RELEASE AUTHORIZATION

Document Number: WHC-SD-TP-UM-002, Rev. 1

Document Title: Automated Transportation Management System (ATMS)
User's Manual

Release Date: 10/18/94

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This document was reviewed following the
procedures described in WHC-CM-3-4 and is:

APPROVED FOR PUBLIC RELEASE

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WHC Information Release Administration Specialist:

Christine Willingham
Christine Willingham

10/18/94

MASTER

SUPPORTING DOCUMENT		1. Total Pages 108 110
2. Title Automated Transportation Management System (ATMS) Users Manual (UM)	3. Number WHC-SD-TP-UM-002	4. Rev No. 1
5. Key Words ATMS, ILS, DATA, Maintenance, Jetform	6. Author Name: P.D. Smith <i>P.D. Smith</i> Signature Organization/Charge Code 62220, R40750 X0939X	
7. Abstract Automated Transportation Management System (ATMS) Users Manual (UM) describes the use of the system for the purpose of maintaining and using data.		
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9. Impact Level 4		

APPROVED FOR
PUBLIC RELEASE

CWO
10-18-94

**Transportation
Management
Division
Office of
Environmental
Restoration
and Waste
Management
U.S. Department of
Energy**

**Automated Transportation
Management System
(ATMS) User's Manual**

**TTP Number:
RL428016**

**Date:
October 1, 1994**

Revision No.: 1

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**Automated Transportation Management System
(ATMS) Version 1.1
SOFTWARE USER GUIDE**

1.0 INTRODUCTION

The Automated Transportation Management System (ATMS) Software User Guide (SUG) constitutes the user procedures for the ATMS System. Information in this document will be used by the user to operate the automated system.

1.1 PURPOSE

The purpose of this document is to define the user operating procedures of the ATMS software.

This document is to be a "living document" and shall be maintained by revision for the life of the ATMS system. This release is considered a production system.

1.2 SCOPE

The scope of this document is limited to a description of the user instructions for the ATMS system. It is intended to be used as a reference manual to guide and direct the user(s) through the ATMS software product and its environment.

1.3 DEFINITIONS

Hardware - Physical equipment used in data processing, as opposed to computer programs, procedures, rules, and associated documentation.

Requirement - (1) A condition or capability needed by a user to solve a problem or achieve an objective. (2) A condition or capability that must be met by a system or system component to satisfy a contract, standard, specification, or other formally imposed document. The set of all requirements forms the basis for subsequent development of the system or system component.

Requirements Specification - A specification that sets forth the requirements for a system or a system component; for example, a software or hardware configuration item. A requirements specification typically includes functional requirements, performance requirements, interface requirements, design requirements, and development standards.

Software - Computer programs, procedures, rules, and associated documentation and data pertaining to the operation of a computer system.

Software User Guide (SUG) - A document that prescribes, in a complete, precise, verifiable manner, the instructions for the end user to operate the automated component of the system.

ACRONYMS

ACE	Automated Carrier Evaluation
ATMS	Automated Transportation Management System
BCSR	Boeing Computer Services, Richland
DOE	Department of Energy
DR	Delivery Receipt
EDI	Electronic Data Interchange
EMCASS	Expert Motor Carrier Selection System
FB	Freight Bill
FBS	Freight Billing System
ILS	Integrated Logistics System
KB	KiloByte = 1024 bytes
MB	MegaByte = approximately 1 million bytes or 1024 KB
MMES	Martin Marietta Energy Systems, Inc.
ORNL	Oak Ridge National Laboratory
RAM	Random Access Memory
RIS	Reporting Identification Symbol
SCAC	Standard Carrier Alpha Code
SMAC	Shipment Mobility/Accountability Collection
TMD	Transportation Management Division
SUG	Software User Guide
WHC	Westinghouse Hanford Company

1.4 OVERVIEW

The Integrated Logistics System (ILS) was developed for the Department of Energy (DOE) Traffic Management Department (TMD) as a prototype for the Automated Traffic Management System (ATMS). The ILS merges the Freight Billing System (FBS) developed by Westinghouse Hanford Company and Boeing Computer Services at Richland, WA and the Expert Motor Carrier Selection (EMCASS) System developed by Martin Marietta Energy Systems, Inc. at Oak Ridge, TN. Both systems were Beta tested by several DOE sites and accepted for production release as the Automated Transportation Management System (ATMS), Version 1, Release 1.

The objectives of ATMS are as follows:

- To better support the Procurement function with freight rate information.
- To free Transportation Logistics personnel from routine activities such as the auditing and input of freight billing information.
- To comply with Headquarters Department of Energy - Inspector General (DOE-IG) audit findings to automate transportation management functions.
- To reduce the keying of data into the Shipment Mobility Accountability Collection (SMAC) database.
- To provide automation for the preparation of Bill of Lading, Declaration of Dangerous Goods, Emergency Response Guide and Shipping Labels using HM181 Retrieval of hazardous material table text information.

Freight Bills and their subsequent status are either entered manually or received from a Value Added Network (VAN) facility located at Atlanta, GA via a 2400 or 9600 baud modem. This shipping data is processed and appended onto the ATMS database. The date of receipt from the Delivery Receipts are entered by the user and merged with the corresponding Freight Bill.

Reports can be generated which identify missing or incorrect data. Once the data has been verified, the user can request that ATMS calculate the correct charges and pre-audit the Freight Bills. Reports can be requested which identify Freight Bills whose charges exceed a pre-defined tolerance. The user can verify the charges and print a Correction Notice (if applicable) which is a generated form with data fill on the Laser Printer using Jetform.

The user initiates the Pay Report which accompanies the Freight Bills and their corresponding Correction Notices in a composite package to Accounts Payable for payment. Output data files can be written by the user and made available for Accounts Payable.

The user initiates the SMAC request which creates a data file to be electronically transmitted to the SMAC database and moves completed data from the active shipping file to an archive database where it resides for at least 3 years pursuant to DOE regulations.

The ATMS system also provides a Bill of Lading generation capability for outbound shipments. Bill of Lading information can be requested from a pre-defined template database or entered in entirety. Once the data has been entered, the user can request output to a Laser Jet printer utilizing Jetform to create the form and merge the data onto the form. Shipping labels can also be generated from the Bill of Lading information.

The ATMS system will provide a Shipper's Declaration For Dangerous Goods report. Information can be requested from a pre-defined template database or entered in entirety. Once the data has been entered, the user can request output to a Laser Jet printer utilizing Jetform to create the form and merge the data onto the form. Shipping labels can also be generated from the IATA information by user request.

The ATMS system provides a means to recall and print Emergency Response Guides for Hazardous Materials shipments.

Additional reports are provided upon request by the user to both assure data integrity and assist in management decisions. Both textual and graphic reports are available.

1.5 MENU STRUCTURE

The ATMS online system is a menu driven system. Each functional process has been placed on its own menu. The diagrams below show the functional breakdown of the ATMS system.

Numbers showing on the bottom of each box on the diagram indicate the paragraph in 1.5 where the next level of the menu resides. Numbers on the top of the boxes identify the location in the document where detail screen processes are explained.

1.5.1 Main Menu Diagram

After logging into the ATMS system, the user is presented with a menu of available functions. The ATMS Main Menu provides access to those functions.

1.5.2 ATMS Data Menu Diagram

The ATMS Data module, as diagrammed below, is used to enter, modify and query current Freight Bills and Delivery Receipts in the database. Query of archived Freight Bills is provided. A hard copy of Freight Bills transmitted via EDI or manually entered can be generated. The ATMS Data Menu screen provides access to the different processes.

1.5.3 ATMS Reports Menu Diagram

The ATMS Reports module, as diagrammed below, is used to generate up to 10 specialized reports. The ATMS Reports Menu screen provides access to those reports.

1.5.4 CORRECTION NOTICE

The ATMS CORRECTION NOTICE is used to provide screen query/update/output of freight bill information and correction notice printed copies. A pre-defined hard copy of the Correction Notice with user supplied shipping information can be generated. The correction Notice screen provides access to each notice.

1.5.5 BILL OF LADING MENU diagram

The ATMS Bill of Lading module, as diagrammed below, is used to enter, modify and query Bills of Lading, BOL Tables and BOL Table. A pre-defined hard copy of Bills of Lading with user supplied shipping information can be generated. The ATMS Bill of Lading Menu screen provides access to the different processes.

1.5.6 IATA FORM MENU diagram

The ATMS IATA FORM module, as diagrammed below, is used to enter, modify and query Shipper's Declaration For Dangerous Goods, IATA Labels and IATA Table. A pre-defined hard copy of Shipper's Declaration For Dangerous Goods with user supplied shipping information can be generated. The ATMS IATA FORM Menu screen provides access to the different processes.

1.5.7 Emergency Response Guide Menu Diagram

The Emergency Response Guide module is used to generate, print and maintain the (ATMS ERG Table) Hazardous Material recommended emergency responses.

1.5.8 ACE Rate/Route Menu Diagram

The ACE Rate/Route module, as diagrammed below, is used to enter, modify and query carrier rate/charges information in the database. The ACE Rate/Route menu screen provides access to the different processes.

1.5.9 ATMS Carrier Rates Menu Diagram

The ATMS Carrier Rates Menu is used to provide air, motor and package carrier rate information.

1.5.10 ATMS Maintenance Menu Diagram

The ATMS Maintenance module, as diagrammed below, is used to perform general data maintenance functions. The ATMS Maintenance Menu screen provides access to the different processes.

1.5.11 ATMS RE-INDEX

The ATMS Re-index Menu is used to provide a list of database files that may be re-indexed. This procedure is usually used when the production programs have failed with "internal error 3". Packing the file may be required to physically delete records that have been logically deleted.

1.5.12 ATMS TABLES

The ATMS Tables Menu is used to provide a list of database tables that may be updated.

1.5.13 EDI Modem Load Menu Diagram

The EDI Modem Load module, as diagrammed below, is used to capture Freight Bills with status information via modem dial-up to a Value Added Network computer. The EDI Modem Load Menu screen provides access to the different processes.

1.5.14 EDI Translation Menu Diagram

The EDI Translation module, as diagrammed below, is used to format the data received via EDI. The EDI Translation Module Menu screen provides access to the different processes.

1.5.15 EDI Data Load Menu Diagram

The EDI Data Load module, as diagrammed below, is used to load formatted EDI data into the database. The EDI Data Load Menu screen provides access to the process.

1.5.16 Graphics Menu Diagram.

The Graphics Menu provides access to the menu screen that may be used to select the graph desired.

1.5.17 Exit Menu Diagram

The Exit Menu provides the capability to exit the ATMS system and return to DOS or a previous system.

2.0 SYSTEM ENVIRONMENT

2.1 HARDWARE

The following is a list of requirements necessary to run ATMS.

- An IBM or 100% compatible personal computer (a 386 or better is recommended)
 Note: 560K bytes of free memory after the system is loaded is necessary to utilize all of ATMS.
- At least one hard disk drive and one high density floppy disk drive. There must be a minimum of 24 megabytes of available space on the hard disk drive.
- At least 640K bytes of RAM (4MB of extended/expanded memory recommended)
- Use DOS 2.0 or higher (DOS 3.31 or higher recommended)
- An HP LaserJet III printer. Note: the Laserjet should be a model that supports compressed, landscape printing.
- A compatible color, EGA, or VGA monitor, with adapter. A color VGA monitor is recommended. Color combinations may not be favorable with monochrome or CGA monitors.
- A 2400 BAUD rate Hayes Smartmodem or compatible connected to communications port 1 for EDI download. The system will support up to 9600 BAUD rate.

Please refer to your computer user manual for information concerning the hardware makeup of your machine.

2.2 SOFTWARE

2.2.1 Disk Operating System

The IBM Personal Computer Disk Operating System (DOS) controls the management of information on the computer. The ATMS user(s) should have a copy of the DOS user guide for their respective release of DOS for reference material.

2.2.2 Clipper Version Summer 1987

The ATMS System was developed with Clipper Version Summer 1987 on an IBM Compatible 80286 computer. The program was developed as a DOS executable and requires DOS to run.

2.2.3 JFMERGE

The ATMS System uses this software to print Bill of Lading, Shipper's Declaration For Dangerous Goods and Correction Notice special forms. A copy of this program is included in the installation for demonstration purposes.

The using site should purchase a copy of the JFMERGE software to conform to software licensing agreements with JETFORM, Corp. by contacting Gary Triassi in San Francisco, CA {phone number (510) 734-8776}. The approximate cost of the JFMERGE software is \$ 149.00.

2.3 TYPICAL/MAXIMUM USE

ATMS is currently designed to run as a single-user, single computer or multi-user, shared network system. That is, it is designed to be run by one person on one computer or may be installed on a file server and share data and/or processing with several other computers networked to the same file server. ATMS has been bench marked with up to 12 simultaneous users with no appreciable difference in response times.

2.4 SECURITY

None of the data contained within the ATMS program is either classified or sensitive. The security measures taken to protect the information contained will therefore be left to the user.

3.0 EQUIPMENT OPERATION

3.1 ASSUMPTIONS

It is the assumption of this Software User's Guide that the user of this program is familiar with the loading of the Disk Operating System, and power down sequence of an IBM PC or compatible computer. Please refer to the appropriate DOS operators guide if there are questions about the operation of the computer.

4.0 SYSTEM OPERATION

4.1 NOTATION

Key notation: Keys that are supposed to be pressed on the keyboard are indicated in angled brackets (<>). For example, when encountering the notation <Enter>, press the Enter key on the keyboard; don't actually type the string "<Enter>".

4.2 INSTALLATION OF THE ATMS PROGRAM

There are two ways to install the ATMS software. ATMS can be installed as a Stand Alone system, or shared among many users on a common networked file server.

4.2.1 Stand Alone Installation

The ATMS stand alone installation procedure is fully automated. You need only enter the installation commands noted below. The default installation target drive is C:.

Prior to beginning the installation process, the user should make sure the proposed system on which the software is to be installed does not have the following directories on drive C: "\ATMS" and "\ATMSMENU". The installation process will generate all the necessary subdirectories that it needs. If a different target drive is desired, contact the ATMS system analyst as noted in the Technical Support section of this manual for assistance.

The system should have at least 24 megabytes of available disk space, and periodically checked as more data is loaded onto the system.

To install the program you must exit any shell program you are running and get to the DOS prompt. Then follow the steps below.

- 1) Change to the target drive by typing the drive designation with colon followed by pressing the <Enter> key. For example,

A:\>C: <Enter>

Your DOS prompt should change to something like C:\> or C>

- 2) Copy all of the ATMS Installation Disks into the appropriate target drive from the desired source drive, for example,

C:\>Copy A:*. * C:\ <Enter>

- 3) After the disks have been loaded into the target drive, type

C:\>INSTATMS <Enter>

From this point the installation program will "explode" and "unshrink" the files needed until all necessary files are unpacked. The message "INSTALLATION COMPLETE" will display on the screen, awaiting operator acknowledgment.

- 4) To load the proper freight rates for your zip code, copy the ACE installation disk you received from Oak Ridge National Laboratories into the C:\ATMS directory as follows:

Place the ACE installation disk in the A: drive and enter

C:\>COPY A:*. * C:\ATMS <Enter>

- 5) After the ACE system has been installed, remove the disk and place all installation disks in their protective sleeves and store them in a safe place.

- 6) Upon completion change back to the root directory of the C: drive.

C:\ATMS\>CD\ <Enter>

This concludes the stand alone installation.

Please refer to the Technical Support section of the Appendix if you are encountering trouble installing the ATMS program.

4.2.2 Shared Network Installation

The ATMS system can be installed on a file server and share the system with other work stations connected to the file server via a NetBIOS compatible software.

Depending upon the network software and file server configuration, the method of installation can vary greatly. Therefore, if a shared network installation is desired, please contact the ATMS System Analyst noted in the Technical Support section of the Appendix for assistance.

Please note that you must run this installation process **ONLY ONCE!**

4.2.3 After Installation Complete

Once you have successfully installed the program, modify the "AUTOEXEC.BAT" file in the root directory of the target drive to include the following system command: SET MENUFILE=C:\ATMSMENU\NEW.MNU. It is also advised that you modify the path in your "AUTOEXEC.BAT" file to include C:\ATMS and C:\ATMSMENU in your system path. Refer to your DOS Manual for assistance in modifying files. Once the "AUTOEXEC.BAT" file has been altered, reboot the system so the correct path and added system commands will be established.

After the installation is completed, the user should set up the site specific data as noted in the General Data Maintenance section.

Refer to System Logon section below for assistance in logging on to the system.

4.3 SYSTEM LOGON

Before beginning system operation, it should be noted that data can be irretrievably lost if the user is not aware of the actions he/she may be taking. Reading the User Manual prior to initially using the ATMS System will reduce the number of problems.

YOU MUST HAVE RUN THE INSTALLATION PROGRAM PRIOR TO ATTEMPTING SYSTEM LOGON!

The installation program places a batch file in the root directory of your boot drive (most likely C:). If the root directory of the boot drive is contained in your path, all you have to do to run the ATMS program is type the following at the DOS prompt:

C:\>ATMS <Enter>

If the path is set up correctly you will be at the ATMS logon screen shown below:

No Login is required at this time, press <Enter>. After successful logon you will gain access to all of the maintenance options within the program.

4.4 USING ATMS MENU OPTIONS

When you have successfully logged on to the system, the ATMS System Main Menu will be loaded into RAM and be available for use. The screen with the menu will look like that shown below. Each possible menu selection has been shown.

Automated Transportation Management System				6:03:21 pm	
ATMS DATA	ATMS REPORTS	<div style="border: 1px solid black; padding: 5px; text-align: center;"> January 1993 SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div>			
CORRECTION NOTICE	BILL OF LADING				
IATA FORM	EMERGENCY RESPONSE				
ATMS RATE/ROUTE	ATMS CARRIER RATES				
ATMS MAINTENANCE	EDI MODEM LOAD				
EDI TRANSLATION	EDI DATA LOAD	ATMS GRAPHICS	EXIT WITH <F2>		
C:\>					

The options at the ATMS Main Menu have no effect on the data in the files which make up the ATMS System. Screen displays are dependent on the option chosen. The sole purpose of the main menu is to act as a starting point for the rest of the ATMS System.

The ATMS Main Menu is the first screen displayed within ATMS. It is from this point the user can select the desired program.

To select an option either press the first letter of the option, or use the directional arrow keys to move the highlight from one option to another and then press <Enter>. Pressing the HOME key will move the highlight to the first option, while pressing the END key will move the highlight to the last option.

The ATMS Menu can also be exited by depressing the <F2> function key and responding with a <Y> to the successive prompt. Program control will then return to the DOS prompt.

NOTE: Common Features While Modifying and Adding Records - READ THIS!

The nature of this program is that of data input and retrieval. You will either be entering (modifying existing or adding new) data, viewing information on the screen or printing information to the printer.

There are several features that are available to aid you in traversing the screens during the data entry process, which uses reverse video to highlight the fields subject to data entry/modification. These features are summarized in the table below:

Keystrokes	Resulting Function/Operation
<Ctrl> - <Home> *	Go to top field of the read.
<Ctrl> - <End> *	Go to bottom field of the read.
<Home>	Go to beginning of the current field
<End>	Go to the end of the current field
<Up Arrow>	Go to previous field.
<Down Arrow> or <Enter>	Go to next field.
<Left Arrow>	Move left in the current field.
<Right Arrow>	Move right in the current field.

* These keystrokes are executed by pressing the Ctrl, in conjunction with (at the same time as) the key following the dash ("-").

4.5 ATMS DATA

This menu provides user choice of query or updating of Freight Bills, query or updating of Delivery Receipts or query of Archived/SMAC Freight Bills. Any blank entry will exit the "ATMS DATA" program and return user control back to the ATMS Menu. Any choice not indicated on the screen will cause an "INVALID OPERATION" error message and prompt the user for another choice. The key identifier for all Freight Bills and Delivery Receipts is the Shipper No. and Carrier ID, which is referred to throughout this document as the "KEY".

MAIN MENU	ATMS, Version 1.1 DATA MENU SCREEN	MAINDAT
1> FREIGHT BILLS		
2> DELIVERY RECEIPTS		
3> DISPLAY ARCHIVED/SMAC DATA		
CHOICE: ~		
Enter blank to QUIT		

4.5.1 Data Entry/Query/Update of Freight Bills (FB)

An "ATMS DATA" main menu selection of "1" displays the "Freight Bill" screen, which supports Freight Bill processing. The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letter to perform a desired function. Each of the defined functions may be selected by entering the capital letter of the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. Any choice not indicated on the screen will cause an "Invalid Action" error message and prompt the user for another choice.

ATMS, Version 1.1 FREIGHT BILL		PG1QU Page 1
Shipment ID: 113447880	Carrier 1: CFWY	Carrier 2:
Date Shipped: 12/16/92	Date Recvd: 12/23/92	Single: Y
Shipment Type: IC	Site Code: 24	Commodity: 7801
Origin Zip: 63132/ MO	Destination Zip: 99352/HUC WA	Rad/Hazard: R
Package ID: BOX	No. of Packages: 2	Weight: 385
PO Reference: WMAVV07328	Correction Notice:	
Cost: 200.40	Org. Code: 62220	Frt. Disc: 87.90
Computed Charges..... 200.40	Status: MC	
Agreed to Pay..... 200.40	Added on 12/15/92 by EDI	
Shipper No.....	Last updated on 12/29/92 by MANUAL	
F=Fetch A/B=Add/blank M=Modify D=Delete(undelete) N=Next P=Previous C=Cross to DR X=Xtra info H=Help S=SMAC data E=Exit O=Output ACTION:		

The "STATUS:" field indicates how far along the Freight Bill has been processed, and can be determined as follows:

- M Merged with corresponding Delivery Receipt.
- MC Merged and charges have been calculated.
- MCP 12/18/92 Merged, calculated and posted on the Final Pay Report on the date indicated.
- MCPS12/18/92 Merged, calculated and posted on the Final Pay Report on the date indicated and sent to SMAC database. This record will also be deleted from the current file and added to the archive file..

Function descriptions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user requested record in the database. Once all fields in the "KEY" are populated the fetch will automatically execute.

Add - Add a new record to the database. When the new "KEY" is entered, the system first checks to make sure a duplicate does not exist in either the active file or the archive file. If there is no duplicate, the system then checks to see if a Delivery Receipt (DR) for the "KEY" is on file. If a corresponding DR exists, the data for that DR is displayed on the screen and can be visually accepted or modified. If no corresponding DR is found, the current data fields with the new "KEY" are displayed along with the message "Previous record information". The user can modify the available data for the Freight Bill (FB). After the data has been entered, the prompt "Add record to data (Y/N):" will appear at the bottom of the screen. A "Y" response will cause the new record to be added to the database. Any other response will cause the new record to be discarded. If the carrier is not in the valid carrier table the following message will be displayed "XXXX not in list of carriers". The only way to exit the field is to enter a valid carrier.

Blank - Add a new record to the database using a refreshed screen with all blank data.

Modify - Modify any part of the current record in the database displayed on the screen in reverse video. Data will be written to the database as entry into each field is completed. During the modify the user will be asked "Change Status: N". Depressing Enter or "N" will cause a No response and will continue to the next field. A "Y" Yes response will cause the cursor to be moved to the Status field ready for input. Also during the modify the user will be asked "Mult Comm Codes: N". Depressing Enter or "N" will cause a No response and will continue to the next field. A "Y" Yes response will cause the following pop-up screen to be overlaid on the screen:

Traverse the screen using the directional arrow keys.

After all entries have been completed, exit the Pop-Up by depressing the <ESC> key.

Item No.	SMAC Code	Pkg ID	Weight	Pkg No.
1	3900	PCS	134	2
2	3921	BOX	17	1
3	7888	PLT	200	1
4				
5				
6				
7				
8				
9				
10				

<ESC> Exit / Select

Upon entering this screen the <ESC> line is not displayed. If the <ESC> key is depressed, the line will display. Only one Item may be worked with before the escape key must be depressed to accept the modification. Depress the escape key a second time and "EXTRA INFO DATA: N" will display. Enter key will return the user to the freight bill being modified. "Y" will display the following screen.

Consignee	
Contact: MR BATTELLE	
Name: BATTELLE NORTHWEST WESTINGHOUSE	
Address: N STREET	
City: RICHLAND	Zipcode: 99352
Add'l Data: ADDITIONAL DATA GOES HERE	
Shipper	
Contact: MR. BATTERY	
Name: BATTERY HANDLING SYS	
Address: 1488 PAGE IND CT	
City: ST LOUIS, MO	Zipcode: 63162
Add'l Data: ADDITIONAL DATA GOES HERE	

Traverse the screen, Modify any or all data, After the last field is entered the Freight Bill screen will refresh. Press any key to continue ...

After modification to the freight bill the following messages display, "Modification completed." and "Press any key to continue...".

Delete(undelete) - Mark existing records for deletion or remove previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen "DELETED RECORD".

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the previous record in the database one record at a time.

NOTE: If an Add function has been invoked during this session, the N and P in caps will perform as normally used, the n and p in lower case will move back and forth within the list of records you have added during this session.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Cross to DR - Access the corresponding DR for the FB displayed on the screen, if it exists. The Freight Bill screen can be recalled by executing the "Cross" command again, or exiting this screen and re-entering by the Main Menu screen. "No DR in database for this record." message may displayed in lower left hand corner if no such record exists.

Xtra info - Display extra shipment status information as recorded from EDI data entry or entered manually. The Extra Data Information screen is shown below:

Shipment ID: 001410219				Carrier ID: YFSY		
Cd	Description	Date	Time	Zone	City	State
D	Delivered	12/28/92	1400	PS	PASCO	WA
Proof of Delivery: / / =						ETA Date: 12/28/92
Consignee				Shipper		
WESTINGHOUSE HANFORD HANFORD NUCLEAR RESERVATION RICHLAND, WA 99352				BATTERY HANDLING SYS 1488 PAGE IND CT ST LOUIS, MO 63132		
Description				Special Charges		
SK STC				DSC 132.94		
1 PC RACKSOR STANDS IT 164760 S1						
CL125						
1 PC RACKS OR STANDS IT 164760						
S2 CL70						
//TARIFF 3186						
DISCOUNT						
SINGLE SHIPMENT						
Press any key to continue...						

Help - Displays on-line definitions of all 13 function keys defined with this screen.

SMAC data - Displays the multiple commodity code data for SMAC data as shown in the Pop-Up below:

This screen is for view only.

Item No.	SMAC Code	Pkg ID	Weight	Pkg No.
1	3900	PCS	134	2
2	3921	BOX	17	1
3	7888	PLT	200	1
4				
5				
6				
7				
8				
9				
10				

Output - Prints out a copy of the Freight Bill which has been received via EDI. Much of the data which has been captured by EDI will appear on this hard copy.

If the "Rad/Hazard" field of Page 1 is "R" for Radioactive and the commodity code is not 7001, 7201 or 7301 for limited quantities, Page 2 for Radioactive data exists for this record and can be accessed by depressing the <PgDn> key. Page 1 can be recalled by depressing the <PgUp> key. Each of the defined functions may be selected by entering the letter noted by capitalization of the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. Page 2 screen data is denoted within the double lines below.

Item No.	Element	Isotope Weight	Chemical Form	Phys Form	Curies Shipped	Curies Units	Trans. Index
1							
2							
3							
4							
5							
6							

M=Modify D=Delete H=Help S=Skip down U=skip Up E=Exit
 ACTION: <pgUp> to page 1

Note: If Curies Shipped is zero then the user will be asked to enter becquerels. (Enter _ Becquerels: _____) Enter will accept only T,G,M or blank and Becquerels must be numeric. After entering becquerels the conversion will take place and the data will display in Curies Shipped.

Function descriptions are as follows:

Modify - Modify any part of the current record displayed on the screen in reverse video from the database.

Delete - Delete will delete the selected line. The line will be deleted immediately. If the line is deleted by mistake it will need to be entered again.

Help - Displays on-line definitions of the of the Action Keys.

Skip - Skip down one line at a time until line 6 is reached.

skip Up - Skip Up one line at a time until line 1 is reached.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Depress <PgUp> key to return to Page 1.

4.5.2 Data Entry/Query/Update of Delivery Receipts (DR)

An "ATMS DATA" main menu selection of "2" displays the "Delivery Receipt" screen, which processes data associated with the Delivery Receipts. This screen provides the user the opportunity to input delivery receipt data for later merging with the Freight Bill data.

The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate key strokes to perform one of the desired functions.

ATMS, Version 1.0 DELIVERY RECEIPT		PG1QU Page 1
Shipment ID: 39842002	Carrier 1: YFSY	Carrier 2:
Date Shipped: 01/04/93	Date Recvd: 01/11/93	Single: Y
Shipment Type: IC	Site Code: 24	Commodity: 8888
Origin Zip/RIS: 61111/ IL	Dest. Zip/RIS: 99352/ WA	Rad/Hazard:
Package ID: BOX	No. of Packages: 1	Weight: 123
PO Reference: WERWE090298	Correction Notice:	
Cost: 145.33	Org. Code: 62220	Frt. Disc: 18.78
Computed Charges..... 0.00	Status:	
Agreed to Pay..... 0.00	Added on 01/19/93 by MANUAL	
Shipper No.....	Last updated on 01/21/93 by MANUAL	
F=Fetch A/B=Add/blank M=Modify D=Delete(undelete) N=Next P=Previous C=Cross to FB X=Xtra info H=Help S=SMAC data E=Exit ACTION:		

The "STATUS:" field remains blank for delivery receipts. Function descriptions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user requested record in the database. Once all fields in the "KEY" are populated the fetch will automatically execute.

Add - Add a new record to the database. When the new "KEY" is entered, the system first checks to make sure a duplicate does not exist in either the active file or the archive file. If there is no duplicate, the system then checks to see if a Freight Bill (FB) for the "KEY" is on file. If a corresponding FB exists, the data for that FB is displayed on the screen and can be visually accepted or modified. If no corresponding FB is found, the current data fields with the new "KEY" are displayed and the user can modify the available data for the Delivery Receipt (DR). After the data has been entered, the prompt "Add record to data (Y/N):" will appear at the bottom of the screen. A "Y" response will cause the new record to be added to the database. Any other response will cause the new record to be discarded. If the carrier is not in the valid carrier table the following message will be displayed "XXXX not in list of carriers". The only way to exit the field is to enter a valid carrier.

Blank - Add a new record to the database using a refreshed screen with all blank data.

Modify - Modify any part of the current record in the database displayed on the screen in reverse video. Data will be written to the database as entry into each field is completed. During the modify the user will be asked "Mult Comm Codes: N". Depressing Enter or "N" will cause a No response and will continue to the next field. A "Y" Yes response will cause the following pop-up to be overlaid on the screen:

Traverse the screen using the directional arrow keys.

After all entries have been completed, exit the Pop-Up by depressing the <ESC> key.

Item No.	SMAC Code	Pkg ID	Weight	Pkg No.
1	3900	PCS	134	2
2	3921	BOX	17	1
3	7888	PLT	200	1
4				
5				
6				
7				
8				
9				
-10				
<ESC> Exit / Select				

<ESC> will return to the Delivery Receipt screen.

Upon entering this screen the <ESC> line is not displayed. If the <ESC> key is depressed, the line will display. Only one Item may be worked with before the escape key must be depressed to accept the modification. Depress the escape key a second time and "EXTRA INFO DATA: N" will display. The Enter key will return the user to the delivery receipt being modified. "Y" will display the following screen.

Consignee	
Contact: MR BATTELLE	
Name: BATTELLE NORTHWEST WESTINGHOUSE	
Address: N STREET	
City: RICHLAND	Zipcode: 99352
Add'l Data: ADDITIONAL DATA GOES HERE	
Shipper	
Contact: MR. BATTERY	
Name: BATTERY HANDLING SYS	
Address: 1488 PAGE IND CT	
City: ST LOUIS, MO	Zipcode: 63162
Add'l Data: ADDITIONAL DATA GOES HERE	

Traverse the screen, Modify any or all data, After the last field is entered the Freight Bill screen will refresh. Press any key to continue ...

After modification to the delivery receipt the following messages display, "modification completed." and "Press any key to continue...".

Delete(undelete) - Mark existing records for deletion or remove previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the next record in the database one record at a time.

NOTE: If an Add function has been invoked during this session, the N and P in caps will perform as normally used, the n and p in lower case will move back and forth within the list of records you have added during this session.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Cross to FB - Access the corresponding FB for the DR displayed on the screen, if it exists. The Delivery Receipt screen can be recalled by executing the "Cross" command again, or exiting this screen and re-entering by the Main Menu screen. "No FB in database for this record." message will display in lower left hand corner if no such record exists.

Xtra info - Display extra shipment status information as recorded from EDI data entry or entered manually. The Extra Data Information screen is shown below:

Shipment ID: 001410219				Carrier ID: YFSY			
Cd	Description	Date	Time	Zone	City	State	
D	Delivered	12/28/92	1400	PS	PASCO	WA	
Proof of Delivery: / /						ETA Date: 12/28/92	
Consignee				Shipper			
WESTINGHOUSE HANFORD HANFORD NUCLEAR RESERVATION RICHLAND, WA 99352				BATTERY HANDLING SYS 1488 PAGE IND CT ST LOUIS, MO 63132			
Description						Special Charges	
SK STC						DSC 132.94	
1 PC RACKSOR STANDS IT 164760 S1							
CL125							
1 PC RACKS OR STANDS IT 164760							
S2 CL70							
//TARIFF 3186							
DISCOUNT							
SINGLE SHIPMENT							

Press any key to continue...

Help - Displays on-line definitions of the 11 function keys defined above.

SMAC data - Displays the multiple commodity code data for SMAC data as shown in the Pop-Up below:

This screen is for view only.

Item No.	SMAC Code	Pkg ID	Weight	Pkg No.
1	3900	PCS	134	2
2	3921	BOX	17	1
3	7888	PLT	200	1
4				
5				
6				
7				
8				
9				
10				

Press any key to continue....

If the "Rad/Hazard" field of Page 1 is "R" for Radioactive and the commodity code is not 7001, 7201 or 7301 for limited quantities, Page 2 for Radioactive data exists for this record and can be accessed by depressing the <PgDn> key. Page 1 can be recalled by depressing the <PgUp> key. Each of the defined functions may be selected by entering the letter noted by capitalization of the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. Page 2 screen data is denoted within the double lines below:

Item No.	Element	Isotope Weight	Chemical Form	Phys Form	Curies Shipped	Curies Units	Trans. Index
1							
2							
3							
4							
5							
6							

M=Modify D=Delete H=Help S=Skip down U=skip Up E=Exit
ACTION: <pgUp> to page 1

Note: If Curies Shipped is zero then the user will be asked to enter becquerels. (Enter _ Becquerels: _____.) Enter will accept only T,G,M or blank and Becquerels must be numeric. After entering becquerels the conversion will take place and the data will display in Curies Shipped.

Function descriptions are as follows:

Modify - Modify any part of the current record displayed on the screen in reverse video from the database.

Delete - Delete will delete the selected line. The line will be deleted immediately. If the line is deleted by mistake it will need to be entered again.

Help - Displays on-line definitions of the of the Action Keys.

Skip - Skip down one line at a time until line 6 is reached.

skip Up - Skip Up one line at a time until line 1 is reached.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Depress <PgUp> key to return to Page 1.

4.5.3 Query of Archived Data

An "ATMS DATA" main menu selection of "3" will display the "Archive Data" screen, which supports the viewing of Freight Bills previously removed from the active "SHIPPING" file. Freight Bills which have been completely processed (merged, calculated, sent for payment, and transmitted to SMAC) are sent to the "ARCHIVE" file during the SMAC transmittal. The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate key strokes to perform one of the desired functions.

Each of the functions defined at the bottom of the screen may be selected by entering the letter noted by capitalization in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt.

ATMS, Version 1.1		PG1QUA
ARCHIVE DATA		
Shipment ID: 098089882	Carrier 1: AIRB	Carrier 2:
Date Shipped: 12/22/91	Date Recvd: 12/23/91	Single: Y
Shipment Type: IC	Site Code: 24	Commodity: 3900
Origin Zip: 37901/ TN	Destination Zip: 99352/HUC WA	Rad/Hazard:
Package ID: PCS	No. of Packages: 3	Weight: 40
PO Reference: WWGGY890552	Correction Notice:	
Cost: 39.71	Org. Code: 62220	Frt. Disc: 3.00
Computed Charges..... 39.71	Pay Report Date: 01/06/93	
Agreed to Pay..... 39.71	Overnite/2nd Day: 1	
F=Fetch N=Next P=Previous E=Exit O=Output H=Help S=SMAC data X=Xtra info ACTION:		

Function descriptions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user requested record in the database, once all "KEY" fields have been populated.

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the next record in the database one record at a time.

Exit - Exit the "Archive Data" screen and return to the "Main Menu" screen.

Output - Prints out a copy of the Freight Bill which has been received via EDI. Much of the data which has been captured by EDI will appear on this hard copy.

Help - Displays on-line definitions of all 8 function keys defined with this screen.

SMAC data - Displays the multiple commodity code data for Shipment Mobility/Accountability Collection (SMAC) data. The SMAC User's Guide can be obtained by calling Cheryl Hamberger at (615) 481-2913.

This screen is for view only.

Item No.	SMAC Code	Pkg ID	Weight	Pkg No.
1	3900	PCS	134	2
2	3921	BOX	17	1
3	7888	PLT	200	1
4				
5				
6				
7				
8				
9				
10				

Press any key to continue....

Xtra info - Display extra shipment status information as recorded from EDI data entry and cannot be entered manually. The Extra Data Information screen is shown below:

Shipment ID: 001410219				Carrier ID: YFSY			
Cd	Description	Date	Time	Zone	City	State	
D	Delivered	12/28/92	1400	PS	PASCO	WA	
Proof of Delivery: / /						ETA Date: 12/28/92	
Consignee				Shipper			
WESTINGHOUSE HANFORD				BATTERY HANDLING SYS			
HANFORD NUCLEAR RESERVATION				1488 PAGE IND CT			
RICHLAND, WA 99352				ST LOUIS, MO 63132			
Description						Special Charges	
SK STC						DSC 132.94	
1 PC RACKS OR STANDS IT 164760 S1							
CL125							
1 PC RACKS OR STANDS IT 164760							
S2 CL70							
//TARIFF 3186							
DISCOUNT							
SINGLE SHIPMENT							

Press any key to continue....

4.6 ATMS REPORTS

This report menu provides user choice of available ATMS reports, and prompts the user to select the desired report. Any selected report can be terminated by depressing the <ESC> key at any time before or during its processing.

MAIN MENU	ATMS, Version 1.0 REPORT MENU SCREEN	RPTMENU
1. Freight Bills missing required data	6. SMAC Summary Report	
2. Freight Bills needing a Correction Notice	7. Delivery Receipts without Freight Bills	
3. GSA over \$50.00 Report	8. Freight Bills without Delivery Receipts	
4. Monthly Traffic Volume Report	9. Inbound Air Shipments	
5. Freight Bills forwarded to Accounts Payable	A. Duplicate/Hold Status Report	
- CHOICE: -		
Enter blank to exit		

All reports are setup to run from Port 1 (LPT1) at each workstation on a local or networked HP Laserjet printer. The following reports are available by selecting the corresponding numeric representation:

1. Freight Bills missing required data - provides an operational report listing all Freight Bills within the span of time designated by the user which are missing required data for SMAC reporting. The report also indicates which required data is missing for its respective Freight Bill.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 1"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

2. Freight Bills needing a Correction Notice - provides an operational report listing all Freight Bills within the span of time designated by the user which need a Correction Notice to be generated.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 2"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

3. GSA Over \$50.00 Report - provides a report to meet GSA requirements for reporting of all shipments with costs exceeding \$50.00 on a monthly basis.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 3"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

4. Monthly Traffic Volume Report - provides a management report of the total traffic volume within the time span designated by the user. This report can be run against either the current or archived traffic data.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 4"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

5. Freight Bills forwarded to Accounts Payable - provides a list of all Freight Bills within the database which are ready for payment. A Temporary Report can be requested, which gives the user the opportunity to verify payment status and prevent selected freight bills from inclusion on the Final Report.

Final Pay Y/N: N

N is the default, enter key will print the Temporary Pay Report.
Y will request the following information.

Identify Freight Bills to be excluded from Pay Report:	
Shipment ID:	Carrier 1:
Last Entry: NONE	NONE
New Entry: 1234567xx	YFSY

Enter New Entries of Shipment ID and Carrier 1 data for each shipment that you wish to hold from Accounts Payable Final Report. The screen will roll up for each entry. When a blank entry is entered the following message will display, "Packing & Indexing Shipping File"

6. SMAC Summary Report - provides a summary listing of the last SMAC report run.

Enter Header 1: WESTINGHOUSE HANFORD COMPANY

Enter Header 2: TRANSPORTATION AND PACKAGING

After the headings are modified or accepted the following messages will display.

Loading and Indexing SMAC File . . .

"press <ESC> key if you need to halt printing..."

7. Delivery Receipts without Freight Bills - provides an operational report listing all DR's which do not have a corresponding FB on file within the time span designated by the user.

From Date: MM/DD/YY	Thru Date: MM/DD/YY
Date entries OK (Y/N): Y	

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 7"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

8. Freight Bill without Delivery Receipts - provides an operational report listing all FB's which have not been previously merged and do not have a corresponding DR on file within the time span designated by the user.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 8"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

9. Inbound Air Shipments - provides a listing of all inbound air shipments by carrier and contractor.

From Date: MM/DD/YY Thru Date: MM/DD/YY Date entries OK (Y/N): Y
--

The default From Date is 01/01/current year.
The default Thru Date is the current date.

Enter your choice of dates and answer Y or N.

N will move the cursor to From Date.

Y will display "Compiling & printing report # 8"

"press <ESC> key if you need to halt printing..."

<ESC> will return you to the Report Menu screen.

After entering the date information the following request will display.

Report Title: HANFORD AIRBILLS RECEIVED 6th STREET WAREHOUSE

The title may be changed or the default title used.

"press <ESC> key if you need to halt printing..."

- A. Duplicate/Hold Report - provides an operational report listing all FB's which have a "Duplicate", or "Hold" status to notify the user of items needing additional work or information.

Select Duplicate/Hold or Exit (D/H/E):

Entering a "E" will return you to the ATMS menu.

Enter "D" or "H" to print one of the desired reports.

When the enter key is depressed "Compiling & printing report # A" will display. The system will take the time to search for the records to be used for the report selected. This will take time depending on the number of records to be searched. Upon completion of the compilation of the report, "Report # A completed" will display, followed by, "Press any key to continue...". A message "1 file(s) copied" may appear on the screen. This message is a DOS message and should be ignored.

"press <ESC> key if you need to halt printing..."

4.7 Correction Notice Generation

A "Correction Notice" main menu selection displays the "Correction Notice" screen indicated below, which supports processing of data associated with Correction Notices. Correction Notices are stored in the database by a unique identifier (Shipper ID and Carrier) referred as the "KEY". The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform one of the desired functions.

ATMS, Version 1.0 CORRECTION NOTICE		CORNOTQU	
Shipment ID: 0825084890 Carrier 1: FEDX			
To: FEDERAL EXPRESS	Freight Bill No: 0825084890	Date: 03/09/92	
The attached Freight Bill: X Is returned for reasons outlined below. Has been corrected for reasons outlined below.			
Error in: X Extension	Weight	Rate	
Other: Above cited bill was paid on our check 359410, Freight Statement 10025.			
Authority:			
As charged:	21.12	Should be:	0.00 Difference: 21.12
Submitter's Name: Carla Aragon Phone: (509) 376-8355			
F=Fetch A=Add M=Modify D=Delete(undelete) N=Next P=Previous E=Exit O=Output H=Help ACTION:			

Each of the defined functions may be selected by entering the letter noted by capitalization in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. The functions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user selected record in the database.

Add - Add a new record to the database. When the new "KEY" is entered, the system first checks to make sure a duplicate does not exist. If there is no duplicate, the current Correction Notice is displayed on the screen and can be visually accepted or modified.

Modify - Modify any part of the current record displayed on the screen in reverse video from the database.

Delete(undelete) - Mark existing records for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the previous record in the database one record at a time.

Exit - Exit the current screen and return to the "Main Menu" screen.

Output - Output the Correction Notice form onto the networked or local HP Laser Printer connected to Printer Port 1.

Help - Displays on-line definitions of all 9 function keys defined with this screen.

4.8 Bill of Lading Generation

An "Bill Of Lading" main menu selection displays the "Bill of Lading" screen, which supports data associated with Bills of Lading. Bills of Lading are stored in the database by a unique identifier (Shipper No.). Each of the defined functions may be selected by entering the capital letter noted in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt.

Note: Carbonless paper can be used in the HP Laserjet III printer to reduce the number of BOL copies needing signature. The following source of 8.5" x 11" 18# carbonless paper is recommended:

West Coast Paper Company
2203 First Avenue South
P.O. Box 3775
Seattle, WA 98124-3775
Phone: (206) 623-1850

Note: Ordering information for LaserJet Printer Address Labels
3-1/3" x 4" x 6" labels per sheet; part number 5164; 100 sheets
per box; may be obtained from:

Avery Dennison
Avery Division
Diamond Bar, CA 91765
Phone: (800) 462-8379

The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform the desired function as shown on the following screen:

4.8.1 BOL Page 1

ATMS, Version 1.0 BILL OF LADING		PG1QUB Page 1
Shipper No.: WHC-0023		Matl Name: RADIOACTIVE
At: RICHLAND, WA		Matl Code: UN2910
Date: 02/04/92	From: US DEPT. OF ENERGY C/O WESTINGHOUSE HANFORD COMPANY	
Consignee and Destination		Carrier
U.S. DOE 12800 MIDDLEBROOK ROAD, TREVON II BLDG. GERMANTOWN, MD 20814 ATTN: LARRY BLALOCK		YELLOW FREIGHT
		TRACTOR NO. 733 TRAILER NO. 445122
Consignor		Subject to Sect. 7
US DEPT. OF ENERGY ACCT OF WHC PO BOX 1970, G1-35 RICHLAND, WA 99352		US DOE, ACCT OF WHC
Shipment Type: COLLECT		
F=Fetch A=Add M=Modify D=Delete(undelete) N=Next P=Previous O=Output X=Xtra info L=Locate C=Continue H=Help E=Exit ACTION:		

Each of the defined functions may be selected by entering the letter noted by capitalization in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. The functions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user selected record in the database.

Add - Add a new record to the database. When the new "KEY" is entered, the system first checks to make sure a duplicate does not exist. If there is no duplicate, the current BOL is displayed on the screen and can be visually accepted or modified. Page 2 (below) of the BOL will also be displayed.

Modify - Modify any part of the current record displayed on the screen in reverse video from the database. Page 2 (below) of the BOL will also be displayed.

Delete - (Undelete) Mark existing records for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the next record in the database one record at a time.

Xtra info - Display extra shipment status information as indicated in the example given below:

Shipper ID: 119844122	Carrier: YFSY	PO No.: WVVVV849392
Special instructions to carrier:		
X In the event of an emergency ... phone (509) 373-5800		
Agreed value not exceeding		per
WARNING - Fissile Class III shipment ...		

Locate - Locate by address any selected combination of characters input by the user, i.e. "DEPARTMENT". The system will then locate the first instance where DEPARTMENT is included in the first line of the "Consignee and Destination" address.

Continue - Continue the previous locate process as many times as this function is invoked. When no more such records can be found, a "No more located." message appears at the bottom left of the screen.

Help - Displays on-line definitions of all 12 function keys defined with this screen.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Output - Output the Bill of Lading form onto the networked or local HP Laser Printer connected to Communications Port 1. The following statement will display.

"Generate BOL, Labels or Exit ((B/L/E): B"

"E" will return you to the previous screen.

"B" the default or enter "B" and the following screen will display.

Select forms to be printed: Straight BOL(Original): 1 Shipping Order: 1 Memorandum: 2 Selections OK (Y/N): Y
--

The user may select any combination of the following BOL forms: Straight BOL(Original), Shipping Order, and Memorandum. Any non-blank character will print one copy, and 2 through 9 will print the indicated number of copies.

"L" The BOL Labels screen will display.

Select BOL Labels to be Printed		
Shipment ID: 241920	Date Shipped: 04/19/94	Pieces _2 of _5
Consignee: NORTH CREEK ANALYTICAL 18939 - 120TH AVE NE SUITE 101 BOTHELL, WA 98011 ATTN: MATT ESSIG		
Consignor: U.S. DEPT. OF ENERGY C/O WESTINGHOUSE HANFORD COMPANY PO BOX 1970, G2-03 RICHLAND, WA 99352		
Entries OK (Y/N): Y Exit BOL Labels (Y/N):=N		

Enter the number of pieces such that the first number represents the beginning number of labels to print and the last number represents the last label to print. For example 2 of 5 would print the same label 4 times and label the labels with 2of5 3of5 4of5 and 5of5. Because there is a possible of 6 labels per sheet, the same label will repeat, starting over again with 2of5 and because of room restrictions on the page will end with 3of5. Zero pieces will cause the printer to not print any labels. Continue down the screen and modify any of the label data. When your cursor is waiting for you to enter "Entries OK (Y/N): Y" the special Label form must be loaded or already be loaded in the printer. Depress the enter key and the Labels will print. The cursor will move to "Exit BOL Labels (Y/N):=N". A "N" response will repeat the screen process starting at the top of the screen. "Y" will return you to the Bill of Lading screen. Note that the changed data is not saved after printing. For more labels repeat the process.

4.8.2 BOL Page 2

After "Modify" or "Add" has been completed on page 1 or the <PgDn> has been depressed, Page 2 of the BOL data will be displayed as shown below:

ATMS, Version 1.0 BILL OF LADING				PG2QUB Page 2	
Shipper No.: WHC-0023			Matl Name: RADIOACTIVE MA Matl Code: UN2910		
Itm No.	No. of Pkg	HM	Description of Articles	Weight	Class Rate
1	1 BOX	X	RADIOACTIVE MATERIAL, NOS, 2982	650 lbs.	CL-70
2			ISOTOPE(s) U-235		
3					
4			PHYSICAL FORM SOLID CHEMICAL FORM NITRATE		
5			CURIES/PACKAGE 235 mCi		
6					
7			TOTAL CURIES: 235 mCi		
8			TRANSPORT INDEX/PACKAGE 1.0		
9					
10			TRANSPORT INDEX TOTAL: 1.0		
11					
12			RADIOACTIVE YELLOW III LABELS APPLIED		
13			MODEL No. OOFASD		
14			CERTIFICATE OF COMPLIANCE No. 8F88D		
M=Modify S=Skip down U=skip Up I=Insert before L=Line delete					
G=Get matl name/code E=Exit H=Help O=Output					ACTION:

Each of the defined functions may be selected by entering the letter noted by capitalization in the descriptive word. Upper or lower case letters may be entered at the "Get Action" prompt. The functions are as follows:

Modify - Modify any part of the current line of data displayed on the screen in reverse video from the database.

Skip - Skip down one line at a time for up to 70 lines.

skip Up - Skip Up one line at a time until line 1 is reached.

Insert before - Insert a blank line before the current line .

Line delete - Delete the current line and a blank line at line 70.

Output - Output the Bill of Lading form onto the networked or local HP Laser Printer connected to Communications Port 1. The user may select any combination of the following BOL forms: Straight BOL(Original), Shipping Order, and Memorandum. Any non-blank character will print one copy, and 2 through 9 will print the indicated number of copies.

Select forms to be printed:
Straight BOL(Original): 1
Shipping Order: 1
Memorandum: 2
Selections OK (Y/N): Y

Get matl name/code - To retrieve "Article Description" screen by Material Name or Material Code. When the function is selected, "select by Name or Code(N/C): " will display. The user is prompted to select "N" (search by Material Name) or "C" (search by Material Code). A blank entry will ignore the request and leave the record unchanged. With an "N" or "C" entry the user is prompted to enter either the proper name or code of the material.

If a Material Name search had been requested, the nearest match of the first 14 Upper Case characters of the Article Description will appear highlighted as the middle line of the Table.

For instance, if a search for "Ammon" had been made,
"1005 - Ammonia anhydrous liquefied [or] ammonia"
would appear as the highlighted middle line.

If a Material Code search had been requested, the nearest match of the Material Code would appear highlighted as the middle line of the Table.

For instance, if a search for "2505" had been made,
"2505 - Ammonium fluoride"
would appear as the highlighted middle line.

The pop-up below is displayed following the entry:

BOL Code	Article Description
1309	- Aluminum powder, coated
1396	- Aluminum powder, uncoated
2715	- Aluminum resinate
1398	- Aluminum silicon powder, uncoated
2512	- Aminophenols [(o-; m-; p-)]
2671	- Aminopyridines [(o-; m-; p-)]
1005	- Ammonia anhydrous liquefied [or] Ammonia
2672	- Ammonia solutions, [relative density
2073	- Ammonia solutions, [relative density less
1005	- Ammonia, anhydrous, liquefied [or]
1546	- Ammonium arsenate
1439	- Ammonium dichromate
1843	- Ammonium dinitro-o-cresolate
2505	- Ammonium fluoride

Select - < > or < > or Expand - <F1>
Accept - <F10> or Escape - <ESC>

Select - The user can traverse the screen vertically with the Up and Down Arrow keys.

<ESC> - Depress the escape key to return to Page 2 of the Bill of Lading screen without any changes.

Accept - Depress <F10> to select the highlighted item and be returned to page 2 of the Bill of Lading screen.

Expand - Depress <F1> to provide a pop-up of more information on the line that is highlighted.

Ammonia anhydrous liquefied [or] Ammonia
solutions, [relative density less than
0.880 at 15 degrees C in water, with more
than 50 percent ammonia]
2.2, UN1005

DOT EMERGENCY RESPONSE GUIDE #15 ATTACHED

Press any key to continue...

4.9 IATA FORM Shippers's Declaration for Dangerous Goods Generation

An "IATA FORM" main menu selection displays the "SHIPPER'S DECLARATION" screen, which supports data associated with Shipper's Declaration For Dangerous Goods. Shipper's Declaration for Dangerous Goods are stored in the database by a unique identifier Air Bill No. Each of the defined functions may be selected by entering the capital letter noted in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt.

The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform the desired function as shown on the following screen:

ATMS, Version 1.1 IATA FORM		PG1QUI Page 1
Air	Bill No: EWCF 134154057	Page 1 of 1 pages
	Shipper No: RMB-8558	Proper Name: RADIOACTIVE MA
	Shipper: 04/92	IATA Code: 3132
	U.S. DEPT. OF ENERGY c/o	Airport of
	WESTINGHOUSE HANFORD COMPANY	Departure:
	PO BOX 1970, G2-03	PASCO, WA 9903502
	2355 STEVENS DRIVE	Destination:
	RICHLAND, WA 99352	ROSKILDE, DENMARK
Destination:	METALLURGY DEPARTMENT	Transport Details:
	RISO NATIONAL LAB	X Passenger & Cargo
	DK 400, ROSKILDE, DENMARK	Cargo Aircraft Only
	ATTN: B.N. SINGH	Shipment Type:
	9-01-454-236-4017	Non-Radioactive
		X Radioactive
F=Fetch A=Add M=Modify D=Delete(undelete) N=Next P=Previous O=Output X=Xtra info L=Locate C=Continue H=Help E=Exit ACTION:		

Each of the defined functions may be selected by entering the letter noted by capitalization in the descriptive word. Upper or lower case letters may be entered at the "ACTION" prompt. The functions are as follows:

Fetch - Fetch a new record by "KEY". Fetch retrieves any user selected record in the database.

Add - Add a new record to the database. When the new "KEY" is entered, the system first checks to make sure a duplicate does not exist. If there is no duplicate, the current Shipper's Declaration is displayed on the screen and can be visually accepted or modified.

Modify - Modify any part of the current record displayed on the screen in reverse video from the database.

Delete - (Undelete) Mark existing records for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed as discussed in Section 4.6 of this Users Guide. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

Next - Skip forward to the next record in the database one record at a time.

Previous - Skip backward to the next record in the database one record at a time.

Xtra info - Display extra shipment status information as indicated in the example given below:

Additional Handling Information	
This Shipment Prepared According to:	
49 CFR	X IATA Regulations X ICAO Regulations
DOT EMERGENCY RESPONSE GUIDE # 63 Attached	24 hr. Emergency No. (509) 373-3800
Name/Title Signatory: G. O. Boness, TRAFFIC SPEC.	
Place: RICHLAND, WA	Date: 04/04/94

Locate - Locate by address any selected combination of characters input by the user, i.e. "DEPARTMENT". The system will then locate the first instance where DEPARTMENT is included in the first line of the "Consignee and Destination" address.

Continue - Continue the previous locate process as many times as this function is invoked. When no more such records can be found, a "No more located." message appears at the bottom left of the screen.

Help - Displays on-line definitions of all 12 function keys defined with this screen.

Exit - Exit the "Data Entry, Query/Update" screen and return to the "Main Menu" screen.

Output - Output the Shipper's Declaration for Dangerous Goods onto the networked or local HP Laser Printer connected to Communications Port 1. The following statement will display.

"Generate IATA form, Labels or Exit (I/L/E): I"

"E" will return you to the previous screen.

"I" the default or enter "I" and the following screen will display.

Select number of forms to be printed:
Enter Number: 1
Selections OK (Y/N): Y

Response of "Y" will print the number of copies entered. Response of zero and "Y" will return you to the previous menu. Response of "N" will allow the user to enter another number prior to printing.

"L" The IATA Labels screen will display.

Select IATA Labels to be Printed	
Shipment ID: EWCF 134154057	Date Shipped: 04/04/94
	Pieces _2 of _5
Consignee:	
METTALURGY DEPARTMENTL	
RISO NATIONAL LAB	
DK 400, ROSKILDE, DENMARK	
ATTN: B.N. SINGH	
9-01-454-236-4017	
Consignor:	
U.S. DEPT. OF ENERGY C/O	
WESTINGHOUSE HANFORD COMPANY	
PO BOX 1970, G2-03	
2355 STEVENS DRIVE	
RICHLAND, WA 99352	
.Entries OK (Y/N): Y	
-Exit IATA Labels (Y/N):-N	

Enter the number of pieces such that the first number represents the beginning number of labels to print and the last number represents the last label to print. For example 2 of 5 would print the same label 4 times and label the labels with 2of5 3of5 4of5 and 5of5. Because there is a possible of 6 labels per sheet, the same label will repeat, starting over again with 2of5 and because of room restrictions on the page will end with 3of5. Zero pieces will cause the printer to not print any labels. Continue down the screen and modify any of the label data. When your cursor is waiting for you to enter "Entries OK (Y/N): Y" the special Label form must be loaded or already be loaded in the printer. Depress the enter key and the Labels will print. The cursor will move to "Exit BOL Labels (Y/N):-N". A "N" response will repeat the screen process starting at the top of the screen. "Y" will return you to the previous screen. Note that the changed data is not saved after printing. For more labels repeat the process.

Select number of forms to be printed:
Enter Number: 0
Selections OK (Y/N): Y

Enter 1 through 99 and select "Y" to print the indicated number of copies.

4.10 Emergency Response Guide

An "EMERGENCY RESPONSE" main menu selection displays the menu displayed below:

MAIN MENU	ATMS, Version 1.1 EMERGENCY RESPONSE GUIDE	MAINERG
1> QUERY/UPDATE ERG TABLE		
CHOICE:		
Enter blank to QUIT		

4.10.1 Query/Update ERG Data

An "EMERGENCY RESPONSE" menu selection of "1" invokes the "ERG Table" screen displayed below, which supports processing of data associated with the Emergency Response Guide Table.

The ERG Table contains data templates which can be output on demand, and are stored in the database by a unique identifier (ERG Code) referred to as the "KEY". These records can also be located by either the Proper Name of the material, which represents the UPPER CASE of the first 14 characters on the first line of the "Description of Articles" data, or by the Hazardous Material Code. The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform the desired functions.

ERG TABLE	ATMS, Version 1.1 ERG TABLE QUERY/UPDATE	ERGTBLQU
ERG Code: 55 Line No: 1		
Emergency Response Guide Description		

POTENTIAL HAZARDS		
HEALTH HAZARDS		
Poisonous; may be fatal if inhaled, swallowed or absorbed through skin.		
Contact may cause burns to skin and eyes.		
Runoff from fire control or dilution water may give off poisonous gases and cause water pollution.		
Fire may produce irritating or poisonous gases.		
FIRE OR EXPLOSION		
Some of these materials may burn, but none of them ignites readily.		
Container may explode violently in heat of fire.		
EMERGENCY ACTION		
Keep unnecessary people away; isolate hazard area and deny entry.		
F=Fetch A=Add M=Modify D=Delete(undelete) S=Skip down U=skip Up E=Exit		
N=Next code P=Previous code H=Help L=Line delete I=Insert O=Output		
ACTION:		

Each function defined below may be selected by entering the capital letter noted in the descriptive word. Upper or lower case letters may be entered at the " ACTION" prompt. The functions are defined as follows:

Fetch - Fetch a new record by selecting retrieval process noted in the pop-up indicated below:

Fetch by:
 E - ERG No.
 P - HAZMAT Proper Name
 C - HAZMAT Code

Enter selection:

When using the "Fetch" function with either the proper name or code, the system will display the following Pop-Up table:

BOL Code	Article Description
UN0388	- Trinitrotoluene and Trinitrobenzene
UN0389	- Trinitrotoluene mixtures containing
UN1356	- Trinitrotoluene, wetted with not less
UN2260	- Tripropylamine
UN2057	- Tripropylene
UN2501	- Tris-(1-aziridinyl)phosphine oxide,
UN0390	- Tritonal
UN2196	- Tungsten hexafluoride
UN1299	- Turpentine
UN1300	- Turpentine substitute
UN2330	- Undecane
UN2977	- Uranium hexafluoride, fissile (containing
UN2978	- Uranium hexafluoride, fissile excepted or
UN2979	- Uranium metal, pyrophoric
UN2980	- Uranyl nitrate hexahydrate solution

Select - or
 Accept - <ESC> key

The nearest match of the Upper Case characters input of either the Proper Name or Code will appear highlighted as the middle line of the Table.

For instance, if a Fetch of "TUNGH" had been made, then
 UN2196 - Tungsten hexafluoride" would be highlighted.

The user can traverse the screen vertically with the Up and Down Arrow keys. Once the desired field is highlighted, the user can depress the <ESC> key and the selected record will be retrieved.

Add - Add a new record to the database by the Code. When the new Code is entered, the system first checks to make sure a duplicate code does not exist. If there is no duplicate, the user may then enter a new data template of up to 54 lines of data utilizing the Skip and Modify functions noted below.

Modify - Modify any part of the current line of data displayed on the screen in reverse video from the database.

Delete(undelete) - Mark the data template displayed on the screen for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

- Skip - Skip down one line at a time for up to 30 lines.
- skip Up - Skip Up one line at a time until line 1 is reached.
- Next code - Skip forward to the next data template record in the database code one at a time.
- Previous - Skip backward to the next data template record in the database one at a time.
- Line delete - Delete current line and add a blank line to line 70.
- Insert - Insert a blank line before the current line.
- Output - Output a copy of the record on the screen to the printer by responding to the prompting pop-up noted below:
- Help - Provide on-line definitions for the 13 functions codes defined with this screen

Enter Material Description:

- 1-Chloro-3-bromopropane
- 1,4-Butynediol
- 1,3-Dichloropropanol-2
- 1,3-Dichloroacetone
- 1,2-Dibromobutan-3-one

Page 2 of 2

Number of forms to be printed: 1

Selection OK (Y/N): N

- Exit** - Exit the current screen and return to the previous screen.
- Help** - Displays on-line definitions of the 12 defined function keys in the pop-up screen shown below:

Definitions of Action Keys:
F - Fetch another record by name
A - Add a new record
M - Modify the current line
D - Delete(undelete) the current line
S - Skip down one line
U - Skip up one line
N - Next BOL Code
P - Previous BOL Code
L - delete current Line
I - Insert one line
O - Output ERG to printer
E - Exit to previous menu

4.11 AUTOMATED CARRIER EVALUATION

Formerly named the Expert Motor Carrier Selection System, the Automated Carrier Evaluation (ACE) system assists Procurement, Accounts Payable, Transportation Management, and Shipping and Receiving personnel in selecting the best freight carrier. Users can select carriers based on service, cost, and a variety of other factors. The purpose of the ACE system is to obtain the most advantageous shipping rates for the site. Originally developed in Oak Ridge, Tennessee, the ACE system is currently in use at several major U.S. Department of Energy (DOE) contractor sites. ACE is customized to reflect the different tender rate applications and carrier services at each site.

When a user executes the ACE system, the first screen provides some introductory information. The next screen is the ACE main menu which provides the user with several options:

ACE Main Menu

1. Rate/Route
 2. Traffic Managers (Password Required)
 3. Reports
 4. ZIP Code Look Up
 5. About ACE
 6. Quit

Enter Choice == > 6

A prompt line at the bottom of the screen asks the user to choose one of the options, the default always being to exit the menu. During a typical session, a user may select several options from the menu main, the last one being the default option (i.e., Quit). The following options are available:

1. Rate/Route

ACE will select the best carriers for a given route based on tariff rates and qualitative information about the carriers (e.g., service, financial stability, etc.). By specifying multiple carriers for a given route, shipping personnel have greater flexibility in shipping packages.

2. Traffic Managers (Password Required)

This option requires a password which is supplied only to traffic managers. Traffic managers can obtain rate and routing information can be obtained for shipment weights in excess of 10,000 pounds. In addition, they have the ability to modify rate and routing criteria to obtain their site-specific information.

3. Reports

Users can enter, edit and produce reports on groups of zip code and weight combinations. These combinations are used to generate rate/route information.

4. ZIP Code Look Up

Users can specify a city and its state postal code designation (e.g., Oak Ridge, TN) and ACE will display all the zip codes for that city.

5. About ACE

Users can display explanatory information about the ACE system.

6. Quit

When finished with a task, the user leaves the currently displayed menu and return to the previous menu or exits the ACE system. The default option for each menu is to return to the previous menu (or quit the program).

4.11.1 Rating and Routing

After the user has selected the rating and routing module from the ACE Main menu, the system asks the user to select a mode of transportation from the following menu screen. All freight carriers and charges are dependent upon the mode of transportation by which freight is being shipped.

Transportation Mode Menu

1. LTL Motor Freight
2. Air Freight
3. Parcel Service
4. Intermodal
5. Return to Previous Menu

LTL (Less Than Truckload) Motor Freight

If the user selects the first option, LTL Motor Freight, he will then specify origination and destination zip codes for the shipment, the weight of the freight, and whether it is a single shipment. This information is entered on the following screen.

LTL Motor Freight Selection

Origination Zipcode:	<u>35123</u>
Destination Zipcode:	<u>37831</u>
Weight of Shipment:	<u>499</u>
Single Shipment (Y/N):	<u>N/A</u>

In this example, an inbound collect shipment from Alabama is being transported to Oak Ridge. The program will automatically calculate deficit weight for LTL motor carrier shipments. For each shipment, a default zip code which corresponds to the site is assigned to the destination. This value can be overridden by the user. Either the origin or the destination must be the DOE contractor site itself. Otherwise, the system will display an error message asking the user to specify the correct zip code.

For shipments weighing less than one hundred pounds, the system will bring up a message at the bottom of the screen prompting the user to consider other modes of transportation as they may be cheaper and more timely, e.g., air freight or parcel service.

The next menu that is displayed is the selection criteria menu:

Choose the Criteria to Select From:

1. Cost
2. Service
3. Claims Response
4. Billing Performance
5. Local Representation
6. Tracing Ability
7. Financial Stability
8. ****Use All Criteria****

Selection Criteria for Custom Queries

The user can rank the carriers based on a single criterion or can specify option number 8 (i.e., all criteria are used to rank the carrier). For this example, we'll select the default menu option:

Enter Choice == > 8

The program will display the top five LTL motor carriers based on a combined score that encompasses shipment costs, timeliness (i.e., transit rank), and customer service as determined by the U. S. Department of Energy's Motor Carrier Evaluation (MCE) program.

Origin ZIP: 35123 (AL)		Destination ZIP: 37831 (TN)		Actual weight: 499			
Top LTL Motor Carriers - Deficit Weight							
Carrier	Phone	Cost	Savings	Scoring			
				Total	Cost Rank	Transit Rank	Customer Service
Con-Way	(615)558-6395	\$ 42.00	\$ 0.00	95%	38%	35%	22%
Averitt Expr	(615)675-3303	\$ 40.43	\$37.32	93%	39%	31%	23%
Atlanta Moto	(615)521-6168	\$ 40.00	\$ 0.00	89%	40%	29%	20%
R & L Transfer	(615)543-5589	\$ 42.76	\$34.99	87%	37%	29%	21%
	(615)546-8050	\$ 42.00	\$ 0.00	86%	38%	29%	19%

F1 View All LTL Carriers

F5 Exit

If the user wishes to view all the carriers, he may press the <F1> key to page up or down through all the available carriers. The <F5> key allows the user to return to the LTL Motor Freight menu and resume processing.

Air Freight Selection

When the user selects the second option of the Transportation Mode Menu, the following screen is displayed:

Air Freight Selection

Weight of Shipment: <u> 90 </u>		
Dimensional Weight (Y/N): <u> Y </u>		
Length	Width	Height
<u> 12 </u> in	<u> 12 </u> in	<u> 12 </u> in

Tab for Next field

Esc to Cancel

The user may move from one field to another by pressing the <Tab> key; the <Esc> key will return the user to the Transportation Mode menu.

In the first example, the user is shipping a ninety pound package. By default, the field for dimensional weight contains 'N' to indicate no dimensional weight and the user is not prompted for the package's dimensions. However, when a user enters 'Y' into that field, he is prompted for the dimensions of the package. In this case, there is no dimensional weight.

Actual Weight: 90					
Air Freight Transportation					
Air Carrier	Next Morning	Next Day	Second Day	Dim Weight	Phone
Federal Express	\$107.78	\$ 61.71	N/A		(615)584-8938
Airborne Express	N/A	\$ 82.20	\$ 66.60		(615)970-3070
Emery Worldwide	\$ 87.99	\$ 87.89	\$ 49.14		(615)525-4149
Burlington Air Express	N/A	\$103.23	N/A		(615)970-2995

Dimensional weight is not applicable for this shipment.

N/A implies that the air carrier will not make the particular delivery.

Note: Saturday Pickup Service, Saturday Delivery Service, Hazardous Materials, and other special circumstances may involve special handling fees.

F5 Exit

In the next example, the user has specified a ten pound package with a dimensional weight calculation. Since Burlington Air Express uses a unique formula for dimensional weight calculations, its weight calculation will differ from the other air carriers. In this case, Burlington is the only carrier that would use the dimensional weight calculation; the other carriers are at regular charges.

Actual Weight: 10					
Air Freight Transportation					
Air Carrier	Next Morning	Next Day	Second Day	Dim Weight	Phone
Federal Express	\$ 13.60	\$ 9.66	N/A		(615)584-8938
Airborne Express	N/A	\$ 13.01	N/A		(615)970-3070
Emery Worldwide	\$ 14.44	\$ 14.44	\$ 9.66		(615)525-4149
* Burlington Air Express	N/A	\$ 20.84	\$ 14nnnn	11	(615)970-2995

* Dimensional weight is reflected in the rate for this carrier.

N/A implies that the air carrier will not make the particular delivery.

Note: Saturday Pickup Service, Saturday Delivery Service, Hazardous Materials, and other special circumstances may involve special handling fees.

F5 Exit

The '*' will blink off and on, alerting the user that Burlington Air Express is using a dimensional weight calculation. Contrast this screen with the one generated in the first example.

In the next example, all of the freight calculations use dimensional weights. The screen shows the weight that was derived from the dimensional weight calculation. Burlington uses a different formula; therefore, its dimensional weight is different. This is shown in the following screen:

Actual Weight: 50					
Air Freight Transportation					
Air Carrier	Next Morning	Next Day	Second Day	Dim Weight	Phone
**Federal Express	\$ 277.15	\$ 212.08	\$ 212.08	241	(615)584-8938
*Airborne Express	N/A	\$ 249.01	\$ 199.23	282	(615)970-3070
*Emery Worldwide	N/A	\$ 265.10	N/A	241	(615)525-4149
*Burlington Air Express	\$ 282.16	\$ 282.16	\$ 131.59	241	(615)970-2995

* Dimensional weight is reflected in the rate for this carrier.

* Use Federal Express Heavyweight division - (800)238-5355

N/A implies that the air carrier will not make the particular delivery.

Note: Saturday Pickup Service, Saturday Delivery Service, Hazardous Materials, and other special circumstances may involve special handling fees.

F5 Exit

There are now two '*'s blinking off and on. One is colored red; it alerts the user that one or more air carriers are using a dimensional weight calculation. The other, yellow, to indicate that Federal Express Heavyweight Division must be contacted for the applicable rates.

Parcel Service

When the user selects the third menu option, the following screen is displayed:

Parcel Service Selection	
Origination Zipcode:	<u>37831</u>
Destination Zipcode:	<u>76567</u>
Weight of Shipment:	<u>44</u>

Tab for Next field

Esc to Cancel

The user may move from one field to another by pressing the <Tab> key; the <Esc> key will return the user to the Transportation Mode menu.

Parcel Service		
Parcel Carrier	Cost	Phone
United Parcel Service	\$ 11.42	(615)435-1023
Roadway Package System	N/A	(615)588-0875

In this case, Roadway Package System does not provide parcel service to this destination.

Intermodal Shipments

A user may compare the costs of each mode of transportation for the least costly carrier. In the following example, the efficacy of intermodal comparison is demonstrated. The user can determine from these results that it is cheaper to send the package by parcel service. In addition, by using parcel service, the package will arrive at its destination in one day instead of five to ten days later. When the user selects the fourth menu item, the following screen is displayed and the user supplies the pertinent information:

Intermodal Selection

Origination Zipcode:	<u>99352</u>	
Destination Zipcode:	<u>37831</u>	
Weight of Shipment:	<u>70</u>	
Single Shipment (Y/N):	<u>Y</u>	
Dimensional Weight (Y/N):	<u>N</u>	
Length	Width	Height
<u> </u> in	<u> </u> in	<u> </u> in

The next menu that is displayed is the selection criteria menu:

<p>Choose the Criteria to Select From:</p> <ol style="list-style-type: none"> 1. Cost 2. Service 3. Claims Response 4. Billing Performance 5. Local Representation 6. Tracing Ability 7. Financial Stability 8. **Use All Criteria**

Selection Criteria for Custom Queries

The user can rank the carriers based on a single criterion or can specify option number 8 (i.e., all criteria are used to rank the carrier). For this example, we'll select the default menu option:

Enter Choice ==> 8

This yields the following output screen:

Origin ZIP: 99352 (WA)		Destination ZIP: 37831 (TN)	Actual weight: 70
Intermodal Selection			
LTL	Yellow Freight System	\$ 75.15 Cost \$ 27.80 Savings	(615)938-4211
AIR	Federal Express	\$ 97.18 Next Morning \$ 48.91 Next Day N/A Second Day	(615)584-8938
PARCEL	United Parcel Service	\$ 25.79	(615)588-0875

F1 View LTL

F2 View Air Freight

F3 View Parcel F5 Exit

If the user wishes to view all the LTL carriers, he may press the <F1> key. Similarly, the user can press the <F2> or <F3> keys to view all of the air freight or parcel carriers, respectively. As with the other screens, the <F5> key allows the user to return to the Intermodal Selection menu and resume processing.

In our next example, dimensional weight calculations apply.

Intermodal Freight Selection		
Origination Zipcode:	<u>12345</u>	
Destination Zipcode:	<u>37831</u>	
Weight of Shipment:	<u>40</u>	
Single Shipment (Y/N):	<u>N/A</u>	
Dimensional Weight (Y/N):	<u>Y</u>	
Length	Width	Height
<u>24</u> in	<u>24</u> in	<u>24</u> in

As before, the selection criteria menu is displayed and the user decides to use all of the selection criteria. Note that the air freight entry will indicate that a dimensional weight calculation has been applied. As before, the function keys <F1>, <F2>, and <F3> can be used to view the more detailed screens for LTL motor freight, air freight, and parcel carriers respectively.

Origin ZIP: 12345 (NY)		Destination ZIP: 37831 (TN)	Actual Weight: 40
Intermodal Selection			
LTL	Yellow Freight System	\$ 48.38 Cost \$ 17.90 Savings	(615)938-4211
AIR	Federal Express (Dim Weight Applied)	\$ 98.24 Next Morning \$ 50.19 Next Day N/A Second Day	(615)584-8938
PARCEL	Roadway Package System	\$ 10.30 Cost	(615)588-0875

F1 View LTL

F2 View Air Freight

F3 View Parcel F5 Exit

In our final example, the rate calculations for LTL motor carriers apply a deficit weight, and this is denoted on the output screen. Parcel service is not an alternative in this case due to weight considerations.

Intermodal Freight Selection

Origination Zipcode:	<u>99352</u>
Destination Zipcode:	<u>37831</u>
Weight of Shipment:	<u>490</u>
Single Shipment (Y/N):	<u>Y</u>
Dimensional Weight (Y/N):	<u>N</u>
Length	Width
<u> </u> in	<u> </u> in
Height	<u> </u> in

After selecting all of the criteria, the following screen is displayed:

Origin ZIP: 99352 (WA)		Destination ZIP: 37831 (TN)	Actual weight: 490
Intermodal Selection			
LTL	Yellow Freight System (Deficit Weight Applied)	\$ 130.01 Cost \$ 48.09 Savings	(615)938-4211
AIR	Federal Express	\$ 563.50 Next Morning \$ 431.20 Next Day \$ 421.40 Second Day	(615)584-8938
PARCEL	No parcel carrier selected ... Too heavy or invalid destination		

F1 View LTL

F2 View Air Freight

F5 Exit

Note that the <F3> key is not a valid selection since there is no parcel carrier.

4.11.2 Special Features for Traffic Managers

ACE has several features available only to traffic managers. Initially, each traffic manager will be given a password separately from the system documentation to prevent unauthorized access. The first time he selects the third menu option of the Main Menu, he will be prompted for his initial password and asked to change it:

Password Access for Traffic Manager's Menu
Enter Q to Quit.

<p>Enter Password: _____ (Letters and Digits only ... up to 8 characters)</p> <p>Please enter a new password: _____</p> <p>Enter again to verify: _____</p>

If the password supplied by the user does not match the current password, the system will display the following message at the bottom of the screen:

Error. Passwords do not match. Please enter the new password again.

After the traffic manager has supplied the system with a new password, he will be asked if he wants to change his password whenever he successfully selects the Traffic Manager's option:

Password Access for Traffic Manager's Menu
Enter Q to Quit.

<p>Change Password (Y/N): <u>N</u></p>
--

If the traffic manager chooses to change his password, he is prompted as follows:

Password Access for Traffic Manager's Menu
Enter Q to Quit.

Enter New Password: _____
(Letters and Digits only ... up to 8 characters)

Please enter a new password: _____

Enter again to verify: _____

A traffic manager should always be cognizant of potential system tampering, e.g., if a user's password is no longer valid or there is evidence of data files being modified without the traffic manager's knowledge. Once the password has been correctly supplied, the Traffic Manager's Main menu is displayed:

Traffic Manager's Main Menu

1. Edit LTL Charges and Service Rankings
2. Edit LTL Claims, Billing, Local Rep, Tracing, and Financial Rankings
3. Delete LTL Carrier from ACE
4. Return to the ACE Main Menu

4.11.3 Editing LTL Charges and Service Rankings

From the Edit Charges Menu, a traffic manager can view the carrier charges for each state by selecting the first menu option:

Enter Choice == > 1

The system displays the following screen, prompting the user for a state postal designation.

Enter State for Editing Percent Charges

Enter a State abbreviation (Esc to Cancel): TX

After selecting Texas (Postal designation = TX), the following screen would be displayed:

The following records are on file for TX:					
	Carrier	Minimum Charge	Inbound Charge	Outbound Charge	Service Rank
1	ABF Freight	1.00	.73	.73	31
2	Atlanta Moto	0	0	0	0
3	Averitt Expr	0	0	0	0
4	Con-Way Sout	0	0	0	0
5	Consolidated	.78	.78	.78	35
6	Merchants Tr	.45	.45	.45	21
7	Overnite Tra	.88	.68	.68	31
8	R & L Transf	0	0	0	0
9	Roadway Expr	.75	.75	.75	33
10	Yellow Freig	.73	.73	.73	27

Modify a Line

F5 Exit

Esc to Cancel

Upon typing 'M' to modify one of the carrier's entries, the system prompts the user to enter a line number corresponding the to carrier whose entry is to be changed:

Enter Line # to Modify or Esc to Cancel == > 3

The traffic manager can edit carrier information by selecting the line number which corresponds to that carrier, e.g., the information for Averitt Express is changed through the following screen:

	Carrier	Minimum Charge	Inbound Charge	Outbound Charge	Service Rank
3	Averitt Expr	0	0	0	0

Modify a Line

F5 Exit

Esc to Cancel

The minimum, inbound, and outbound percent charges are applied to the base rates in the Southern Motor Carrier rate Conference v3.5. The service ranking for a given carrier can range from 1 (lowest) to 35 (highest). Several carriers may have the same service ranking. An entry of zero signifies that a carrier does not serve a particular state. Other carriers can be edited or the traffic manager can return to previous menus by taking the default value at each prompt. When all the necessary changes have been made to the carrier tables, the traffic manager presses the <F5> key, saving the changes. The system displays a message at the bottom of the screen:

Now saving Discount File ...

Conversely, the user may press the <Esc> key to leave the screen without saving any changes to the carrier.

4.11.4 Editing Other Qualitative Rankings

When a traffic manager wishes to change other qualitative rankings (e.g., service, claims, billing, etc.), he selects the second menu option from the Traffic Managers Main Menu. Qualitative rankings range from 1 (lowest) to 5 (highest). Several carriers may have the same ranking for a particular qualitative measure (e.g., claims).

	Carrier	Claims	Billing	Local Representation	Tracing	Financial Stability	Minimum Charge
1	ABF Freight	5	5	4	4	2	\$ 0.00
2	Atlanta Moto	5	5	4	4	2	\$ 40.00
3	Averitt Expr	5	5	5	4	4	\$ 40.00
4	Con-Way Sout	5	5	4	4	4	\$ 42.00
5	Consolidated	5	5	3	4	2	\$ 0.00
6	Merchants Tr	5	5	4	4	1	\$ 42.00
7	Overnite Tra	5	5	4	4	3	\$ 0.00
8	R & L Transf	5	5	4	4	3	\$ 39.00
9	Roadway Expr	5	5	5	5	3	\$ 39.00
10	Yellow Freig	5	5	5	4	1	\$ 44.00

Modify a Line

F5 Exit

Esc to Cancel

Upon typing 'M' to modify one of the carrier's entries, the system prompts the user to enter a line number corresponding to the carrier whose entry is to be changed:

Enter Line # to Modify or Esc to Cancel == > 3

The next screen allows the user to make changes to information pertaining to Averitt Express:

Edit Information for a Single Carrier				
Carrier	Absolute Minimum Charge		Phone	
Averitt Expr	\$40.00		(615)675-3303	
Claims	Billing	Local Representation	Tracing	Financial Stability
5	5	5	4	4

F5 Exit

Esc to Cancel

The first field which can be edited is the absolute minimum charge; it is highlighted. The user may press either the <Enter> or <Tab> keys to move to the next field, in a left to right direction. As the user moves from field to field, each one is successively highlighted, allowing the user to modify any field. When all the necessary changes have been made, the user presses the <F5> key to save the changes and leave this screen. Conversely, the user may press the <Esc> key to leave the screen without saving any changes to the carrier.

4.11.5 Deleting Carriers

The third menu option in the Traffic Manager's Main Menu allows the deletion of freight carriers. Carriers may be deleted for a variety of reasons, e.g., the carrier goes out of business, carriers merge, or carriers may be eliminated from consideration due to a poor service record.

Delete a Carrier from ACE

1. ABF Freight System, Inc.
2. Atlanta Motor Lines, Inc.
3. Averitt Express, Inc.
4. Con-Way Southern Express
5. Consolidated Freightways
6. Merchants Truck Line Inc.
7. Overnite Transportation Co.
8. R & L Transfer, Inc.
9. Roadway Express, Inc.
10. Yellow Freight System, Inc.

At the bottom of the screen, the user will be prompted to select a carrier for deletion:

Enter number of Carrier to Delete (or Esc to Cancel) == > 3

Are you sure (Y/N) == > N

In this example, the user has specified that the entry for Averitt Express, Inc. should be deleted; however, the system gives him one last chance to change his mind. The default answer to this question is 'N' to prevent inadvertent deletions. This is critical; once a carrier has been deleted, all information for that carrier is irretrievably lost! Consequently, the user can press the <Esc> key if he does not wish to delete any carrier. If the user types an invalid number or something other than numeric digits, the system will display an error message,

ERROR: Please enter Esc or a number,

and the user will proceed to specify a carrier for deletion or return to the Traffic Manager's menu.

4.11.6 Using Reports

On many occasions a traffic manager may wish to compare the shipping costs to/from several different locations. By selecting this option from the ACE Main Menu, the traffic manager can specify numerous combinations of zip codes and weights, determine the shipping costs for each combination, and modify these combinations as needed.

Reports Menu

1. Create a NEW Table of Zip, Weight Combinations
2. Display Zip, Weight Combinations currently on file
3. Add more Zip, Weights to current file
4. View/Print ZIP, Weight Combinations Report
5. Return to Main-Menu

Enter Choice == > 1

When the first menu option is chosen, the following screen is displayed, followed by a prompt line. The table will be built one line at a time until the user specifies Q (for quit).

Build a table of Zip, Weight combinations for report. Press ESC when finished.							
Origin Zip Code	Dest. Zip Code	Weight	Single Shipment	Dim. Weight	Length	Width	Height
29808	37831	250	N/A	N			
29841	37831	250	N/A	N			
30901	37831	250	N/A	N			
Lanes Added: 3							

The user specifies shipping lanes (i.e., origin/destination pair) one at a time, with the default value for the destination zipcode being the US DOE contractor site. In fact, either the origin or the destination must be the US DOE contractor site. After returning to the Reports Menu, the user can display the current table by selecting the second menu option:

ACE Current Zip Code - Weight Combinations Data							
Origin Zip Code	Dest. Zip Code	Weight	Single Shipment	Dim. Weight	Length	Width	Height
29808	37831	250	N/A	N			
29841	37831	250	N/A	N			
30901	37831	250	N/A	N			

(Last Page) Press return to exit ...

After viewing the current table, a user can add more zip code and weight combinations by selecting the third menu option. The resulting input screen is identical to that displayed when the first menu option is chosen. When the user selects the fourth menu option, the system must ask the user to select a mode of transportation and to choose the selection criteria by which the best carrier (or carriers in the case of intermodal comparisons). These menus have been previously discussed; refer to earlier sections of this document for more details. After the user has supplied all the necessary information, the results of carrier comparisons will be displayed:

ACE Carrier Rating Report (LTL Motor Carrier selection)					
Origin ZIP State	Destination ZIP State	Weight	Carrier	Cost	Phone
29808 SC	37831 TN	250	Averitt Expr	\$ 40.00	(615)675-3303
29841 SC	37831 TN	250	Averitt Expr	\$ 40.00	(615)675-3303
30901 GA	37831 TN	250	Averitt Expr	\$ 40.00	(615)675-3303

(Last Page) Press return to exit ...

For this example, the user selected LTL Motor Freight as the transportation mode and choose all the selection criteria the determine the best carrier for each shipping lane. When the user has completed his tasks, the default menu selection will return to the ACE Main Menu.

4.11.7 Looking Up Zip Codes

Since ACE uses zip codes to determine carrier charges for a shipment, users need to know the zip code for each origin/destination. They can specify a city and its state postal code designation and ACE will display all the zip codes for that city. To find a zip code for Aiken, South Carolina, the user would select the fourth menu item in the ACE Main Menu to see the following:

Enter the City to Find or <Q> To Quit ==> AIKEN

Enter the State ==> SC

ACE will verify the selection by asking the following question:

City: AIKEN State: SC

Is this correct? (y/n) ==> Y

If the user answers 'Y', the system will attempt to locate the zip codes for that city. If the user responds with 'N', the system asks for another city. If an invalid postal designation is specified for a state, the system responds with the following error message:

Program was unable to locate state.

Press <Return> to try again.

If a municipality is not recognized by the system, e.g., it may be unincorporated, the following error message is displayed:

Enter the City to Find or <Q> To Quit ==> KARNs

Enter the State ==> TN

Program was unable to locate city: KARNs in the state: TN

Press <Return> to try again.

If the city is located by the system, it displays the zip codes for that city:

These are the zip codes for AIKEN, SC

29801 29802 29808

Press <Return> to Continue

For large cities, there may be more than one screen of zip codes. The user repeats this process as needed and returns to the ACE Main menu when finished.

4.11.8 Learning About ACE

Numerous help files are provided with the ACE system; these can be viewed by selecting the fifth menu option on the ACE main menu:

Information on ACE

1. General Overview on ACE
2. ACE Menu Items
3. How ACE Works
4. Problems and Contacts
5. Return to the ACE Main Menu

When the user has finished looking at this information, he returns to the ACE Main Menu.

4.11.9 Summary

Automated Carrier Evaluation (ACE) is a menu-based assistant for Procurement, Accounts Payable, Transportation Management, and Shipping and Receiving personnel. It helps them select the best freight carrier based on service, cost, and a variety of other factors. The purpose of the ACE system is to obtain the most advantageous shipping rates for the site. Originally developed in Oak Ridge, Tennessee, the ACE system is currently in use at several major U.S. Department of Energy (DOE) contractor sites. ACE is customized to reflect the different tender rate applications and carrier services at each site. Future work will concentrate on making ACE even more powerful and user-friendly.

4.12 LOOKUP TABLES FOR CARRIER RATES

An "ATMS CARRIER RATES" menu prompts the user to provide the origin and destination zip codes, weight, single shipment status and air service category in which the carrier rates are to be evaluated. The correct responses will provide a list of carriers with pertinent information as indicated below:

MAIN MENU		ATMS CARRIER RATES		MAINRAT	
From	To		Single	Air	
Zip: 37831/TN	Zip: 35299/AL	Weight: 68	Shipment: Y	Service: 1	
SCAC	Carrier-----	Phone-----	Charges-----		
1. ABFS	ABF Freight System, Inc.	(615)522-9041	\$	56.91	
2. ATML	Atlanta Motor Lines, Inc.	(615)521-6168	\$	40.00	
3. AVRT	Averitt Express, Inc.	(615)675-3303	\$	40.00	
4. CWSE	Con-Way Southern Express	(615)558-6395	\$	42.00	
5. CFWY	Consolidated Freightways	(615)524-8634	\$	44.39	
6. ERR:	Carrier with SCAC code MTLW does not make shipment.				
7. OVNT	Overnite Transportation Co.	(615)693-0202	\$	50.08	
8. RNLO	R & L Transfer, Inc.	(800)543-5589	\$	39.00	
9. RDWY	Roadway Express, Inc.	(615)483-3548	\$	42.68	
10. ERR:	Carrier with SCAC code HMES does not make shipment.				
11. ERR:	Carrier with SCAC code YFSY does not make shipment.				
12. FDE-	Federal Express	(615)584-8938	\$	47.63	
13. BNAF	Burlington Air Express	(615)970-2995	\$	66.32	
14. AIRB	Airborne Express	(615)970-3070	\$	92.01	
15. EMEA	Emery Worldwide	(615)525-4149	\$	72.41	
16. UPSN	United Parcel Service	(615)435-1023	\$	8.92	
17. RPSI	Roadway Package System	(615)588-0875	\$	8.89	
Continue (Y/N): Y					
ACTION:					

The tariff rates are available for all carriers within the ACE system. The users will be notified as more carriers are added to the table.

4.13 ATMS MAINTENANCE

An "ATMS MAINTENANCE" main menu selection displays the "Maintenance Selection" menu, which prompts the user to select from 2 different data maintenance functions as indicated on the following menu screen:

MAIN MENU	ATMS, Version 1.1 DATA MAINTENANCE SCREEN	MAINMNT
<p>1> Batch Processes</p> <p>2> Change Batch Password</p>		
CHOICE:		
Enter blank to QUIT		

4.13.1 Batch Processes

An entry of <1> prompts the user to Enter Current Password.

Enter: XXXXXX <Enter>

The following screen displays, supporting user selection of any one of eight batch functions.

MAIN MENU	ATMS, Version 1.1 MAINTENANCE MENU SCREEN	FBSMAINT
<p>1. Archive Data - 03/31/92</p> <p>2. Merge DR's & FB's - 04/30/92</p> <p>3. Compute Charges/Savings - 05/01/92</p> <p>4. Create SMAC File - 04/28/92</p> <p>5. Pack and Reindex Database</p>		
<p>6. Do Merge/Compute/Pay Report</p> <p>7. Recover Final Pay Report</p> <p>8. IP/OC DR's to IP/OC FB's</p>		
CHOICE:		
Enter blank to exit		

1. Archive Data (date) - Removes Freight Bills which have resided on the "ARCHIVE" file for more than 3 years.

2. Merge DR's & FB's (date) - Merges the data from the Delivery Receipts (DR) with the data on the Freight Bills (FB). If a data field on the DR is not blank, then data from the DR is written to the corresponding field on the FB. All DR's which find a matching FB, are marked for deletion. The "STATUS" is marked "M" when a successful merge has been completed.

3. Compute Charges/Savings (date) - This function performs the pre-audit of the Freight Bills, which have been previously merged and stores the rate calculation on the database for comparison with the carriers billed charges. The "STATUS" is marked "MC" when a successful calculation is completed.

4. Create SMAC File (date) - Generates the SMAC.TXT file which is sent to Oak Ridge, TN for archival with all other DOE wide transportation database information. The "STATUS" field is marked "MCPS" when a record which has previously been merged, calculated, and sent to Accounts Payable for payment is found. The record is then added to the "ARCHIVE" file and marked for deletion on the "SHIPPING" file. The "SHIPPING" file will be packed and re-indexed during this process. Backup prior to this step is advised because records may not be copied from Archive back to the Shipping file.

NOTE: GSA Report is created here.

NOTE: The (date) immediately following each of the above function definitions indicates the last date that particular function was performed.

5. Pack and Re-index Database - Packs (removes records previously marked for deletion) and re-indexes the databases for each individual database as it is requested. If the file is busy, a message will be displayed in the bottom left hand corner of the screen telling the user to try at a later time. The databases should only be packed and indexed during low user usage times, since the process can be very long in completion. One line at a time will be displayed on the menu screen. A response of "N" will cause no action to take place. A response of "Y" will cause the corresponding file to be Packed and a new index to be built. If the Pack is executed the records marked for deletion will be removed from the file. The following are the options.

Shipping File (Y/N): N
Archive File (Y/N): N
Site Code File (Y/N): N
"BOL" Input File (Y/N): N
"BOL" Table File (Y/N): N
Correction Notice File (Y/N): N

6. Do Merge/Compute/Pay Report - This function performs items 2 (Merge), 3 (Compute) above and also runs the Temporary Pay Report. After the Temporary Pay Report has been run, visually checked and needed corrections completed; the Final Pay Report can then be run for transmittal to Accounts Payable.

7. Recover Final Pay Report - If the "Final Pay Report" has been run in error, the user may restore data to its previous status with this function. The date the report was run is entered and all freight bills processed in the "Final Pay Report" on that date are recovered. If SMAC has been run the records are in the Archive file and recovery is not possible.

8. IP/OC DR's to IP/OC FB's - This process moves all Delivery Receipts (DR) with shipment type Inbound Prepaid (IP) and Outbound Collect (OC) through the system to SMAC. This process should be run during the last week of the month prior to sending SMAC data offsite.

4.13.2 CHANGE BATCH PASSWORD

Enter Current Password: IMOKAY

This is the default password when the system is loaded.

Enter New Password: ANYCHAR

You will not see what you type.

Repeat New Password: ANYCHAR

You will not see what you type.

When an incorrect password is entered the following statements display.
ANYCHAR is an incorrect password. Press any key to continue...

4.14 ATMS RE-INDEX

An "ATMS RE-INDEX" main menu selection displays the "MAIN INDEX MENU SCREEN" menu. Displaying only one line at a time waiting for the user to enter "Y" or "N" for each file displayed. The answer "N" will cause the re-index function to be suppressed. The "N" is the default causing no action for that file. An answer of "Y" will cause the re-index function to be executed for the file or table shown on the corresponding line. Records previously marked for deletion will remain on the file. If deleted records need removed from the file a Pack and re-index must be executed from the Main Menu under Pack and Reindex Data.

MAINTENANCE	ATMS, Version 1.1 MAIN INDEX MAIN MENU	MANDEX
SHIPPING/FBXDATA FILES (Y/N): N		
ARCHIVE FILE (Y/N): N		
CARRIER/SITECODE FILES (Y/N): N		
BOLINPUT/IATA FILES (Y/N): N		
CORNOUT FILE (Y/N): N		
AIR_PPD/CSKDATA/ERG FILES (Y/N): N		
BOLTNEW/IATATBL/RQ FILES (Y/N): N		

After the last choice has been entered the screen will be refreshed to the previous screen.

4.15 ATMS TABLES

An "ATMS TABLES" main menu selection displays the "TABLE MAINTENANCE SCREEN" menu, and waits for the user to make a choice from 1 to 6 or blank. Blank entry will return the user to the main menu screen:

MAIN MENU	ATMS, Version 1.1 DATA MAINTENANCE SCREEN	MAINTBL
1> Hazardous Material Table		
2> Carrier File		
3> Tolerance/Zip/Sender Code		
4> Site Codes Table		
5> Rad. Reportable Quantities		
6> IATA Dangerous Goods Table		
CHOICE:		
Enter blank to QUIT		

Enter choice of 1 through 6 or blank. Any other character will cause an audible tone and an error message to display giving the character entered followed by "is an invalid choice". The cursor will return to CHOICE:. A blank entry will cause the process to return to the main menu.

- 1> will display the BOL TABLE QUERY/UPDATE screen and wait for ACTION: to be entered.
- 2> will display the CARRIER TABLE QUERY/UPDATE screen and wait for ACTION: to be entered.
- 3> will pop up the SITE CODE TABLE record ready for update. This is the record that is used to define the installation site.
- 4> will display the SITE CODE TABLE QUERY/UPDATE screen and wait for ACTION: to be entered.
- 5> will display the RAD.REPORTABLE QUANTITIES screen and wait for ACTION: to be entered.
- 6> will display the IATA TABLE QUERY/UPDATE screen and wait for ACTION: to be entered.

4.15.1 Bill of Lading Table

A 1> Hazardous Materials Table selection from the DATA MAINTENANCE SCREEN displays the "BOL Table Query/Update" screen displayed below, which supports processing of data associated with the Bill of Lading Table.

The BOL Table contains data templates to be used on Page 2 of the Bill of Lading, and are stored in the database by a unique identifier (BOL Code) referred to as the "KEY". These records can also be located by the Proper Name of the material, which represents the UPPER CASE of the first 14 characters on the first line of the "Description of Articles" data. The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform the desired functions.

BOL TABLE		ATMS, Version 1.0		BOLTBQU
		BOL TABLE QUERY/UPDATE		
		BOL Code: RAM	Proper Name: RADIOACTIVE MA	
Item No.	Haz Matl	Description of Articles		
1	X	RADIOACTIVE MATERIAL, NOS, 2982		
2		ISOTOPE(s)		
3				
4		PHYSICAL FORM	CHEMICAL FORM	
5		CURIES/PACKAGE		
6				
7		TOTAL CURIES:		
8		TRANSPORT INDEX/PACKAGE		
9				
10		TRANSPORT INDEX TOTAL:		
11				
12		RADIOACTIVE	LABELS APPLIED	
13		MODEL No.		
14		CERTIFICATE OF COMPLIANCE No.		
15		SERIAL NUMBER(s)		
F=Fetch A=Add M=Modify D=Delete(undelete) S=Skip down U=skip Up E=Exit				
N=Next code P=Previous code H=Help C=Code fetch L=Line delete I=Insert				
ACTION:				

Each function defined below may be selected by entering the capital letter noted in the descriptive word. Upper or lower case letters may be entered at the " ACTION" prompt. The functions are defined as follows:

Fetch - Fetch a new record by Proper Name retrieves any user selected record in the database by entering up to 14 characters of the Proper Name.

Add - Add a new record to the database by the Code. When the new Code is entered, the system first checks to make sure a duplicate code does not exist. If there is no duplicate, the user may then enter a new data template of up to 70 lines of data utilizing the Skip and Modify functions noted below.

Modify - Modify any part of the current line of data displayed on the screen in reverse video from the database.

Delete(undelete) - Mark the data template displayed on the screen for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

Skip - Skip down one line at a time for up to 30 lines.

skip Up - Skip Up one line at a time until line 1 is reached.

Exit - Exit the current screen and return to the previous screen.

Next code - Skip forward to the next data template record in the database code one at a time.

Previous - Skip backward to the next data template record in the database one at a time.

Help - Display on-line definitions of all 13 function keys defined with this screen.

Code fetch - Display record by the selected template code.

Line delete - Delete current line and add a blank line to line 70.

Insert - Insert a blank line before the current line.

4.15.1.1 Fetch Pop-Up

When using the "Fetch" function and the proper name entered cannot be located, the system will indicate the proper name cannot be located and pressing any key will display the following Pop-Up table:

BOL Code	Article Description
UN0388	- Trinitrotoluene and Trinitrobenzene
UN0389	- Trinitrotoluene mixtures containing
UN1356	- Trinitrotoluene, wetted with not less
UN2260	- Tripropylamine
UN2057	- Tripropylene
UN2501	- Tris-(1-aziridinyl)phosphine oxide,
UN0390	- Tritonal
UN2196	- Tungsten hexafluoride
UN1299	- Turpentine
UN1300	- Turpentine substitute
UN2330	- Undecane
UN2977	- Uranium hexafluoride, fissile (containing
UN2978	- Uranium hexafluoride, fissile excepted or
UN2979	- Uranium metal, pyrophoric
UN2980	- Uranyl nitrate hexahydrate solution
Select - < > or < > or Expand -<F1>	
Accept - <F10> or Escape - <ESC>	

The nearest match of the first 14 Upper Case characters of the Article Description will appear highlighted as the middle line of the Table.

For instance, if a Fetch of "TUNGH" had been made, then
UN2196 - Tungsten hexafluoride" would be highlighted.

Select - The user can traverse the screen vertically with the Up and Down Arrow keys.

<ESC> - Depress the escape key to return to Page 2 of the Bill of Lading screen without any changes.

Accept - Depress <F10> to select the highlighted item and be returned to page 2 of the Bill of Lading screen.

Expand - Depress <F1> to provide a pop-up of more information on the line that is highlighted.

Ammonia anhydrous liquefied [or] Ammonia
solutions, [relative density less than
0.880 at 15 degrees C in water, with more
than 50 percent ammonia]
2.2, UN1005

DOT EMERGENCY RESPONSE GUIDE #15 ATTACHED

Press any key to continue...

4.15.2 Carrier File

A 2> Carrier file selection from the DATA MAINTENANCE SCREEN displays the "CARRIER TABLE QUERY/Update" screen displayed below, which supports the modifying of the carrier SCAC codes as indicated on the following data entry screen:

MAIN MENU		ATMS, Version 1.1 CARRIER TABLE QUERY/UPDATE		CARRQU
SCAC Code	Type	Remit 820	Carrier Name	
AAFS	A		AMERICAN AIRLINES	
AERM	M		AERO, MAYFLOWER TRANSIT	
AIRB	A	Y	AIRBORNE EXPRESS	
AKAL	A		ALASKA AIRLINES	
ALLV	M		ALLIED VAN LINES	
ANMN	T		ANDERSON TRUCKING	
ANRF	T		ANR/GARRETT	
AROT	T		ARROW TRANSPORTATION	
ATSF	R	=	ATCHISON/TOPEKA/SANTA FE	
ATVN	M		ATLAS VAN LINES	
BN--	R		BURLINGTON NORTHERN	
BNAF	A		BN AIR FREIGHT	
BVSC	M		BEKINS	
CFAQ	A		CF AIR	
CFWY	T	Y	CONSOLIDATED FREIGHTWAYS	
COPT	T		INTERSTATE COURIER	
F=Fetch A=Add M=Modify D=Delete(undelete) H=Help E=Exit				
N=Next code P=Previous code ACTION:				

Function descriptions are as follows:

Fetch - Fetch a SCAC code.

Add - Add a new SCAC code to the database.

Modify - Modify the highlighted SCAC code line of data.

Delete(undelete) - Delete or undelete the SCAC code line of data.

Help - Provide on-line definitions of all 8 function codes defined with this screen.

Exit - Exit the current program, and return to the previous menu.

Next code - Advance to the next SCAC code line.

Previous code - Skip up to the next SCAC code line.

TYPE Legend:

A - Air O - Ocean M - Mover

B - Bus R - Rail T - Truck

Remit 820 Legend:

Y - Yes Identify carriers who have requested Remittance Advice.

N - No

4.15.3 Tolerance/Zip

A 3> Tolerance/Zip/Sender Code selection from the DATA MAINTENANCE SCREEN displays the "CARRIER TABLE QUERY/Update" screen displayed below, which prompts the user to enter the acceptable tolerances for both air and truck freight service when the amount charged is in excess of the computed charges before a Correction Notice is required. Also the user can input the 5 digit zip code for the site using the Pop-Up shown below:

Tolerance for Air:	5.00
Tolerance for Truck:	5.00
Zip Code:	99352
EDI Sender Code:	DOEHAA

NOTE: The Tolerance and Zip Code are currently set to the values indicated above; and should be changed to the sites unique values upon completion of the installation process.

NOTE: The EDI Sender Code: entry identifies the mailbox for remittance advice. It is recommended that the letters "DOE" plus the 3 character RIS code from the SMAC user's guide for the reporting site be used.

4.15.4 Site Codes

A 4> Site Code Table selection from the DATA MAINTENANCE SCREEN displays the "SITE CODE TABLE QUERY/Update" screen waiting for the appropriate action noted at the bottom of the screen. This screen is used to modify the two digit Site Code, 3 character RIS code, name of site and acceptable account numbers for each Site Code. Individual account numbers must be separated by a tilde sign "~".

MAIN MENU		ATMS, Version 1.1	SITECDQU
Site Rc RIS		SITE CODE TABLE QUERY/UPDATE	
Code No	Code	Name of Site or Facility / Account No.	
22 / 1	HAA	Richland Operations Office 1844539~1314-7272-2~850-281-593	
24 / 1	HUC	Westinghouse Hanford Company 1013610~0981-0127-6~850-281-585	
26 / 1	HYA	Pacific Northwest Laboratory 1257110~0981-0307-4~1567-9032-0~850-282-294	
27 / 1	HME	Kaiser Engineers Hanford Company 7281323~1006-6682-0~044-603-876	
F=Fetch A=Add M=Modify D=Delete(undelete) H=Help E=Exit		ACTION:	
N=Next code P=Previous code			

Function descriptions are as follows:

Fetch - Fetch a site code.

Add - Add a new site code to the database.

Modify - Modify the highlighted site code line of data.

Delete(undelete) - Delete or undelete the site code line of data.

Help - Provide on-line definitions of the action codes.

Exit - Exit the current program, and return to the previous menu.

Next code - Advance to the next site code line.

Previous code - Skip up to the next site code line.

NOTE: The site codes are set to the values indicated above upon completion of the installation process and should be changed according to individual site needs.

4.15.5 Rad. Reportable Quantities

A 5> Rad. Reportable Quantities selection from the DATA MAINTENANCE SCREEN displays the "RAD. RQ TABLE QUERY/Update" screen waiting for the appropriate action noted at the bottom of the screen. This screen is used to modify the Radionuclides Reportable Quantity Table.

MAIN MENU	ATMS, Version 1.1 RAD. RQ TABLE QUERY/UPDATE		RQTBLQU
Radionuclides	Atomic number	Reportable Quantity (RQ) Ci (TBq)	
Actinium-224	89	100 (3.7)	
Actinium-225	89	1 (.037)	
Actinium-226	89	10 (.37)	
Actinium-227	89	0.001 (.000037)	
Argon-39	18	1000 (37)	
Gadolinium-152	64	0.001 (.000037)	
Indium-113m	49	1000 (37)	
Neptunium-236 (1.2E 5 yr)	93	0.1 (.0037)	
Niobium-94	41	10 (.37)	
Thorium-229	90	0.001 (.000037)	
Zinc-62	30	1000 (37)	
Zinc-63	30	1000 (37)	
Zinc-65	30	1000 (37)	
Zinc-69m	30	100 (3.7)	

F=Fetch A=Add M=Modify D=Delete(undelete) H=Help E=Exit
N=Next code P=Previous code ACTION:

Function descriptions are as follows:

Fetch - Fetch will clear the first line of data and wait for the user to enter the name of the radionuclides. Depressing the enter key will cause the screen to refresh with the closest spelling.

Add - Add will clear the first line requiring the user to enter each field or just depress enter.

Modify - Modify will highlight the line of data and allow changes to be made to that line.

Delete(undelete) - Delete or undelete the line of data and display *DEL next to the end of the data.

Help - Provide on-line definitions of the action codes.

Exit - Exit the current program, and return to the previous menu.

Next code - Advance to the next line of data.

Previous code - Skip up to the next line of data.

4.15.6 IATA Table

A 6> IATA Dangerous Goods Table selection from the DATA MAINTENANCE SCREEN displays the "IATA TABLE QUERY/Update" screen waiting for the appropriate action noted at the bottom of the screen. This screen supports processing of data associated with the Shipper's Declaration Table.

The IATA Table contains data templates to be used on the Shipper's Declaration, and are stored in the database by a unique identifier (IATA Code) referred to as the "KEY". These records can also be located by the Proper Name of the material, which represents the UPPER CASE of the first 14 characters on the first line of the "Description of Articles" data. The available functions for data manipulation are listed at the bottom of the screen, and the user is prompted to input the appropriate letters to perform the desired functions.

IATA TABLE		ATMS, Version 1.1		IATTBLQU	
		IATA TABLE QUERY/UPDATE			
IATA Code: 2870		Proper Name: ALUMINUM BOROH			
		ERG NO:			
		Cls/ UN/ID		Sub.	
		Div		Number risk	
Item	No. Proper Shipping Name/Description				
	1 Aluminum borohydride	4.2 un2870 4.3			
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
F=Fetch A=Add M=Modify D=Delete(undelete) S=Skip down U=skip Up E=Exit					
N=Next code P=Previous code H=Help C=Code fetch L=Line delete I=Insert					
ACTION:					

Each function defined below may be selected by entering the capital letter noted in the descriptive word. Upper or lower case letters may be entered at the " ACTION" prompt. The functions are defined as follows:

Fetch - Fetch a new record by Proper Name retrieves any user selected record in the database by entering up to 14 characters of the Proper Name.

Add - Add a new record to the database by the Code. When the new Code is entered, the system first checks to make sure a duplicate code does not exist. If there is no duplicate, the user may then enter a new data template of up to 18 lines of data utilizing the Skip and Modify functions noted below.

Modify - Modify any part of the current line of data displayed on the screen in reverse video from the database.

Delete(undelete) - Mark the data template displayed on the screen for deletion or remove a previous deletion mark from a record. Records marked for deletion will not be removed until the database is packed. Records which have been marked for deletion will be so indicated in the upper right hand corner of the screen.

WARNING: This is a non-confirmed delete. You will not be asked for confirmation before the record is marked for deletion! If the record has been incorrectly marked for deletion, depress <D> again and the record will be restored.

- Skip - Skip down one line at a time for up to 18 lines.
- skip Up - Skip Up one line at a time until line 1 is reached.
- Exit - Exit the current screen and return to the previous screen.
- Next code - Skip forward to the next data template record in the database code one at a time.
- Previous - Skip backward to the next data template record in the database one at a time.
- Help - Displays on-line definitions of all 13 function keys defined with this screen.
- Code fetch - Display record by the selected template code.
- Line delete - Delete current line and add a blank line to line 18.
- Insert - Insert a blank line before the current line.

4.15.6.1 Fetch Pop-Up

When using the "Fetch" function and the proper name entered cannot be located, the system will indicate the proper name cannot be located and pressing any key will display the following Pop-Up table:

IATA CODE	PROPER SHIPPING NAME	CLASS/UN ID/risk
2870	- Aluminum borohydride	4.2 UN2870 4.3
2069	- Ammonium nitrate fertilizers:	5.1 UN2069
2067	- Ammonium nitrate fertilizers:	5.1 UN2067
2965	- Boron trifluoride dimethyl etherate	4.3 UN2065 3,8
1719	- Caustic alkali liquid, n.o.s.	8 UN1719
1766	- Dichlorophenyltrichlorosilane	8 UN1766
1170	- Ethanol solutions	3 UN1170
1193	- Ethyl methyl ketone	3 UN1193
2874	- Furfuryl alcohol	6.1 UN2874
2622	- Glycidaldehyde	3 UN2622 6.1
2644	- Metyly Iodide	6.1 UN2644
3207	- Organometallic compounds, water-	4.3 UN3207 3
1275	- Proplonaldehyde	3 UN1275
2927	- Sodium arsenite, solid	6.1 UN2927
2943	- tetrahydrofuran	3 UN2943
Select - < > or < > or Expand -<F1>		
Accept - <F10> or Escape - <ESC>		

The nearest match of the first 14 Upper Case characters of the Article Description will appear highlighted as the middle line of the Table.

For instance, if a Fetch of "ALUMINUM BO" had been made, then
 2870 - Aluminum borohydride" would be highlighted.

Select - The user can traverse the screen vertically with the Up and Down Arrow keys.

<ESC> - Depress the escape key to return to Page 2 of the Bill of Lading screen without any changes.

Accept - Depress <F10> to select the highlighted item and be returned to page 2 of the Bill of Lading screen.

Expand - Depress <F1> to provide a pop-up of more information on the line that is highlighted.

Ammonia anhydrous liquefied [or] Ammonia
 solutions, [relative density less than
 0.880 at 15 degrees C in water, with more
 than 50 percent ammonia]
 2.2, UN1005

DOT EMERGENCY RESPONSE GUIDE #15 ATTACHED

Press any key to continue...

4.16 EDI MODEM LOAD

Freight bills may be received via EDI using a Value Added Network (VAN). Contact Ray Penn at (509) 373-0285 when ready to receive EDI transmission to obtain connect procedures and password information.

Selecting "EDI MODEM LOAD" from the "ATMS MENU" initiates the following screen awaiting user response:

PREMONITION	ELECTRONIC DATA INTERCHANGE COMMUNICATIONS MANAGER
Consolidated Information Systems, Inc. _____ F1=Help F2=Directory F3=Log Esc=Exit	

The Function Keys for the above screen are defined as follows:

- F1 - Help screen will be developed in a later version.
- F2 - Initiate the Directory Screen to begin EDI modem download as shown on the Directory Screen section.
- F3 - Display the Log Screen as shown in the System Log Screen section.
- Esc - Exit the program and return to the previous screen.

4.16.1 Directory Screen

Upon depressing the F2 function key, the following screen is displayed prompting the operator to select the Value Added Network (VAN) to begin EDI transmission. Depressing the Entry Key will select the VAN.

PREMONITION		ELECTRONIC DATA INTERCHANGE COMMUNICATIONS MANAGER				
NAME	PHONE	BAUD	PARITY	STOP	WORD	Directory SCRIPT
TRANSETT	88,404,9947303	2400	NONE	1	8	TRANSETT
Consolidated Information Systems, Inc. _____						
F1=Help Enter=Selection Esc=Exit						

The Function Keys for the above screen are defined as follows:

F1 - Help screen will be developed in a later version.

Enter - Select the command window to begin the modem down load.

Esc - Exit the current screen and return to the previous screen.

Upon pressing the <Enter> key the pop-up shown below will appear. Use only the Invoke and Return commands. The Modify Entry, Delete Entry and Edit Script commands will alter the settings for the download, and should not be used without systems analyst support.

Modify Entry
Delete Entry
Edit Script
Invoke Comm
Return

The available function are defined below:

Modify Entry - Do not use.

Delete Entry - Do not use.

Edit Script - Do not use.

Invoke Comm - Begin the EDI download process.

Return - Return to the previous screen.

4.16.2 System Log Screen

Upon pressing the F3 function key of the Directory screen, the following screen is displayed. This screen provides the user with a current log of all modem activity during the EDI download transmission. The screen is traversed by use of the Up and Down Arrow keys.

```
10/19/92 14:25:33 File Transfer Terminated - Esc Key
10/19/92 14:25:39 Disconnecting Communications Link
10/19/92 15:06:43 Dialing TRANSETT at 88,404,9947303
10/19/92 15:07:08 Connected to TRANSETT Computer System
10/19/92 15:08:25 Downloading ASCII File
10/19/92 15:08:44 File Transfer Terminated - Esc Key
10/19/92 15:08:49 Disconnecting Communications Link
12/04/92 17:07:28 Dialing TRANSETT at 88,404,9947303
12/04/92 17:07:53 Connected to TRANSETT Computer System
12/04/92 17:09:06 Downloading ASCII File
12/04/92 17:10:37 File Transfer Complete - 13209 Characters
12/04/92 17:10:42 Disconnecting Communications Link
```

System Log

The Function Keys for the above screen are defined as follows:

Esc - Exit the current screen and return to the previous screen.

4.17 EDI TRANSLATION MODULE

Selecting "EDI TRANSLATION" from the "ATMS MENU" initiates the following screen awaiting user response.

PREMONITION PREM01	ELECTRONIC DATA INTERCHANGE TRANSLATION MODULE
<p>Consolidated Information Systems, Inc. _____</p> <p>F1=Help F2=Partnership F3=Data Mapping F4=Translate F5=Setup F6=Generate</p> <p>Esc=Exit</p>	

The Function Keys for the above screen are defined as follows:

- F1 - Help-screen will be developed in a later version.
- F2 - Do not use.
- F3 - Do not use.
- F4 -Initiate the data translation process and display the translation screen below.
- F5 - Do not use.
- F6 - Do not use.
- Esc - Exit the current screen and return to the previous screen.

4.17.1 Translation

Selecting F4 from the Translation Module screen above displays the following screen awaiting operator response.

PREMONITION PREM06		ELECTRONIC DATA INTERCHANGE TRANSLATION	
Sender Receiver			
Transaction Set		Data Map Name	
Input File		Output File	
C:\ATMS\T_PREM\TRANS1.DAT		C:\ATMS\OUTXXX.DAT	
Total Bytes 0		Bytes Written	
Total Processed		Records Written	
% Complete			
Consolidated Information Systems, Inc.			
F1=Help F2=Display F3=Proceed Esc=Exit			

The Function Keys for the above screen are defined as follows:

- F1 - Help screen will be developed in a later version.
- F2 - Display screen will be developed in a later version.
- F3 - Proceed with the translation process. The screen will display percent of completion along with other statistical information.
- Esc - Exit the current screen and return to the previous screen.

4.18 EDI DATA LOAD

Selecting "EDI DATA LOAD" from the "ATMS MENU" initiates the download of translated EDI data into the ATMS database. The user is notified when the operation is completed, and control returns to the "ATMS MENU", after responding to the "Press any key to continue . . ." prompt.

4.19 GRAPHICS

Selecting "ATMS GRAPHICS" from the "ATMS MENU" will cause the following screen to display.

<p>ATMS, VERSION 1.1 GRAPHICS MODULE</p> <p>PIE - FREIGHT COST BY SITE PIE - FREIGHT COST BY CARRIER PIE - FREIGHT COST BY TYPE BAR - FREIGHT STAT BY CARRIER BAR - FREIGHT TYPE BY CARRIER EXIT</p>
--

Utilize the arrow keys to move up and down the screen. Select the graph to be created by highlighting it's descriptive title and depressing the enter key.

EXIT~- Exit-will return you to the ATMS Main Menu.

Depress enter on the chart desired. You will be asked to (Select ARCHIVE or SHIPPING File (A/S):). Enter "A" or "S" and depress enter. The following note will also appear on the screen.

NOTE: After graph is completed press <F2> for a Hard Copy.

Default dates will appear in the date fields. Depress enter if the date shown is correct, otherwise correct the date.

From Date: MM/DD/YY Thru Date: MM/DD/YY
Date entered OK (Y/N): Y

After entering the "from" date and "thru" date, enter "N" to correct dates just entered or "Y" to accept the dates entered.

When selection is made to create a chart "BY SITE" the following screen will display one item at a time in the order of the Site Code table.

Enter Legends for Site Codes			
Item No	Site Code	Legend	TRANSLATION Site Name
1	22	DOE	Richland Operations Office
2	24	WHC	Westinghouse Hanford Company
3	26	PNL	Pacific Northwest Laboratory
4	27	KEH	Kaiser Engineers Hanford Company
5	50	NonDOE	Non-DOE Site
.			
.			
.			

Entries OK (Y/N): Y

The Legend entered is the Legend which will appear on the chart used to represent the Site named. Enter the Legend data and enter "Y" to accept the screen or "N" to correct the screen data. The screen will then reveal the record counts as the records are selected from the database.

After all records have been selected, the Chart is drawn on the screen. To prevent the display note " Note: After graph is completed press <F2> for Hard Copy" from being printed on the chart, you must remember the prior screen information about the <F2> key.

Enter - The enter key will return you to ATMS Graphics Module screen ready to select another chart.

<F2> - <F2> function key will print the chart.

When selection is made to create a chart "BY CARRIER" the following screen will display ready to enter the SCAC Code. For each valid SCAC code entered the Carrier Name will display.

ENTER SELECTED CARRIER BY SCAC CODES		
ITEM No.	SCAC Code	Carrier Name
1	AIRB	AIRBORNE EXPRESS
2	FEDX	FEDERAL EXPRESS
3	YFSY	YELLOW FREIGHT SYSTEMS
4		
5		
6		

Enter OK (Y/N): Y

Enter the SCAC code and the Carrier Name will display. The SCAC code will be shown in the Legend on the chart to represent the Carrier. Enter a blank to end input and enter "Y" to accept the screen or "N" to correct the screen data. The screen will reveal the record counts as the records are selected from the database.

After all records have been selected, the Chart is drawn on the screen. To prevent the display note "Note: After graph is completed press <F2> for Hard Copy" from being printed on the screen you must remember the prior screen information about the <F2> key.

Enter - The enter key will return you to ATMS Graphics Module screen ready to select another chart.

<F2> - <F2> function key will print the chart.

4.20 EXIT ATMS MENU

The ATMS Menu may be exited by depressing the <F2> function key and responding with a "Y" to the system prompt. System control is returned back to the DOS prompt. If the user desires to return to a previous menu or other software system instead of the DOS prompt, contact the ATMS systems analyst noted in the Technical Support section of the Appendix in this manual.

5.0 APPENDIX

5.1 TECHNICAL SUPPORT

How to Get Technical Assistance

Please read the Software User Guide pertaining to the area that you are having trouble with to be sure that you are following the proper instructions. Once you have determined that you are using the program properly and things are still not functioning as you believe they should (as indicated in the Software User Guide) you may contact

Perry Smith
Software Engineer
Boeing Computer Services
P.O. Box 300, MS B1-18
Richland, WA 99352

(509) 376-2922
FAX: (509) 372-1336

Larry Hopper
Software Engineer
Martin Marietta Energy Systems
P.O. Box 2009-8227
Oak Ridge, TN 37831

(615) 576-5271
FAX: (615) 576-0099

between the hours of 8:00 am and 4:00 pm PST or EST.

When calling for technical assistance please have the following information available,

- CPU TYPE (286, 386SX, 386DX, 486)
- TOTAL RAM
- Total and available hard disk space on the drive where ATMS is installed.
- A detailed description of the steps taken to produce the error.

You may also FAX the above listed information, along with your name and contact phone number to one of the FAX numbers listed above and you will be contacted.

5.2 TRADEMARKS

Clipper is a registered trademark of Nantucket, Inc.

IBM is a registered trademark of International Business Machines Corporation.

LaserJet is a registered trademark of Hewlett-Packard Company.

JFMERGE is a registered trademark of JETFORM, Inc.

5.3 RECOMMENDED OPERATING PROCEDURES

The following recommended operating procedures are divided into daily, weekly and monthly tasks. Methods of using the ATMS system will vary from site to site, therefore, the following recommendations are intended to be only a point of reference to begin utilizing the system.

Daily Tasks:

1. Load EDI data on a daily basis. The early morning seems to be the preferred time, since fewer clients are on the line during this time.
2. Enter Delivery Receipts and Freight Bills for non-EDI carriers on a daily basis. Those sites who hold Delivery Receipts until their matching Freight Bills are received can make the entry as a Freight Bill and then mark the "STATUS" with an "M" for merged.
3. Run the merge of DR's and FB's, pre-audit of FB's and Temporary Pay Report by selecting the "ATMS MAINTENANCE", "Batch Processes" and the "Merge/Compute/Pay Report" menu selection. This process should be run on alternate days with the "Final Pay Report".
4. Run the Correction Notice Report and resolve carrier charging discrepancies by modifying the "Agreed to Pay" field when the carrier has correctly charged for services. If the carrier has over-charged for services, generate a Correction Notice form as provided in the "CORRECTION NOTICE" menu.
5. Run Final Pay Report and provide this report with Correction Notices where applicable to Accounts Payable as evidence of Freight Bills, which have been approved for payment. This report should be run on alternate days with the Temporary Report to provide adequate time to resolve Freight Bill errors.

Weekly Tasks:

1. Run "Missing Data Report" report once per week to identify required data for SMAC, which is missing from the database. This report should be run for a span of one month with a two week lag behind the date requested. The two week lag allows all Freight Bill data to be collected before report is run. The missing data should be resolved prior to generating the SMAC disk at the end of each month.
2. Run "Delivery Receipts without Freight Bills" report once per week with the same time constraints as the "Missing Data Report".
3. Run "Freight Bills without Delivery Receipts" report once per week with the same time constraints as the "Missing Data Report".
4. Run "Hold" report once per week identifying those Freight Bills, which have a manual status of "HOLD" as waiting for additional information.

Monthly Tasks:

1. Run "Duplicate Report" at the end of the month to identify those EDI Freight Bills, which have already been paid and received a second time. The total duplicate dollar amount may be added into the cost savings report for the site.
2. Generate the SMAC diskette to be sent to SMAC headquarters in Oak Ridge, TN. Be sure to have two blank formatted floppy diskettes ready, to permit the loading of the SMAC and GSA Report data. If additional copies of the SMAC and GSA report disks are needed, use the DOS copy commands to make them.
3. Run the "SMAC Summarization Report" after generating the SMAC diskette to capture the cost savings data for monthly traffic management reporting requirements.

DISTRIBUTION SHEET

To J.H. Portsmouth	From Waste Tracking and Transportation Automation System	Page 1 of 1 Date 10/04/94
Project Title/Work Order ATMS Users Manual		EDT No. ECN No. 608301

Name	MSIN	Text With All Attach.	Text Only	Attach./ Appendix Only	EDT/ECN Only
Central Files (Original + 3 copies)	L8-04	X			
RL Larson	B5-25				X
DA Guettler	B1-18	X			
RS Weidert (2 copies)	B1-18	X			
TL Edwards (8 copies)	B1-18	X			
DE Caldwell	B1-18	X			
RE Weidert	B1-18	X			
KW Sherrod	B1-18	X			
PD Smith	B1-18	X			
DC McCann	B1-18	X			
EF Talbott	B1-18	X			
JH Portsmouth	G2-03	X			
OSTI (2)	L8-07	X			

3 Hole Punch

ENGINEERING CHANGE NOTICE

Page 1 of 2

1. ECN **608301**

Proj.
ECN

2. ECN Category (mark one) Supplemental ☐ Direct Revision ☒ Change ECN ☐ Temporary ☐ Standby ☐ Supersedure ☐ Cancel/Void ☐		3. Originator's Name, Organization, MSIN, and Telephone No. R.S. Weidert, 62220, B1-18, 376-4932		4. Date 10/04/94	
		5. Project Title/No./Work Order No. ATMS/R40758	6. Bldg./Sys./Fac. No. N/A	7. Approval Designator N/A	
		8. Document Numbers Changed by this ECN (includes sheet no. and rev.) WHC-SD-TP-UM-002, Rev. 1	9. Related ECN No(s). N/A	10. Related PO No. N/A	
11a. Modification Work [] Yes (fill out Blk. 11b) [X] No (NA Blks. 11b, 11c, 11d)		11b. Work Package No. N/A	11c. Modification Work Complete N/A _____ Cog. Engineer Signature & Date		11d. Restored to Original Condition (Temp. or Standby ECN only) N/A _____ Cog. Engineer Signature & Date
12. Description of Change Complete Document Revision					
13a. Justification (mark one) Criteria Change ☐ Design Improvement ☐ Environmental ☐ As-Found ☒ Facilitate Const. ☐ Const. Error/Omission ☐ Design Error/Omission ☐					
13b. Justification Details Users Manual expanded to incorporate enhancements to the system.					
14. Distribution (include name, MSIN, and no. of copies) See Distribution List.				RELEASE STAMP OFFICIAL RELEASE BY WHC DATE OCT 19 1994 Sta #10	

ENGINEERING CHANGE NOTICE

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1. ECN (use no. from pg. 1)

608301

15. Design Verification Required ☐ Yes ☒ No	16. Cost Impact <table style="width: 100%;"> <tr> <th style="width: 50%;">ENGINEERING</th> <th style="width: 50%;">CONSTRUCTION</th> </tr> <tr> <td>Additional ☐ \$</td> <td>Additional ☐ \$</td> </tr> <tr> <td>Savings ☐ \$</td> <td>Savings ☐ \$</td> </tr> </table>	ENGINEERING	CONSTRUCTION	Additional ☐ \$	Additional ☐ \$	Savings ☐ \$	Savings ☐ \$	17. Schedule Impact (days) Improvement ☐ Delay ☐																															
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18. Change Impact Review: Indicate the related documents (other than the engineering documents identified on Side 1) that will be affected by the change described in Block 12. Enter the affected document number in Block 19.																																							
SDD/DD ☐ Functional Design Criteria ☐ Operating Specification ☐ Criticality Specification ☐ Conceptual Design Report ☐ Equipment Spec. ☐ Const. Spec. ☐ Procurement Spec. ☐ Vendor Information ☐ OM Manual ☐ FSAR/SAR ☐ Safety Equipment List ☐ Radiation Work Permit ☐ Environmental Impact Statement ☐ Environmental Report ☐ Environmental Permit ☐	Seismic/Stress Analysis ☐ Stress/Design Report ☐ Interface Control Drawing ☐ Calibration Procedure ☐ Installation Procedure ☐ Maintenance Procedure ☐ Engineering Procedure ☐ Operating Instruction ☐ Operating Procedure ☐ Operational Safety Requirement ☐ IEFD Drawing ☐ Cell Arrangement Drawing ☐ Essential Material Specification ☐ Fac. Proc. Samp. Schedule ☐ Inspection Plan ☐ Inventory Adjustment Request ☐	Tank Calibration Manual ☐ Health Physics Procedure ☐ Spares Multiple Unit Listing ☐ Test Procedures/Specification ☐ Component Index ☐ ASME Coded Item ☐ Human Factor Consideration ☐ Computer Software ☐ Electric Circuit Schedule ☐ ICRS Procedure ☐ Process Control Manual/Plan ☐ Process Flow Chart ☐ Purchase Requisition ☐ Tickler File ☐																																					
19. Other Affected Documents: (NOTE: Documents listed below will not be revised by this ECN.) Signatures below indicate that the signing organization has been notified of other affected documents listed below.																																							
Document Number/Revision	Document Number/Revision	Document Number Revision																																					
20. Approvals																																							
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Technical Project Manager R.L. Larson <i>[Signature]</i>	<u>10/5/94</u>																																						