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User's Manual for the Master Equipment List Phase I

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USER'S MANUAL FOR THE MASTER EQUIPMENT LIST PHASE I

April 1997

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USER'S MANUAL FOR THE MASTER EQUIPMENT LIST PHASE I APPLICATION

1.0 INTRODUCTION

1.1 Purpose

This manual is intended to provide a user with enough detailed instruction to guide them through the Master Equipment List Phase I (MEL Phase I) application system operations.

1.2 Scope

The MEL Phase I application is a database system that stores Equipment Identification Number (EIN) information to support equipment tracking in the 200E and 200W Tank Farms for the Tank Waste Remediation System Division.

The MEL Phase I application supports both the user application and administrative control functions. The user application functions include: viewing by Folder, reporting, performing queries, and editing specific data. The administrative control functions include: maintaining valid user identifications, passwords, privileges, defining drop-down lists, and review of the change log relating to EIN data entries, additions, deletions, and editing.

The scope of this User's Manual is to discuss these functions and is intended to guide users and answer questions regarding the MEL Phase I application.

NOTE: If enhancements to the MEL Phase I are requested or if problems arise during normal operations, complete the Problem/Enhancement Form in Section 6.0 and forward to the MEL System Administrator.

2.0 SYSTEM ENVIRONMENT

2.1 Minimum System Requirements

The MEL Phase I application minimum hardware requirements are a 486 or higher IBM-* Compatible Personal Computer (PC) (586 is recommended) with a hard disk drive configured as "C:". At least 16 megabytes of RAM and 30 megabytes free disk space on "C:"** must be available. The minimum software requirements are Windows 3.11 with MS-DOS Version 6.22. The MEL Phase I application is fully compatible with Windows 95. Many computer systems can be optimized to run the MEL Phase I application by following the guidelines in the read me file

*IBM is a registered trademark of International Business Machines Corporation.

**Windows is a trademark of Microsoft Corporation.

***MS-DOS is a trademark of Microsoft Corporation.

that is located in the Master Equipment List Phase I Program Group (Readme icon). When the MEL is installed, a Readme (Notepad) icon is included in the Master Equipment List Phase I Program Group.

2.2 HLAN Access

The MEL Phase I application needs to utilize PC hardware that is End System Operating Environment (ESOE'd) and also the Hanford Local Area Network (HLAN). The application also requires a LaserJet III or compatible printer connected either locally or via the network.

2.3 Security

The MEL Phase I application can be installed as a "Read Only" on any user's machine that has access to the HLAN. The "Read Only" privilege allows a user to view information in all Folders, print reports and query information. Privileges for editing are assigned by the System Administrator via a unique password.

3.0 OPERATION

3.1 Installation

The MEL Phase I application, hereafter referred to as MEL, can be installed via Software Distribution. In the Program Manger in Windows, the Software Distribution program item is located in the ESOE'd Tools Program Group. Before starting the installation process, ensure that the minimum system requirements (see Section 2.1) are available. For first time installers, before beginning the install process, save all working files and close all applications (i.e., WordPerfect)* because at the end of the install, the user has to restart windows in order for the install to take effect. Section 4.0, Assistance, discusses the personnel or organizational contacts for system support.

Installation Procedures:

- 1) In the Program Manager in Windows, locate the Program Group entitled "ESOE'd Tools" and double click on the icon.
- 2) Locate the Program Item entitled "Software Distribution" and double click on the icon.
- 3) Under the Software Categories select "Hanford Site Applications" and click "OK".
- 4) This will enable the WinINSTALL Effortless Software Distribution.
- 5) Under Available Applications select "Master Equipment List Phase I" and click "Install".
- 6) A message will appear reminding the user of the hardware requirements to install MEL and to proceed, click "OK".

*WordPerfect is a trademark of WordPerfect Corporation.

- 7) MEL will install and afterwards, a message will appear stating: "Processing of MEL is complete. In order for changes to take effect, you must restart Windows". To proceed, click "Yes".

After Windows has restarted, there will be a Program Group entitled "Master Equipment List Phase I". In the Program Group, there will be three Program Items or icons available: MEL I (Hard Hat), Readme (Notepad), and Change Log (Notepad).

The MEL I icon is the application itself and Section 3.2, Startup and Shutdown, discusses how to log on and log off MEL. The Readme icon provides the same information as the MEL System Administrator would provide to begin this process. The Change Log icon is an automated notebook that logs MEL's application functionality changes for reference and information.

3.2 Startup and Shutdown

STARTUP

To launch the MEL application, double click on the MEL I icon (Hard Hat icon) and a log on window will appear. To log onto MEL, the user can select their name from a drop-down list or type it in exactly as it appears on the drop-down list and provide their password. The drop-down list functions are similar to the HLAN Phone Directory. If a user just wants to view the EIN data, and perform no editing, then select the Read Only name in lieu of a user name and enter no password. If either the name or password is entered incorrectly the user is given an option to try again.

The application consists of four main views: Data View, Queries View, Reports View, and Changes Pending View. Data View consists of the following areas: Equipment Identification and Classification, and five overlaying Folders which contain information about the equipment. Each time a mode is changed it is considered a View. When a user has moved to any of these areas and the text cursor is flashing on that active field, it is referred to as in "focus". Focus is where the text cursor is located, not necessarily where the mouse pointer is located. Focus can also be changed by using the tab and shift-tab keys.

SHUTDOWN

To log off MEL, the user can either select from the pull-down menu "File" and "Exit" option or click the yellow and red Door icon located on the right side of the tool bar. Once an Exit is initiated, select "Yes" to continue with the exit and the system will return to Windows Program Manager.

3.3 General Navigation and Tips

3.3.1 Menu

Once started, the pull-down menu options are located at the top of the window. The options are: File, Data, View, Utility, Admin, and Help. Each option has a pull-down menu that can be initiated by selecting an option with the mouse cursor arrow and by pressing the left side of the mouse. Selection is made by highlighting the choice and releasing or clicking the left side of the mouse. When menu options appear as "grayed-out" (instead of sharp black) they are either not available for that privilege or that function is currently in use. Some menu options have an associated function key or keys that, when pressed, invokes the same operation. The function keys are:

F3 (Find);
F4 (Find Next);
Shift+F9 (Data View);
F9 (Data Edit).

3.3.2 Toolbar

The toolbar is located below the pull-down menu options. The toolbar consists of navigation buttons and icons. Icons can be initiated when clicked using the mouse. There are hint boxes that define each icon. The icons remain present and are operable throughout the various Views. The navigation buttons are used for the Folders when moving about records. Below are the navigation buttons and icons in the order as they appear on the toolbar:

Navigation Buttons:

EIN quick search:	Locates an EIN with a Farm/Structure, System, Component, and Number. Locates an EIN with a partial match.
< navigation button:	Moves to the first record.
< navigation button:	Moves to the prior record.
> navigation button:	Moves to the next record.
> navigation button:	Moves to the last record.
Swirled Arrow button:	Refreshes the screen with newly posted entries.

Icons:

Flashlight icon:	Enables the Find function.
Flashlight with Ellipses icon:	Enables the Find Next function.
Folder icon:	Initiates the Data View.
Question Mark icon:	Initiates the Queries View.
Printer icon:	Initiates the Reports View.
Padlock icon:	Initiates the Locks and Changes Pending View.
Current Mode icon:	Displays the current mode of operation.
Door icon:	Exits the application.

3.3.3 Hints

The hint boxes are yellow boxes, below each field and icon, that give a text descriptor of that field or icon. The hint boxes can be turned off and on. To turn the hint boxes off or on, select from the pull-down menu "View" and "Hint Box" option. Each time this selection is made, a check mark (beside the Hint Box) is toggled. The check mark indicates that the hint boxes are turned on. When no check mark is present (beside Hint Box), the hint boxes are turned off. When the mouse is positioned on fields or icons, these yellow hint boxes appear with a text descriptor; unless they are turned off.

The hint text also appears in the lower left-hand corner of the application window. Not all fields will have associated text. The text cannot be disabled in this area.

3.4 Viewing Data

The current mode indicator is located at the far right hand side of the tool bar. This indicator changes depending on what 'View' the user is currently using. When a user first launches MEL, the 'View' immediately presented is Data View. The "View " mode default is referred to as Data View.

The "Edit" mode indicator is also shown in Data View, but only during an edit session. The "Query" mode indicator is shown when the Query View is displayed. The "Reports" mode

indicator is shown when the Reports View is displayed and the “Pending” mode indicator is shown when the Changes Pending View is displayed.

3.4.1 Folders

Areas that are always viewable in Data View are: Equipment Identification, Classification, and five Folders that are overlaid on each other. In Data View, the five Folders are: Pointer, References, Nameplate, Specifications, and Safety. Each Folder has a tab for ease of selection and contains different data associated with an EIN. For example, to view the References Folder, click on the tab entitled ‘References’. The References Folder has information regarding document reference sources for the EIN shown in the Equipment Identification area (upper left) of the View.

In Query View, there are the five Folders (Pointer, References, Nameplate, Specifications, and Safety) and two additional Folders. The first additional Folder is named ‘All’ and contains every field available in the other five Folders. The second additional Folder is called ‘Label’ and contains the information relating to the Equipment Identification area.

3.4.2 Drop-Down List Definitions

To the right of some fields in the Equipment Identification, Classification, and Folder areas, there will be a boxed “down arrow”. When clicking on the “down arrow” a drop-down list will appear. The drop-down lists display the mandatory selections for data entry purposes and for information purposes.

The exception is the Noun Name field located in the Equipment Identification area. The pull-down list for Noun Name provides standard nouns and definitions for information purposes only. The user must compose and type the Noun Name into the field.

If a field has no boxed “down arrow” to the right, then data entry is made from the keyboard and is limited only to the data type of that field (e.g., integer, alphanumeric, etc.). If a specific format is expected, then the format is defined in a hint box.

The drop-down list definitions are also available from the pull-down menu “Utility” and “Definitions”. The list definitions are maintained by System Administration and are viewable to all privileges. The navigation buttons presented in this View function the same as those used on the toolbar in Data View. However, the navigation buttons are different for non-administrator privileges than they are for administrator privileges.

3.4.3 Quick Search

Quick Search will search a character at a time and will bring up the first record in that search which is similar to the HLAN Phone Directory functions. So, if one character, M, is typed, then Quick Search will bring the user to the beginning of the M records. If two characters are typed in, MO, then Quick Search will bring the user to the records beginning with MO; and so on.

To perform a Quick Search, click on the EIN area located on the toolbar. If only the Farm/Structure letters are known, they can be typed in with no dash; a Quick Search can be performed and the first record with those Farm/Structure letters will be presented. When there is more than one EIN with the same Farm/Structure beginning, then the navigation buttons can be used to view a single record one at a time.

3.5 Finding Specific Data

The "Find" function is used for locating specific data. It is located to the right of the navigation icons. There are three ways to initiate this function: 1) select from the pull-down menu "Data" and "Find" options, 2) click the Flashlight icon, or 3) use the function key F3. Once initiated, a "Find a Value" dialog box is initiated and the user has two values to input: 1) Field and 2) Value. The Field value has a drop-down list to select a specific field. When a field is selected, enter a value for the field. This is the value that will be searched. When both the Field and Value are input, click the 'Find' button to begin or 'Cancel' to quit the Find.

If the value is found, the EIN and its Folder information will move and present it in Data View. By clicking the Flashlight Icon with Ellipses or pressing F4, Find Next, a user can see the next EIN record that has the same parameter.

If the same parameters are not found again, an "Information" dialog box appears stating "No more records found" with an "OK" button. The "OK" button brings the user back to the Data View.

NOTE: **The Find function does not locate the EINs in alphabetical order. EINs are presented in the order of their internal index assignments (i.e., the order in which they were created and posted to the database.**

3.6 Queries

3.6.1 Query View Menu and Toolbar

To initiate the Query View, select from the pull-down menu “View” and “Queries” option or click on the Query icon, presented as a question mark in the toolbar. The Query View has its own pull down menu consisting of:

File

- New Query - Clears the existing query.
- Open Query - Opens a previously saved query.
- Save Query - Saves a query. File name is not given.
- Save Query As - Saves a query with a new file name.
- Delete Query - Allows a user to delete a saved query by file name.
- Exit - Exits the application.

Query

- Check (button) - Checks all the fields in a Folder.
- Uncheck (button) - Unchecks all the fields in a Folder.
- Execute (button) - Initiates the query process.

View

- Folders - Initiates Data View.
- Queries - Initiates Query View. Disabled while in Query View.
- Reports - Initiates Report View.
- Locks - Initiates the Locks and Changes Pending View.
- Collapse (button) - Collapses the displayed fields to only those that are check marked.
- Expand (button) - Expands the fields so all are displayed whether or not they are check marked.

Help

In the future, the Help button will have sections of this User’s Manual displayed.

The Query View displays seven Folders. The first Folder contains the Label information fields. The next five correspond to the five folders in the Data View. The last Folder contains ‘All’ fields. There are buttons to the far right and are the Check, Uncheck, Collapse, and Execute buttons. These same buttons are located below of the ‘All’ Folder and have the same functionality.

3.6.2 Defining Search Criteria for Queries

When in Query View, search criteria must be set up for queries in order to get query results. The complete set up query process is:

- 1) Checkmark the desired fields to be part of the query results;
- 2) Define the search criteria;
- 3) Execute the query.

Queries can be defined and saved as discussed in Section 3.6.3, Saving and Retrieving Queries.

In Query View, the Folders can be initiated by clicking on one of the seven Folders of interest. By double clicking the desired fields in a Folder, those fields in that Folder will be check marked. If a check marked field is not desired to be part of the query, a double mouse click will remove the check mark. If a check marked field is desired to be part of the query, but *is not* desired to be shown in the query results, then the box in the *Show* column should not be check marked. Check marking a field or fields defines the fields which will be included in the query result table.

If all fields need to be check marked in a Folder, then the button 'Check' will check all the fields in a Folder and the button 'Uncheck' will Uncheck all the fields in a Folder. The Collapse button is used to see which fields have been selected for the query. The Expand button will display all the fields in a folder, whether they are check marked or not.

There are five columns: Name, Show, Match, asterisk (*), and Value.

- 1) *Name* column is the field name.
- 2) The *Show* column, if check marked, will show the field on the query results.
- 3) The *Match* column is used for defining what type of search is to be performed on a particular field. It has a default of All Values, but can be changed to Exact Match, Left Match, Right Match, Middle Match, etc. (each are discussed below).
- 4) An asterisk (*), if shown in the column, means that there is a drop-down list available and a right mouse click, in that column, initiates it.
- 5) The *Value* column is used for defining the search criteria or value that is associated with the *Match*. The *Match* criteria and the *Value* parameter fields are used to define the search.

To narrow down the search, the user can select a field and "match" the exact type of match, if applicable. Many fields can be parameterized to define the search. The EIN, by default, is the only field included in all the results. Following are examples of how search criteria can be set up:

Alphanumeric Type Fields:

Either an [Exact match (e.g., Engineer)], or a [Left match (e.g., Engin....)], or a [Right match (e.g.,neer)], or a [Middle match (e.g.,....gine....)];

Numeric Type Fields:

Either a greater than (e.g., > 100), or a less than (e.g., < 100) or a equal to (e.g., = 100);

True or False Type Fields:

Either a Yes or a No;

Drop-Down List Type Fields:

If the selected field has an associated drop-down list, represented by an asterisk (*), then the user may select the search value from the drop-down list or any value may be entered. A 'Lookup' dialog box is provided if additional searching (for a particular value) is necessary. A right click in the value field activates the lookup dialog.

Each of the options in the *match* column are explained:

ALL VALUES (Default)

Selecting "All Values" will find all records for that field. For example, selecting the "Bar Code #" field with "All Values" selected as the search criteria, will find all EIN records with a "Bar Code #" value, which is all records that have a bar code number associated with them. Once the appropriate "match" is selected, then the Value column needs a data example with whatever match is chosen (discussed below).

EXACT MATCH

Selecting "Exact Match" will find all records that match exactly the search criteria defined in the *Value* column. For example, selecting the "Procedures" field name, "Exact Match", and defining a search value of T0-040-650 will find all the EIN records that have a Procedure number equal to "T0-040-650". Records with any other Procedure number will be excluded from the query result.

LEFT MATCH

Selecting "Left Match" searches for the left portion of the data value within the field selected. For example, selecting the "Procedures" field name, "Left Match", and defining a search value of 'T0' will find all the records that have Procedure numbers beginning with 'T0'. Records that begin with 'T1' or any other number combination will be excluded from the query result.

RIGHT MATCH

Selecting “Right Match” searches for the right portion of the data value within the field selected. For example, selecting the “Procedures” field name, “Right Match”, and a value of ‘650’ will find all the records that have Procedure numbers ending with ‘650’. Records that end with ‘670’ or ‘640’ or any other number combination will be excluded from the query result.

MIDDLE MATCH

Selecting “Middle Match” searches for the middle portion of the data value within the field selected. For example, selecting the “Procedures” field name, “Middle Match”, and a value of ‘040’ will find all the records that have Procedure numbers with a ‘040’ in the middle. Records with a middle numbering sequence of ‘050’ or ‘060’ or any other number combination will be excluded from the query result.

VALUE NOT EQUAL TO

Selecting “Value Not Equal To” will find all records that have a value “not equal to” the data value entered as the search criteria in the *Value* column. For example, selecting the “System Drawing Rev” field name, “Value Not Equal To”, and a search value of ‘003’ will find all the records that have a System Drawing Rev. value not equal to ‘003’.

VALUE EQUAL TO

Selecting “Value Equal To” will find all records that have a value “equal to” the data value entered as the search criteria in the *Value* column. For example, selecting the “System Drawing Rev” field name, “Value Equal To”, and a search value of ‘001’ will find all the records that have System Drawing Rev. numbers with a value equal to ‘001’.

VALUE GREATER THAN

Selecting “Value Greater Than” will find all records that have a value “greater than” the data value entered as the search criteria in the *Value* column. For example, selecting the “System Drawing Rev” field name, “Value Greater Than”, and a search value of ‘004’ will find all the records that have System Drawing Rev numbers greater than ‘004’.

VALUE LESS THAN

Selecting “Value Less Than” will find all records that have a value “less than” the data value as entered as the search criteria in the *Value* column. For example, selecting the “System Drawing Rev” field name, “Value Less Than”, and a value of ‘005’ will find all the records that have System Drawing Rev numbers less than ‘005’.

NO

Selecting “NO” on applicable field names will setup a search criteria to find records that have the Value = “NO”. For example, selecting the “OSR” field name, “NO” match, and “NO” value will find all the records that have the OSR=NO.

YES

Selecting “YES” on applicable field names will setup a search criteria to find records that have that the Value = “YES”. For example, selecting the “OSR” field name, “YES” match, and “YES” value will find all the records that have the OSR=Yes.

Once the Folders or fields are marked and their search criteria are defined, the query can be executed by initiating the “Execute” function. The results are presented on a separate Query Results View.

3.6.3 Saving and Retrieving Queries

Saving a Query

Once a query has been defined, a user may save it for later use. The user may 1) select from the pull-down menu “File” and “Save Query” option to save a customized query with the same file name, or 2) select from the pull-down menu “File” and “Save Query As” option to save a customized query with a new file name.

NOTE: The “Save Query” option allows an existing query to be replaced with the current query of the same file name. The “Save Query As” option allows a file to be saved with a new file name.

Retrieving a Query

To retrieve a previously saved query, select from the pull-down menu “File” and the “Open Query” option. An “Open Query” dialog box will display all the file names of the queries that have been saved. Select a saved query by highlighting the file name using the mouse and “OK”. “Cancel” will cancel the retrieve query request.

Deleting a Query

A query that has been saved and given a file name can be deleted by selecting from the pull-down menu “File” and the “Delete Query” option. A “Delete Query” dialog box will display all the file names of the queries that have been saved. Select a saved query by highlighting the file name using the mouse and “OK”. “Cancel” will cancel the delete query request.

Clearing a Query

A query that has been set up with search criteria can be cleared out by selecting from the pull-down menu “File” and the “New Query” option. This allows a user to begin a new query.

3.6.4 Query Results View

When a query is executed, the results are displayed on the Query Results View. On the Query Results View, there is a record count located on the lower left hand corner of the View and there are three buttons available that can be chosen by a mouse click:

- 1) "Save for Reports" button is discussed in section 3.6.5, "Using Query Results to Create an EIN List for Reports".
- 2) "Export to File" button is discussed in section 3.6.6 "Exporting Query Results"
- 3) "Close" button will close the Query Results View and return the user to Query View.

3.6.5 Using Query Results to Create an EIN List for Reports

When the Query Results View appears with the result information, there is a choice to "Save for Reports" and "Export to File" (discussed in Section 3.6.6, Exporting Query Results). The "Save for Reports" button selection will initiate a message allowing the user the option to go directly to the Reports View so that a user can immediately print reports using the EIN record set. The Reports View is set up such that the query result EIN information is located in the "Last Query EIN List" area. Only the EIN field is sent to Reports. The other fields in the query results are ignored.

3.6.6 Exporting Query Results

When the Query Results View appears with the result information, there is a choice to "Save for Reports" (discussed in Section 3.6.5, Using Query Results To Create An EIN List For Reports) and "Export to File".

The "Export to File" button allows the user to save the data to a user-named file as an ASCII file (*.TXT) or Paradox*database (*.DB) formatted file. When this button is clicked, a "Save As" dialog box is overlaid on the Query Results View. The export directory, export file name, and export format is required. When this information has been completed, selecting the OK button will save the query results to an export file as specified. Selecting the Cancel button will cancel the operation.

3.7 Reports

To get into the Reports View, select from the pull-down menu "View" and "Report" option or click on the Printer icon. Once in Report View the pull-down menu options are the same as those discussed in Section 3.3.1, Menu.

*Paradox is a trademark of Borland International, Inc.

3.7.1 Reports Selection

There are six types of reports that can be printed in MEL. The report options are:

- 1) Label Data (EIN label information);
- 2) Pointer Data (EIN pointer information);
- 3) References Data (EIN references information);
- 4) Nameplate Data (EIN nameplate information);
- 5) Specifications Data (EIN specifications information);
- 6) Safety Data (EIN safety information); and

The All Folder Data selection checkmarks all Folder reports (the six Folders reports plus the Label Data report). The user can also select a combination of any of the reports.

3.7.2 Report Setup

EINs can be selected from the “Complete EIN List” or from the “Last Query EIN List” for inclusion on the “EINs Selected” list. In order to select which EINs are desired for the report output, use the navigation buttons to move the EINs to or from the “EIN Selected” list.

Report Navigation Buttons:

Complete EIN List:

> report navigation button:	Moves an EIN from “Complete EIN List” to “EIN Selected” list.
< report navigation button:	Moves an EIN from “EIN Selected” list to “Complete EIN List”.
< < report navigation button:	Moves all EINs from “EIN Selected” list to “Complete EIN List”.

Last Query EIN List:

> report navigation button:	Moves an EIN from “Last Query EIN List” to “EIN Selected” list.
< report navigation button:	Moves an EIN from “EIN Selected” list to “Last Query EIN List”.

>> report navigation button:	Moves all EINs from “Last Query EIN List” to “EIN Selected” list.
<< report navigation button:	Moves all EINs from “EIN Selected” list to “Last Query EIN List”.

When the “EIN Selected” list is complete, click the “Print Report” button to initiate a report. A “Preparing your Report” message will be displayed while the report is being generated.

3.7.3 Report Destination

Once the desired EINs have been moved to the “EINs Selected” list, a report destination must be chosen. The default is the preview on screen. A report can be sent to the screen or printer.

If multiple reports are chosen, they can only be sent to the printer. A message is shown stating: “Switching destination from screen to printer. Multiple reports cannot be previewed on screen”. Then, the “Screen” selection is grayed out. Regardless of the destination, the “Print Report” button must be clicked for the report to be generated and a “Preparing your Report” message will be displayed.

If sending a report to the printer, after the report has been prepared, the reports will print out. Check the “Print Manager” option in Windows if a problem arises.

3.7.4 Previewing Reports

A user can preview one report at a time on the screen by selecting “Screen” in the “Print To” box. Once the report is available on the screen, it can be viewed using the navigation buttons located at the bottom of the screen. These icons and navigation buttons are as follows:

Navigation Buttons:

< navigation button:	Moves to first page.
< navigation button:	Moves to the prior page.
Page -- of Page --:	Denotes page number of how many pages are in the report.
> navigation button:	Moves to the next page.
> navigation button:	Moves to the last page.

Cancel button: Cancels that report view.

Icons:

3 Overlaid Boxes icon: Clicking on the icon will zoom in.

Printer icon: Initiates a print of the report shown.

Suitcase icon: Currently disabled.

Envelope icon: Currently disabled.

On the upper right hand corner of the toolbar the buttons are:

Close button: Closes the Report View and returns to the Data View.

Mode: Denotes the mode the application is in; will show Reports.

Door: Exits the application.

3.7.5 Printer Setup

To change the paper source, page orientation, and set network and non-network printers, the user, while in Reports View will click the "Printer Setup" button. This will enable a user to make appropriate selections based upon the need of the report output.

3.8 Data Management

3.8.1 Justifying Data Edits

To start an Edit Session, the user can 1) select from the pull-down menu "Data" and "Data Edit" option, or 2) click on the "Edit" button located on the tool bar or 3) use function key F9. To end an edit session, select from the pull-down menu "Data" and "Data View" option, use function key Shift F9, or click on the View button located in the upper right hand corner. An Edit Session for a user is the period from entering Edit mode to exiting Edit mode. An Edit Session ends when the user clicks 1) the "View" button, 2) performs a Post or Cancel disposition in Locks and Changes Pending View, or 3) exits from the application.

When the user selects the edit mode, a "Justify Edits" dialog box appears. Required information regarding the 1) reason for change (use the drop-down list to select) and 2) document number are

entered here. There are three buttons available: OK, Cancel and Help. When finished, click on OK. The Cancel button will exit the dialog box and cancel the edit request. The Help button has a help message regarding the required information.

Note that the 'reason' and 'document' justification and the user's name, time, and date are all recorded with every data entry and change made during the edit session.

User privileges are required for editing each of the five Folders. If a user does not have privileges for a Folder, when the Folder tab is clicked, a message is displayed saying "You do not have permission to edit data on the (for example, Specifications) page".

Data edits can be enabled by using the right click of the mouse button to enable the MEL Edit Menu. The menu items enabled is controlled by the conditions of the field that was clicked. The focus is on the field immediately upon clicking. There are **two** MEL Edit Menus. The first menu can be enabled when focus is in any of the Folders that permission allows for and is discussed in Section 3.8.3, Editing Folder Data. The second menu can be enabled when focus is in the Equipment Identification area and is discussed in Section 3.8.4, Editing EIN Data.

Edits that have been made to a record are clearly identified by a blue background. The blue background means that the record has not yet been released. Records that have been released are either Posted (sent to the database) or Canceled (not sent to the database).

3.8.2 Edit Definitions

Cancel - To delete and ignore new or changed data or unlock a locked record.

Focus - Where the text cursor is located, not necessarily where the mouse pointer is located.

Lock - A record that is locked allows only one user at a time to edit it.

Post- To write new or changed data to the database tables.

Release - To Post or Cancel a record (in Data View only), Session, User, or All Records.

3.8.3 Editing Folder Data

Changes to existing EIN Folder data (i.e., Folders-Pointer, References, Nameplate, Specifications, and Safety) can be performed in the individual **Folders** area.

Once a user has justified why data edits need to be made or EINs created (discussed in Section 3.8.5, Creating New EINs), the edit mode is enabled. In order to edit a single Folder,

a user 1) must have the appropriate privilege to edit that Folder and 2) must click on the right mouse button to enable the MEL Edit Menu in the Folder of choice. When menu options appear as "grayed-out" (instead of sharp black) they are either not available for that privilege or that function is currently in use.

When the right mouse button is clicked, the **MEL Edit Menu** includes the following options:

Lock Record

By selecting this option, the record that has been selected is locked. A record that is locked is one that no other user can edit, but can know that there is an action against it because of the blue background. The locks are considered pending (easily noted with a blue background) until the record is released (posted or canceled) as discussed in Section 3.8.6, Releasing and Canceling a Session. The fields that are locked have the action "Lock".

Edit Record

By selecting this option, the record that has been selected can be edited. The fields that turn a blue background are considered the record and can all be edited or just one field can be edited. The tab key or mouse click will enable the blinking cursor on focus and allow a user to make changes. The edits are considered pending (easily noted with a blue background) until the session is either released or posted as discussed in Section 3.8.6, Releasing and Canceling a Session. The fields that were changed have the action "Change" against them, but those fields that did not get changed have the action "Lock" against them.

Delete Record

By selecting this option, the record that has been selected is marked for deletion. The records that are marked for deletion have the action "Delete".

View Changes

By selecting this option, the "Changes Pending" View is enabled so that the selected record can be viewed. The "Changes Pending" View allows a user to see the changes made to all fields of that record. In addition, the user can make edit changes in this View in the Pending Value column only. Only the owner (the user that originally locked the record) may edit here and only while in edit mode.

Post Changes

By selecting this option, the record that has just been modified can be released by posting it to the database. It is important to remember that the user must be on the record they wish to release by posting. When "Post Changes" is selected, a confirm message "Post Changes To This Record" appears with a 'Yes' or 'No'. The 'Yes' will release the session by posting the changes to the database. 'No' will cancel the request. When posting is completed, notice that the background is no longer blue, which indicates that the changes are no longer pending.

Cancel Changes

By selecting this option, the record that has just been modified or locked can be canceled. When "Cancel Changes" is selected, a confirm message "Cancel Locks and Changes To This Record" appears with a 'Yes' or 'No'. The 'Yes' will cancel all changes made to the record. 'No' will cancel the request to cancel changes. If 'Yes' is selected, the background will turn white, but if 'No' is selected, the background remains blue until released.

New Record

By selecting this option, one or more new records may be created. Only a new record can be associated with the following fields:

- 1) Spare Parts No.;
- 2) PM/S #;
- 3) Project #;
- 4) ECN #;
- 5) Procedures #;
- 6) System Drawing No.;
- 7) Old ID (Alias);
- 8) Source Document; and
- 9) Tank ID.

Either way, when any of these new records are chosen for entry, the New Data Entry View is displayed. Information associated with that new record can be input and the "Insert" or "down arrow" key can enable a blank entry area. The "tab" key allows movement from field to field. When new entries are completed, the 'OK' button or the 'Cancel' button can be chosen.

When the 'OK' button is chosen, a 'Confirm' dialog box appears "Ready to Save New Data?" and options 'Yes' or 'No'. If 'Yes' is chosen, then an 'Information' dialog box appears "Your New Data are Now in Changes Pending." If 'No' is chosen, then the request is canceled and the New Data Entry View is displayed.

When the 'Cancel' button is chosen, a 'Confirm' dialog box appears "Discard New Data?" and either a 'Yes' or 'No'. If 'Yes' is chosen, then an 'Information' dialog box appears "New Data Entries have been Discarded". If 'No' is chosen, then the request is canceled and the New Data Entry View is displayed.

View New Records

By selecting this option, the new records that have just been entered (discussed above) and are in Changes Pending can be viewed. It is important to note, that in Data View the 'new records' are not indicated as such (i.e., by color) in any way; however, if the "View New Records" option is darkened in the MEL Edit Menu, then this means that there is information pending. This option

enables the New Records Pending View and displays the new records. The 'Done' button enables the Data View.

3.8.4 Editing EIN Data

Edits to existing EIN data (i.e., Farm/Structure, System, Component, Number, Component Function, Status and Noun Name) and all their associated data can be performed in the *Equipment Identification* area.

Once a user has justified why data edits needs to be made or EINs created (discussed in Section 3.8.5, Creating New EINs), the edit mode is enabled. In order to begin editing EINs and associated Folder data, a user 1) must have the appropriate privilege to edit the EIN, and 2) must click on the right mouse button to enable the MEL Edit Menu in focus in the Equipment Identification Area. When menu options appear as "grayed-out" (instead of sharp black) they are either not available for that privilege or that function is currently in use.

When the right mouse button is clicked, the **MEL Edit Menu** is available for editing options that are:

Lock EIN

By selecting this option, the EIN record that has been selected is locked. A record that is locked is one that no other user can edit, but can know that there is an action against it because of the blue background. The locks are considered pending (easily noted with a blue background) until the session is either released or posted as discussed in Section 3.8.6, Releasing and Canceling a Session. The EINs that are locked have the action "Lock" against them.

Edit EIN

By selecting this option, the EIN record that has been selected can be edited. The fields that turn a blue background are considered the record and can all be edited or just one field can be edited. The tab key or mouse click will enable the blinking cursor on focus and allow a user to make changes. The edits are considered pending (easily noted with a blue background) until the session is either released or posted as discussed in Section 3.8.6, Releasing and Canceling a Session. The fields that were changed have the action "Change" against them, but those fields that did not get changed have the action "Lock" against them.

Delete EIN

By selecting this option, the EIN record that has been selected is marked for deletion. An EIN record that is marked for deletion can be identified because of the blue background. The marked for deletions are considered pending (easily noted with a blue background) until the session is either released or posted as discussed in Section 3.8.6, Releasing and Canceling a Session. The records that are marked for deletion have the action "Delete" against them.

View Changes

By selecting this option, the “Changes Pending” View is enabled so that the selected record can be viewed. The “Changes Pending” View allows a user to see all the changes made to that record. In addition, the user can make edit changes in this View in the Pending Value column only. The actions are considered pending (easily noted with a blue background when in Data View) until the session is either released or posted as discussed in Section 3.8.6, Releasing and Canceling a Session.

Post Changes

By selecting this option, the record that has just been modified can be released by posting it to the database. It is important to remember that the user must be on the record they wish to release by posting. When “Post Changes” is selected, a confirm message “Post All Changes To EIN and Associated Records?” appears with a ‘Yes’ or ‘No’. The ‘Yes’ will release the session by posting the changes to the database. ‘No’ will cancel the request. When posting is completed, notice that the background is no longer blue, which indicates that the value is no longer pending.

Cancel Changes

By selecting this option, the record that has just been modified can be canceled. When “Cancel Changes” is selected, a confirm message “Cancel All Locks and Changes To EIN and Associated Records?” appears with a ‘Yes’ or ‘No’. The ‘Yes’ will cancel all changes made to the record. ‘No’ will cancel the request to cancel changes. If ‘Yes’ is selected, the background will turn white, but if ‘No’ is selected, the background remains blue.

New EIN

By selecting this option, the Create New EINs View is enabled and is discussed in 3.8.5, Creating New EINs.

View New Records

This option is not available to view New EINs. It is only available in the individual *Folders* area.

3.8.5 Creating New EINs

Once a user has justified why data edits need to be made or EINs created, the edit mode is enabled and to begin creating a new EIN, a user 1) must have the appropriate privilege to create new EINs and 2) must select from the pull-down menu “Utility” and “Create New EINs” or select from the MEL Edit Menu “New EIN”. Either way, the Create New EINs View is enabled.

In order to begin creating a new EIN, the general information (Farm/Structure, System, Component, Beginning Number, and How Many?) **needs** to be completed. The Beginning Number is a three digit number that creates EINs starting with this number. How Many EINs identify how many EINs are to be created. When this top information is completed and the

'Create' button is selected, the EINs are created automatically and numbered sequentially according to the beginning number. The tool bar buttons are as follows:

Tool bar Navigation Buttons:

< navigation button:	Moves to the first entry.
< navigation button:	Moves to the prior entry.
> navigation button:	Moves to the next entry.
> navigation button:	Moves to the last entry.
Plus Sign button:	Starts a new entry.
Minus Sign button:	Deletes a full entry.
Triangle button:	Initiates an edit.
Check Mark button:	Posts the edit within the view.
Cross out button:	Cancels an edit, if entry has not been posted.
Swirl Arrow button:	Refreshes the screen with newly posted entries.

Buttons:

Create button:	Creates as many EINs as identified in "How Many?"
Auto No. button:	If check marked, will number the EINs sequentially. If no check mark, EINs nos. will be duplicated.
Clear All button:	Clears all the existing entries. A dialog box 'Confirms'.
Export button:	Export data to either a Paradox table or ASCII text.
Save All button:	Sends the edits to Changes Pending.
Done button:	Exits the Create New EINs View without sending the information to the Changes Pending.

When the new EIN information has been completed, *only* the 'Save All' button will send that information to the Changes Pending. Once in Locks and Pending Changes View, the EINs can be reviewed and the session can be released as discussed in Section 3.8.6, Releasing and Canceling a Session.

3.8.6 Releasing and Canceling a Session

The releasing and canceling function is used for releasing or canceling an Edit Session. There are two ways to initiate this function: 1) select from the pull-down menu "View" and "Locks" options or 2) click the Padlock icon. Once initiated, the Lock and Changes Pending View is enabled.

There are two ways that an Edit Session can be released once in the Lock and Changes Pending View is initiated: 1) By User, or 2) By Session. By *User* means that a user can identify their session(s) by locating their name. A user could have edited one or many EINs in a session. By *Session* means that a user can identify their session by locating session date and document/reason for change. Although a user can have many sessions, the sessions can be reviewed individually and released one at a time.

There are two other ways to release and cancel that are strictly for the System Administrator: 1) By EIN and 2) By All. These options are not available for anyone else.

The Lock and Changes Pending View has the same icons on toolbar as Data View. The information related to the EINs are presented in two Views. The first View has the fields: Session, User, Date, Time, Reason, and Document. The second View has the fields: EIN, Field, Folder, Action, Pending Value, and Current Value. In the second View, the Pending Value has red lettering for easy viewing and can also be *edited* using this View. The Selection box allows a user to select 1) By User (Session) or 2) By EIN. The User name can be selected to the left of the Selection box using a pull-down menu.

The pull-down menu at the top of the View has the following options:

File

- Exit - Exists the application.

View

- Folders - Initiates Data View.

- Queries - Initiates Query View. Should not be available while in Query View.

- Reports - Initiates Report View.

- Locks - Initiates the Locks and Locks and Changes Pending View (Will be Grayed Out).

- By User Sessions - Will enable a view by a users sessions.

- By EINs - Will enable a View by EINs.

Show All Actions - For each edit made, all actions will be shown.

Disposition

Cancel Session - Cancels all changes made by one user in one session.

Cancel EIN - Cancels all changes made to one EIN and associated records.

Cancel User - Cancels all changes made by one user.

Cancel All - Cancels all changes pending.

Post Session - Post all changes made by one user in one session.

Post EIN - Posts all changes made to one EIN and associated records.

Post User - Posts all changes made by one user.

Post All - Posts all changes pending.

The Locks and Changes Pending View also has Confirmation dialog boxes for each disposition selected. For each Post Sessions and Post User or Cancel Session and Cancel User request there is a Confirmation dialog box enabled with an option to continue ('Yes') or cancel ('No'). If 'Yes' is selected and changes pending are released with no problems, another Confirmation dialog box is displayed stating session changes have been posted. If problems arise during posting, an error message will be displayed for problem clarification. All error messages are discussed in Section 5.0, Error Messages.

If 'No' is selected the request is canceled and the View remains in Locks and Changes Pending.

3.8.7 Change Log

The Change Log can be enabled by selecting from the pull-down menu "Utility" and selecting the "Change Log" option. The Change Log is in two views: Sessions and Changes. The Views use the scroll bars and the navigation buttons that are located at the bottom of the Views for moving about. When clicking "Done", the Change Log View is closed and Data View is presented.

When the user selects the edit mode to begin an Edit Session and performs changes, all changes are tracked and logged for EIN record tracking purposes. This change log tracks both Session and Changes information as discussed in Section 3.9.3, Change Log Review.

3.9 Administrative Functions**3.9.1 Drop-Down List Definitions**

The drop-down list definitions support the drop-down list information. Select from the pull-down menu "Utility" and "Definitions" option to initiate the Standard Data Definitions View. This View can only be changed by the System Administrator or Label Administrator. It is available for

viewing to non-administrative users and shows the drop-down lists available during all sessions (i.e, data entry and viewing).

Because some of the drop-down lists tables have more field information than others, the use of the Folders are present. The Folders are: Noun Name Abbreviations, Drawing Statuses, Label Codes, Component Functions, Farms/Facilities, Edit Reasons, EIN Components, EIN Systems, EIN Statuses. When a Folder is clicked, then it is brought forward for viewing.

If the privilege is set up for System Administrator or Label Administrator, then all the navigation buttons are available; if not, then the these buttons with a asterisk (*) are available to non-administrative users for viewing only:

Navigation Buttons:

< navigation button:*	Moves to the first entry.
< navigation button:*	Moves to the prior entry.
> navigation button:*	Moves to the next entry.
> navigation button:*	Moves to the last entry.
Plus Sign button:	Starts a new entry.
Minus Sign button:	Deletes a full entry.
Triangle button:	Initiates an edit.
Check Mark button:	Posts the entry.
Cross out button:	Cancels an edit, if entry has not been posted.
Swirl Arrow button:*	Refreshes the screen with newly posted entries.

The navigation buttons operate on the last table that was selected (clicking on any field or slider). When clicking "Done", the Standard Data Definitions View is closed and Data View is presented.

3.9.2 Access Control

The Access Control View can be enabled by selecting from the pull-down menu “Admin” and the “Access Control” option. This View enables a System Administrator to add and edit user information. The privileges that a user is limited to is defined by the System Administrator.

Full privileges are granted to a System Administrator, and on the other hand, the Read Only user has the most limited privileges. The following privileges that can be assigned by the System Administrator are:

- 1) System Administrator (accessible to all functions);
- 2) Label Administrator (accessible to EIN Related Fields);
- 3) Edit Data by Folder(s) (accessible to edit only the Folder or Folders assigned);
- 4) Read Only (accessible to view information; no editing).

When the System Administrator needs to assign a new user, password, and privilege(s), then the System Administrator can use the Access Control View to make these changes. A user must be assigned certain privileges from the System Administrator, including the System Administrator user.

The “User Search” area is used for locating names quickly. It works similar to Quick Search and the information is used to find user information only (not make edit changes). The View below the “User Search” has information related to a user including: Hanford Identification Number, Name, and Password. In this particular View is where information can be changed.

The Privileges for editing certain Folders are at the bottom of the View and if a Folder Privilege is check marked, then the privilege will become active after a post.

The toolbar navigation buttons are located at the top and work the same as discussed in previous sections. When clicking “Done”, the edits and new entries are posted and the Access Control View is closed and Data View is presented.

3.9.3 Change Log Review

When the edit sessions are released, audit trail information is logged for user and administrative review. From the pull-down menu, select “Utility” and “Change Log” to initiate the Change Log View. This View has two areas for review: Sessions and Changes.

The Sessions area can be viewed by using the slider bars to see the Session User (Name), Session Date, Session Time, Session Reason, and Session Document. The Changes area can be viewed by

using the slider bars to see the Release User, Release Date, and Release Time. The navigation buttons function the same as those used on the toolbar.

3.9.4 Change History

As discussed in section 3.9.3, Change Log Review, the changes are logged and a history is kept to continue an audit trail or record tracking of who changed the record information, why it was changed, time, date, and value that was changed. No privilege allows for the Change Information View to be modified.

4.0 ASSISTANCE

For assistance regarding adding/deleting a user and user privileges for the MEL Phase I application, contact the MEL System Administrator. Also, contact the MEL System Administrator for problems relating to the MEL Phase I application.

For assistance regarding the HLAN and computer resource difficulties, contact the HLAN Network Administrator, Computer Technical Support, at 376-1234.

For questions regarding the MEL application, on-line Help assistance will be available in the near future.

5.0 ERROR MESSAGES

The following are error messages that are presented to the user at a time when an error has occurred in the MEL application. Italics indicate where information is substituted into the message at run time. The error message can be closed by clicking OK. The * implies that user should write down the error message verbatim and provide it to the System Administrator.

Context: **Opening the Create New EINs View**

***Message:** 'Failed to open table.'

Reason: Will occur when Create New EINs View is attempting to be enabled and application cannot open a table.

Context: **Using 'Create' button in the Create New EINs View**

Message: 'Invalid entry for the "How Many?" field.'

Reason: Will occur when the Create button is selected, but the "How Many?" field is not completed.

Message: 'No Farm Structure selected.'

Reason: Will occur when the Create button is selected, but the "Farm/Structure" field is not completed.

Message: 'No System selected.'

Reason: Will occur when the Create button is selected, but the "System" field is not completed.

Message: 'No Component selected.'

Reason: Will occur when the Create button is selected, but the "Component" field is not completed.

Message: 'A beginning number is required.'

Reason: Will occur when the Create button is selected, but the "Beginning Number" field is not completed.

Context: **Using the 'Save All' button in Create New EINs View**

Message: 'Invalid EIN.'

Reason: Will occur when the 'Save All' button is selected, but the EIN presented is invalid.

Message: 'This EIN is already posted in the system.'

Reason: Will occur when the 'Save All' button is selected, but the EIN presented has already been posted in the system. EINs must be unique.

Message: 'This EIN is already in Changes Pending.'

Reason: Will occur when the 'Save All' button is selected, but the EIN presented is already in the Changes Pending. EINs must be unique.

*Message: 'CreateLock FAILED! '

Reason: An error was detected while attempting to save new EIN data to Changes Pending.

Context: **Using Export Function in Create New EINs View**

Message: 'Unsupported file type.'

Reason: Will occur when the export function file type presented is not .db or .txt.

Message: 'Export Failed.'

Reason: Will occur when the export function has been attempted and did not export the file successfully.

Context: **Using the 'View Changes' View**

Message: 'Insertions are not allowed here. Try the popup menu "new record" option, or the Utility | Create New EINs dialog.'

Reason: Will occur when user attempts to scroll below the last entry or hits 'insert' key.

Message: 'Deletions are not allowed here. Try the popup menu "delete record" option.'

Reason: Will occur when user attempts to delete a record while in 'View Changes'.

Context: **Using the Data View**

Message: 'Enter Edit mode and right click to access the "Delete Record" option. Record not deleted.'

Reason: Will occur when user attempts to 'CTRL-DEL' a record in a grid (table) rather than using the MEL Edit Menu.

Message: 'Enter Edit mode and right click to access the "New Record" option. Record not inserted.'

Reason: User attempts to insert a new record in a grid with 'insert' key.

Message: 'The EIN shown will duplicate an existing EIN! A part of the EIN should be changed.'

Reason: User changes a contributing component of the current EIN.

Message: 'Record is locked or in the process of being locked by 'another user.'

Reason: User attempts to 'lock', 'edit', or 'delete' a record. Wait, refresh, and try again.

*Message: 'CreateLockDataRecord: Cannot insert or post!!'

Reason: User attempts to insert or post a record and cannot (system does not allow it).

*Message: 'Error - *system message*'.

Reason: User attempts to create a 'new record'. A system error occurred.

*Message: 'Error - *system message*'.

Reason: User attempts any action that results in locking a database record. A system error occurred.

*Message: 'CreateLock FAILED! '.

Reason: User attempts any action that results in locking a database record.

Context: **While Editing Records**

Message: 'Data entry "' + *Value* + '" does not meet specification.'

Reason: User is editing and the value is not what was expected or does not meet formatting requirements. Carefully compare the entry with the format shown in the hint.

Message: 'Data entry "' + *Value* + '" missing required characters.'

Reason: User is editing and the value is not what was expected or does not meet formatting requirements.

Message: 'Data entry "' + *Value* + '" exceeds specification.'

Reason: User is editing and the value is not what was expected or does not meet formatting requirements.

Message: 'Change not saved.'

Reason: User is editing and the value is not what was expected or does not meet formatting requirements.

*Message: 'SaveDatabaseChanges: Cannot update LOCKDATA.'

'Action: '+action+'

'OldValue: '+oldValue

'NewValue: '+newValue

Reason: User is editing and the changes presented cannot be sent to Changes Pending.

Message: 'LocateLockDataRecord: Cannot find record.'

'LockID: '+intostr(lockID)

+'LockRec: '+intostr(lockRec)

+'TN: '+in

+'Table: '+tName

+' Field: '+fName

Reason: User is editing and the information required to edit is not available. If error does not go away after two tries, report to the System Administrator.

Context: **While Deleting a Record**

*Message: 'SaveDatabaseDeletion: Cannot save record in LOCKDATA:

' Action: Delete'

' OldValue: '+vRcdValues

' NewValue: (none)'

Reason: User is attempting to delete a record using the MEL Edit Menu.

Context: **While Inserting New Records**

Message: 'Duplicate entry. Please check your data.'

Reason: User is attempting to insert new records and the information presented duplicates existing data.

*Message: 'CreateNewDataTable: Unable to open QRYFLDS.'

Reason: User is attempting to insert new records and the information required to insert is not available.

Message: 'Only one record is allowed.'

Reason: User is attempting to insert more than one record to a single entry table or the single entry table already has a record.

Context: **User Attempts to Cancel Changes**

Message: 'CancelChangesPendingRecord: failed.'

Reason: User attempts to cancel changes in Change Pending and the cancel fails.

Message: 'CancelEINChangesPending: failed.'

Reason: User attempts to cancel changes in the Changes Pending by EIN and the cancel fails.

Message: 'CancelSessionChangesPending: failed.'

Reason: User attempts to cancel changes in the Changes Pending by Session and the cancel fails.

*Message: 'CancelSessionChangesPending failed +U:user name, L:lock id.'

Reason: User attempts to cancel changes in the Changes Pending by User and the cancel fails.

Message: 'CancelAllChangesPending: failed.'

Reason: User attempts to cancel changes in the Changes Pending by All and the cancel fails.

Context: **While Canceling or Posting Changes**

*Message: 'UnlockDatabaseRecord: system message '

Reason: User attempts to cancel or post changes. A system error occurred.

*Message: 'UnlockEINDatabaseRecords: Failed: table name '

Reason: User attempts to cancel or post changes by EIN and it fails on the named table.

*Message: 'UnlockSessionDatabaseRecords: Failed: system message'

Reason: User attempts to cancel or post changes by Session and it fails. A system error occurred.

*Message: 'UnlockAllRecords: Failed: table name'

Reason: User attempts to cancel or post changes by All and it fails on the named table.

*Message: 'DeleteLockDataLockRec: *system message*'

Reason: User attempts to cancel or post. A system error occurred.

*Message: 'DeleteEINLockData: *system message*'

Reason: User attempts to cancel or post by EIN and it fails. A system error occurred.

*Message: 'DeleteSessionLockData: *system message*'

Reason: User attempts to cancel or post by Session and it fails. A system error occurred.

*Message: 'DeleteAllLockData: *system message*'

Reason: User attempts to cancel or post by All and it fails. A system error occurred.

*Message: 'CleanupLocks: Deletion failed, LockID: *lockid*'

Reason: User attempts to cancel or post. An error was found in the Changes Pending data.

*Message: 'CleanupLocks: Count failed, LockID: *lockid*'

Reason: User attempts to cancel or post. An error occurred while counting Changes Pending.

*Message: 'Clear locks: *system message*'

Reason: User attempts to cancel or post. A system error occurred.

Context: **While Attempting to Post Changes**

*Message: 'PostChangesPendingRecord: Data not posted - unable to log session.'

Reason: User attempts to post in Changes Pending and posting fails.

*Message: 'PostEINChangesPending failed.'

Reason: User attempts to post EINs in Changes Pending and is unable to post.

*Message: 'PostSessionChangesPending failed.'

Reason: User attempts to post Sessions in Changes Pending and is unable to post.

*Message: 'PostUsersChangesPending failed.'

Reason: User attempts to post Users in Changes Pending and is unable to post.

*Message: 'PostAllChangesPending failed.'

Reason: User attempts to post All in Changes Pending and is unable to post.

***Message:** 'LogPostingSession failed. *system message*'
Reason: User attempts to post. A system error occurred causing posted changes not to be logged.

***Message:** 'LogAction: Failed to write CHANGLOG.'
Reason: Posted changes were not logged.

***Message:** 'LogAction: Failed to read LOCKDATA.'
Reason: User attempts to post. Logging process failed to read changes.

***Message:** 'GetSessionReleaseNo FAILED! *System message*'
Reason: User attempts to post. A system error occurred while attempting to get a session release number.

***Message:** 'GetFirstAction: Failed. I:'lockID + ' R:'lockRec'
Reason: User attempts to post. System failed to identify change action.

***Message:** 'DeleteDatabaseRecord: Failed. ' *table name* '
Reason: User attempts to post a record deletion for the named table and fails.

***Message:** 'InsertDatabaseRecord: Wrong field for data table.' Failed. ' *+table name* '
Reason: User attempts to post. Changes Pending table is broken.

***Message:** 'InsertDatabaseRecord: ' *system message* '
'Post operation aborted on duplicate record'
'IN: '+fieldByName('EIN').
'Table: '+fieldByName('LockedTable').
'Field: '+fieldByName('LockedField').
'Value: '+fieldByName('PendingValue').
'Posting this record would create an illegal duplicate.'
'Modify or cancel the new record.'
Reason: User attempts to post. Posting would result in duplicate record. Change data in Changes Pending and try again.

Message: 'New record for EIN ' *EIN, table name* ' is empty and cannot be posted.'
Reason: User attempts to post. An empty record was detected and not posted.

***Message:** 'InsertDatabaseRecord: Failed SQL for LOCKDATA: ' *system message* '
Reason: User attempts to post a new record which failed. System error.

*Message: 'UpdateDatabaseRecord: Failed SQL for LOCKDATA.'

Reason: User attempts to post. A system error occurred.

*Message: 'UpdateDatabaseRecord: Failed to activate *table name*.'

Reason: User attempts to post. Named table could not be activated.

*Message: 'UpdateDatabaseRecord: Wrong field for data table.'

Reason: User attempts to post. Table error.

*Message: 'UpdateDatabaseRecord: '*system message*'. +
'Post operation aborted on duplicate record.'
'IN: '+fieldByName('IN').asString+
'Table: '+fieldByName('LockedTable').asString+
'Field: '+fieldByName('LockedField').asString+
'Value: '+fieldByName('PendingValue').asString+
'Posting this record would create an illegal duplicate. '+
'Modify or cancel the change.'

Reason: User attempts to post. System detected a duplicate record.

*Message: 'UpdateDatabaseRecord: '*system message*+' '+ 'Failed scan of SQL result.'

Reason: User attempts to post. System error.

*Message: 'New EIN_Code FAILED!' *System Message*.

Reason: User attempts to post. Unable to generate an index for the new EIN.

Context: **Logging onto the Application**

Message: MessageDlg 'Exiting MEL...Verify your password with the system administrator.'

Reason: User attempts to log on the application and does not provide the correct password two times.

Context: **Using the 'Find' Feature**

Message: 'A field must be selected.'

Reason: User attempts to use 'Find' and does not provide a field selection.

Message: 'A search value must be entered.'

Reason: User attempts to use 'Find' and does not provide a value for searching.

Context: **Anytime**

*Message: 'Bad Mask. Contact System Administrator.'

Reason: The system detects an error in a data formatting mask used to validate data - report this message.

Context: **Opening the Changes Pending View**

*Message: 'Failed to open table.'

Reason: User attempts enable Changes Pending View and the information tables required to do so are unavailable.

Context: **While Performing Dispositions**

Message: 'No selection. Cancellation stopped.'

Reason: User attempts to perform a cancel disposition in Changes Pending and no records are selected.

Message: 'No selection. Posting stopped.'

Reason: User attempts to perform a posting disposition in Changes Pending and no records are selected.

Message: 'This operation cannot be performed while in Edit mode.'+'End edit session now?'

Reason: User attempts to perform a disposition in Changes Pending, but is still in an edit session. By selecting to end the edit session, the disposition can be completed.

Context: **While Attempting to Delete a Record**

Message: 'Deletions are not allowed here.' 'Use CANCEL to remove Changes Pending.'

Reason: User attempts to delete a record in Changes Pending. Records in Changes Pending cannot be deleted, but the changes represented in those records can be canceled.

Context: **While attempting to insert a record**

Message: 'Insertions are not allowed in Changes Pending.'

Reason: User attempts to insert a new record in Changes Pending.

Context: While in Query View

Message: 'The field "*field name*" has special match *criteria*, but is missing an entry in the value box.' 'Note: Enter the keyword "BLANK" if a blank value is desired.'

Reason: User attempts to perform a query and has selected a match criteria, but the value box is not completed. If a value is not wanted, then type in the word 'BLANK'.

Message: 'Parameter Error.'

Reason: The 'value' entry is not appropriate for the selected 'match' type.

Context: While in Query Results View

***Message:** 'No EIN field was found. This query result will not appear on the Reports form.'

Reason: User attempts to execute a query and no EINs were found. This means that if "Save for Reports" is selected, then the EIN List will be empty.

***Message:** 'Failed to copy EIN field to '*table name*'

Reason: User attempts to execute a query and EINs were found, but failed to copy them to the EIN List.

Context: While in Reports View

***Message:** 'Cannot run query for the EINs.'

Reason: A system error prevents creating a list of EINs.

***Message:** 'Cannot perform copy for tblAvail.'

Reason: A system error prevents creating a list of EINs.

Context: While in Access Control View

Message: 'Failed to open user table.'

Reason: The system is unable to open the table of user information.

6.0 PROBLEM/ENHANCEMENT FORM

If there are any areas in which a User sees possible improvements in MEL Phase I, send suggestions and input to the MEL System Administrator. The User should fill out the Request and Problem Information Table (see form below). The MEL System Administrator shall actively log these forms and will resolve and implement the appropriate solutions.

Request and Problem Information Table**NOTE: Submitter Fills In Parts 1-8 (NON-GRAY)****FOR SYSTEM ADMIN. USE ONLY**1. SCR Type: ☐ Development ☐ Problem ☐ Enhancement

SCR Number:

2. Submitted By:

Software Program Name:

3. Date:

TPCN, W/O:

4. Project Name:

Current Ver/Rev:

5. Submitter's Priority ☐

(1= Critical 2= Very Important 3= Important 4= Inconvenient 5=Interesting)

6. Requested
Completion Date:

7. Task/Change/Problem Title (One Sentence Description):

8. Detailed Description/Justification (Attach Additional Sheet If Necessary):

FOR DAES & SYSTEM ADMINISTRATOR USE ONLY: Software Change Request and Problem Report Resolution Information

Decision By:

☐ Accept ☐ Modify ☐ Reject ☐ Defer

Assigned To:

Target Release Date:

Solution Comments/Impact:

Software Programs, Modules or Files Affected:

Task Completed By:

Date:

Verified By:

Date:

Actual Release Version:

Date:

Closed By:

Date:

7.0 REFERENCES

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