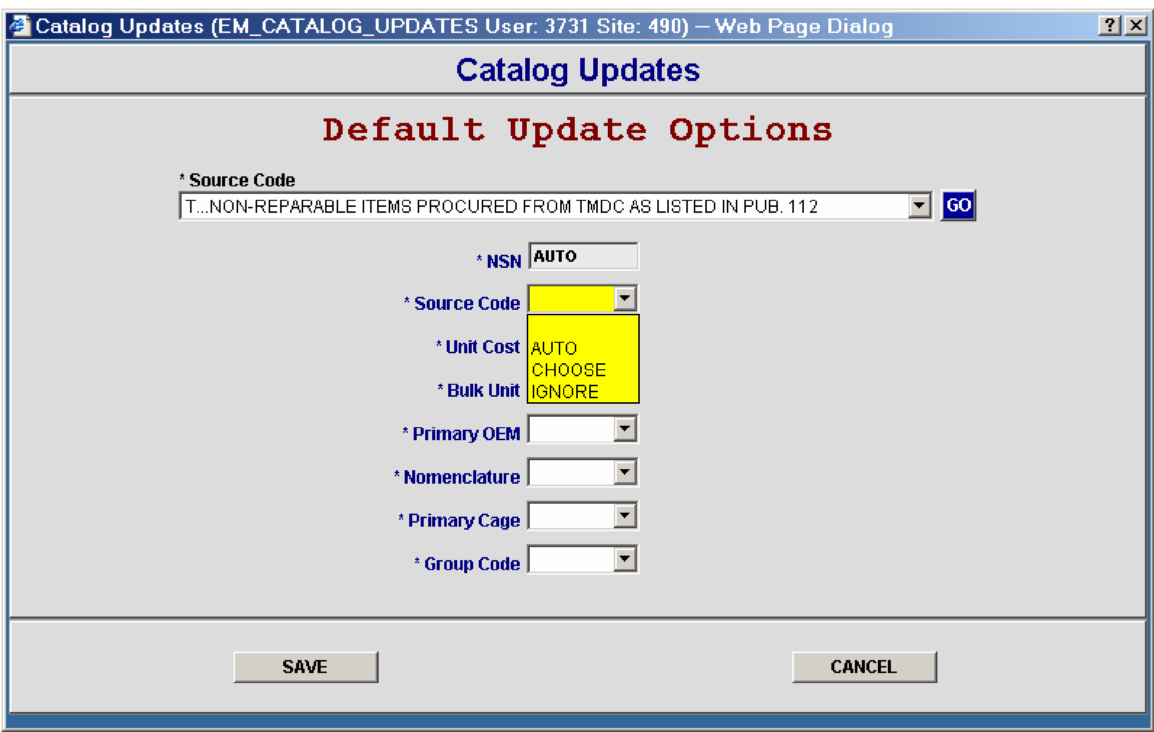
12.9. *Inventory Catalog Updates*

12.9.1. Set Automatic Catalog Update Defaults

Note: Use the Update option to select whether or not you want Topeka to change your Source Code, Unit Price, Bulk Unit, Primary OEM, Nomenclature, Primary Cage Code, or Group Code. These options can be set individually for each source code.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the MDIMS UPDATES button.
4. Click on the Set Defaults button.



5. Use the scroll down and select a Source Code, then press the GO button.
6. Enter to the Source Code field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
7. Enter to the Unit Cost field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.

8. Enter to Bulk Unit field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
9. Enter to the Primary OEM field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
10. Enter to the Nomenclature field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
11. Enter to the Primary Cage field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
12. Enter to the Group Code field. Use the scroll down to select Auto, Choose, or Ignore. Press the enter key.
13. Click on the Save button.
14. Click OK on the Save Complete button.

12.9.2. Print Updates

Use the following steps to print and review recommended changes prior to updating the catalog.

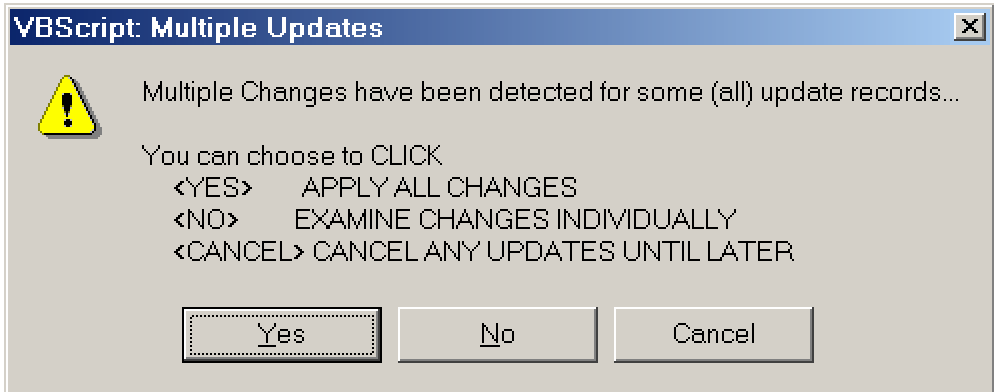
Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the MDIMS UPDATES button.
4. Click on the PRINT button.
5. See Print for further instructions.

12.9.3. Update Catalog

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the MDIMS UPDATE button.
4. Click on the Select All button or click on the side buttons to update selected records.
5. Click on the Process Checked Items button.



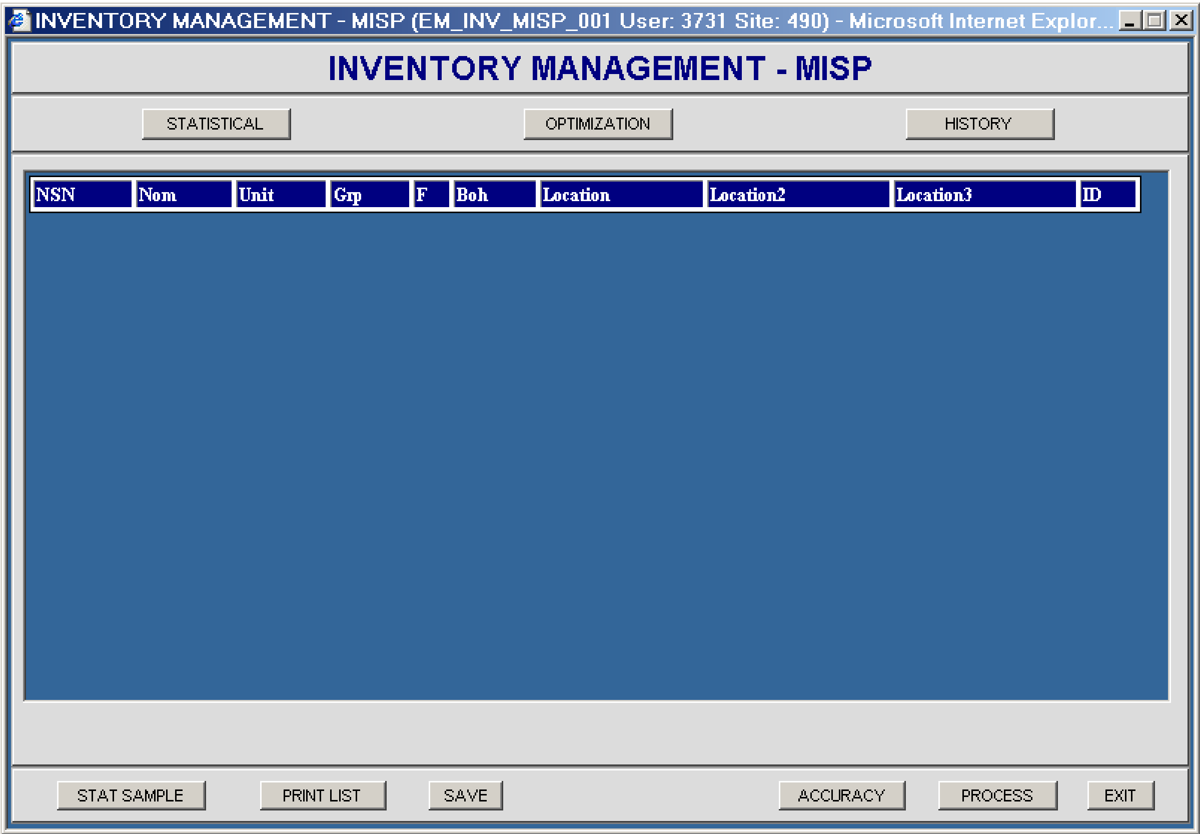
6. If an Update Decision prompt is displayed, click on Yes to apply all changes, **OR** click on No to examine changes individually, **OR** click on Cancel to update changes at a later time.
7. At the ‘Process Complete’ pop up, click on the OK box.

12.9.4. Clear Updates for Selected or All Records

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the MDIMS UPDATE button.
4. Click on the Clear All button.

12.10. Maintenance Inventory Support Process

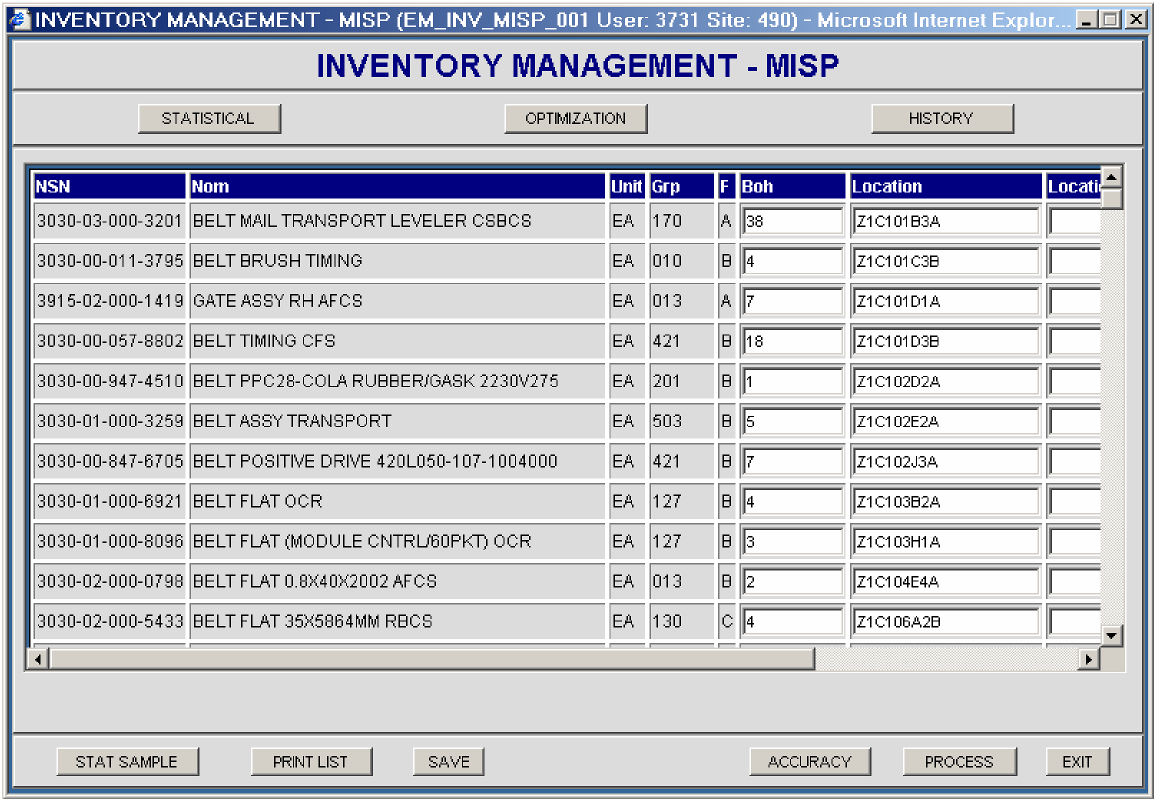


12.10.1. Perform a Statistical Sample

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click the MISP icon.
3. Click on the Statistical button on the top left of the window.
4. Click on the Stat Sample button on the bottom left of the window.
5. Click on the Statistical tab.

   Warning: If this screen is populated with data, a statistical sampling has been started and must be completed prior to generating a new statistical sample. Follow steps 7- 17 to complete the current statistical sample.



6. Click on the Print List button. Print report by clicking on the Printer icon of the Print Preview window.
7. Click on Exit.
    - ***You want to close this module while performing the physical count so someone doesn't inadvertently process the statistical sample with incorrect BOH's.***
8. After actual count is completed enter any BOH and Location changes from actual count. Press the tab key to go to next BOH entry. Use caution to make sure you are not changing a Location to a BOH count.
9. Recount any discrepancies. If BOH and location errors were different from first count click enter the new data.
10. Click on the Save key. Click on the OK button when the 'Save Completed' pop up message appears.
11. Click on the Accuracy button to view the Inventory and Location accuracy scores. Click on the OK on the pop up window that gives you the scores.
12. Click on the Process button. Click on the OK button on the 'Process Complete' pop up window. BOH's and Locations have been updated in Catalog.

12.10.2. Inventory Optimization

Inventory Optimization is the process of determining if the Balance on Hand for each stock item is adequate to meet operational needs based on usage history. This procedure will assist in identifying if the item should be stocked and at what quantity.

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click the MISP icon.
3. Click on the Optimization tab.
4. Click On the Work Sheet button.
5. Select All, One, or Group. If One or Group were selected, type in Group Code(s). Click the OK button.
6. Click on the Print icon of the Print Preview window to print the report.
7. Place cursor in the Desired Dispose Quantity field and enter number.
8. Use pick-list to select Confirm Action.
9. If BOH will be zero, and the item is no longer to be stocked, click on No in the Delete column to toggle to Yes. This will delete the item from the Catalog when the Optimization function is processed.
10. Click on the Save button. At the pop up message 'Save Complete' Click on the OK button.

12.10.3. Print Labels or Pick-list Report

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the MISP icon at the left of the screen.
3. Click on the Optimization tab.
4. Click on the Labels or Pick-list button.
5. Select option to Print or Preview report.
6. To close report, click on the EXIT door in the Print Preview window.
7. Click on Cancel to EXIT the Report Options.

12.10.4. Return Authorization Form

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the MISP button at the left of the screen.
3. Click on the Optimization tab.
4. Click on the Return Auth button.
5. At the script prompt enter the Requestor's name.
6. Click the OK button.
7. At the script prompt enter the Requestor's title.
8. Click the OK button.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to EXIT the Report Options.

12.10.5. Process Line Item Optimization

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the MISP button at the left of the screen.
3. Click on the Optimization tab.
4. Click on Process.

12.10.6. Display History File

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the MISP button at the left of the screen.
3. Click on the History tab.
4. Use the Tab key or side bar to scroll list.
5. Click on the EXIT button to leave the module.

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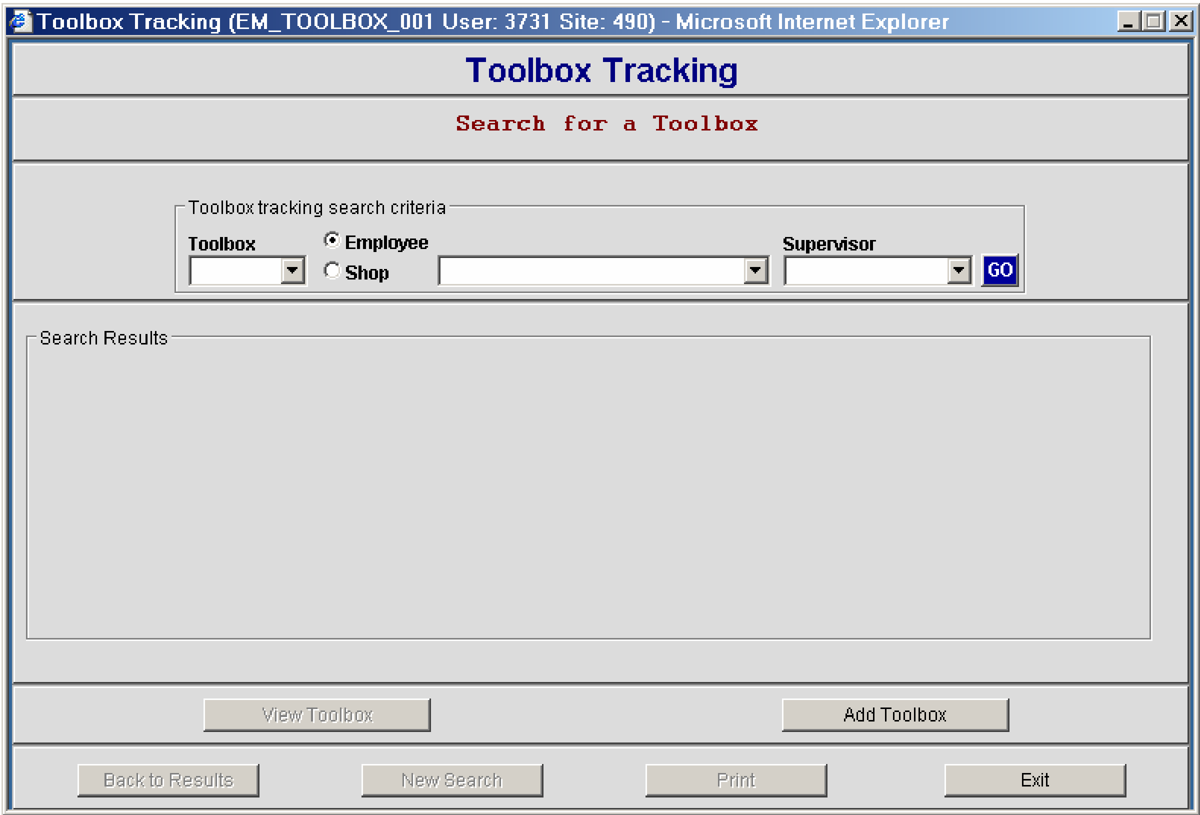
13. Toolbox

13.1. Employee and Shop Tool Box



13.1.1. Create a Tool Box

Note: Tool Boxes can be created for an employee or shop. You can create a spare toolbox as 'shop' to be issued to an employee at a later date.

Step	Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. Click on the Add ToolBox button.
3. Select Employee or Shop toolbox by clicking on the button.
4. Enter a Toolbox ID number. Your toolbox ID's should begin with a T for Toolbox; i.e. T1, T2, T3, etc.
5. Enter Employee Number **OR** scroll down to select from the pick-list. If creating a Shop Toolbox, type in a Shop Identification.
6. Enter the Supervisor's name.
7. Click on the Process button.
8. Click on the OK button at the 'Save Complete' prompt.

13.1.2. Add Stocked Item to Tool Box

Step Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. In the Toolbox Search Criteria type in your selection or click on the GO button to search.
3. Click on the line of the Toolbox number then click on the View Toolbox button.
4. Click on the Add Stocked Item button.
5. Type in the NSN and press the Enter button.
6. Click on the Process button.
7. Add item to toolbox ___? Click on the Yes box.
8. Click OK on the 'Save Complete' pop up.

13.1.3. Add Non-Stocked Item to Tool Box

Step Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. In the Toolbox Search Criteria type in your selection or click on the GO button to search.
3. Click on the line of the Toolbox number then click on the View Toolbox button.
4. Click on the Add Non-Stocked Item button.
5. Type in the NSN and press the Enter button.
6. Type in the Nomenclature and press the Enter button.
7. Type in the Quantity and press the Enter button.
8. Type in the Unit Cost and press the Enter button.
9. Press the Process button.
10. Add item to toolbox ___? Click on the Yes box.
11. Click OK on the 'Save Complete' pop up.

13.1.4. Edit Tool Box Record

Step Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. In the Toolbox Search Criteria type in your selection or click on the GO button to search.
3. Click on the line of the Toolbox number then click on the View Toolbox button.
4. Click on the Add Non-Stocked Item button.
5. Type in the NSN and press the Enter button.
6. Click on the line of the tool box number to be edited.
7. Click on View Toolbox.
8. Click the item to be edited and press the Edit Tool button. Type in the Quantity.
9. Press the Process button.

10. ‘Are you sure you want to alter this item?” Click on the Yes box.
11. Click OK on the ‘Save Complete’ pop up.

13.1.5. Edit Tool Box Record

Step Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. In the Toolbox Search Criteria type in your selection or click on the GO button to search.
3. Click on the line of the Toolbox number then click on the View Toolbox button.
4. Click on the Add Non-Stocked Item button.
5. Type in the NSN and press the Enter button.
6. Click on the line of the tool box number to be edited.
7. Click on View Toolbox.
8. Click the item to be edited and press the Remove a Tool button.
9. Use the scroll down and select a reason and press the enter button.
10. Press the Process button.
11. ‘Are you sure you want to alter this item?” Click on the Yes box.
12. Click OK on the ‘Save Complete’ pop up.

13.1.6. Clear Tool Box from Employee and move Tool Box to Shop

Step Action

1. From the eMARS main menu click on the **Toolbox** button at the top of the screen.
2. In the Toolbox Search Criteria type in your selection or click on the GO button to search.
3. Click on the line of the Toolbox number then click on the View Toolbox button.
4. Click on the Reassign Toolbox button.
5. To assign it to another employee, scroll down the employee’s names and select. To assign it to a shop, click on the shop button and type in the shop name.
6. Click on the Process button.
7. Click OK on the ‘Save Complete’ pop up.

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14. Reports Module

In the reports module each drawer has a print function. Please refer to the instructions below for printing instructions.

14.1.1. Print Instructions

Step Action

1. From the eMARS main menu click on the **INV** button at the top of the screen.
2. Click on the Updates button at the left of the screen.
3. Click on the MDIMS UPDATES button.
4. Click on the PRINT button.

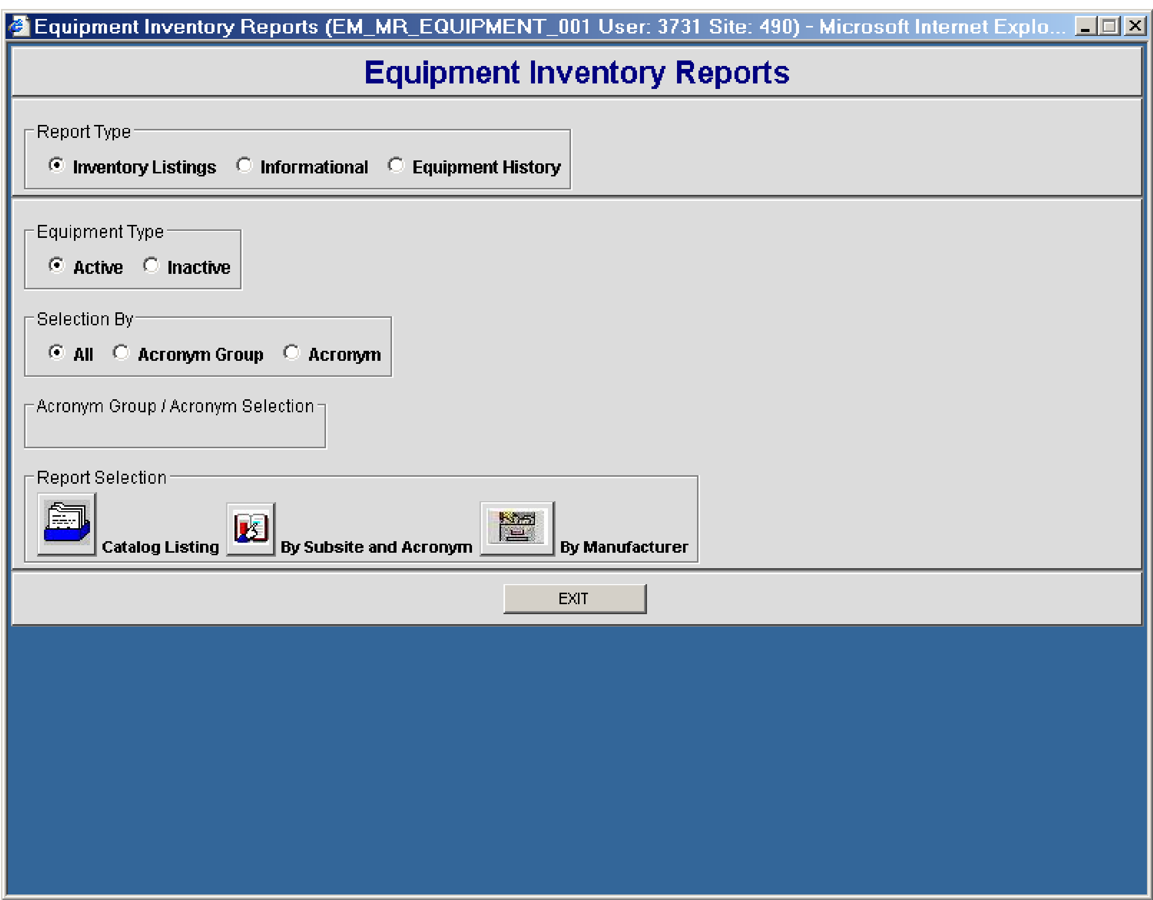
- A pop up window will appear, select report format by clicking on PDF, HTML, EXCEL OR EMAIL, click button by report name to select. ***(Note: At this point in time the Excel report is not fully developed. This will be corrected in a future release).***
- To run a **PDF** report, click the button by PDF and click the run report button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the ‘OK’ box.
- After the report prints, click on the ‘x’ to escape from the dialogue box.
- Click the Cancel button the in the Reports Option box.
- To run a **HTML** report, click the button by HTML and click the run report button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the ‘OK’ box.
- After the report prints, click on the ‘x’ to escape from the dialogue box.
- Click the cancel button the in the Reports Option box.
- To run an **Excel** report, click on the button by Excel and click the run report button.
- A dialogue box will appear that states ‘You have chosen to download a file from this location.’ (Location will be given). ‘What would you like to do with this file?’ The selections are ‘Open this file from its current location’ and ‘Save this file to disk’. Click the button by ‘Open this file from its current location’.
- Click on the ‘OK’ button.
- The report will appear in a separate window. Go to the tool bar at the menu on top, click on file, scroll down and click on Print.
- The Print dialogue box will appear, click the ‘OK’ box.

- After the report prints, click on the ‘x’ to escape from the dialogue box.
- To run an **EMAIL** report, click on the button by EMAIL and click the run report button.
- A dialogue box will appear that states ‘You have chosen to download a file from this location.’ (Location will be given). ‘What would you like to do with this file?’ The selections are ‘Open this file from its current location’ and ‘Save this file to disk’. Click the button by ‘Open this file from its current location’.
- Scroll down the TO box and click on recipient.
- Type in any comments in the COMMENTS box.
- Click the SEND EMAIL button to send the report.
- Click CANCEL to leave the report without sending.
- Click the Cancel button on the Reports Option box.

17. Click the EXIT button when completed.

14.2. Equipment Inventory Reports

14.2.1. Active Equipment Report By SubSite & Acronym, Catalog Listing, or By Manufacturer



Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Equipment drawer.
3. Under Report Type click on the Inventory Listings tab.
4. Under Equipment Type click on the Active Catalog icon.
5. In the Selection By area click on One, Group, (use the pick-list to select acronym/group) or All.
    - If clicking on Group use the drop down menu to select the group.
    - If clicking on Acronym use the drop down menu to select the Acronym.
    - Make Report Selection by clicking on the By SubSite & Acronym, Catalog Listing, or By Manufacturer button.
    - Select option to Print or Preview report.
6. To close report, click on the CANCEL door in the Print Preview window.
7. Click on EXIT to leave the Report Options.

14.2.2. Inactive Equipment Report By SubSite & Acronym, Catalog Listing, or By Manufacturer

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Equipment drawer.
3. Under Report Type click on the Inventory Listings tab.
8. Under Equipment Type click on the InActive Catalog icon.
9. In the Selection By area click on One, Group, (use the pick-list to select acronym/group) or All.
    - If clicking on Group use the drop down menu to select the group.
    - If clicking on Acronym use the drop down menu to select the Acronym.
    - Make Report Selection by clicking on the By SubSite & Acronym, Catalog Listing, or By Manufacturer button.
10. Select option to Print or Preview report.
11. To close report, click on the CANCEL door in the Print Preview window.
12. Click on EXIT to leave the Report Options.

14.3. *Equipment Informational Reports*

14.3.1. Equipment Listing for Unexpired Warranty Date Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Equipment drawer.
3. Under Report Type click on the Informational tab.
4. Under Report Selection Equipment Listing for Unexpired Warranty Date button.
5. Select option to Print or Preview report.
6. To close report, click on the CANCEL door in the Print Preview window.
7. Click on EXIT to leave the Report Options.

14.3.2. Equipment Listing for Inspection/Overhaul Dates

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Equipment drawer.
3. Under Report Type click on the Informational tab.
4. Under Report Selection Equipment Listing for Equipment Listing for Inspection/Overhaul Dates.
5. Select option to Print or Preview report.
6. To close report, click on the CANCEL door in the Print Preview window.
7. Click on EXIT to leave the Report Options.

14.3.3. Equipment History Reports

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Equipment drawer.
3. Under Report Type click on the Equipment History tab.
4. Under Equipment Type select Active or Inactive by clicking the button.
5. Under Select by click on the Acronym or Equipment Number button.
6. Under Select Acronym/Equipment Number use the drop down by and select by clicking on the acronym or equipment number.
7. Under Date Selection click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
8. Under Report Selection Equipment click on the Equipment History Reports icon.
9. Select option to Print or Preview report.
10. To close report, click on the CANCEL door in the Print Preview window.
11. Click on EXIT to leave the Report Options.

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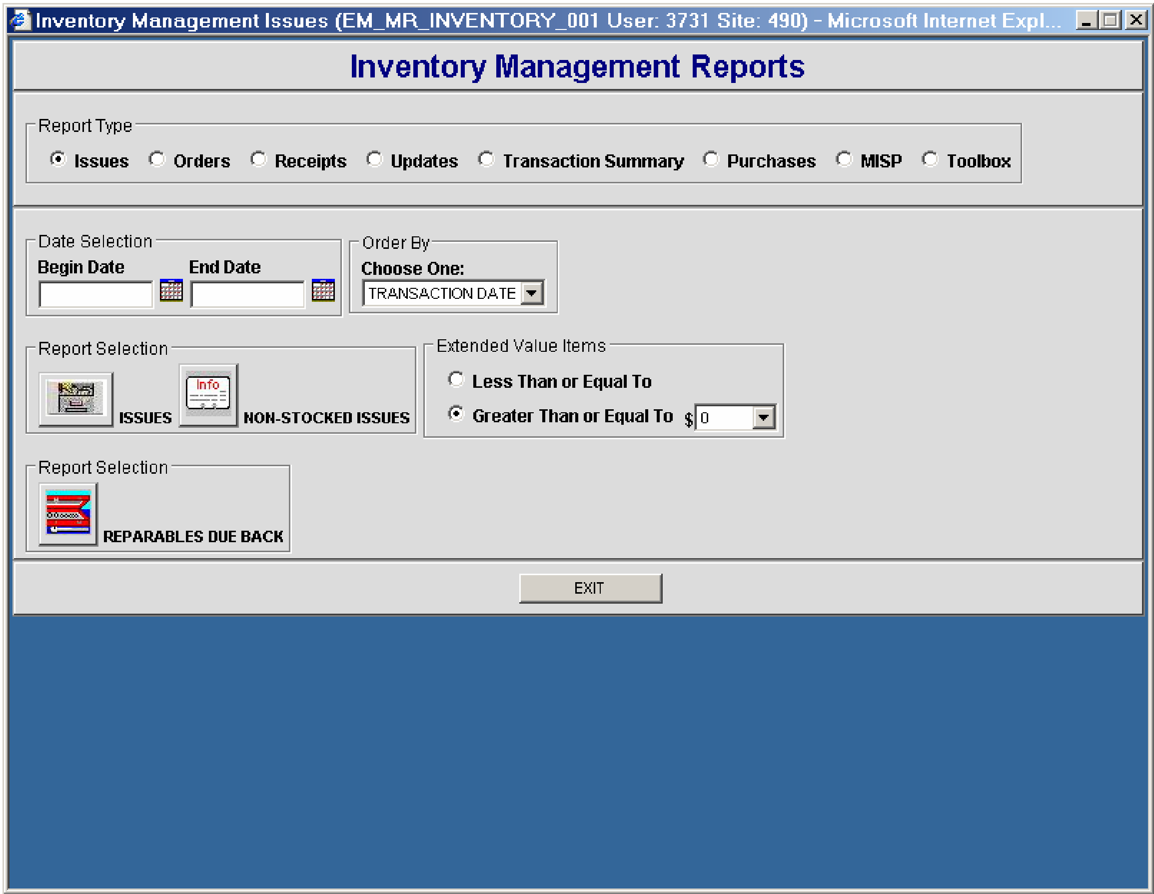
15. Inventory Reports



15.1. Inventory Management Reports

15.1.1. Issues Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Issues button.
4. Under Date Selection click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
5. Under Order By use the drop down menu to select one: Transaction Date, NSN, Work Order #, Issue to, Acronym, or Equipment #. Click the partial search box if you wish to limit your report to specific information.

6. Under the Extended Value Items box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. Under the Report Selection you may click on Issues or Non-Stocked Issues.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to EXIT the Report Options.

15.1.2. Reparables Due Back Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Issues tab.
4. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
5. Under the Extended Value Items box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
6. Under Order By use the drop down menu to select one: Transaction Date, NSN, Work Order #, Issue to, Acronym, or Equipment #. Click the partial search box if you wish to limit your report to specific information.
7. Under Report Selection click on the Reparables Due Back button.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to EXIT the Report Options.

15.1.3. Transaction Summary Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on Transaction Summary tab.
4. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
5. If an optional date range is desired, click on the Range button and Enter the date fields or click on the calendar.
6. Under Report Selection click on the Transaction Summary button.
7. A window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
8. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
9. Click the New Search button to clear all data and search again.
10. Select option to Print or Preview report.
11. To close report, click on the EXIT door in the Print Preview window.
12. Click on Cancel to EXIT the Report Options.

15.2. Order Reports

15.2.1. Orders and Local Orders Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Orders button.
4. Under the Orders Report Sub Type box select Orders/Local Orders by clicking the button.
5. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
6. Under Order Type/Status Selection use the scroll down to select Emergency, Open, Pending, Telephone, or All.
7. Under Order by box, Chose One: by NSN, Nomenclature, Work Order #, or Order Date.
8. Under the Report Selection click on the Orders or Local Orders icon.

9. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
10. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
11. Click the New Search button to clear all data and search again.
12. Select option to Print or Preview report.
13. To close report, click on the EXIT door in the Print Preview window.
14. Click on Cancel to EXIT the Report Options.

15.2.2. Local Orders, Remote Stockroom Replenishment, & Reorder Items Not On Auto Replenish Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Orders button.
4. Under the Orders Report Subtype click the button for Parts/Reorder/Remote button.
5. In the Order By box ‘Choose One’ use the scroll down to select: NSN, Nomenclature, Location (Reorder and Remote), Group (Reorder), or Stockroom (Remote). You may select your parameters of the search by clicking on the Partial Search button
6. Under the Extended Value Items box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. Under the Source Code Selection use the scroll down to select: B, C, H, M, N, or U source code

6. Under Report Selection Click on the Parts Due-In, Remote Stockroom Replenishment, or Reorder Items Not On Auto replenishment icon.
7. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
8. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
9. Click the New Search button to clear all data and search again.
10. Select option to Print or Preview report.
11. To close report, click on the EXIT door in the Print Preview window.
12. Click on Cancel to EXIT the Report Options.

15.3. Receipts Reports

15.3.1. Receipts Reports

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Receipts button.
4. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
5. In the Order By box, Choose One, use the scroll down to select Transaction Date or NSN. If the NSN is chosen a Partial Search box will appear that you may select by clicking on the button.
6. Under Report Selection click on the Receipts Icon.
7. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
8. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
9. Click the New Search button to clear all data and search again.
10. Select option to Print or Preview report.
11. To close report, click on the EXIT door in the Print Preview window.
12. Click on Cancel to EXIT the Report Options.

15.4. Update Reports

15.4.1. Print Catalog By NSN, Nomenclature, or Source Code and Zero Balance Items

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Updates tab.
4. Click on the Catalog tab.
5. Under the Order By box, Choose One, use the scroll down and select NSN, Nomenclature, or Source Code, Group, Stockroom, Location, or OEM.
6. Under the Extended Value Items box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.

7. Under the Report Selection box select Inventory Catalog, Counter Top Catalog, Automatic/Proposed Catalog Updates or Zero Balance Items by clicking on the icon.
8. Select option to Print or Preview report.
9. To close report, click on the EXIT door in the Print Preview window.
10. Click on Cancel to EXIT the Report Options.

15.4.2. Vendor Part Number and NSN Cross Reference Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Updates button.
4. Click on the Parts/NSN button.
5. Under the Order By, Choose One, use the scroll down to select NSN, Nomenclature, Location, OEM, Vendor Name, or Vendor City. You may select a Partial Search by clicking the box.
6. Under the Report Selection select Vendor Part Number or NSN Cross Reference by clicking the icon.
7. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
8. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
9. Click the New Search button to clear all data and search again.
10. Select option to Print or Preview report.
11. To close report, click on the EXIT door in the Print Preview window.
12. Click on Cancel to exit the Report Options.

15.4.3. Adjustments Reports

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Updates button.
4. Click on the Adjustments button.
5. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
6. In the Order By box, Choose One box use the scroll down to select: Date, NSN, Nomenclature, Location, or Group. You may select a Partial Search by clicking the box.

7. Under the Adjustment Action Code box, Choose One box use the scroll down to select: 1, A, B, C, D, E, F, H, J, K, or L.
8. Under the Report Selection click on the Adjustments By Action Code icon.
9. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
10. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
11. Click the New Search button to clear all data and search again.
12. Select option to Print or Preview report.
13. To close report, click on the EXIT door in the Print Preview window.
14. Click on Cancel to exit the Report Options.

15.4.4. Tool Box Reports

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Updates tab.
4. Click on the Toolbox button.
5. If you wish to look at certain dates go to the Date Selection and click the calendar to select a beginning date. For End Date click the calendar to select an ending date.
6. In the Tool Adjustment Code box, Choose One, use the scroll down to select A, B, L, R, S, or All Codes.
7. In the Order by Box, Choose One, use the scroll down to select Adjustment Date, NSN, Toolbox ID, or Employee Number.
8. Under the Report Selection box, click on the Toolbox Adjustments icon.
9. For an Employee Tool Boxes report, under Order By, Choose One use the scroll down to select Toolbox ID, Employee Name, or Employee Number.
10. Under the Report Selection box, click on the Employee Tool Boxes icon.
11. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
12. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
13. Click the New Search button to clear all data and search again.
14. Select option to Print or Preview report.
15. To close report, click on the EXIT door in the Print Preview window.
16. Click on Cancel to exit the Report Options.

15.4.5. Recommended Additions to Stock Report

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Updates tab.
4. Click on the Additions button. .
5. Click on the Recommended Additions to Stock under the Report Selection box.
6. Select option to Print or Preview report.
7. To close report, click on the EXIT door in the Print Preview window.
8. Click on Cancel to exit the Report Options.

15.5. Purchase Reports

15.5.1. Purchaser Tracking

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Purchase button.
4. Under Report Selection click on the Purchaser Tracking icon.
5. If you selected a partial search, a window will appear for Report Search. Type in the From Purchase Order Number and To Purchase Order Number, and press the GO button. If numbers are not known press the GO key and use the scroll down to select the numbers and click the Submit button.
6. Select option to Print or Preview report.
7. To close report, click on the EXIT door in the Print Preview window.
8. Click on Cancel to exit the Report Options.

15.5.2. PS Form 7381 Purchase Order Tracking

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Purchase button.
4. Under Order by, Select One, use the scroll down to select Purchase Order Number, Work Order Number, Control Field, Vendor, Finance Number, or AIC Code. Click on the Partial Search box if you want to limit your report.
5. Under Report Selection click on the 7381 PO Tracking icon.

6. If you selected Partial Report a screen will appear to select your options.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

15.5.3. Tracking Folder Expenditure

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Purchase button.
4. Under Order by, Select One, use the scroll down to select Purchase Order Number, Work Order Number, Control Field, Vendor, Finance Number, or AIC Code. Click on the Partial Search box if you want to limit your report.
5. Under Report Selection click on the Tracking Folder Expenditure icon.
6. If you selected Partial Report a screen will appear to select your options.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

15.5.4. Vendor List

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Purchase button.
4. In the Order By, Select One use your scroll down to select Vendor Number, Vendor Description, Vendor Name, Vendor City, or Vendor State. Click on the Partial Search box if you want to limit your report.
5. Under Report Selection click on the Vendor List Report icon.
6. If you selected Partial Report a screen will appear to select your options. Use the scroll down to select, click Select All Rolls to select All, then press the Submit button after choices are made or Cancel to leave.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

15.6. MISP Reports

15.6.1. No Issues Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. In the MISP Reports Selection click on Issues/ABC Strat
5. Under the Order By box, Select on use the scroll down to choose NSN, Group, Nomenclature, Location, OEM-Low/No Issues and ABC Strat. Only You may limit the report contents by clicking the Partial Search button.
6. Under the Process Items with Extended Value box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. In the Report Selection Box click on the No Issues or Low/No Issues icon.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

15.6.2. ABC Stratification Information

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. In the MISP Reports Selection click on Issues/ABC Strat
5. Under the Order By box, Select on use the scroll down to choose A Factor Items Only, B Factor Items Only, C Factor Items Only, All Items Individually, or All Items Summarized. You may limit the report contents by clicking the Partial Search button.
6. Under the Process Items with Extended Value box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. In the Report Selection Box click on the ABC Strat Information icon.

8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

15.6.3. Zero Cost Items and Zero Demand

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Items button.
5. Under the Order By box use the scroll down to select NSN, Group, Nomenclature, Source, or Location –Zero Demand Items Only. You may limit the record by clicking on the Partial Search button.
6. Under the Process Items with Extended Value box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. Under the Report Selection box click on the Zero Cost Items icon or Zero Demand icons.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

15.6.4. Critical Items Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Items button.

5. Under the Order By box use the scroll down to select NSN, Group, Nomenclature, Source, or Location –Zero Demand Items Only. You may limit the record by clicking on the Partial Search button.
6. Under the Process Items with Extended Value box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. Under the Report Selection box click on the Critical Items icon.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

15.6.5. Insurance Items Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Items button.
5. Under the Order By box use the scroll down to select NSN, Group, Nomenclature, Source, or Location –Zero Demand Items Only. You may limit the record by clicking on the Partial Search button.
6. Under the Process Items with Extended Value box you may select Less Than or Equal To, or Greater Than or Equal to, use the scroll down to select the amount for the $____ box.
7. Under the Report Selection box click on the Insurance Items icon.
8. If you selected a partial search, a window will appear for Report Search. Type in the NSN, Nomenclature, Room ID, Location, or OEM, and press the GO button.
9. Use the scroll down option to highlight the part and click the Select button. You may do this again to select another NSN to end with or double click to select the same NSN.
10. Click the New Search button to clear all data and search again.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

15.6.6. Catalog & Value By Source Code

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Catalog Value/MISP Summary button.
5. In the Fiscal Selection menu use the scroll down and choose the Fiscal year and month.
6. In the Stockroom Selection menu click the All button or One button. If One is selected use the scroll down and select a stockroom.
7. In the Report Selection Menu click on the Catalog $ Value by Source Code icon.
8. Select option to Print or Preview report.
9. To close report, click on the EXIT door in the Print Preview window.
10. Click on Cancel to exit the Report Options.

15.6.7. MISP Summary

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the Catalog Value/MISP Summary button.
4. In the Stockroom Selection menu click the All button or One button. If One is selected use the scroll down and select a stockroom.
5. In the Fiscal Selection menu use the scroll down and choose the Fiscal year and month.
6. In the Report Selection Menu click on the MISP Summary icon.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

15.6.8. Inventory & Location Accuracy Graph

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Inv. And Location Report and Graph button.
5. In the Beginning Fiscal Selection use the scroll down to select the Fiscal Year and Fiscal Period.

6. In the Ending Fiscal Selection use the scroll down to select the Fiscal Year and Fiscal Period.
7. In the Select Data to Graph use the scroll down to select 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, or 11.
8. In the Report Selection menu click on the Inventory and Location Accuracy Graph.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to exit the Report Options.

15.6.9. Inventory & Location Accuracy

Step Action

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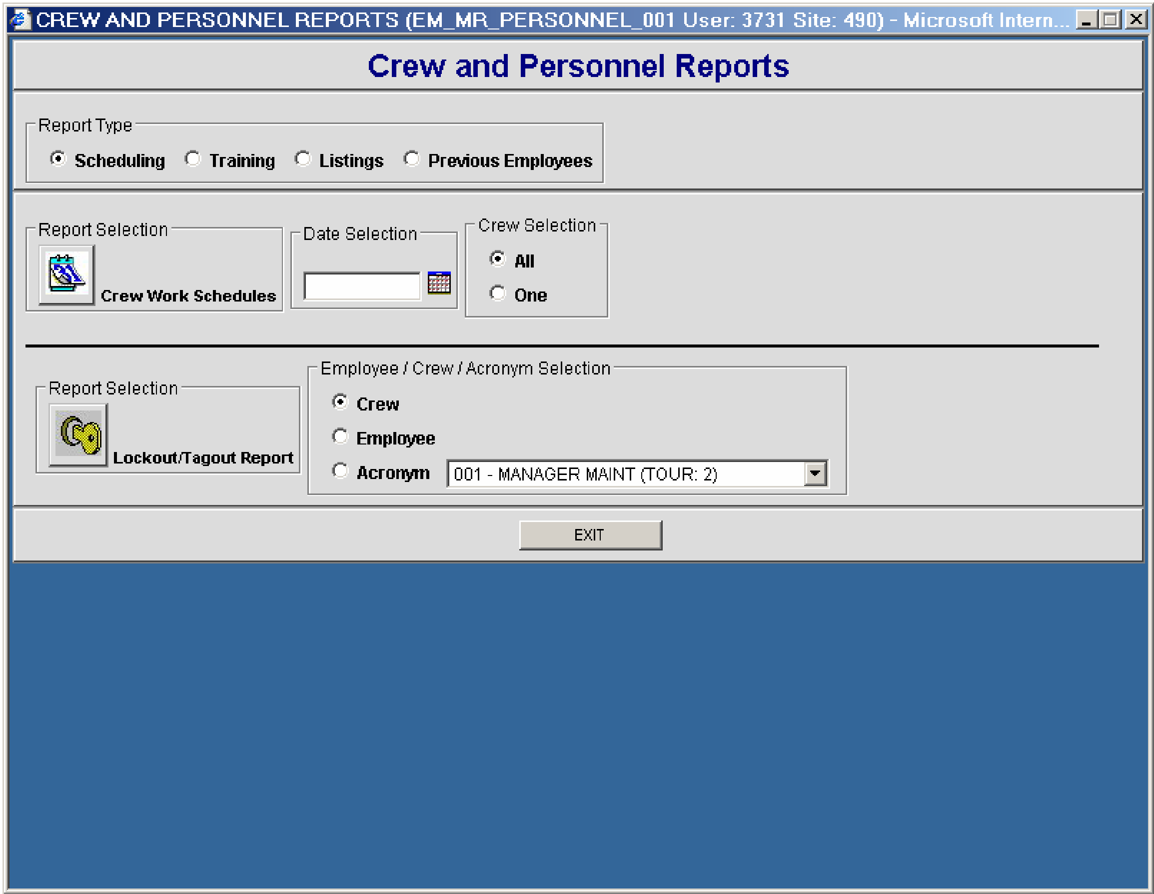
1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Inventory drawer.
3. Click on the MISP button.
4. Click on the Inv. And Location Report and Graph button.
5. In the Beginning Fiscal Selection use the scroll down to select the Fiscal Year and Fiscal Period.
6. In the Ending Fiscal Selection use the scroll down to select the Fiscal Year and Fiscal Period.
7. In the Select Data to Graph use the scroll down to select 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, or 11.
8. In the Report Selection menu click on the Inventory and Location Accuracy Report.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to exit the Report Options.

16. Personnel Reports



16.1. Schedule and Training Reports

16.1.1. Crew Work Schedules

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Scheduling button.
4. In the Date Selection menu type in date or click on the calendar icon to choose.
5. In the Crew Selection menu click on the button for All or One.
6. Under the Employee/Crew/Acronym menu select Crew, Employee, or Acronym by clicking the button.
7. In the drop down box in the Employee/Crew/Acronym menu use the scroll down to select the crew, employee, or acronym.
8. In the Report Selection menu click on Crew Work Schedules icon.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to exit the Report Options.

16.1.2. Lockout/Tagout

Note: A report will not generate if there are no records on file for the requested field.

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Scheduling button.
4. In the Date Selection menu type in date or click on the calendar icon to choose.
5. In the Crew Selection menu click on the button for All or One.
6. Under the Employee/Crew/Acronym menu select Crew, Employee, or Acronym by clicking the button.
7. In the drop down box in the Employee/Crew/Acronym menu use the scroll down to select the crew, employee, or acronym.
8. In the Report Selection menu click on the Lockout/Tagout icon.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to exit the Report Options.

16.1.3. Employee Training

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Scheduling button.
4. In the Order By menu click on the button for Course # or Course Desc.
5. In the Course # Selection menu select All or One by clicking the button.
6. In the Crew Selection menu select All or One by clicking the button.
7. In the Employee Selection menu select All or One by clicking the button.
8. In the Report Selection menu select click on the Training Report icon.
9. Select option to Print or Preview report.
10. To close report, click on the EXIT door in the Print Preview window.
11. Click on Cancel to exit the Report Options.

16.1.4. Maintenance Employees

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Listings button.
4. In the Order By menu select by Last Name, Tour, Employee Number, Job Number, or Level/Labor by clicking the button.
5. Under the Report Selection menu click on the Maintenance Employee icon.
6. Select option to Print or Preview report.
7. To close report, click on the EXIT door in the Print Preview window.
8. Click on Cancel to exit the Report Options.

16.1.5. Crew & Supervisors

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Listings button.
4. In the Order By menu select by Last Name, Tour, Employee Number, Job Number, or Level/Labor by clicking the button.
5. Under the Report Selection menu click on the Crew and Supervisors icon.
6. Select option to Print or Preview report.
7. To close report, click on the EXIT door in the Print Preview window.
8. Click on Cancel to exit the Report Options.

16.1.6. Crew Listings

Step Action

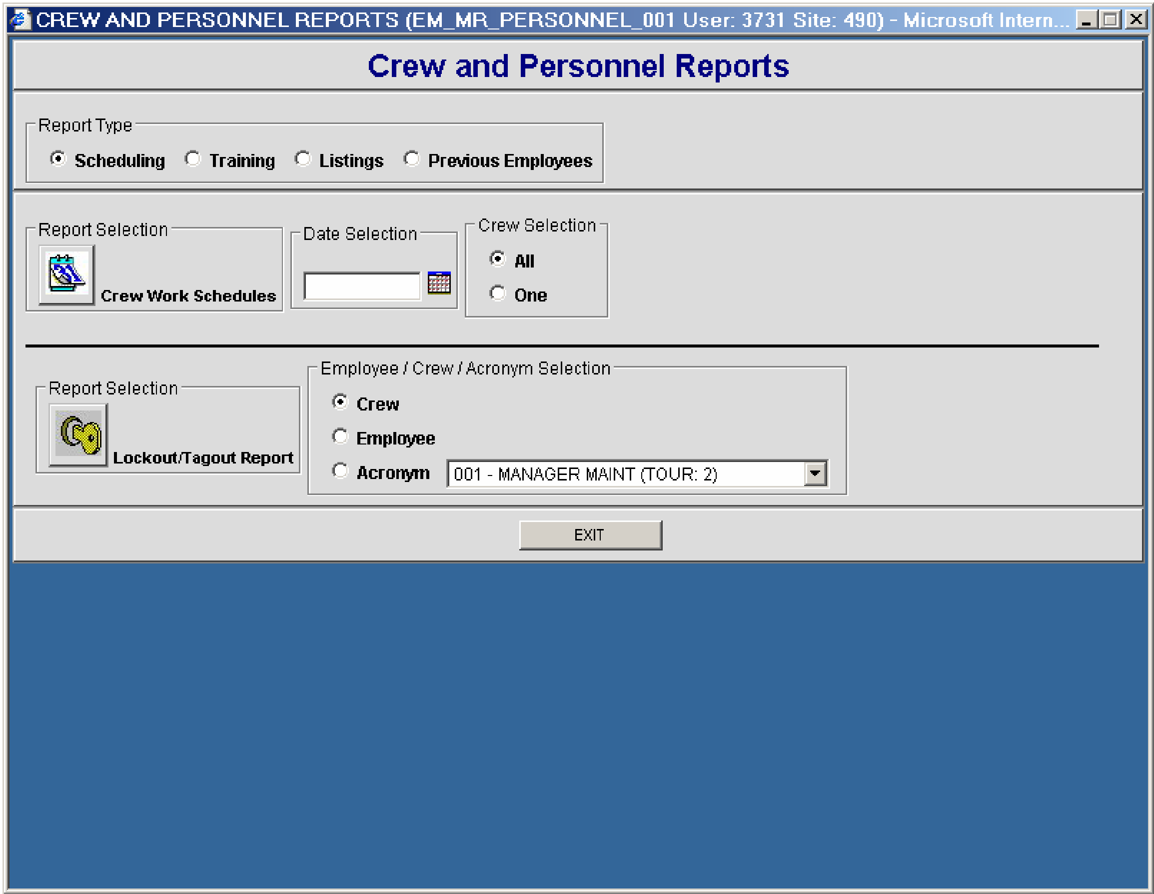
1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Listings button.
4. In the Order By menu select by Last Name, Tour, Employee Number, Job Number, or Level/Labor by clicking the button.
5. Under the Report Selection menu click on the Crew Listings icon.
6. Select option to Print or Preview report.
7. To close report, click on the EXIT door in the Print Preview window.
8. Click on Cancel to exit the Report Options.

16.1.7. Previous Employees

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Personnel drawer.
3. Click on the Previous Employees button.
4. Under Report Selection click the Previous Employees icon.
5. Select option to Print or Preview report.
6. To close report, click on the EXIT door in the Print Preview window.
7. Click on Cancel to exit the Report Options.

17. Manager Reports



17.1. Work Orders Reports

17.1.1. Work Orders Past Due

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Work Orders button.
4. In the Order By menu select Work Order #, Work Code (Work Code (Work Order Past Due Only), Crew ID (Work Order Past Due Only), Acronym, Due Date, Register # (Project Record Summary Only), or Project # (Project Record Summary Only) use the scroll down to select. Click on the Partial button to limit record search.
5. In the Report Selection menu click on the Work Order Past Due icon.
6. If you selected a partial report a Search window will appear. Enter the search criteria using the scroll down, and enter.

6. Select option to Print or Preview report.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

17.1.2. Work Order Project Record Summary

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Work Orders button.
4. In the Order By menu select Work Order #, Work Code (Work Code (Work Order Past Due Only), Crew ID (Work Order Past Due Only), Acronym, Due Date, Register # (Project Record Summary Only), or Project # (Project Record Summary Only) use the scroll down to select. Click on the Partial button to limit record search.
5. In the Report Selection menu click on the Project Record Summary icon.
6. If you selected a partial report a Search window will appear. Enter the search criteria using the scroll down, and enter.
7. Select option to Print or Preview report.
8. Select option to Print or Preview report.
9. To close report, click on the EXIT door in the Print Preview window.
10. Click on Cancel to exit the Report Options.

17.2. Preventive Maintenance Reports

17.2.1. PM Completion Rate

Step Action

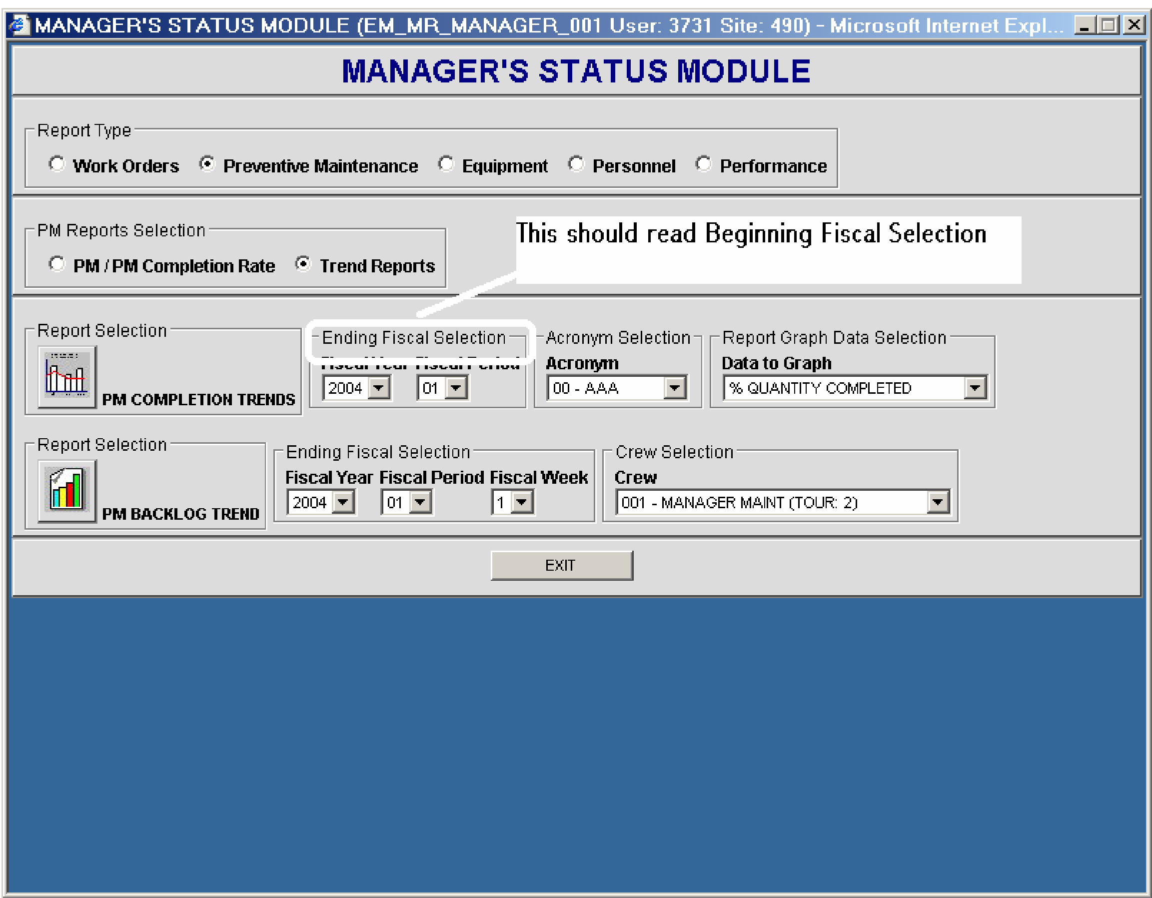
1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Preventative Maintenance button.
4. In the PM Reports Selection menu click the PM/PM Completion Rate button.
5. In the Fiscal Scheduling Selection use the scroll down to select Fiscal Year, All Periods (click box), Scheduling Period, All Weeks (click box), and Scheduling Week.
6. Under Report Selection menu, Report Selection use the scroll down to select Completion Rate By Acronym or Completion Rate for All Acronyms.
7. Under Report Selection menu, Select Report Data use the scroll down to select by Equipment or By Acronym.
8. Under the Sub Report Selection menu, Report Selection use the scroll down to select Total Time (Detail) or Total Time (Summary).

9. In the Acronym Group Selection menu select Acronym_Group by using the scroll down and selecting B, I, M, N, O, or X.
10. Under Report Selection menu click on the Preventative Maintenance or the PM Comp Rate by Acronym Group icon.
11. In some instances a search window will appear, make selection by using the scroll down.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to exit the Report Options.

17.2.2. Trend Reports

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Preventative Maint. button.
4. Click on the Trend Reports button.



5. In the Beginning Fiscal Selection menu use the scroll down to select the Fiscal Year and the Fiscal Period.
6. In the Ending Fiscal Selection menu use the scroll down to select the Fiscal Year and the Fiscal Period.
6. In the Acronym Selection menu use the scroll down to select.
7. In the Report Graph Data Selection menu select Data to Graph using the scroll down to select % Quantity Completed, % Quantity Part. Completed, % Quantity Bypassed.
8. In the Crew Selection menu use the scroll down to select the crew.
9. In the Report Selection menu select PM Completion Trends by clicking the icon.
10. Select option to Print or Preview report.
11. To close report, click on the EXIT door in the Print Preview window.
12. Click on Cancel to exit the Report Options.

17.2.3. PM Backlog Trend

Step Action

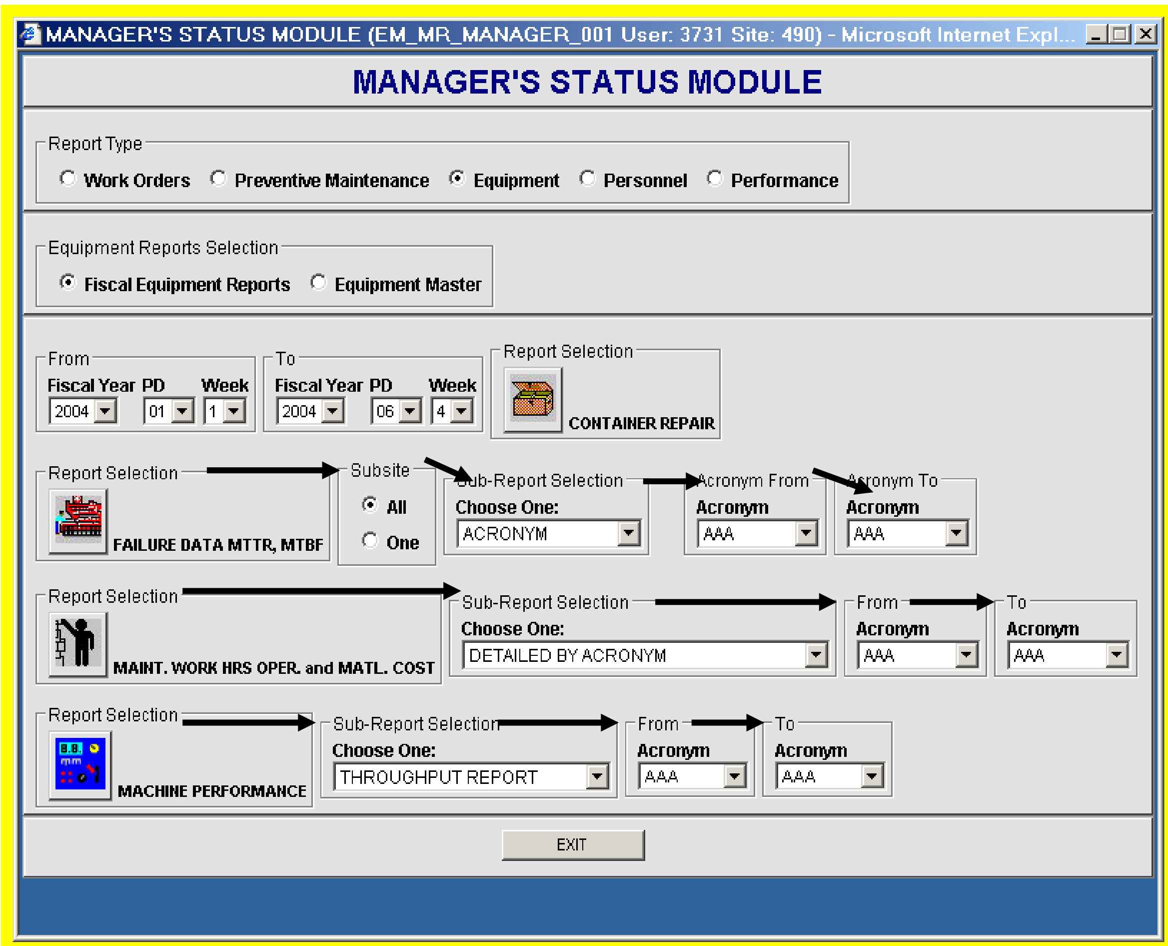
1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Preventative Maint. button.
4. Click on the Trend Reports button.
5. In the Beginning Fiscal Selection menu use the scroll down to select the Fiscal Year and the Fiscal Period.
6. In the Ending Fiscal Selection menu use the scroll down to select the Fiscal Year and the Fiscal Period.
7. In the Acronym Selection menu use the scroll down to select.
8. In the Report Graph Data Selection menu select Data to Graph using the scroll down to select % Quantity Completed, % Quantity Part. Completed, % Quantity Bypassed.
9. In the Crew Selection menu use the scroll down to select the crew.
10. In the Report Selection menu select PM Backlog Trends by clicking the icon.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

17.3. Equipment Reports

17.3.1. Failure Data MTTR & MTBF

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Equipment button.
4. In the Equipment Reports Selection click the button on Fiscal Equipment Reports.
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.
7. In the SubSite field select One or All by clicking the button.



Note: Follow arrows for each report selection. For each report fill in the Sub-Report Selection(s) prior to clicking on the report icon.

8. In the Sub-Report Selection use the scroll down and Choose One of Acronym, Acro Group, Acro – Equip #, Acro Summary, Group Summary, or Equip Summary.
9. In the Acronym From field use the scroll down to select.
10. In the Acronym To field use the scroll down to select.
11. Click on the Failure Data MTTR, MTBF icon.
12. Select option to Print or Preview report.
13. To close report, click on the EXIT door in the Print Preview window.
14. Click on Cancel to exit the Report Options.

17.3.2. Maintenance Work Hours Operated & Material Cost

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Equipment button.
4. In the Equipment Reports Selection click the button on Fiscal Equipment Reports.
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.
7. In the Sub-Report Selection use the scroll down and Choose One of Detailed By Acronym, Summary by Acronym, or Detailed by FY/Period and Acronym.
8. In the Acronym From field use the scroll down to select.
9. In the Acronym To field use the scroll down to select.
10. Click on the Maint. Work Hrs Oper and Matl. Cost icon.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

17.3.3. Machine Performance

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Equipment tab.
4. In the Equipment Reports Selection click the button on Fiscal Equipment Reports.
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.
7. In the Sub-Report Selection use the scroll down and Choose One of Throughput Report or Rejected Details Report.
8. In the Acronym From field use the scroll down to select.
9. In the Acronym To field use the scroll down to select.
10. Click on the Machine Performance icon.
11. Select option to Print or Preview report.
12. To close report, click on the EXIT door in the Print Preview window.
13. Click on Cancel to exit the Report Options.

17.3.4. Container Repair

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Equipment button.
4. In the Date field use the scroll down to select a Fiscal year, PD, and Week.
5. In the To field use the scroll down to select a Fiscal year, PD, and Week.
6. In the Report Selection menu click on the Container Repair icon.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to EXIT the Report Options.

17.3.5. Equipment Master

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Equipment button.
4. Click on the Equipment Master icon.
5. In the Order By menu Choose One of Acronym, SubSite, or Acronym Group by clicking on the button. Select Partial Report by clicking the box.
6. If you check the Partial Report box another menu will appear. Make you selection by using the scroll down.
6. In the Report Selection click the Equipment Master Icon.
7. Select option to Print or Preview report.
8. To close report, click on the EXIT door in the Print Preview window.
9. Click on Cancel to EXIT the Report Options.

17.4. Personnel Reports

17.4.1. Labor Transactions for Corrective and Preventive Maintenance

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Personnel button.
4. In the Maintenance Type menu select Corrective, Preventative, Corrective and Preventative, or Reactive by clicking the button.
5. Type in the Begin Date or click the calendar icon to select a date.

6. Type in the End Date or click the calendar icon to select a date.
7. In the Employee Selection Field use the scroll down to select an employee. (You do not fill this in if Reactive maintenance was selected).
8. In the Report Selection menu click the Labor Transactions icon.
9. See Print instructions for further options.

17.4.2. Crews & Employees

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Personnel button.
4. In the Maintenance Type menu select Corrective, Preventative, Corrective and Preventative, or Reactive by clicking the button.
5. Type in the Begin Date or click the calendar icon to select a date.
6. Type in the End Date or click the calendar icon to select a date.
7. In the Employee Status menu click on Active, Inactive, or Active and Inactive.
8. In the Order by menu in the Choose One box use the scroll down to select Last Name, Level, Crew ID, Tour, Labor Group, or Labor Class. You may limit your report by clicking the Partial box.
9. In the Report Selection menu click the Labor Transactions icon.
10. If you clicked the Partial box a window will appear. Use the scroll down to select and click the Submit button, or click the Select All Rows box, or click Cancel to leave the report.
11. See Print instructions for further options.

17.4.3. User Permissions

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Personnel button.
4. In the Maintenance Type menu select Corrective, Preventative, Corrective and Preventative, or Reactive by clicking the button.
5. In the Report Selection menu click the User Permissions icon.
6. See Print instructions for further options.

17.4.4. Building Cost Per 100 Sq. Feet

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Performance button.
4. Click on the Building Cost tab.
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.
7. In the Sub-Report Selection use the scroll down and Choose One of By Work Hours or By Cost.
8. In the SubSite menu use the scroll down to select the SubSite.
9. In the Report Selection menu click on the Building Cost per 1000 SQ Feet icon.
10. See Print instructions for further options.

17.4.5. Plant Maintenance Cost and Detail

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Performance button.
4. Click on the Building Cost tab.
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.
7. In the Acronym menu use the scroll down and select a FROM Acronym and a TO Acronym.
8. Click on the Plant Maint Cost and Detail icon.
9. See Print instructions for further options.

17.4.6. Plant Maintenance Cost Summary

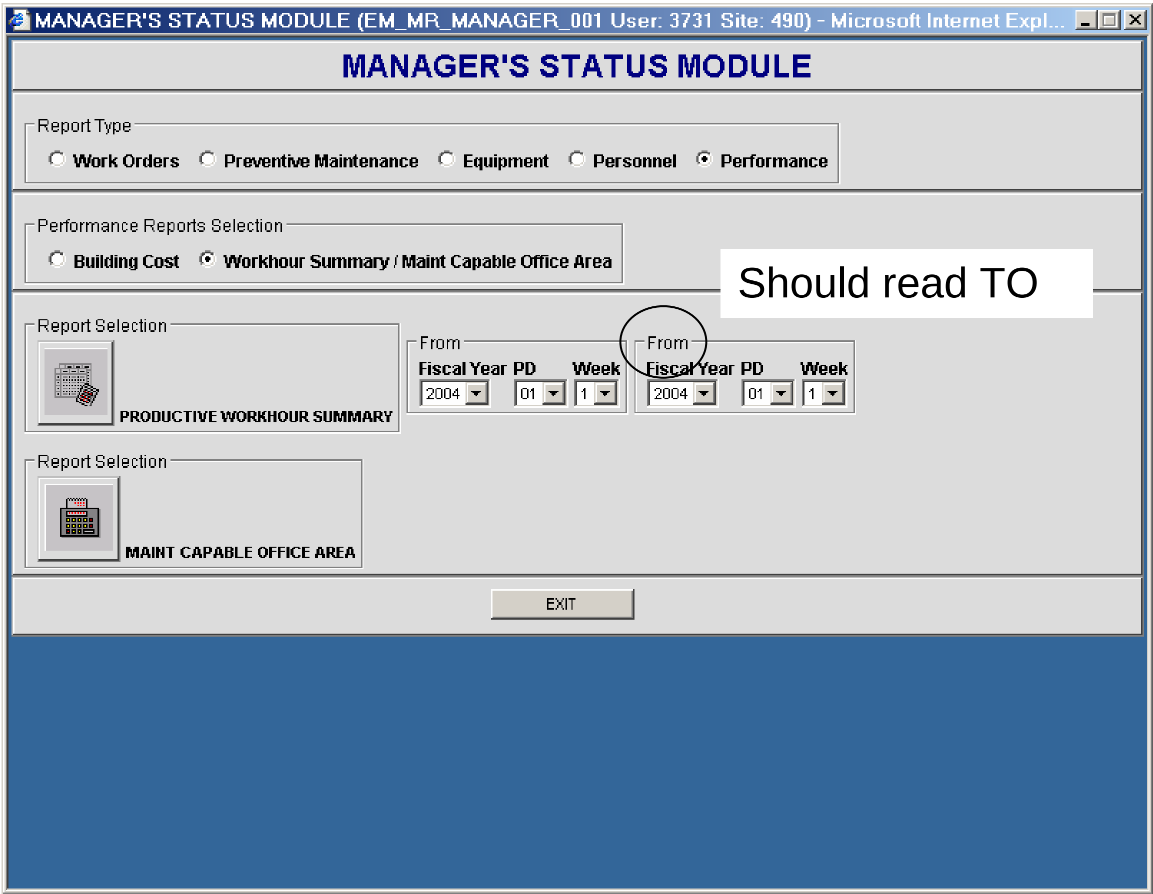
Step	Action

9. From the eMARS main menu click on the **Report** button at the top of the screen.
10. Click on the Manager drawer.
11. Click on the Performance button.
12. Click on the Building Cost tab.
13. In the From field use the scroll down to select a Fiscal year, PD, and Week.
14. In the To field use the scroll down to select a Fiscal year, PD, and Week.
15. In the Acronym menu use the scroll down and select a FROM Acronym and a TO Acronym.
16. Click on the Plant Maint Cost Summary icon.
17. See Print instructions for further options.

17.4.7. Productive Workhour Summary Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Performance button.
4. Click on the Workhour Summary/Maint Capable Office Area
5. In the From field use the scroll down to select a Fiscal year, PD, and Week.
6. In the To field use the scroll down to select a Fiscal year, PD, and Week.



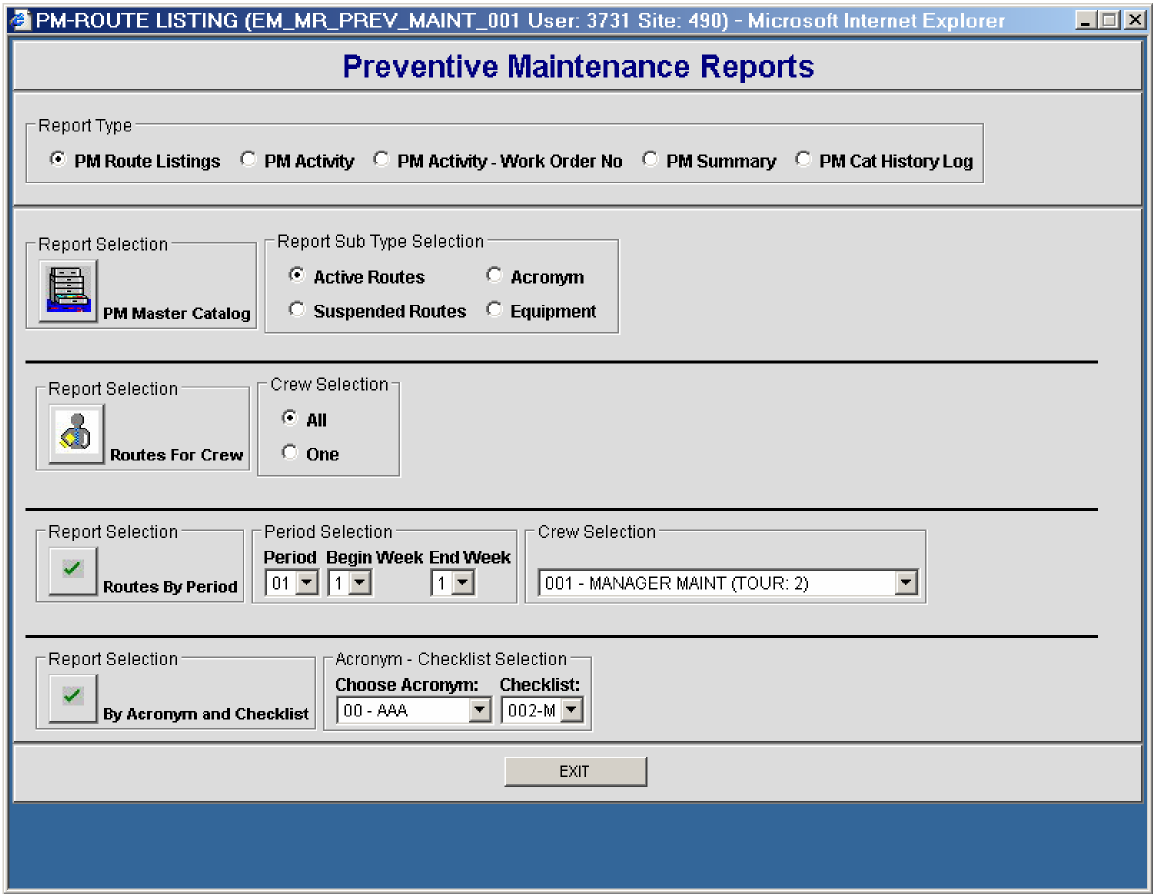
7. In the Report Selection menu click the Productive Workhour Summary icon.
8. See Print instructions for further options.

17.4.8. Maintenance Capable Office Area

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Manager drawer.
3. Click on the Performance button.
4. Click on the Workhour Summary/Maint Capable Office Area
5. Click on Maint. Capable Office Area (Site Sq. Ft.) icon.
6. See Print instructions for further options.

18. Preventive Maintenance Reports



18.1. PM Reports & Listing

18.1.1. PM Master Catalog

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Route Listings button.
4. In the Report Sub Type Selection menu choose Active Routes, Suspended Routes, Acronym or Equipment by clicking the button.
5. If Acronym or Equipment is selected use the scroll down in the box(es) that appear and select an acronym and equipment number.
6. In the Report Selection box click on the PM Master Catalog icon.
7. See Print instructions for further options.

18.1.2. Routes for Crew

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Route Listings button.
4. In the Crew Selection menu choose One or All by clicking on the button.
5. If One is selected use the scroll down in the box that appear and select a crew.
6. In the Report Selection box click on the Routes for a Crew icon.
7. See Print instructions for further options.

18.1.3. Routes by Period

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Routes Listings button.
4. In the Period Selection menu, use the scroll down to choose Period, Begin Week, and End Week.
5. In the Crew selection field, use the scroll down to select the Crew.
6. In the Report Selection box click on the Routes by Period icon.
7. See Print instructions for further options.

18.1.4. Routes by Acronym and Checklist

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Routes Listings button.
4. In the Acronym – Checklist menu, use the scroll down to choose the Acronym and the Checklist.
5. In the Report Selection box click on the By Acronym and Checklist icon.
6. See Print instructions for further options.

18.1.5. Routes by Equipment Number

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Activity button.
4. In the Acronym – Checklist menu, use the scroll down to choose the Acronym and the Checklist.
5. In the Report Selection box click on the By Acronym and Checklist icon.
6. See Print instructions for further options.

18.1.6. By Checklist Number & Acronym Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Route Listings tab.
4. Click on either All Acronym for the same Checklist # **OR** One Acronym for the same Checklist #.
5. Click on the By Checklist & Acronym icon.
6. See Print instructions for further options.

18.2. PM Activity

18.2.1. PM Activity – Work Order No

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Activity – Work Order button.
4. In the Report Selection menu click the By Work Order Number icon.
5. A Search Criteria window will appear. Enter the starting work order number if known, the ending work order number if known, then click the GO button to begin searching.
6. See Print instructions for further options.

18.3. Preventive Maintenance Summary

18.3.1. Preventive Maintenance Summary Daily/Senior by Equipment Number

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Summary button.
4. In the Acronym – Equipment Selection use the scroll down to select the Acronym, then the Equipment Number.
5. In the FY – Period Selection field use the scroll down to select a beginning and ending Fiscal year and PD.
6. In the Report Selection menu click on the Daily/Senior by Equipment Number icon.
7. See Print instructions for further options.

18.3.2. PM Summary by Crew

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Summary button.
4. In the Crew Selection use the scroll down to select the Crew.
5. In the FY – Period Selection field use the scroll down to select a beginning and ending Fiscal year and PD.
6. In the Report Selection menu click on the Daily/Senior by Crew icon.
7. See Print instructions for further options.

18.3.3. PM Summary by PM Routes

Step Action

8. From the eMARS main menu click on the **Report** button at the top of the screen.
9. Click on the Prevent Maint drawer.
10. Click on the PM Summary button.
11. In the Route- Equipment Number Selection field use the scroll down to select the Acronym, Equipment Number, and Route.
12. In the FY – Period Selection field use the scroll down to select a beginning and ending Fiscal year and PD.
13. In the Report Selection menu click on the by PM Routes icon.
14. See Print instructions for further options.

18.4. *PM History Log*

18.4.1. Preventive Maintenance Change History Log

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Prevent Maint drawer.
3. Click on the PM Cat History Log button.
4. In the Acronym – Equipment Selection field choose All or One by clicking the button. If One is selected use the scroll down to enter the Acronym and the Equipment Number boxes.
5. In the Date Selection fields type in the date or select by using the calendar icon.
6. In the Report Selection field click on the Route Change History icon.
7. See Print instructions for further options.

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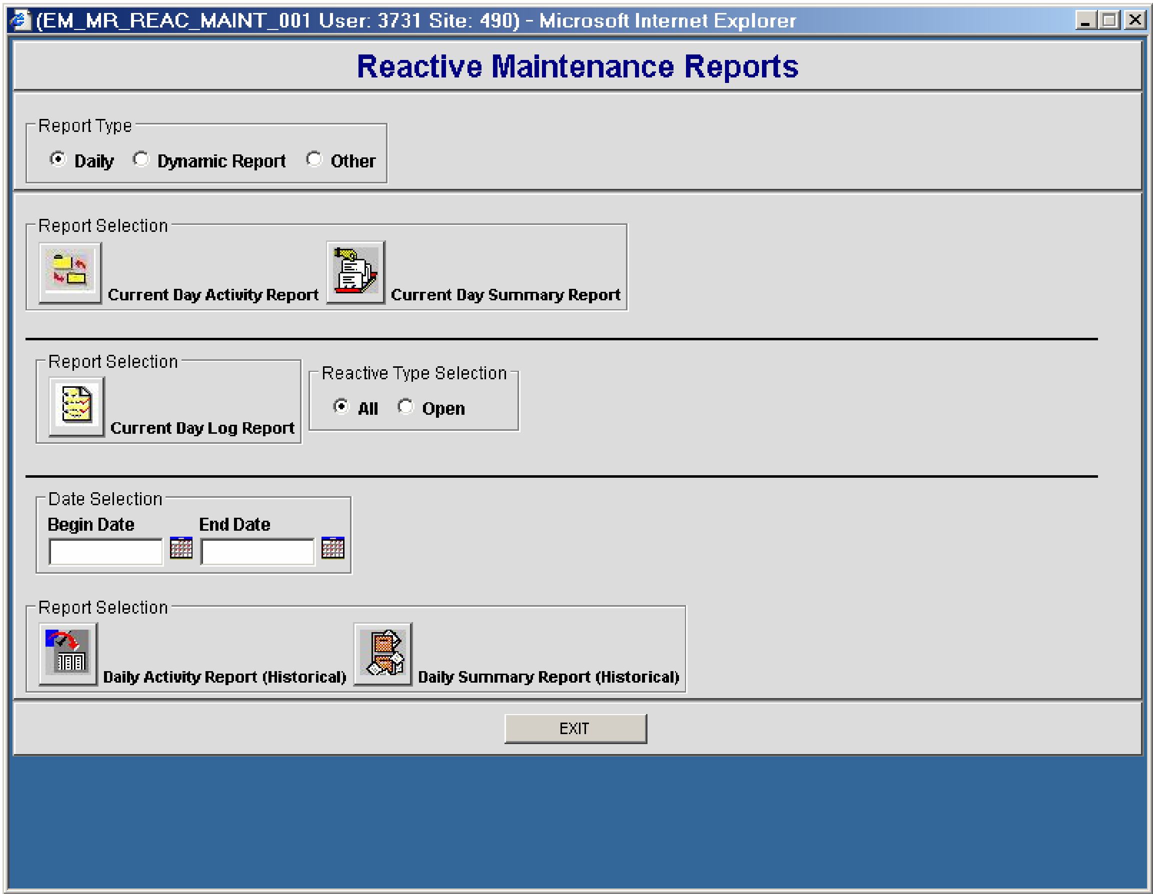
19. Reactive Maintenance Reports



19.1. Reactive Maintenance Reports

19.1.1. Daily Activity and Summary Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Daily button.
4. Click on the Report Selection the Current Day Activity Report or Current Day Summary Report icon.
5. See Print instructions for further options.

19.1.2. Current Day Log Report

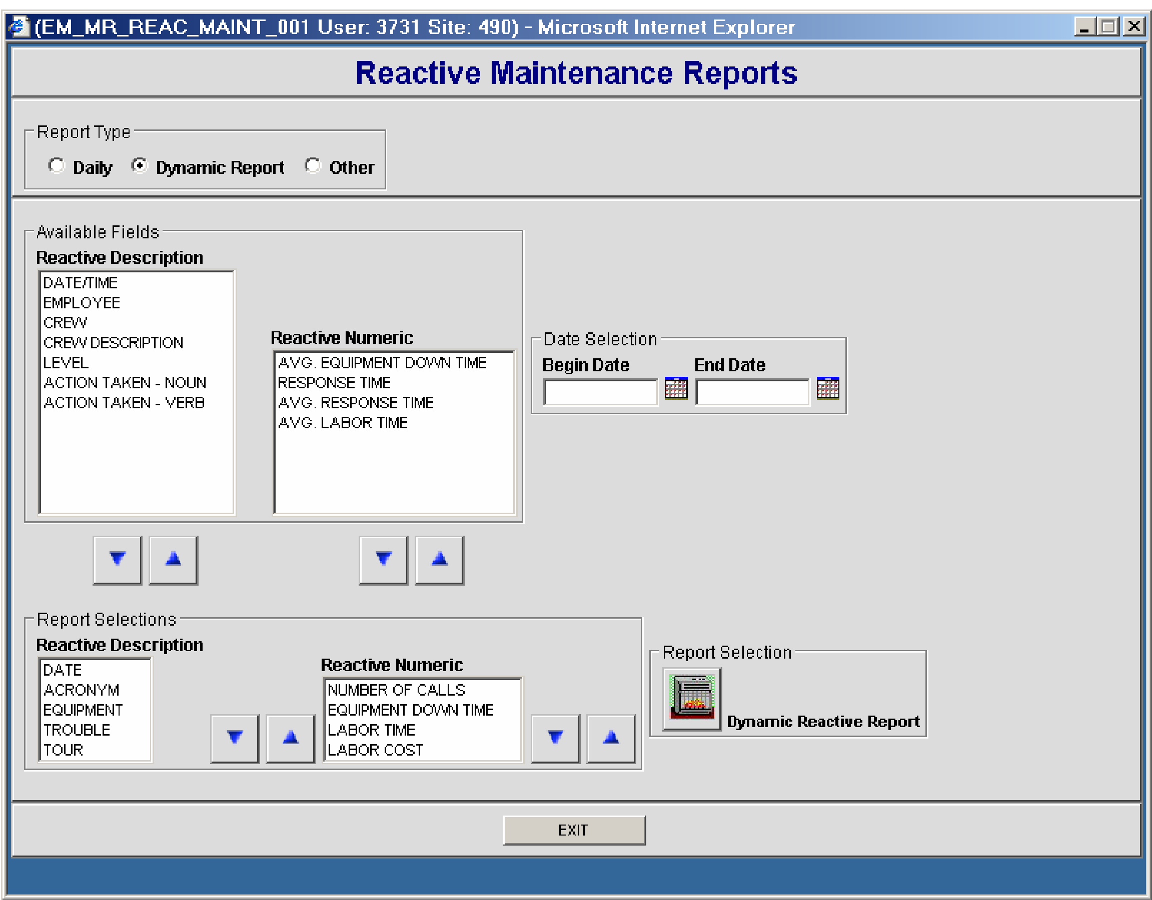
Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Daily button.
4. In the Reactive Type Selection click on All or Open.
5. Click on the Report Selection the Current Day Log Report.
6. See Print instructions for further options.

19.1.3. Daily Activity and Summary Reports (Historical)

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Daily button.
4. In the Date Selection field type in the date or enter by using the calendar icon.
5. Click on the Report Selection the Daily Activity Report (Historical) or Daily Summary Report (Historical).
6. See Print instructions for further options.



Note: ***The above report has been select to be for a date, acronym, equipment, trouble, tour and the number of calls, equipment down time, and the labor time and cost. You may use this report to retrieve information for your specific needs.***

19.1.4. Dynamic Reports

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Dynamic Report button.
4. In the Date Selection field type in or click on the calendar icons to select Begin Date and End Date.
5. In the Reports Selections field (bottom of screen), Reactive Description place your cursor on an item and click the up arrow to the right of the box. This will move the item to the Available Fields box. Continue until the box is empty.
6. In the Reports Selections field (bottom of screen), Reactive Numeric place your cursor on an item and click the up arrow to the right of the box. This will move the item to the Reactive Numeric box. Continue until the box is empty.
7. In the Available Fields menu select from Reactive Description: Date/Time Employee, Crew, Crew Description, Level, Action Taken – Noun, or Action Taken Verb. Click on the item your report is to contain. Underneath this box is two arrows use the down arrow to move it to the reports selections box. The maximum number of items that may be selected is five.
8. To remove an item from the reports selection box click on the item and highlight. Click the up arrow under the Available Fields menu.
9. In the Reactive Numeric field select from Avg. Equipment Down Time, Response Time, Avg. Response Time, or Avg. Labor Time. Click on the item your report is to contain. Underneath this box is two arrows use the down arrow to move it to the Reports Selections Reactive Numeric box. The maximum number of items that may be selected is four.
10. To remove an item from the reports selection box click on the item and highlight. Click the up arrow under the Available Fields menu.
11. In the Report Selections Reactive Description and Reactive Numeric boxes you can change the order of your choices by clicking on the item and clicking the up or down arrow located at the side of each box.
12. In the Report Selection box click on the Dynamic Reactive Report icon.
13. See Print instructions for further options.

19.1.5. % of Reactive Call to Work Order

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Other button.
4. In the Date Selection field type in or click on the calendar icons to select Begin Date and End Date.
5. In the Report Selection box click on the % of Reactive Call to Work Order icon.
6. See Print instructions for further options.

19.1.6. Reactive Maintenance Jams/Hour

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Other button.
4. In the Date Selection field type in or click on the calendar icons to select Begin Date and End Date.
5. In the Report Selection box click on the Reactive Maintenance Jams/Hour icon.
6. See Print instructions for further options.

19.1.7. Top 10 Reactive Calls

Step	Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Other button.
4. In the Top Ten By field click on one of the following: Number of Calls, Equipment Down Time, Labor Time, or Labor Cost,
5. In the Report Selection box click on the Top 10 Reactive Calls icon.
6. See Print instructions for further options.

19.1.8. Selected Equipment Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Other button.
4. In the Select Equipment field use the scroll down to select one of: Number of Calls, Equipment Down Time, Labor Time, and Labor Cost.
5. In the Report Selection box click on the Selected Equipment Report icon.
6. See Print instructions for further options.

19.1.9. Reactive Maintenance by Employee

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Reactive Maint drawer.
3. Click on the Other button.
4. In the Report Selection box click on the Reactive Maintenance by Employee icon.
5. See Print instructions for further options.

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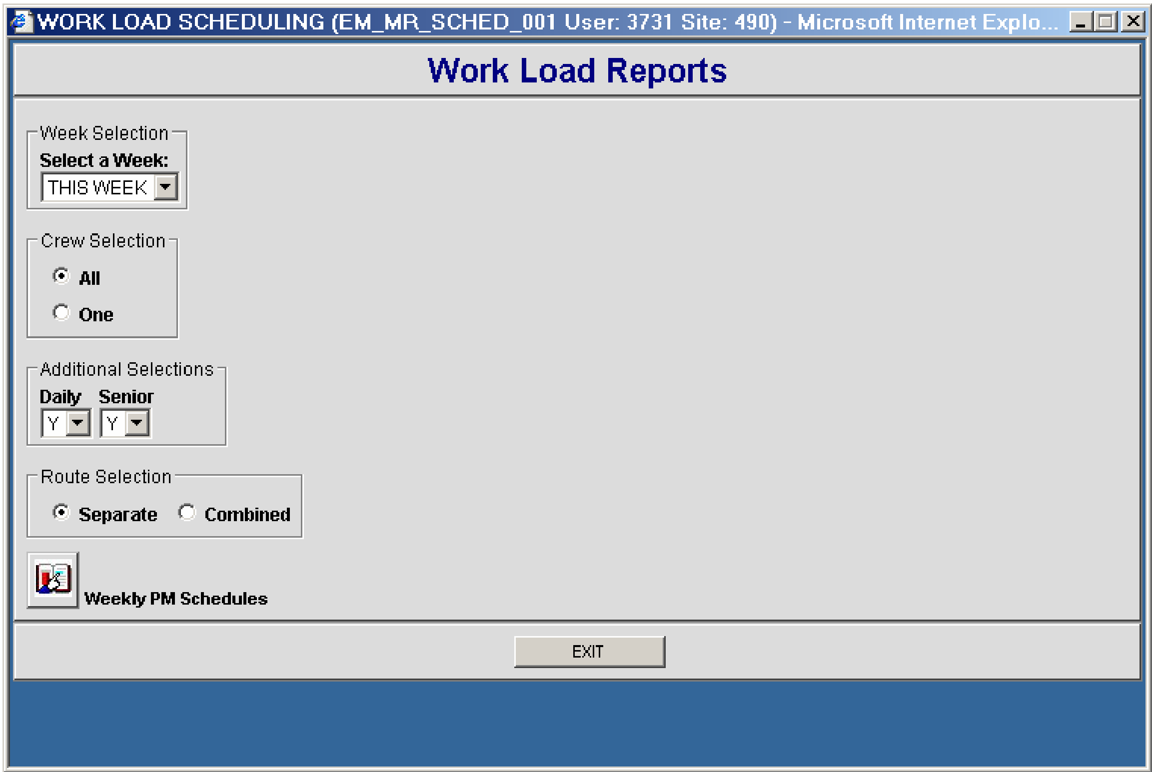
20. Scheduling Reports



20.1. Workload Scheduling

20.1.1. Weekly PM Schedules

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Scheduling drawer.
3. Click on the Weekly PM Schedules icon.
5. In the week selection box select either This Week or Last Week.
6. In the Crew Selection box click either One or All.
7. In the Additional Selection box, use the scroll down box to select Y or N for Daily and Senior. Y means yes, N means no.
8. In the Route Selection box, click the button to select Separate or Combined routes.
9. Click on the Weekly PM Schedules icon to view report.
10. See Print instructions for further options.

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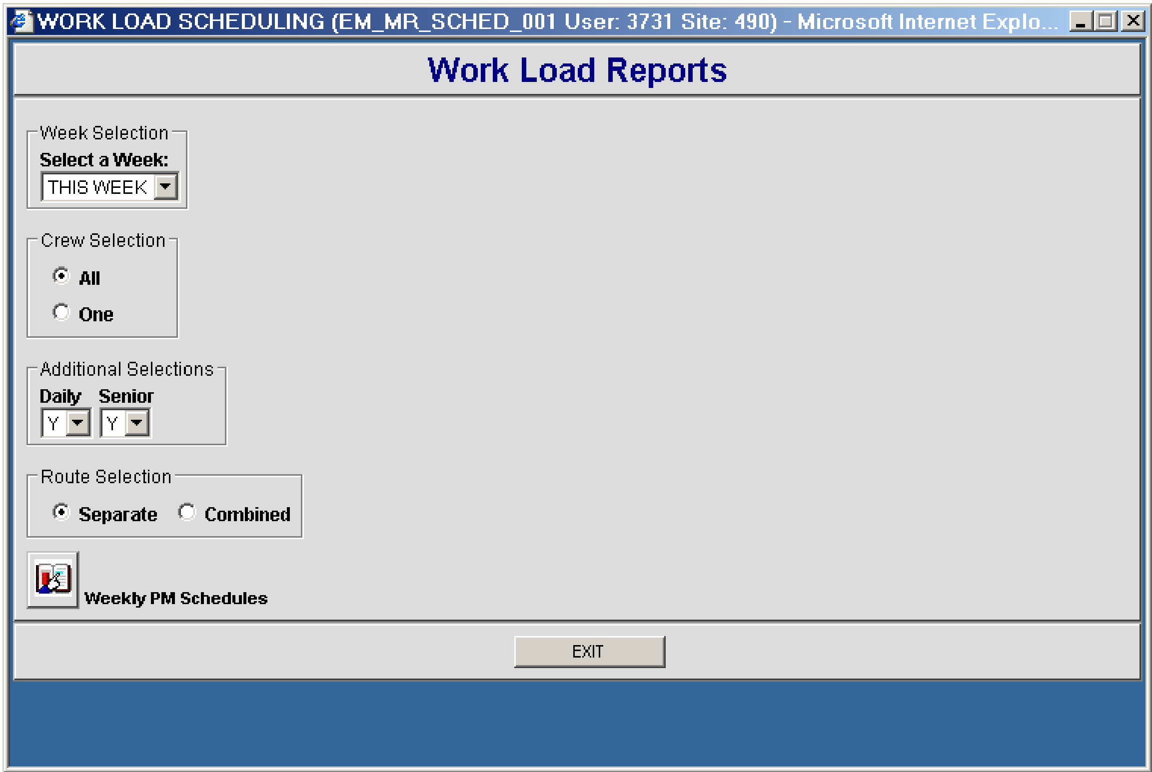
21. Work Orders Reports



21.1. *Work Order Reports*

21.1.1. Work Orders by Work Code Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
3. In the Report Type menu click the Work Code/Acronym/Priority button.
4. In the Work Orders Selection menu select All, Open, or Close by clicking the button.
5. In the date selection menu type in the date or click the calendar icon to select a date.
6. In the Work Code Selection Menu click on All or One.
7. In the Acronym Selection click on All or One.
8. In the Priority Selection click on All or One.
9. In the Report Selection click the Work Code icon.
10. See section on Printing for further options.

21.1.2. Work Orders by Acronym Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
3. In the Report Type menu click the Work Code/Acronym/Priority button.
4. In the Work Orders Selection menu select All, Open, or Close by clicking the button.
5. In the date selection menu type in the date or click the calendar icon to select a date.
6. In the Work Code Selection Menu click on All or One.
7. In the Acronym Selection click on All or One.
8. In the Priority Selection click on All or One.
9. In the Report Selection click the Acronym icon.
10. See section on Printing for further options.

21.1.3. Work Orders by Priority Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
5. In the Report Type menu click the Work Code/Acronym/Priority button.
6. In the Work Orders Selection menu select All, Open, or Close by clicking the button.
11. In the date selection menu type in the date or click the calendar icon to select a date.
12. In the Work Code Selection Menu click on All or One.
13. In the Acronym Selection click on All or One.
14. In the Priority Selection click on All or One.
15. In the Report Selection click the Priority icon.
16. See section on Printing for further options.

21.1.4. Work Orders by Work Code, Acronym/Priority

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
3. Under Report Type click the Work Code/Acronym/Priority button.

4. In the Work Orders Selection field select All, Open, or Closed by clicking the button.
5. In the Date Selection box type in the Beginning and End Date or click on the calendar icon to select a date.
6. In the Work Code Selection click on All or One. If one is selected use scroll down to make selection in box that appears.
7.
8. In the Report Selection click on the icon for Work Code, Acronym, or Priority.
9. See section on Printing for further options.

21.1.5. Work Orders by Register/Crew/Department

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
3. Under Report Type click the Register/Crew/Department button.
4. In the Work Orders Selection field select All, Open, or Closed by clicking the button.
5. In the Date Selection box type in the Beginning and End Date or click on the calendar icon to select a date.
6. In the Work Code Selection click on All or One. If one is selected use scroll down to make selection in box that appears.
7. In the Report Selection click on the icon for Work Code, Acronym, or Priority.
8. See section on Printing for further options.

21.1.6. Activity by Date/Standing Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Work Orders drawer.
3. Under Report Type click the Activity by Date/Standing button.
4. In the Date Selection box type in the Beginning and End Date or click on the calendar icon to select a date.
5. In the Register Selection click on All or One. If one is selected use scroll down to make selection in box that appears.
6. In the Report Selection click on the icon for Activity by Date or Standing Work Order.
7. See section on Printing for further options.

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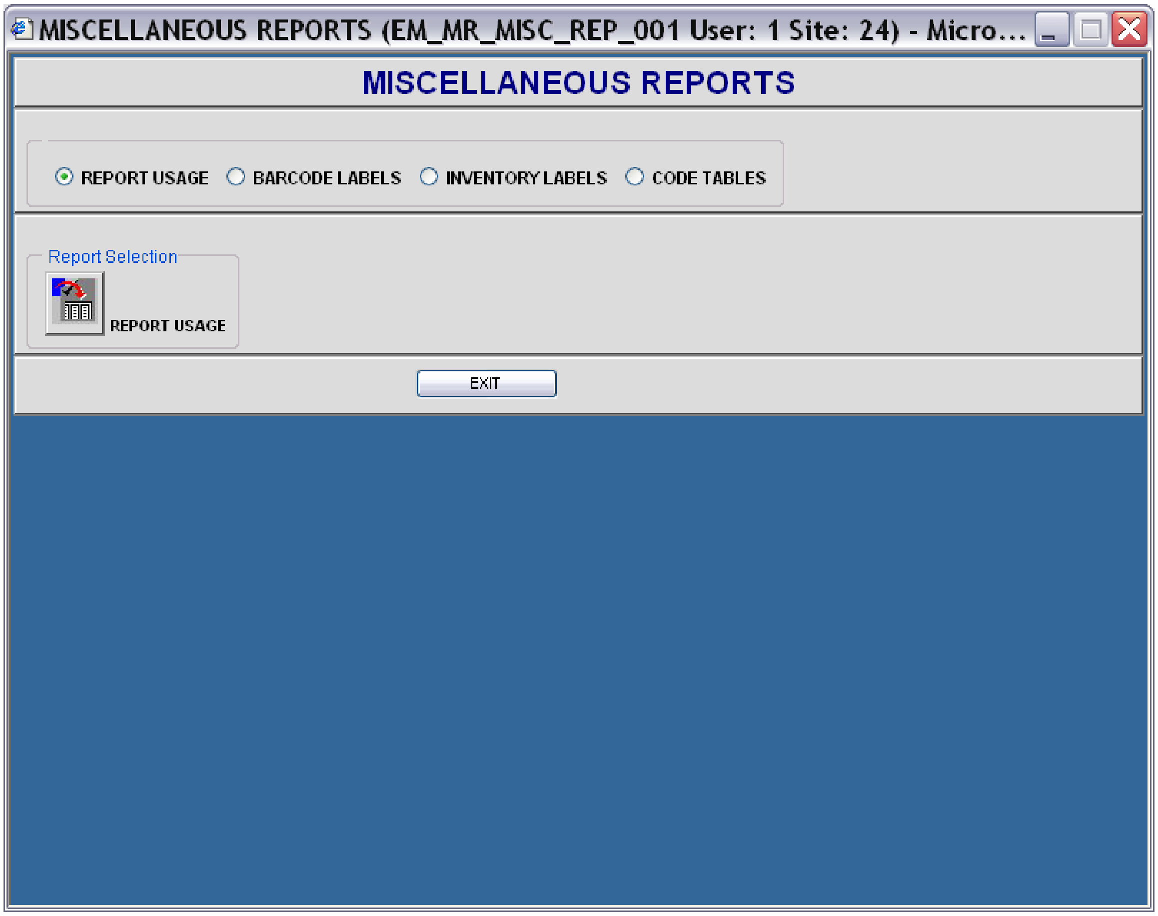
22. Miscellaneous Reports



22.1. Report Usage Report

22.1.1. Report Usage

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Misc Reports Drawer button.
3. Click on the Report Usage icon in the Report Selection Box.
4. See section on Printing for further options.

22.1.2. Barcode Labels

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Misc Reports Drawer button.
3. Click on the Barcode Labels button.
4. In the Search By box type in a Nomenclature and click the GO button OR Use the scroll down in the FSC Code box and click the GO button.
5. See section on Printing for further options.

22.1.3. Inventory Labels

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Miscellaneous Reports Drawer button.
3. Click on the Inventory Labels button.
4. In the Extended Value Items click on the Equal To or Greater Than box or the Equal To or Less Tan button and scroll down and select an amount.
5. In the Order By box scroll down and select NSN, Nomenclature, OEM, Location, Group, or Source Code. You may also click the Partial Search box to limit your report.
6. In the right hand column, scroll down and select the label type you have.
7. Under Report Selection click on the Inventory Labels icon.
8. If you selected a partial search, a Report Search screen will appear. Use the scroll down to select a FSC and click the GO button or type in the Nomenclature, Room ID, or Location and click the GO button. When using the scroll down for NSN's you may select a beginning and ending NSN in the Begin or Equal TO: and End: fields by double clicking on the line. Click the New Search button to clear the screen and use new data.
9. See section on Printing for further options.

22.1.4. Code Tables Report

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Misc. Reports drawer.
3. Click on the Code Tables button.
4. To select the Maintenance reports click the box. All the boxes under Maintenance will then automatically be checked. Uncheck any reports you do not want.
5. To select the Organization reports click the box. All the boxes under Organization will then automatically be checked. Uncheck any reports you do not want.
6. To select the Equipment reports click the box. All the boxes under Equipment will then automatically be checked. Uncheck any reports you do not want.
7. To select the Employee reports click the box. All the boxes under Employee will then automatically be checked. Uncheck any reports you do not want.
8. .In the Report Selection field, click on the Code Table Report icon.
9. Select option to Print or Preview report. You will have to close each Code Table report and print separately.
10. See section on Printing for further options.

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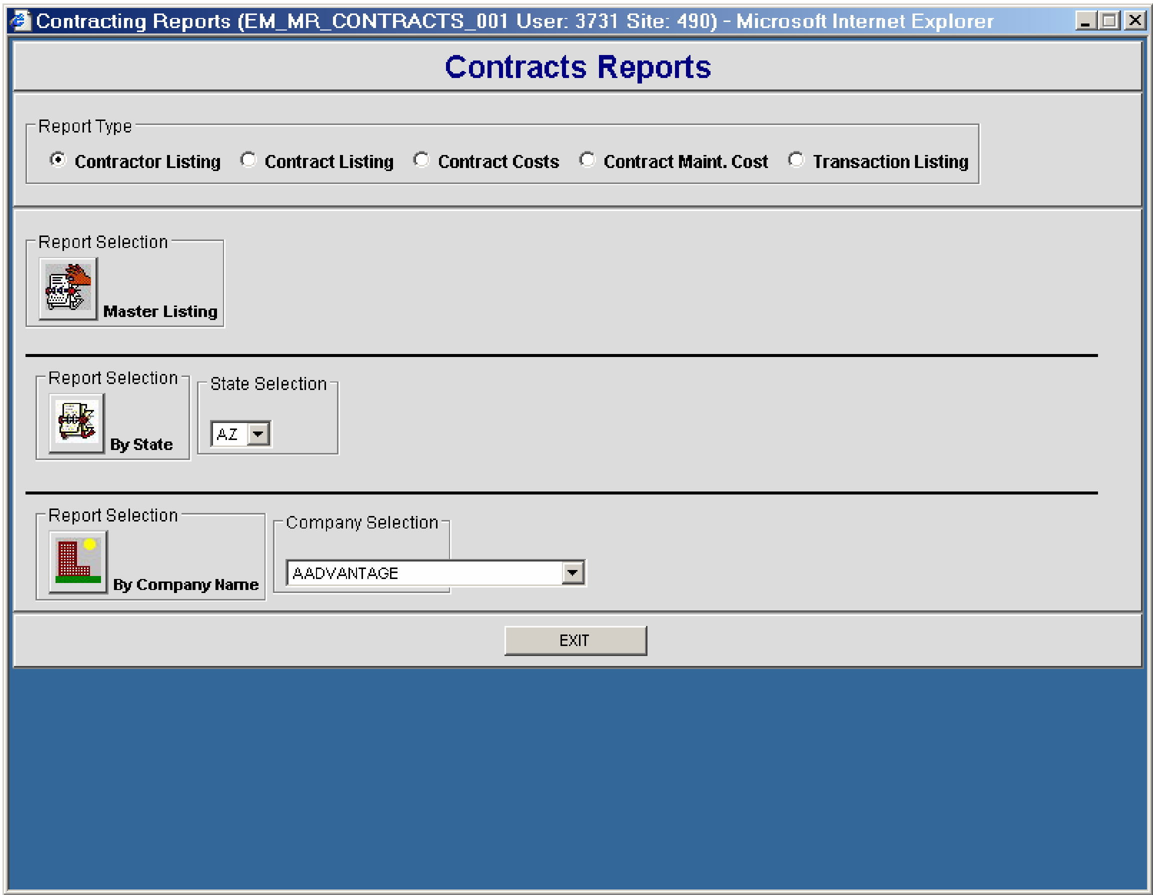
23. Contract Reports



Contractor Listing

23.1.1. Master Listing

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. Click on the Master Listing icon.
5. See section on Printing for further options.

23.1.2. By State

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. Under State Selection field use the scroll down to select a state.
5. Click on the By State icon.
6. See section on Printing for further options.

23.1.3. By Company Name

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. Under Company Selection field use the scroll down to select.
5. Click on the By Company Name icon.
6. See section on Printing for further options.

23.2. Contract Listing

23.2.1. Contract Listing

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. Click on the Contract Listing icon.
5. See section on Printing for further options.

23.3. Contract Costs

23.3.1. By Site and Acronym

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. In the Date Selection field type in a date in Begin Date and End Date fields or click the calendar icon to select a date.
5. In the SubSite Selection field use the scroll down to select a SubSite.
6. In the Acronym Selection field, click All or One.
7. If One was selected use drop-down list to select acronym.
8. In the Report Selection field click on the By SubSite – Acronym icon.
9. See section on Printing for further options.

23.3.2. By Contractor

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Listings button.
4. In the Date Selection field type in a date in Begin Date and End Date fields or click the calendar icon to select a date.
5. In the Contractor Selection field click All or One.
6. If One was selected use drop-down list to select contractor.
7. In the Report Selection field click on the by Contractor icon.
8. See section on Printing for further options.

23.3.3. By Dollars

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Contractor Costs button.
4. In the SubSite field use the scroll down to select a SubSite.
5. In the Extended Value Items click on the Equal To or Greater Than box or the Equal To or Less Tan button and scroll down and select an amount.
6. In the Report Selection field click on the by Dollars icon.
7. See section on Printing for further options.

23.4. *Transaction Listing*

23.4.1. Transaction List

Step Action

1. From the eMARS main menu click on the **Report** button at the top of the screen.
2. Click on the Contracts drawer.
3. Click on the Transaction Listing button.
4. In the Date Selection field type in a date in Begin Date and End Date fields or click the calendar icon to select a date.
5. Click on Transaction List icon.
6. See section on Printing for further options.