

ATTACHMENT 7

See chapter 4, paragraph B3g.

CONSOLIDATED INQUIRY

This attachment provides the guidelines for constructing this user designed inquiry for requesting information on usable and scrap property in the DRMO inventory.

A. ACCESSING THE CONSOLIDATED INQUIRY. This inquiry can be accessed by selecting INQUIRIES MENU from the main menu and then selecting CONSOLIDATED INQUIRIES or by typing udic10go. The screen will display two inquiry options, one for DTIDs and one for scrap. (See figure 1). After you type the number of the option that you have selected, press ENTER.

Select one of the following items
1. CONSOLIDATED DTID INQUIRY
2. CONSOLIDATED SCRAP INQUIRY
3. Exit the application.
ENTER SELECTION:

FIGURE 1

B. ENTERING SEARCH CRITERIA

1. Selecting fields for inquiry. Any of the fields displayed on the screen where the cursor stops may be selected as criteria for your data search except the **DRMO RIC Field**. This field is constant and is automatically filled. For examples of criteria selected for a data search, see the chart in paragraph H, this attachment. When entering search criteria, you may fill the field, but have more criteria to enter. The system will continue to accept additional search criteria, but it may scroll off the screen (vanish temporarily). To view the added criteria, use your arrow keys.

NOTE: The RECORD STATUS CODE Field will default to !Z (not Z) so that all the DTIDs for usable or all the scrap records in the active inventory will be included. To restrict your search to property in a specific Record Status Code, enter that code, e.g., A to select all records in Record Status Code A.

2. Helpful keys for entering search criteria.

a. <RETURN> moves you from one field to the next.

b. <CTRL/U> moves you to the previous field.

c. <TAB> can be used to move quickly from one section of the screen to the next.

3. Correcting errors in the selection of search criteria. There are three methods of correction.

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a. First method - Move the cursor to the field where the mistake was entered and re-enter the correct criteria. Be certain to use the space key to remove any extra characters. This method is not recommended since you may miss some characters that have scrolled off the screen.

b. Second method - Press F13/CLEAR TO FIND and re-enter all the search criteria.

c. Third method - Move the cursor to the field that needs correction and press <CNTRL/Y>. This will clear the contents from that field. You may then re-enter the correct criteria. This method removes all the entries in that field and eliminates the possibility of missing characters that have scrolled off the screen.

4. Requesting the results. After all the search criteria have been entered, press F3 (to find). The system will then ask you to select the type of report for your inquiry.

NOTE: If you have not entered a RIC Suffix, the screen will display an error message requesting the DRMO RIC Suffix. Enter an * to include the Type I and all the Type IIs or restrict the search to a specific site by entering A or B, etc.

C. SELECTING THE TYPE OF REPORT. Three different types of reports can be created. See Figure 2. After selecting your report option, press <ENTER>.

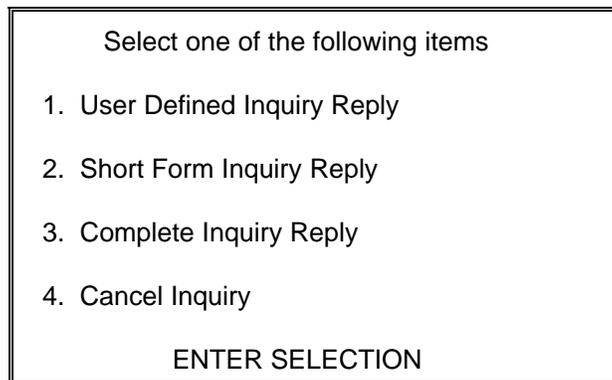


FIGURE 2

1. Option one (User Defined Inquiry Reply) allows you to select which fields you would like to report on and also allows you to enter a report title which will appear at the top of each page.

2. The second option (Short Form Inquiry Reply) creates a report displaying one line per DTID or one line per scrap record. The fields displayed on that line are predetermined and cannot be changed.

3. In the Complete Inquiry Reply for DTID inquiries, each DTID takes up four lines and contains all fields available in CONSOLIDATED INQUIRIES. For scrap inquiries each scrap record takes up two lines and contains all fields available in CONSOLIDATED INQUIRIES.

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D. SELECTING FIELDS TO DISPLAY. This paragraph applies to USER DEFINED INQUIRY REPLIES only. To continue with the SHORT FORM INQUIRY REPLY or the COMPLETE INQUIRY REPLY, go to paragraph E, this attachment. When you select the USER DEFINED INQUIRY REPLY OPTION, the system will display a screen showing 36 different data fields for DTID inquiries and 16 fields for scrap inquiries. These fields require report space varying from 2 to 30 spaces for DTIDs and from 3 to 67 spaces for scrap. The number of spaces required for each field is displayed in parentheses after the field name. The system will accept fields using a maximum of 133 spaces.

NOTE: Three fields are already marked for display by default for DTID inquiries (DTID Number, Quantity on Hand, and Stock ID). This leaves 95 spaces in the report for the DTID inquiry. One field is marked for scrap inquiries (Scrap ID). The marked fields can be unmarked, see paragraph D2.

1. To mark a field to be printed, position the cursor in front of the field name and enter an X. Then press the ENTER key.

2. To unmark a field, position the cursor in front of the field name and press the space bar. Then press the ENTER key.

3. When you mark or unmark a field and press <ENTER>, the number indicating report spaces remaining available for use will be adjusted accordingly. If a field is marked which causes the number of available report spaces to go below zero, you will not be able to proceed to the next screen until you have unmarked a field or fields bringing the number back up to zero or greater.

NOTE: By leaving more than 57 report spaces available for use, your reply will be formatted as a narrow report and can be viewed easily on the screen while in DRMO REPORTS (also called ACCESS REPORTS). When viewing CONSOLIDATED INQUIRY REPLIES in DRMO REPORTS, regardless of format, select TYPE - WIDE.

4. After marking all fields you want to print, continue by pressing F9, to add/update.

E. SORTING OUTPUT. The screen for the sort selection will be displayed by the system after you correctly complete selecting the fields to display for the USER DEFINED INQUIRY or after selecting either the SHORT FORM INQUIRY REPLY or the COMPLETE INQUIRY REPLY. The screen for DTID inquiries will display 44 different fields which includes 7 subfields from which to determine the sort selection. The screen for scrap sorts will contain 21 different fields for the sort selection. All three types of inquiries can be sorted according to user specifications.

1. To enter sort criteria, type the number that precedes the field name on the screen. If you want to sort on more than one field, enter a comma after the first field number, then enter another field number. If you are creating a USER DEFINED INQUIRY REPLY, your sort selection will be restricted to those fields that you marked for display.

2. Sorts can be in either ascending or descending order and can be performed on one or more fields listed on the screen. The system automatically defaults to ascending order. To sort in descending order, enter the minus sign (-) in front of the field number.

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3. If you select a field to sort on that has sub-fields, you may not also sort on a sub-field. For example, if you sort on Stock ID, you may not also sort on the NIIN/LSN field. Entering **39** (Stock ID) is actually the same as entering 40, 41, and 42 (FSC, NIIN/LSN, and Additional Data).

4. Before sorting the report in the order you specify, results will be sorted by DRMO RIC Suffix first. Press <F9> (to add/update) after you have entered the list of sort fields.

NOTE: If the DTID Number field has not been specified as part of the sort list, it may be added to the end to prevent random order reports. Also if the SCRAP ID Field or a sub-field of it has not been specified as part of the sort list, it may be added to the end to prevent random order reports. These added fields will have no effect on the preceding sort criteria.

F. ENTERING A REPORT TITLE

1. After completing the sort criteria selection, the system will display a field at the bottom of the sort screen which will request that the user enter a report title. This applies only to USER DEFINED INQUIRY REPLIES. If you selected the SHORT FORM INQUIRY REPLY or COMPLETE INQUIRY REPLY, go to paragraph G.

2. The title selected by the user will be displayed centered at the top of each page of the reply. If no title is entered, the default title will be "USER DEFINED DTID REPLY", for DTID inquiries and for scrap inquiries, the default title will be "USER DEFINED SCRAP REPLY".

3. Press F9 (add/update) this will generate a message at the bottom of the screen to complete the inquiry.

G. COMPLETING AN INQUIRY

1. After the system displays the report number for your inquiry, write it down for reference so that you can identify it in DRMO REPORTS. To complete the inquiry, press <RETURN>. The system will return to the menu in FIGURE 1, this attachment.

2. When an inquiry is completed, it is placed in the WIDE section of DRMO REPORTS under the MANAGEMENT Increment. A complete collection of WIDE Reports may be required before newly created inquiry replies are listed. If a complete collection does not show the report number you need, the inquiry may not have had time to process and should be checked again the next day.

3. The first page of each reply lists the search criteria that were specified to create that reply. The search criteria can be used to identify an inquiry if the report number has been misplaced or forgotten.

H. DESIGNING SEARCH CRITERIA. Searches begin by entering a specific value(s) in one or more of the Consolidated Inquiry fields. Any field that the cursor stops on may be used to enter search criteria, e.g., DTID Number, Record Status Code, Date Entered Inventory, etc. In addition to entering specific search criteria, a search may be initiated based on more general requirements by using metacharacters. The following is a description of the metacharacters in CONSOLIDATED INQUIRY and how they are used. (A metacharacter is a symbol or figure that is used in succession to another character, normally the preceding character is alpha or numeric. The following 8 metacharacters may be used in the

Consolidated Inquiry for user designed searches.)

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1. The Wild Card (*). The wild card can be substituted for any value. For example, entering a DTID with the first position of **F** and a wild card in the second position will bring up all DTIDs starting with **F**. Entering a DTID with the first position of **F** and the second position of **D** and the wild card in the third position would bring up all DTIDs starting with **FD**, etc. The wild card may be used anywhere in the field and it may be used more than once. The wild card may only be used in string fields. If you want to use it in a numeric date field, refer instead to the range metacharacter (-).

NOTE: The wild card should be used with caution since its search range is very broad and has the potential to initiate very long searches.

2. The Question Mark (?). The question mark forces a character into the position occupied by the question mark. For example, entering a DODAAC with a wildcard and entering the question mark in the HM/HW field will bring up all records with that DODAAC that have a HM or HW in that field. This metacharacter may be used more than once and may occur anywhere in the search criteria. The question mark can only be used in string fields.

3. The Square Brackets ([]). The square brackets match a list of characters specified within the brackets to a character occupying the corresponding position in the returned field.

4. Equal/Not Equal (=)/(!). The equal metacharacter will match values that are equal to the values specified. The not equal metacharacter matches any values not specified by the search criteria that follow it. The not equal metacharacter should not be used in combination with the logical OR metacharacter (,) except under certain circumstances. See paragraph H9, this attachment, for information on combinations of metacharacters.

5. The Range (-). The range metacharacter matches any values between and including those on either side of the dash.

6. The Less Than (<). The less than metacharacter matches any value less than the value specified by the search criteria.

7. The Greater Than (>). The greater than metacharacter matches any value greater than the value specified by the search criteria.

8. The Logical OR (,). Entering a comma in a field allows you to enter another like value in that same field. It will match values specified by either of the search criteria that surrounds it. One or more can be used in the same search string. For example, entering a DTID then a comma and another DTID will bring up both DTIDs. The comma can also be used in conjunction with other symbols. For example, !100,>10 in the quantity available field would bring up records with the quantity available that is not equal to 100, but is greater than 10.

9. Combinations

a. Search criteria can be designed using combination of any of the metacharacters previously mentioned. This can be very useful, but can also provide unexpected results if not

used carefully. It is recommended that when combinations of metacharacters are used, you always double check the search criteria before pressing **F3** (to find).

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b. The logical **OR** metacharacter (,) should not be used in combination with the not equal (!) except to include a search range excluded by the not equal. For example, if you want to create an inquiry containing all items whose sales referral numbers are not SYCA1N01 and not SYCA1L02. Entering the search criteria !SYCA1[LN]0[12] will exclude those two sales referral numbers, but will also exclude sales referral numbers SYCA1N02 and SYCA1L01. Since some records you may want have been excluded by the not equal (!), they can be re-included by using the logical OR. The resulting search criteria would be: !SYCA1[N02]0[12],SYCA1N02,SYCA1L01. Additional examples are given in the following chart.

EXAMPLES OF SEARCH CRITERIA

FIELD	CRITERIA	RESULTS
Quantity Received	1-10,1000	Records whose quantity received is from 1 to 10 or whose quantity received is 1000
DTID Number	FB*,WC*	DTIDs starting with FB or WC
Date Ent Inv	,01/01/95, .03/31/95	Records whose date entered inventory is before January of 1995 or after March of 1995
Quant on Hand	!5-30,9 or <5,9,>30	Records whose quantity on hand is less than 5, greater than 30, or 9 or records whose quantity on hand is less than 5, 9 or greater than 30
Record Stat Cd	![ZAC]	Records whose record status code is anything other than A, C, or Z
Unit Price	>100!999	Records whose unit price is more than 100 dollars but not 999 dollars

I. **ERRORS IN DESIGNING SEARCH CRITERIA.** Some of the common errors in designing search criteria and the recommended solutions are provided in the following examples.

1. Field: Date Received (or other date fields)
 Search Criteria: >12/31/92,<02/01/93
 Expected Results: DTIDs received during January 1993
 Actual Results: All DTIDs

Explanation: The user forgot that the comma metacharacter represents a logical OR. It does not represent a logical AND. All dates fall either after 12/31/92 OR before 02/01/93.

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- Solution: Use the range metacharacter
- Correct Criteria: 01/01/93-01/31/93
2. Field: Record Status Code (or other one character string fields)
- Search Criteria: !Z,!a or !Z,A
- Expected Results: DTIDs in status other than Z or A
- Actual Results: All DTIDs or DTIDs in status other than Z
- Explanation: In the first situation, the user is reading the comma as AND, when it should be read as OR. All statuses are either not Z or not A. In the second case, the "not equal" metacharacter should not be used in combination with the logical OR. When it is, it loses its meaning as soon as the comma is encountered. This means the "not equal" only applies to the Z and the records retrieved will be all those that are either not in Z status or are in A status.
- Solution: Don't use the ! in combination with the ,.
- Correct Criteria: ![ZA]
3. Field: FSC (or other numeric fields)
- Search Criteria: 23*
- Expected Results: DTIDs in FSG 23
- Actual Results: No records selected
- Explanation: The wild card metacharacter can only be used in string fields. Since the FSC field is numeric, the * loses its meaning and nothing is found.
- Solution: Use the range metacharacter instead.
- Correct Criteria: 2300-2399