ABSTRACT

Recycled Materials Affirmative Procurement Tracking System

(RMAPTS)

EGG-RAAM-11278

RMAPTS is designed to interact with other computer systems. This system can upload or download data from other RMAPTS systems. RMAPTS also complies with Federal Acquisition Regulations (FARs).

Section 6002 of the Resource Conservation and Recovery Act (RCRA), Title 40 Part 247-25 of the Code of Federal Regulations, and Executive Order 12780 present mandates and guidelines to the Department of Energy (DOE) and its contractors for the procurement of products containing recycled materials. These regulations promote cost-effective waste reduction and recovery of reusable materials from federally generated waste; promote environmentally sound and economically efficient waste reduction and recycling of the nation's resources; and stimulate private sector markets through preferential procurement of designated items.

On August 4, 1992, the Deputy Secretary of the Department of Energy requested DOE to show its commitment to Executive Order 12780, Federal Agency Recycling and Procurement Policy. This software was developed in response to this request.

RMAPTS will allow users to track and report specific data concerning the procurement of products that contain recycled material and the quantity of recycled material contained in each product. This system provides greater detail, improved accuracy, and less time spent on year-end reporting. Users can quickly check the year-to-date status of recycled material purchases and recycled material contents of products at any time.
CONTENTS

1. Introduction
   1.1 Software Development ........................................ 1
   1.2 Software Notice ................................................ 2

2. Getting Started
   2.1 System Requirements ........................................... 3
   2.2 Installing the System .......................................... 3
   2.3 Executing RMAPTS ............................................... 4
   2.4 Exiting RMAPTS .................................................. 5

3. Using RMAPTS ...................................................... 6

4. Requisition Transactions ............................................ 7
   4.1 Data Entry Main Screen ........................................ 7
   4.2 Function Keys ................................................... 8
      F1 - Vendor ..................................................... 8
      F2 - Requisition ............................................... 8
      F4 - Quit ........................................................ 8
      F5 - Add ......................................................... 8
      F6 - Modify ..................................................... 9
      F7 - Delete .................................................... 10
      F8 - Locate .................................................... 11

5. Procurement Categories .............................................. 13
   5.1 Data Entry Main Screen ....................................... 13
   5.2 Function Keys ................................................... 14
      F1 - Category .................................................. 14
      F2 - Items ...................................................... 14
      F3 - Item Units ................................................ 14
      F4 - Quit ....................................................... 15
      F5 - Add ......................................................... 15
      F6 - Modify ..................................................... 16
      F7 - Delete .................................................... 17
      F8 - Locate .................................................... 19

6. Reports ............................................................ 20
   6.1 RCRA Annual Report ............................................ 20
      6.1.1 Function Keys ............................................. 21
      F1 - List ....................................................... 21
      F2 - Delete ..................................................... 22
      F3 - Save ....................................................... 22
      F4 - Print ...................................................... 23
      F6 - Down 1 Line ............................................... 23
      F7 - Down 1 Page ............................................... 23
      F8 - Up 1 Line ................................................ 24
      F9 - Up 1 Page ................................................ 24
      F5 - Quit ....................................................... 24

-1-
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.2</td>
<td>Recycled Material Content Report</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>6.1.2.1 Function Keys</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>F2 - To Screen</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>F3 - To Printer</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>F4 - To File</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>F5 - Quit</td>
<td>25</td>
</tr>
<tr>
<td>6.1.3</td>
<td>User Defined Report</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>6.1.3.1 Function Keys</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>F2 - To Screen</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>F3 - To Printer</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>F4 - To File</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>F5 - Quit</td>
<td>28</td>
</tr>
<tr>
<td>7.</td>
<td>Utilities Screens</td>
<td>29</td>
</tr>
<tr>
<td>7.1</td>
<td>Backup Data</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>7.1.1 Function Keys</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>F2-Execute Backup</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>F5-Exit Backup</td>
<td>30</td>
</tr>
<tr>
<td>7.2</td>
<td>Restore Data</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>7.1.2 Function Keys</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>F2-Execute Restore</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>F5-Exit Restore</td>
<td>31</td>
</tr>
<tr>
<td>7.3</td>
<td>Upload Data</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>7.1.3 Function Keys</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>F2-Execute Upload</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>F5-Exit Upload</td>
<td>33</td>
</tr>
<tr>
<td>7.4</td>
<td>Download Data</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>7.1.4 Function Keys</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>F2-Execute Download</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>F5-Exit Download</td>
<td>36</td>
</tr>
<tr>
<td>7.5</td>
<td>Affirmative Procurement Reporting System</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>7.1.5 Function Keys</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>F1-Convert</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>F5-Exit</td>
<td>37</td>
</tr>
<tr>
<td>7.6</td>
<td>Select Printer</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>7.1.6 Function Keys</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>F1-Add</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>F2-Delete</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>F4-Quit</td>
<td>39</td>
</tr>
<tr>
<td>7.7</td>
<td>System Defaults</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>7.1.7 Function Keys</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>F2-Save</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>F5-Quit</td>
<td>40</td>
</tr>
<tr>
<td>7.8</td>
<td>Pack Data</td>
<td>41</td>
</tr>
<tr>
<td>Figure</td>
<td>Description</td>
<td>Page</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>1.</td>
<td>RMAPTS Main Menu</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Requisition Transactions Main Screen</td>
<td>7</td>
</tr>
<tr>
<td>3.</td>
<td>Pop-Up Menu for Function Key F5-Add (Vendor)</td>
<td>9</td>
</tr>
<tr>
<td>4.</td>
<td>Pop-Up Menu for Function Key F5-Add (Requisition)</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>Pop-Up Menu for Function Key F6-Modify (Vendor)</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Pop-Up Menu for Function Key F6-Modify (Requisition)</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>Pop-Up Menu for Function Key F7-Delete (Vendor)</td>
<td>11</td>
</tr>
<tr>
<td>8.</td>
<td>Pop-Up Menu for Function Key F7-Delete (Requisition)</td>
<td>11</td>
</tr>
<tr>
<td>9.</td>
<td>Pop-Up Menu for Function Key F8-Locate (Vendor)</td>
<td>12</td>
</tr>
<tr>
<td>10.</td>
<td>Pop-Up Menu for Function Key F8-Locate (Requisition)</td>
<td>12</td>
</tr>
<tr>
<td>11.</td>
<td>Procurement Categories Main Screen</td>
<td>13</td>
</tr>
<tr>
<td>12.</td>
<td>Pop-Up Menu for Function Key F5-Add (Category)</td>
<td>15</td>
</tr>
<tr>
<td>13.</td>
<td>Pop-Up Menu for Function Key F5-Add (Items)</td>
<td>16</td>
</tr>
<tr>
<td>14.</td>
<td>Pop-Up Menu for Function Key F5-Add (Item Units)</td>
<td>16</td>
</tr>
<tr>
<td>15.</td>
<td>Pop-Up Menu for Function Key F6-Modify (Category)</td>
<td>16</td>
</tr>
<tr>
<td>16.</td>
<td>Pop-Up Menu for Function Key F6-Modify (Items)</td>
<td>17</td>
</tr>
<tr>
<td>17.</td>
<td>Pop-Up Menu for Function Key F6-Modify (Item Units)</td>
<td>17</td>
</tr>
<tr>
<td>18.</td>
<td>Pop-Up Menu for Function Key F7-Delete (Category)</td>
<td>18</td>
</tr>
<tr>
<td>19.</td>
<td>Pop-Up Menu for Function Key F7-Delete (Item Units)</td>
<td>18</td>
</tr>
<tr>
<td>20.</td>
<td>Pop-Up Menu for Function Key F7-Delete (Item Units)</td>
<td>18</td>
</tr>
<tr>
<td>21.</td>
<td>Pop-Up Menu for Function Key F8-Locate (Category)</td>
<td>19</td>
</tr>
<tr>
<td>22.</td>
<td>Pop-Up Menu for Function Key F8-Locate (Item Units)</td>
<td>19</td>
</tr>
<tr>
<td>23.</td>
<td>Pop-Up Menu for Function Key F8-Locate (Item Units)</td>
<td>19</td>
</tr>
<tr>
<td>24.</td>
<td>Pop-Up Menu of Report Options</td>
<td>20</td>
</tr>
<tr>
<td>25.</td>
<td>Pop-Up Menu of Field Offices</td>
<td>21</td>
</tr>
<tr>
<td>26.</td>
<td>Pop-Up Menu for Function Key F1-List (RCRA)</td>
<td>22</td>
</tr>
<tr>
<td>27.</td>
<td>Pop-Up Menu for Function Key F2-Delete (RCRA)</td>
<td>22</td>
</tr>
<tr>
<td>28.</td>
<td>Pop-Up Menu for Function Key F3-Save (RCRA)</td>
<td>23</td>
</tr>
<tr>
<td>29.</td>
<td>Pop-Up Menu for Function Key F4-Print (RCRA)</td>
<td>23</td>
</tr>
<tr>
<td>30.</td>
<td>Pop-Up Menu for Function Key F4-To File (RMCR)</td>
<td>25</td>
</tr>
<tr>
<td>31.</td>
<td>User Defined Reports (UDR) Main Screen</td>
<td>26</td>
</tr>
<tr>
<td>32.</td>
<td>Pop-Up Menu for Function Key F2-To Screen (UDR)</td>
<td>27</td>
</tr>
<tr>
<td>33.</td>
<td>Pop-Up Menu for Function Key F3-To Printer (UDR)</td>
<td>27</td>
</tr>
<tr>
<td>34.</td>
<td>Pop-Up Menu for Function Key F4-To File (UDR)</td>
<td>28</td>
</tr>
<tr>
<td>35.</td>
<td>Pop-Up Menu for Function Key F4-To File (UDR)</td>
<td>28</td>
</tr>
<tr>
<td>36.</td>
<td>Utilities Main Screen</td>
<td>29</td>
</tr>
<tr>
<td>37.</td>
<td>Pop-Up Menu for Backup Data</td>
<td>30</td>
</tr>
<tr>
<td>38.</td>
<td>Pop-Up Menu for Restore Data</td>
<td>30</td>
</tr>
<tr>
<td>39.</td>
<td>Upload Data Main Screen</td>
<td>32</td>
</tr>
<tr>
<td>40.</td>
<td>Upload Data File Format</td>
<td>32</td>
</tr>
<tr>
<td>41.</td>
<td>Pop-Up Menu for Upload Data</td>
<td>33</td>
</tr>
<tr>
<td>42.</td>
<td>Download Data Main Screen</td>
<td>34</td>
</tr>
<tr>
<td>43.</td>
<td>Download Data File Format</td>
<td>35</td>
</tr>
<tr>
<td>44.</td>
<td>Pop-Up Menu for Download Data</td>
<td>36</td>
</tr>
</tbody>
</table>
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.</td>
<td>APRS Conversion Main Screen</td>
<td>37</td>
</tr>
<tr>
<td>46.</td>
<td>Pop-Up Menu for Selected Printers (Add)</td>
<td>38</td>
</tr>
<tr>
<td>47.</td>
<td>Pop-Up Menu for Selected Printers (Pick List)</td>
<td>38</td>
</tr>
<tr>
<td>48.</td>
<td>Pop-Up Menu for Selected Printers (Delete)</td>
<td>39</td>
</tr>
<tr>
<td>49.</td>
<td>System Defaults Main Screen</td>
<td>40</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

RMAPTS is designed to interact with other computer systems. This system can upload or download data from other RMAPTS systems. RMAPTS also complies with Federal Acquisition Regulations (FARs).

Section 6002 of the Resource Conservation and Recovery Act (RCRA), Title 40 Part 247-25 of the Code of Federal Regulations, and Executive Order 12780 present mandates and guidelines to the Department of Energy (DOE) and its contractors for the procurement of products containing recycled materials. These regulations promote cost-effective waste reduction and recovery of reusable materials from Federally generated waste; promote environmentally sound and economically efficient waste reduction and recycling of the nation's resources; and stimulate private sector markets through preferential procurement of designated items.

On August 4, 1992, the Deputy Secretary of the Department of Energy requested DOE to show its commitment to Executive Order 12780, Federal Agency Recycling and Procurement Policy. This software was developed in response to this request.

RMAPTS will allow users to track and report specific data concerning the procurement of products that contain recycled material and the quantity of recycled material contained in each product. This system provides greater detail, improved accuracy, and less time spent on year-end reporting. Users can quickly check the year-to-date status of recycled material purchases and recycled material contents of products at any time.

1.1 SOFTWARE DEVELOPMENT

This software was developed by the Idaho National Engineering Laboratory under contract to the U.S. DOE, Idaho Operations Office. Any comments or questions pertaining to the software should be directed to one of the following individuals:

Scott D. Cook
Idaho National Engineering Laboratory
EG&G Idaho, Inc.
P.O. Box 1625
Idaho Falls, ID 83415-3730
Phone: (208) 526-5167
Fax: (208) 526-9908

Marie Larsen
Idaho National Engineering Laboratory
EG&G Idaho, Inc.
P.O. Box 1625
Idaho Falls, ID 83415-3730
Phone: (208) 526-5881
Fax: (208) 526-9908

Ed L. Webb
Idaho National Engineering Laboratory
EG&G Idaho, Inc.
P.O. Box 1625
Idaho Falls, ID 83415-3730
Phone: (208) 526-9771
Fax: (208) 526-9908
1.2 SOFTWARE NOTICE

This system was sponsored and funded by an agency of the United States Government. Neither the United States Government, nor any agency or contractor thereof, or any of their employees makes any warranty, expressed or implied, or assumes any legal liability or responsibility for any third party's use, or the results of such use, or any information, apparatus, product or process.
2. GETTING STARTED

2.1 SYSTEM REQUIREMENTS

RMAPTS runs in a single-user environment. The system can retain as many records as the hard disk can accommodate. A process to offload past records to electronic media is provided. The system allows storage elsewhere to increase speed and add more records.

Running the RMAPTS software requires the following:

- IBM personal computer, or compatible
- MicroSoft-DOS 3.3 or higher
- 640K of random access memory (RAM) with a minimum of 550K free
- Floppy-disk drive for downloading the RMAPTS software
- Hard drive with a minimum of @ 2MB disk space during installation and program use
- Printer

2.2 INSTALLING THE SYSTEM

The RMAPTS software is easy to install. A special install command creates a directory on the PC hard drive (C:\RMAPTS), copies the RMAPTS files from the floppy disk to the hard drive's new directory, and ensures that statements in the AUTOEXEC.BAT and CONFIG.SYS files are properly set up.

1. Place the RMAPTS installation disk into a 3-1/2 inch floppy drive.

2. At the screen prompt C:\>, type A: and press ENTER. The prompt A:\> should appear.

3. Type START and press ENTER.

4. Follow the instructions given on the screen to install RMAPTS software files and to configure the PC.

5. From any directory type CD\ and press ENTER. The prompt should now be at the root directory C:\>. Type TYPE CONFIG.SYS. The files need to be set to Files = 40 as a minimum. The buffers need to be set to Buffers = 20 as a minimum. When installation is complete, remove the disk from drive A and if any modifications were made to the CONFIG.SYS file reboot the PC.
Note: A file named README.TXT may reside on the installation disk. This file contains the latest information about corrections to the RMAPTS software documentation. To display the contents of the file, make sure the installation disk is in drive A, type TYPE A:README.TXT MORE, and press ENTER. If the message "File Not Found" appears, the file does not exist.

6. To run the RMAPTS software type CD\RMAPTS and press ENTER. The prompt should appear C:\RMAPTS>. From this prompt type RMAPTS and press ENTER.

2.3 EXECUTING RMAPTS

Before attempting to execute RMAPTS, ensure that it is properly installed. Refer to Section 2.2, Installing the System. From the RMAPTS prompt (C:\RMAPTS>), type RMAPTS and press ENTER to bring up the RMAPTS Main Menu (Figure 1).

2.4 EXITING RMAPTS

To exit RMAPTS the user can repeatedly press the ESC (escape) key or select QUIT from any of the menu or report screens. When using ESC, users should follow the prompts to save the data as each screen is exited.
3. USING RMAPTS

The user will need specific information at hand to input from the RMAPTS main screens; Requisition Transactions, Procurement Categories, Reports, and Utilities.

Requisition Transactions

The user will be prompted for the purchase order number, vendor name, item name and number, quantity, total cost, and purchase type and date.

Procurement Categories

The user will be prompted for the category name, category items (items associated with the category), minimum percent recycled material, and unit of measure.

Reports

The information needed for each report varies. The user can print any of the available reports for specific requirements.

RCRA Report: The information needed is the DOE point of contact, contractor point of contact, product specifications, and Affirmative Procurement Programs in place.

Recycled Material Content: The information needed is the purchase date time period, purchase order number, purchase order item number, category, and item name.

User Defined: The user can tailor this report to desired needs. The available field selections are the purchase order number, purchase order item number, vendor name, purchase date, item name, recycled content (target), recycled content (actual), and category.

Utilities

The information needed for each utility function varies. The user can refer to the figures in section 7 of the RMAPTS User Guide for specific requirements.

The cursor will automatically advance from field to field until the user has input the required information. If the required information is not complete when the user attempts to execute a function (add, modify, save, print, etc.), the system will prompt the user for the information with a pop-up message. Functions can be executed once all the required information is input.
CURSOR MOVEMENT

Using the ESC (escape) key allows the user to back out of the system one screen at a time. The Esc key also allows the user to back out of any screen or pop-up menu without saving changes.

The user can move to the various portions of the data entry screens by selecting the appropriate function key, located at the bottom of all screens. The function keys are associated with various actions depending on the screen they appear in.

The user can move within a field, pop-up menu, or between the function keys at the bottom of the screen by using the UP-ARROW, DOWN-ARROW, RIGHT-ARROW, or LEFT-ARROW key. The ENTER key moves the cursor between fields which allows data input. The TAB key moves the cursor from field to field, in a left to right, top to bottom order. The SHIFT-TAB key moves the cursor in the opposite direction.

A mouse can be used with the RMAPTS system in place of the arrow keys. The user positions the cursor on the desired field or menu option and clicks the mouse. The field or menu option then becomes active for the user's input.
4. REQUISITION TRANSACTIONS DATA SCREEN

4.1 DATA ENTRY MAIN SCREEN

This screen is used to input information about the material(s) that have been purchased. This screen allows a user to add, modify, delete, and query requisition data. The fields that must be entered by the user are purchase order number, vendor, item number, quantity, item name, total cost, and purchase date. The percent of recycled material must be a number greater than zero or a reason for purchasing a product containing no recycled materials must be entered. The information for the category, item, and unit's field is selected by the user from the data entered in the Procurement Categories module. Once the information has been entered in the required fields, the user can complete other fields or save the record. The information entered is essential to meet year-end reporting requirements to the DOE and the Environmental Protection Agency (EPA).

At the RMAPTS Main Menu (Figure 1), move the cursor to highlight < Requisition Data > and press ENTER. The Requisition Transactions Main Screen will appear (Figure 2).

Figure 2. Requisition Transactions Data Screen
4.2 **FUNCTION KEYS**

Function keys on the Requisition Transactions Data Screen are located at the bottom of the screen. The user selects the function to be performed then presses the appropriate function key. This screen offers the following functions: vendor, requisition, quit, add, modify, delete, and locate.

**F1 - VENDOR**

At the Requisition Transactions Data Screen, the active symbol (瀼) is located in the lower left corner of the **VENDOR** portion of the form where the user identifies the purchase order number and vendor name.

The active symbol identifies the portion open to modification. Although this symbol shows which window is active, its purpose is for scrolling through the line item numbers associated with a requisition.

When the user scrolls through the order numbers in the Vendor Section, the line item numbers shown in the Requisition Section will change. The item numbers shown correlate to the highlighted (+) order number.

**F2 - REQUISITION**

To access the **REQUISITION** portion of the form, press F2. This will move the active symbol to the Requisition portion of the Requisition Transactions Data Screen. The Vendor section is for the user to identify the Item #, Material Category, Material Description, Quantity, and Unit of Measure.

**F4 - QUIT**

The **QUIT** function key (F4) will back the user out of the system one screen at a time.

A safety feature built-in to the system is that if the user has added, modified, or deleted information from a category, the F4 function key will not enable until the user presses the **ENTER** key to save the changes. The user can then use the F4 function key to back out of the system. If the user has made changes and does not want to save the changes, the **ESC** key can be used to exit out of the current screen and bring the user back to the Requisition Transactions Main Screen.
**F5 - ADD**

When the cursor is in the Vendor (F1) portion of the form and the user selects F5-ADD, a pop-up menu allowing the user to add a new record (Figure 3) appears. The user then inputs the information and presses ENTER to add the record.

A pop-up message of RECORD ADDED in the upper right corner of the Requisition Transactions Main Screen will notify the user that the action is complete.

![F5-ADD Vendor Menu](image)

**Figure 3. Pop-Up Menu for Function Key F5-ADD (Vendor)**

When the cursor is in the Requisition (F2) portion of the form and the function key F5-ADD is selected, a pop-up menu appears allowing the user to add a new record (Figure 4). The user must then input the information and press ENTER to add the record.

A pop-up message of RECORD ADDED in the upper right corner of the Requisition Transactions Main Screen will notify the user that the action is complete.

![F5-ADD Requisition Menu](image)

**Figure 4. Pop-Up Menu for Function Key F5-ADD (Requisition)**
F6 - MODIFY

When the cursor is in the Vendor (F1) portion of the form and the function key F6-MODIFY is selected, a pop-up menu appears with the information pertaining to the record that was highlighted when the function key was pressed (Figure 5). The user can then modify the record and press ENTER to save the changes.

The user is notified by the system that a record has been modified by a pop-up message of RECORD MODIFIED in the upper right corner of the Requisition Transactions Main Screen.

---

When the cursor is in the Requisition (F2) portion of the form and the function key F6-MODIFY is selected, a pop-up menu appears with the information pertaining to the record that was highlighted when the function key was pressed (Figure 6). The user can then modify the record and press ENTER to save the changes.

The user is notified by the system that a record has been modified by a pop-up message of RECORD MODIFIED in the upper right corner of the Requisition Transactions Main Screen.
**F7 - DELETE**

A complete purchase order number and all of its associated item numbers can be deleted by positioning the cursor in the purchase order number field and executing the delete option (F7). To delete an item number only, the cursor must be positioned on any of the fields associated with an item number and the delete option executed (F7).

When the cursor is in the Vendor (F1) portion of the form and the function key **F7-DELETE** is selected, a pop-up menu appears asking the user if the highlighted record should be deleted (Figure 7). The system default is set to N (No) as a safety feature.

```
F7-DELETE
Delete Order # "xxx" (Y/N) N
```

Figure 7. Pop-Up Menu for Function Key F7-DELETE (Vendor)

If the user types an N (No), or chooses to leave the N default, and presses ENTER, the user is returned to the Requisition Transactions Main Screen without the record being deleted.

If the user enters a Y (Yes), the record is deleted. The user is notified by the system that the record has been deleted by a pop-up message in the upper right corner of the screen, RECORD DELETED.

When the cursor is in the Requisition (F2) portion of the form and function key **F7-DELETE** is selected, a pop-up menu appears asking the user if the highlighted record should be deleted (Figure 8). The system default is set to N (No) as a safety feature.

```
F7-DELETE
Delete Item #: "xxx" (Y/N) N
```

Figure 8. Pop-Up Menu for Function Key F7-DELETE (Requisition)

If the user types an N (No), or chooses to leave the N default, and presses ENTER, the user is returned to the Requisition Transactions Main Screen without the record being deleted.

If the user enters a Y (Yes), the record is deleted. The user is notified by the system that the record has been deleted by a pop-up message in the upper right corner of the screen, RECORD DELETED.
F8 - LOCATE

Records may be queried by selecting the Locate mode (F8) then entering appropriate information in all or none of the provided fields. A question mark in the locate string (i.e., RQ1?000) will substitute for one unknown character. An asterisk (wildcard) in the locate string (RQ1*) will locate the first occurrence of characters up to the asterisk and disregard the remainder of the character string. This option locates only the first matching occurrence of characters, the remaining records are in sequential order.

When the cursor is in the Vendor (F1) portion of the form and the function key F8-LOCATE is selected, a pop-up menu appears asking the user for the Order # of the record to be located (Figure 9). The user must then type in the Order # then press ENTER. The record will be located and the cursor placed on the record.

![Figure 9. Pop-Up Menu for Function Key F8-Locate (Vendor)](image)

When the cursor is in the Requisition (F2) portion of the form and the function key F8-LOCATE is selected, a pop-up menu appears asking the user for the Line # of the record to be located (Figure 10). The user must then type in the Item # then press ENTER. The record will be located and the cursor placed on the record.

![Figure 10. Pop-Up Menu for Function Key F8-Locate (Requisition)](image)
5. PROCUREMENT CATEGORIES SCREEN

5.1 DATA ENTRY MAIN SCREEN

The Procurement Categories Main Screen allows users to define a product category and items associated with that category that can be purchased containing recycled materials. The recycled material target content of items within each of the defined categories can then be assigned to each item. Five default categories are built-in to the system (building insulation, cement and concrete containing fly ash, paper and paper products, lubricating oils containing re-refined oil, and retread tires). The user can then track the amount of recycled material purchased during each procurement activity.

The Procurement Category screen allows a user to add, modify, delete, and query both categories, items, and units. When defining a new Product Category a unique category name must be entered. Once a category has been defined and saved, items associated with the category can be entered. To accomplish this, an item name and a unit of measure must be entered. A targeted minimum recycled material percentage must also be entered for each item.

At the RMAPTS Main Menu (Figure 1), move the cursor to highlight < Procurement Categories > and press ENTER. The Procurement Categories Main Screen will appear (Figure 11).
5.2 FUNCTION KEYS

The function keys for the Procurement Categories Main Screen are located at the bottom of the screen. The user selects the function to be performed, then presses the appropriate function key.

**F1 - CATEGORY**

When the Procurement Categories Main Screen comes up, the active symbol (●●●) will be in the lower left corner of the CATEGORIES portion of the form. The active symbol identifies which portion of the form is open to modification.

The Category section allows the user to identify the Product Category that describes the material being purchased. Five default categories are built-in to the system: building insulation, cement and concrete containing fly ash, paper and paper products, lubricating oils containing re-refined oil, and retread tires. The user can add categories (see Section 5.2.5, F5-Add), modify categories (see Section 5.2.6, F6-Modify), delete categories (see Section 5.2.7, F7-Delete), or locate categories (see Section 5.2.3, F8-Locate).

**F2 - ITEMS**

To access the ITEMS portion of the form, press F2. This will move the active symbol to the Items portion of the Procurement Categories Screen. The active symbol identifies which portion of the form is open to modification.

The Items section allows the user to identify the items associated with the product category and the target minimum recycled content percent. The user can add items (see Section 5.2.5, F5-Add), modify items (see Section 5.2.6, F6-Modify), delete items (see Section 5.2.7, F7-Delete), or locate items (see Section 5.2.8, F8-Locate).

**F3 - ITEM UNITS**

To access the ITEM UNITS portion of the form, press F3. This will move the active symbol to the Item Units portion of the Procurement Categories Screen. The active symbol identifies which portion of the form is open to modification.

The Item Units section allows the user to identify the unit of measure associated with each item. The user can Add Item Units (see Section 5.2.5, F5-Add), Modify Item Units (see Section 5.2.6, F6-Modify), Delete Item Units (see Section 5.2.7, F7-Delete), or Locate Item Units (see Section 5.2.8, F8-Locate).
F4 - QUIT

The QUIT function key (F4) will back the user out of the system one screen at a time.

The system offers a safety feature that will not allow the user to exit without saving changes or additions. The F4 function key will not enable until the user presses ENTER to save the changes. The user can then use the F4 function key to back out of the system. If the user has made changes and does not want to save the changes, the ESC key can be used to exit out of the current screen and return the user to the Procurement Categories Main Screen.

F5 - ADD

When the cursor is in the Category (F1) portion of the form and F5 is selected, a pop-up menu appears allowing the user to add a new record (Figure 12). The user must then input the information and press ENTER to add the record.

The system notifies the user that a record has been added by a pop-up message of RECORD ADDED in the upper right corner of the Procurement Categories Main Screen.

![Figure 12. Pop-Up Menu for Function Key F5-ADD (Category)]

When the cursor is in the Items (F2) portion of the form and F5 is selected, a pop-up menu appears allowing the user to add a new record (Figure 13). The user must then input the information and press ENTER to add the record.

The user is notified by the system that a record has been added by a pop-up message of RECORD ADDED in the upper right corner of the Procurement Categories Main Screen.

![Figure 13. Pop-Up Menu for Function Key F5-ADD (Items)]
When the cursor is in the Item Units (F3) portion of the form and F5 is selected, a pop-up menu appears allowing the user to add a new record (Figure 14). The user must then input the information and press ENTER to add the record.

The user is notified by the system that a record has been added by a pop-up message of RECORD ADDED in the upper right corner of the Procurement Categories Main Screen.

![F5-ADD](image1)

Figure 14. Pop-Up Menu for Function Key F5-ADD (Item Units)

**F6 - MODIFY**

When the cursor is in the Category (F1) portion of the form and F6 is selected, a pop-up menu appears with the information pertaining to the record that was highlighted when the function key was pressed (Figure 15). The user can then modify the record and press ENTER to save the changes. The default categories cannot be modified or deleted.

The system notifies the user that a record has been modified by a pop-up message of RECORD MODIFIED in the upper right corner of the Procurement Categories Main Screen.

![F6-MODIFY](image2)

Figure 15. Pop-Up Menu for Function Key F6-MODIFY (Category)
When the cursor is in the Items (F2) portion of the form and F6 is selected, a pop-up menu appears with the information pertaining to the record that was highlighted when the function key was pressed (Figure 16). The user can then modify the record and press ENTER to save the changes.

The user is notified by the system that a record has been modified by a pop-up message of RECORD MODIFIED in the upper right corner of the Procurement Categories Main Screen.

![F6-MODIFY](image)

Figure 16. Pop-Up Menu for Function Key F6-MODIFY (Items)

When the cursor is in the Item Units (F3) portion of the form and F6 is selected, a pop-up menu appears with the information pertaining to the record that was highlighted when the function key was pressed (Figure 17). The user can then modify the record and press ENTER to save the changes.

The system notifies the user that a record has been modified by a pop-up message of RECORD MODIFIED in the upper right corner of the Procurement Categories Main Screen.

![F6-MODIFY](image)

Figure 17. Pop-Up Menu for Function Key F6-MODIFY (Item Units)

**F7 - DELETE**

A complete category and all its associated items and units can be deleted by positioning the cursor in the category name or category number field and selecting the delete option (F7). The five default categories, however, cannot be deleted, only the items and the associated units may be deleted.
When the cursor is in the Category (F1) portion of the form and F7 is selected, a pop-up menu appears asking the user if the highlighted record should be deleted (Figure 18). The system default is set to N (No) as a safety feature.

![F7-DELETE](image)

**Figure 18. Pop-Up Menu for Function Key F7-DELETE (Category)**

If the user types in N (No), or chooses to leave the N default, and presses ENTER, the user is returned to the Procurement Categories Main Screen without the record being deleted.

If the user types in Y (Yes), the record is deleted. The user is notified by the system that the record has been deleted by a pop-up message in the upper right corner of the screen, RECORD DELETED.

When the cursor is in the Items (F2) portion of the form and F7 is selected, a pop-up menu appears asking the user if the highlighted record should be deleted (Figure 19). The system default is set to N (No) as a safety feature.

![F7-DELETE](image)

**Figure 19. Pop-Up Menu for Function Key F7-DELETE (Items)**

If the user types in N (No), or chooses to leave the N default, and presses ENTER, the user is returned to the Procurement Categories Main Screen without the record being deleted.

If the user types in Y (Yes), the record is deleted. The user is notified by the system that the record has been deleted by a pop-up message in the upper right corner of the screen, RECORD DELETED.
When the cursor is in the Item Units \((F3)\) portion of the form and \(F7\) is selected, a pop-up menu appears asking the user if the highlighted record should be deleted (Figure 20). The system default is set to \(N\) (No) as a safety feature.

![F7-DELETE Menu](image)

Figure 20. Pop-Up Menu for Function Key F7-DELETE (Item Units)

If the user types in \(N\) (No), or chooses to leave the \(N\) default, and presses ENTER, the user is returned to the Procurement Categories Main Screen without the record being deleted.

If the user types in \(Y\) (Yes), the record is deleted. The user is notified by the system that the record has been deleted by a pop-up message in the upper right corner of the screen, RECORD DELETED.

**F8 - LOCATE**

When the cursor is in the Category \((F1)\) portion of the form and \(F8\) is selected, a pop-up menu appears asking the user for the Category of the record to be located (Figure 21). The user must then type in the Category then press ENTER. The record will be located and the cursor placed on the record.

![F8-LOCATE Menu](image)

Figure 21. Pop-Up Menu for Function Key F8-Locate (Category)

When the cursor is in the Items \((F2)\) portion of the form and the \(F8\) is selected, a pop-up menu appears asking the user for the Item of the record to be located (Figure 22). The user must then type in the Item then press ENTER. The record will be located and the cursor placed on the record.

![F8-LOCATE Menu](image)

Figure 22. Pop-Up Menu for Function Key F8-Locate (Items)
When the cursor is in the Item Units (F3) portion of the form and F8 is selected, a pop-up menu appears asking the user for the Unit to be located (Figure 23). The user must then type in the UNIT then press ENTER. The record will be located and the cursor placed on the record.

![F8-LOCATE](image)

Figure 23. Pop-Up Menu for Function Key F8-Locate (Item Units)
6. REPORTS SCREENS

The Reports Main Screens allows users to query and report data, especially the required year-end report. Users can query on vendor name, purchase order number, purchase order item number, date of purchase, product category, item name, and reason for not purchasing recycled materials (competition, price, performance, or availability). Once the information has been queried, the information can be printed to the user’s screen, ASCII file, or a printer.

RMAPTS allows users to print detailed reports from the information in the system. The system can also generate a report of the affirmative procurement activity of the organization, according to RCRA Section 6002 and EO 12780.

At the RMAPTS Main Menu (Figure 1), move the cursor to highlight < Reports > and press ENTER. A pop-up menu will appear offering the user a selection of reports to choose from (Figure 24). The user can print any of the reports to the screen or the printer for viewing.

```
RCRA Annual
Recycled Material Content
User Defined
Exit
```

Figure 24. Pop-Up Menu of Report Options
6.1 RCRA ANNUAL REPORT

From the Reports pop-up menu, move the cursor to highlight < RCRA Annual > and press ENTER. The RCRA Annual Report Main Screen will come up.

The system then immediately overlays a pop-up menu over the RCRA Annual Report Main Screen. This pop-up menu prompts the user to identify the appropriate field/operations office (Figure 25).

![Field Offices](image)

Figure 25. Pop-Up Menu of Field Offices (RCRA)

Use the DOWN-ARROW to move the cursor to highlight the appropriate field/operations office, then press ENTER. The system will add the two-letter designator to the appropriate field of the RCRA Annual Report Screen. The system defaults to the current fiscal year for the fiscal year for report field, and inserts the current day's date for date prepared. The RCRA Annual Report in the RMAPTS program is a reproduction of the actual RCRA Agency Summary Report. The user must input information to the remaining fields.

6.1.1 FUNCTION KEYS

The function keys for the RCRA Annual Report Screens are located at the bottom of the screen. The user selects which function needs to be performed then presses the appropriate function key.
**F1 - LIST**

When the RCRA Annual Report Screen comes up, and the user has identified the appropriate field office, the cursor will be in the Fiscal Year for Report Field. The user can then input information to create a new RCRA Annual Report or call up a previous report by selecting the <F1> List option. When the user selects the F1 - LIST option, a pop-up menu (Figure 26) appears with a list of previously saved RCRA Annual Reports. The user selects the report to be retrieved by using the UP-ARROW or DOWN-ARROW keys then pressing ENTER.

<table>
<thead>
<tr>
<th>Report Names and Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAAA 1990 RCRA Annual Report</td>
</tr>
<tr>
<td>BBBBB 1991 RCRA Annual Report</td>
</tr>
<tr>
<td>CCCCC 1992 RCRA Annual Report</td>
</tr>
<tr>
<td>DDDDD 1993 RCRA Annual Report</td>
</tr>
</tbody>
</table>

Figure 26. Pop-Up Menu for Function Key F1-LIST (RCRA)

**F2 - DELETE**

When the RCRA Annual Report Screen comes up, and the user has identified the appropriate field office, the cursor will be in the Fiscal Year for Report Field. The user can delete a past RCRA Annual Report by selecting the <F2> Delete option. When the user selects the F2 - Delete option, a pop-up menu (Figure 26) appears with a list of previously saved RCRA Annual Reports. The user selects the report to be deleted by using the UP-ARROW or DOWN-ARROW keys then pressing ENTER. After the user presses the ENTER key, another pop-up menu appears at the top of the screen as a safety feature (Figure 27).

The system notifies the user that a record has been deleted by a pop-up message of RECORD DELETED in the upper right corner of the RCRA Annual Report Screen.

Are you sure you want to delete report XXXXX? (Y/N)

Figure 27. Pop-Up Menu for Function Key F2-DELETE (RCRA)
**F3 - SAVE**

The user can save a RCRA Annual Report by selecting the `<F3> Save` option. When the F3 - Save option is selected, a pop-up menu appears prompting the user for the file name to save the report under (Figure 28). After the information is input, the user must then press ENTER.

The system notifies the user that a record has been saved by a pop-up message of RECORD ADDED in the upper right corner of the RCRA Annual Report Screen.

![Figure 28. Pop-Up Menu for Function Key F3-SAVE (RCRA)](image)

**F4 - PRINT**

Select F4 to print the RCRA Annual report (shown on the screen) to the printer. A pop-up menu will appear asking the user to identify whether the report should be printed to the screen, printer or file. If the report is to be printed to a file, the user must then identify the directory and file name.

Note: Printing on other printers is available through the RMAPTS Utility Menu.

The system notifies the user that the system is printing the report by a pop-up message of PROCESSING THE REQUEST in the upper right corner of the RCRA Annual Report Screen (Figure 29).

![Figure 29. Pop-Up Menu for Function Key F4-PRINT (RCRA)](image)
6.2 RECYCLED MATERIAL CONTENT REPORT

When the user selects <Reports> from the RMAPTS Main Screen, a pop-up menu appears offering the user a selection of reports (RCRA Annual, Recycled Material Content, or User Defined).

From the Reports pop-up menu, move the cursor to highlight <Recycled Material Content Report> and press ENTER. The Recycled Material Content Report Main Screen will come up.

6.2.1 FUNCTION KEYS

The function keys for the Recycled Material Content Report (RMCR) Screens are located at the bottom of the screen. The user selects the function to be performed, then presses the appropriate function key.
**F2 - TO SCREEN**

When the user selects F2, the Recycled Material Content Report scrolls up on screen. The report is arranged by category (i.e. fly ash, non-GSA paper, etc.). It tells the user the item, reason, date, quantity, total cost, and units ordered. It also lists the target and actual percent of recycled material in the item. The reasons are listed at the last screen, or at the bottom of the form.

**F3 - TO PRINTER**

When the user selects F3, the Recycled Material Content Report goes to the user’s printer. The report is arranged by category (i.e. fly ash, non-GSA paper, etc.). It tells the user the item, reason, date, quantity, total cost, and units ordered. It also lists the target and actual percent of recycled material in the item. The Reasons are listed at the last screen, or at the bottom of the form.

**F4 - TO FILE**

When the user selects F4, a pop-up menu appears asking for a file name (Figure 30). The report is arranged by category (i.e. fly ash, non-GSA paper, etc.). It tells the user the item, reason, date, quantity, total cost, and units ordered. It also lists the target and actual percent of recycled material in the item. The reasons are listed at the last screen, or at the bottom of the form.

![Filename: ]

Figure 30. Pop-Up Menu for Function Key F4-TO FILE (RMCR)

**F5 - Quit**

The <Esc> key can be selected to exit out of the pop-up menus back to the RCRA Annual Report Main Screen or to back out of the system one screen at a time without saving changes.
6.3 USER DEFINED

When the user selects <User Defined> from the RMAPTS Main Screen, the User Defined Report (UDR) Main Screen appears offering the user a selection of categories to define a customized report (Figure 31). The user can select the fields to appear on the report and the order in which the fields are reported. Sums are also allowed on fields. A beginning and end-date is allowed for records between the specified dates. When the report comes up on the screen, the user must enter the Report Title. The user can move from field to field with the ENTER, TAB, or the ARROW keys. The Enter and Tab keys will move the user to each field on the screen. The Arrow keys will move the user just to the main category order numbers.

Figure 31. UDR Main Screen
6.3.1 FUNCTION KEYS

The function keys for the User Defined Report Screens are located at the bottom of the screen. The user selects which function needs to be performed then presses the appropriate function key.

**F2 - TO SCREEN**

When the user selects **F2** (after identifying the report title and selecting the order numbers of the categories), a pop-up menu appears (Figure 32) allowing the user to select the order in which the categories will be sorted. The ARROW keys are used to select the sort order. The ENTER key is pressed after each selection. After the last sort order selection has been made, the User Defined Report will appear on the screen. Move the cursor with the arrow key and press ENTER.

![Figure 32. Pop-Up Menu for Function Key F2-TO SCREEN (UDR)](image)

**F3 - TO PRINTER**

After the sort order has been selected, the user sends the report to his or her printer (Figure 33).

![Figure 33. Pop-Up Menu for Function Key F3-TO PRINTER (UDR)](image)
F4 - TO FILE

When the user selects F4 (after identifying the report title and selecting the order numbers of the categories), a pop-up menu appears (Figure 34) allowing the user to select the order in which the categories will be sorted. The ARROW keys are used to select the sort order. The ENTER key is pressed after each selection. After the last sort order selection has been made, another pop-up menu will appear (Figure 35) asking the user for the file name. The user must type in the file name, then press ENTER to save the User Defined Report.

![Figure 34. Pop-Up Menu for Function Key F4-TO FILE (UDR)](image)

![Figure 35. Pop-Up Menu for Function Key F4-TO FILE (UDR)](image)

F5 - Quit

Select F5 to return to the RCRA Annual Report Main Screen or to back out of the system one screen at a time without saving changes.
7. UTILITIES SCREENS

The Utilities Main Screen offers a variety of functions to make the RMAPTS program more versatile, portable, and user friendly.

At the RMAPTS Main Menu (Figure 1), move the cursor to highlight < Utilities > and press ENTER. A pop-up menu will appear offering the user a selection of utilities (Figure 35). The following functions are available: backup data, restore data, upload data, download data, Affirmative Procurement Reporting System, select printer, system defaults, and pack data.

```
< Backup Data >
< Restore Data >
< Upload Data >
< Download Data >
< APRS Conversion >
< Select Printer >
< System Defaults >
< Pack Data >
< Quit >
```
7.1 **BACKUP DATA**

To back up data, select < Backup Data > from the Utilities Main Screen. A pop-up menu will appear asking for the drive to which data will be backed up (Figure 37). Enter the Drive Name, then press ENTER. The DOS Backup utility will then write the RMAPTS data to the appropriate drive. This utility provides a simple way to span diskettes when backups are copied to a floppy drive and the amount of data exceeds the available space on a single diskette.

![Figure 37. Pop-Up Menu for Backup Data (Utilities)](image)

7.1.1 **FUNCTION KEYS**

The function key for the Backup Utility Screen is located at the bottom of the screen. The user selects **F2-Execute Backup** to perform the function.

**F2 - EXECUTE BACKUP**

When F2 is selected (after identifying the drive letter to back-up to), a system message appears in the upper left corner of the screen telling the user to:

"Insert backup diskette 01 in drive X:
WARNING! Files in the target drive A:\ root directory will be erased. Press any key to continue . . . ."

After the diskette has been inserted and the user presses "any key", another system message comes up as the backup is being processed:

*** Backing up files to drive X: ***
Diskette Number: 01

The system notifies the user that the files have been backed up by a pop-up message **DATA BACK HAS BEEN COMPLETED** in the upper right corner of the Backup Data Main Screen.

**F5 - EXIT BACKUP**

When F5 is selected, the user is returned to the Utilities Main Screen without executing the backup function.

7.2 **RESTORE DATA**

The restore data screen allows a user to restore RMAPTS data from a backup file(s).
Select <Restore Data> from the Utilities Main Screen. A pop-up menu will appear asking the user for the drive to which data will be restored (Figure 38). Enter the Drive Name and press ENTER. The DOS Restore utility will then restore the RMAPTS data to the appropriate drive.

Enter the drive letter to which data is to be restored:

Figure 38. Pop-Up Menu for Restore Data (Utilities)

7.2.1 FUNCTION KEYS

The function keys for the Restore Utility Screen are located at the bottom of the screen.

F2 - EXECUTE RESTORE

When the user selects F2 (after identifying the drive letter, a system message appears in the upper left corner of the screen:

"Insert backup diskette 01 in drive X:
Press any key to continue . . ."

After the diskette has been inserted and the user presses "any key," another system message appears as the files are restored:

*** Files were restored from drive X: ***

The system notifies the user that the files have been restored by a pop-up message DATA RESTORE HAS BEEN COMPLETED in the upper right corner of the Restore Data Main Screen.

F5 - EXIT RESTORE

Select F5 to return to the Utilities Main Screen without executing the restore function.

7.3 UPLOAD DATA

The Upload Data screen provides a way for users to send data in a formatted ASCII file to another computer. The data can be read into another database system provided the system can read the formatted file (Figure 40).
Select <Upload Data> from the Utilities Main Screen, a pop-up menu appears (Figure 39).

![Upload Data Main Screen](image)

Figure 39. Upload Data Main Screen

When uploading data the user can enter a range of Purchase Order Numbers and/or enter a data entry date range to define the set of records to be uploaded. When the query is executed for the upload a logical AND is done with each of the entered fields against the information stored in the database. If all the fields are blank when the query is executed, the entire database will be queried and all data in the database will be written to a file to be uploaded. The queried data will be written to the file displayed in the filename field. The default filename can be set in the system defaults screen. If the default filename is not acceptable the user can modify it in the field displayed on the screen. At the point that the user is satisfied with the data entered in the displayed fields the upload can then be executed by pressing the F2 function key or selecting it with the mouse. At this point the selected data is written to the specified file. The RMAPTS system then looks for the default file (defined in the System Defaults Screen) to execute. For example, if "!UPLOAD.BAT" was defined to be this file and it is located, it would then be executed. The user is responsible for defining the contents of this file. Its intended purpose is to allow users to transport the queried data to another computer/database via modem, network, etc. RMAPTS only tries to execute the batch file if it exists and no error is given to the user if it is missing. The queried data can also be written to a diskette and transported to another PC running RMAPTS and the data can then be loaded into its RMAPTS database by executing the "Download Data" utility.

-33-
A total of 13 fields are uploaded. Correct field length, type and order are required. All fields are separated by commas and character fields are delimited with the Δ character on each side of the field data. The file format for uploading consists of the following fields in their listed order:

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>DESCRIPTION</th>
<th>TYPE</th>
<th>LENGTH, DECIMALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchase Order Number</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Purchase Order Item Number</td>
<td>Character</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Category Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Item Name</td>
<td>Character</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Quantity of Items</td>
<td>Numeric</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Unit of Measure</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Total Cost of Items</td>
<td>Numeric</td>
<td>11,2</td>
</tr>
<tr>
<td>8</td>
<td>Data Entry Date</td>
<td>Date</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Purchase Date</td>
<td>Date</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>Actual % Recycled Material in Item</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Reason for Item Not containing Rec. Matl.</td>
<td>Character</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Target % Recycled Material in Item</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>Vendor Name</td>
<td>Character</td>
<td>20</td>
</tr>
</tbody>
</table>

The following is an example of two records written out in correct upload format:

```
C93-12345,01,0NON-GSA PAPER,0COPY PAPER,5,0REAMS,0,10.00,1990101,19901010,0,030,10,0ABC INC.
C93-12346,01,0INSULATION,0BATTING,5,0ROLL,0,10.00,19901010,19901010,0,030,10,0XYZ INC.
```

7.3.1 FUNCTION KEYS

The function key for the Upload Data Screen is located at the bottom of the screen. The user selects **F2-Execute Upload** to perform the function.
**F2 - EXECUTE UPLOAD**

When the user selects F2, a pop-up message appears in the center of the screen asking the user if the selected records for upload should be deleted (Figure 41). If the user types in N (No), or chooses to leave the N default, and presses ENTER, the upload process is executed and the selected files for upload also remain on the user’s C: drive. The system default is set to N (No) as a safety feature. If the user types in Y (Yes) and presses ENTER, the upload process is executed and the selected files for upload are deleted from the user’s C: drive.

```
Delete records selected for upload (Y/N)? N
```

Figure 41. Pop-Up Menu for Upload Data

The system notifies the user that the files have been uploaded by a pop-up message **DATA UPLOAD HAS BEEN COMPLETED** in the upper right corner of the Upload Data Main Screen.

**F5 - EXIT UPLOAD**

When F5 is selected, the user is returned to the Utilities Main Screen without executing the Download function.
7.4 DOWNLOAD DATA

When < Download Data > is selected from the Utilities Main Screen, the Download Data Main Screen appears (Figure 42).

When downloading data the user can enter a range of Purchase Order Numbers and/or enter a data range entry date range to define the set of records to be downloaded. This information is written to a file called "C:\RMAPTS\\QUERY". A batch file called "C:\RMAPTS\\RMAPTDN.BAT" is reserved for users to write their interface calls to a host computer. After the query has been entered into the fields and the user has initiated execution of the download, the following steps take place:

1. The query information is written to the default directory to a file named !QUERY. The information is in a Standard Query Language (SQL) select statement.
2. The RMAPTS system then looks for the default file (defined in the System Defaults Screen) to execute. For example, if 
"!DNLOAD.BAT" was defined to be this file and it can be found, it would then be executed. The user is responsible for defining the contents of this file. Its intended purpose is to allow users to transport the queried data from another computer/database via modem, network, etc. RMAPTS only tries to execute the batch file if it exists and no error is given to the user if it is missing. RMAPTS only tries to execute the batch file if it exists and no error is given to the user if it is missing.
3. If an executable file was found and executed the system then checks for a file named !DNLDERR. The user defined executable file would be responsible for creating and updating this file. RMAPTS opens the file and looks for a "0" or a "1" in the first column of the first line of the file. If a "0" is read from the file the download will continue. If a "1" is read from the file, RMAPTS interprets this to mean an error occurred and the download is terminated.

4. RMAPTS then looks for the file entered into the "Write data to filename:" field and loads the data from the RMAPTS database.

A total of 13 fields can be downloaded. Correct field length, type and order are required. All fields are separated by commas and character fields are delimited with the \_ character on each side of the field data. The file format for downloading consists of the following fields in their listed order:

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>DESCRIPTION</th>
<th>TYPE</th>
<th>LENGTH, DECIMALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchase Order Number</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Purchase Order Item Number</td>
<td>Character</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Category Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Item Name</td>
<td>Character</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Quantity of Items</td>
<td>Numeric</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Unit of Measure</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Total Cost of Items</td>
<td>Numeric</td>
<td>11,2</td>
</tr>
<tr>
<td>8</td>
<td>Data Entry Date</td>
<td>Date</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Purchase Date</td>
<td>Date</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>Actual % Recycled Material in Item</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Reason for Item Not containing Rec. Matl.</td>
<td>Character</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Target % Recycled Material in Item</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>Vendor Name</td>
<td>Character</td>
<td>20</td>
</tr>
</tbody>
</table>

Figure 43. Download Data File Format
The following is an example of two records written out in correct download format.

C93-12345, copy paper, 5reams, 10.00, 19901010, 19901010, 0, 30, 10, ABC INC.
C93-12346, copy paper, 5reams, 10.00, 19901010, 19901010, 0, 30, 10, XYZ INC.

7.4.1 FUNCTION KEYS

The function key for Execute Download is located at the bottom of the screen. The user selects F2 to perform the function.

F2 - EXECUTE DOWNLOAD

When F2 is selected, a pop-up message appears in the center of the screen asking the user if the selected records for download should overwrite existing data records (Figure 44). If the user types in N (No), or chooses to leave the N default, and presses ENTER, the download process is executed and a record with the same Purchase Order Number is found exists in both the Download File and the database the user. The system default is set to N (No) as a safety feature.

![Figure 44. Pop-Up Menu for Download Data]

If the user types in Y (Yes) and presses ENTER, the download process is executed and the existing database record is replaced by the selected downloaded record.

The system notifies the user that the files have been downloaded by a pop-up message of DOWNLOAD COMPLETED in the upper right corner of the Download Data Main Screen.

F5 - EXIT DOWNLOAD

When F5 is selected, the user is returned to the Utilities Main Screen without executing the Download function.
7.5 AFFIRMATIVE PROCUREMENT REPORTING SYSTEM (APRS) SCREEN

The APRS Conversion Screen provides a way for users to convert an RCRA Affirmative Procurement Report from the RMAPTS format to the APRS format.

BDM Federal and Company developed a system to assist users to prepare the annual RCRA Affirmative Procurement Report. This system is the Affirmative Procurement Reporting System (APRS). The system is similar to the RCRA report module contained in the RMAPTS. The RMAPTS gathers applicable information from its database, totals dollar amounts, checks for purchase justifications, and inserts the data into the report for the five required categories. The APRS prompts the user for this information.

When <APRS Conversion> is selected from the Utilities Main Screen, the APRS Conversion Main Screen appears (Figure 45).

![Figure 45. APRS Conversion Main Screen](image)
7.5.1 FUNCTION KEYS

The function keys for Utilities Screens are located at the bottom of the screen. The user selects which function needs to be performed then presses the appropriate function key to perform the function.

F1 - CONVERT

When F1 is selected, the user is prompted for the location to write the converted files. The user must press ENTER after the location has been identified. The conversion is then automatically initiated and all files referenced within the RCRA Report are written to the predetermined location.

F5 - EXIT

When F5 is selected, the user is returned to the Utilities Main Screen without executing the Conversion function.

7.6 SELECT PRINTER

This function allows the user to add or delete a printer definition to the RMAPTS system. Users can print reports from their own printer or save reports to a diskette to be printed from another printer.

7.6.1 FUNCTION KEYS

The function keys for the Select Printer Screen are located at the bottom of the screen. The user selects which function needs to be performed then presses the appropriate function key.

F1 - ADD

When F1 is selected, a pop-up menu appears prompting the user to add the new printer definition (Figure 46).
A pop-up pick list of printers immediately overlays Figure 46 for the user to select from (Figure 47).

![Printers List]

The user must then highlight the printer to be added. The DOWN-ARROW and UP-ARROW key is used to move the cursor up and down the pick list. The user highlights the appropriate description and presses ENTER. The system automatically adds the selected printer to the Selected Printers screen.

The system notifies the user that a record has been added by a pop-up message of RECORD ADDED in the upper right corner of the Selected Printers Main Screen.

**F2 - DELETE**

A printer and its associated printer port can be deleted by positioning the cursor on the printer name and selecting the delete option (F2).

When the F2-Delete key is selected, a pop-up menu appears asking the user if the identified record should be deleted (Figure 48). The system default is set to N (No) as a safety feature.

![F2-Delete Menu]

If the user types in N (No), or chooses to leave the N default, and presses ENTER, the user is returned to the Selected Printers Main screen without the printer being deleted.

If the user types in Y (Yes) the record is deleted. The user is notified by the system that the printer has been deleted by a pop-up message in the upper right corner of the screen of RECORD DELETED.
**F4 - QUIT**

When F4 is selected, the user is returned to the Selected Printers Main Screen without saving any changes.

### 7.7 SYSTEM DEFAULTS

The System Defaults Screen identifies the drives and filenames the RMAPTS system automatically saves to. The user can modify any of the information to meet individual needs and requirements.

At the RMAPTS Main Screen (Figure 1), move the cursor to highlight `<System Defaults>` and press ENTER. The System Defaults Main Screen appears identifying the default drives and file names (Figure 49).

![Figure 49. System Defaults Main Screen](image)
The user can move up and down through the response fields with the UP-ARROW and DOWN-ARROW keys.

7.7.1 FUNCTION KEYS

The function keys for the System Defaults are located at the bottom of the screen. The user selects which function needs to be performed then presses the appropriate function key.

F2 - SAVE

The user can save changes made to a default setting by selecting < F2-Save >.

The system notifies the user that a record has been saved by a pop-up message of RECORD MODIFIED in the upper right corner of the Systems Default Main Menu.

F5 - QUIT

When F5 is selected, the user is returned to the System Defaults Main Screen without saving any changes.

7.8 PACK DATA

The < Pack Data > option compresses the system databases. This enables all RMAPTS System functions to run at a more efficient speed.

When the Pack Data option is selected, a pop-up message of DATABASES BEING PACKED. PLEASE BE PATIENT. appears notifying the user that the function is being executed.

The system notifies the user that the database has been packed by a pop-up message of DATA PACK COMPLETED in the upper right corner of the Systems Default Main Menu.
DATE
FILMED
8/24/94
END