

NATIONAL INSTITUTES OF HEALTH  
ADMINISTRATIVE DATABASE  
PROPERTY MANAGEMENT INFORMATION  
SYSTEM  
USERS GUIDE

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## I.A. Introduction

### I.A.I. Administrative Data Base System Summary

The NIH Administrative Data Base System (CADBS) is an agency-wide data base system designed to:

- 1) support the total materiel functions of the procurement, property, and supply processes (ordering and displaying of goods and services) including the delegation of procurement activity to the BID's on the NIH Campus and at remote locations,
- 2) provide accounting and other financial management support relative to this system,
- 3) provide NIH with an integrated management system which controls and manages the flow and processing of materiel data through the ADBS and as it interfaces with other business systems,
- 4) respond to the internal and external reporting requirements of NIN relative to materiel data, and
- 5) support the NIH user community by providing a means for acquiring goods and services in a timely effective and efficient manner.

#### Computer System

The computer system used in support of the Administrative Data Base System is IMS (Information Management System). IMS is a data base/data communications facility which supports user-written batch processing and teleprocessing applications. IMS/VS (Virtual Storage) user application programs are written in COBOL.

#### Terminal

The terminals used to enter data into the system are the IBM 3277 CRT (Cathode Ray Tube) display or other terminals which precisely emulate the IBM 3277 dedicated or dial-up mode.

### I.A.2. Property Management Information System

The Property Management Information System is used for tracking the location of property at the NIH. The data are then processed into files and hardcopy reports. There are two major functional areas of the Property Management Information System: Property Custodial Functions and Property Accountability Functions.

## I.B. Functional Responsibilities and Processing Flow

### 1. Property Custodial Functions

- . This data is collected by the Property Custodial Officers using the ADD & CHG & TRF functions and updated on the Property Management data base. New acquisitions are collected after receipt in the ADB Delpro System.
- . The following types of property actions are updated-by Property Custodial Officer:

- New Acquisitions
- Transfers
- Location Changes
- Custodial Changes within ICDs

The sequence of events is as follows:

The basic approach used by the ADB is for the Property Custodial Officer to first sign onto the systems identify user and select the Property Function Selection screen, then select via the function selection screen (menu) the desired function. This will in turn display the screen for that particular function. Once the appropriate function screen is displayed, the Property Custodial Officer may interact with ADB according to operating rules for that specific function. The ADB Sign-on procedure is outlined on Page 004. It is followed by complete operating instructions for functions accessible through the Property Function Selection Screen.

- . The Property Custodial Officer updates property data on the on-line data base as follows:
  - . By keying in the Function RVU, the Property Custodial Officer reviews undecaed property which has been received.
  - . By keying in the Function TRF, the Property Custodial Officer transfers property.
  - . By keying in the Function RVTO, the Property Custodial Officer reviews transferred property.
  - . By keying in the Function ADDV the Property Custodial Officer adds property to the Property data base.
  - . By keying in the Function CHO, the Property Custodial Officer changes or deletes property.
  - . By keying in the Function DSP, the Property Custodial Officer displays property.

## 2. Property Accountability Functions

The sequence of events is as follows:

The basic approach used by the ADB is for the Property Liaison Representative to first sign onto the system, identify user and select the Property Function Selection Screen, then select via the function selection screen (menu) the desired function. This will in turn display the screen for that particular function. Once the appropriate function screen is displayed, the Property Liaison Representative may interact with ADB according to operating rules for that specific function. The ADB Sign-on procedure is outlined on Page 004. It is followed by complete operating instructions for functions accessible through the Property Function Selection Screen.

- . The Property Liaison Representative updates property data on the on-line data base as follows:
  - . By keying in the Function RVUP  
the Property Liaison Representative reviews undecaled property which has been received.
  - . By keying in the Function PRT,  
the Property Custodial Officer prints the property transfer report.
  - . By keying in the Function RVT,  
the Property Liaison Representative reviews transferred property.
  - . By keying in the Function RVC,  
the Property Liaison Representative reviews changed property.
  - . By keying in the Function RVD,  
the Property Liaison Representative reviews deleted property.
  - . By keying in the Function RVS,  
the Property Liaison Representative reviews surplused property.
  - . By keying in the Function TBLP  
the Property Liaison Representative updates the appropriate Property Management Information System tables.

I.C. Property Management ADB Sign-On and Related Procedures

I.C.I. Assignment of Custodial Codes and User IDs

To access the ADB Property Management Information System, the Property Custodial Officer must have assigned to him/her a Custodial Code related to his/her Institute/Center/Division (ICD) and a User ID for accessing the ADB Property Management Information System.

For ICD Custodial Code assignment, the Property Custodial Officer should contact the Property Management Representative within his/her ICD.

For User ID assignment, the Property Custodial Officer should contact Dennis George of the Division of Computer Research and Technology (DCRT) at 496-6256.

## I.C.2 Maintaining User Keyword

The keyword is a "secret" word which is used by the system in conjunction with the user identification to grant the user the authority to use the specified user identification. When keyed in, it does not appear on the screen. The keyword consists of three characters (letters and/or numbers) which the user chooses.

Note: Because each ID is linked to one keyword, everyone who uses the same ID must also use the same keyword.

To Set or Change a Keyword:

1. Key in the following command: /FOR ADB (ENTER)
2. The Administrative Data Base System Sign-On format will appear on the screen.
3. Key in your initials (Example iii).
4. Key in your ID (Example iii).
5. Key in your KEYWORD (three blanks if you are setting a keyword for the first time OR your present keyword).
6. Key in KEY for Code.
7. Key in your NEW KEYWORD. (ENTER)
8. The system will respond with the message "I" KEYWORD HAS BEEN CHANGED TO kkk!!!".
9. To proceed with further activities key in your new keyword in the KEYWORD field and the CODE for the activity you have selected and hit ENTER.

### I.C.3 ADB Sign-On Procedures

For IBM 3270-type terminals, ADB Sign-On Procedures are as follows:

#### Initial Start Up:

- a. Turn on the terminal.
- b. Wait for CURSOR light and SYSTEM AVAILABLE light.
- c. Type: IMS CENTER)  
(Whenever '(ENTER)' appears, press Enter key).
- d. When the message TERMINAL CONNECTED TO IMS/VIS PROD' appears, press CLEAR and PA2 keys alternately several times. This clears all messages which might be queued in the system and prevents the terminal from going into response mode.

#### 2. Signing onto the system:

- a. Key in the following command: /FOR ADB (ENTER).
- b. The Administrative Data Base System Sign-On screen will appear. A sample of the Sign-On screen is on Page 006.
- c. Key in your INITIALS (Example, iii).
- d. Key in your ID (Example, iii).
- e. Key in your KEYWORD.
- f. Key in the CODE for the activity you have selected. For Property, the activity CODE key is PRP. CENTER)
- g. If a system message appears on the screen press either PA1 to display any further messages or ENTER to proceed.
- h. The appropriate Function Selection Menu will appear. A sample of the Property Function Selection Menu is on Page 007.
- i. Follow the instructions for the function you have selected.

#### 3. Proceeding with further activities:

- a. To proceed with another function, press the PF7 key. This will return you to the appropriate Function Selection Menu.
- b. Follow the instructions for the function you have selected.

#### 4. Signing Off:

- a. Once all activities have been completed, press the PF7 key which will return you to the appropriate Function Selection Screen.
- b. Press the PF7 key again, which will redisplay the Sign-On Screen. This completes the Sign-Off process. Leave the ADB System Sign-On screen on the CRT screen for the benefit of other system users.

#### 5. Signing Off at End of Day:

- a. Press CLEAR and PA2 keys alternately several times.
- b. Type: /RCL CENTER)
- c. Turn off the terminal.

KKK\* NOTE: For all other terminals, check with your local authority (i.e., ICD Administrative Officer) for logon procedures to the ADB for your specific terminal type.

I.C.3.a. IMS Sign-on Screen

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COMPUTER CENTER  
DIVISION OF COMPUTER RESEARCH AND TECHNOLOGY  
NATIONAL INSTITUTES OF HEALTH

THE FOLLOWING LOGON COMMANDS ARE VALID:

IMS  
IMSTEST  
TSO 'OPTIONAL LOGON PARAMETERS'  
DB2

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I.C.3.b. Administrative Data Base System Sign-On Screen

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ADMINISTRATIVE DATA BASE SYSTEM  
SIGN-ON

INITIALS:	ID:	KEYWORD:	CODE:	NEW KEYWORD:
CODE	ACTIVITY		CODE	ACTIVITY
DEL	DELPRO		INV	INVENTORY MANAGEMENT
CEN	CENTRAL PROCUREMENT		TRV	TRAVEL
DFM	DIV FINANVIAL MANAGEMENT		MAS	RACB: MAS & FUNDING
SSF	SERVICE & SUPPLY FUND			
PRP	PROPERTY MANAGEMENT			
LRS	LOAN REPAYMENT SYSTEM		KEY	KEYWORD CHANGE
			MSG	DISPLAY MESSAGES
			PRT	CHANGE PRINTER
	ENTER:	PROCESS	PFK7:	CLEAR SIGN-ON SCREEN

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I.C.3.c. Property Management Function Selection Menu

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PROPERTY MENU SCREEN  
FUNCTION SELECTION MENU

INITIALS: ::: ID: ::: CODE:  
CODE ICD FUNCTIONS                      CODE PPB FUNCTIONS

RVU	REVIEW UNDECALED PROPERTY	RVU	REVIEW UNDECALED PROPERTY
TRF	TRANSFER PROPERTY	PRT	PRINT TRANSFERRED PROPERTY
RVT	REVIEW TRANSF. PROPERTY	RVT	REVIEW TRANSF. PROPERTY
ADD	ADD PROPERTY	RVC	REVIEW ADDED/CHANGED PROPERTY
CHG	CHANGE PROPERTY	RVD	REVIEW DELETED PROPERTY
DSP	DISPLAY	RVS	REVIEW SURPLUSED PROPERTY

CLS            CLASS CODE/DESCRIPTION

ENTER: PROCESS            PFK7: SIGN-ON

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I.D Property Custodial Activities

I.D.I. To Review Undecaled Property (RVU)  
. By keying in the Function RVUP I  
the Property Custodial Officer reviews  
undecaled property received from the  
ADB Procurement System.

After signing onto the ADB system (See Page 004) and requesting  
the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in RVU. (ENTER)
- 2). Press Enter to review all records awaiting docaling.
- 3). Property information will now appear on the screen for  
the property to be reviewed. See Sample Screen on Page 009.
- 4). Enter Decal#, Class Code Model#, Serial# and  
Manufacturers Code.
- 5). To approve the property for acceptance into the Property  
Management System, press PF3.
- 10/91 6). Upon approval by the Property Custodial Officer, the  
10/91 Transaction Screen (2nd screen) will appear. Review  
10/91 and/or update the Condition Code, Building, Room,  
10/91 Transaction Code, Personal Appeal Flag and Accountable  
10/91 User fields. Press PF3.
- 10/91 7). To not accept the property and delete it from the queue,  
10/91 enter 'Y' in the Delete? field. Enter the reason for  
10/91 deletion in the RMKS field and press PF3.  
10/91 (NOTE: This step might be taken if the  
10/91 property has been received through the  
10/91 Procurement System and is decaled by the  
10/91 inventory team prior to decal by  
10/91 the Property Custodial Officer,  
10/91 then the Property Custodial Officer  
10/91 can delete it from the queue.  
10/91 The RMKS field might also be used to specify  
10/91 the Custodial Code to which the property  
10/91 should be re-routed.)
- 8). To review another property, proceed from Stop 3.
- 9). Press PF7 to return to the menu.
- 10/91 10). To exit to Complete Order Display, type 'DSP' or '01'  
10/91 in the EXIT field on the header screens then press PF7.  
10/91 The Complete Order Display screen will appear.  
10/91  
10/91 To return to Property, type 'RTN' in the EXIT field  
10/91 on the header screens then press PF7. The Property  
10/91 screen will appear.

I.D.I. (Continued)

xx\* NOTE: Decal numbers may be re-added if they  
\*\*\* have previously been deleted or have been used when  
adding only half (ie. 1st screen only) of the property  
record (ie. uncertified property item).



DATA ENTRY SPECIFICATIONS  
PROPERTY HEADER SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
02	DECAL#	Decal number of property. Enter 8 characters. To be entered by ICDS after receiving and decaling of property. Required. In CHANGE, type in decal# of property to be changed.
04	CLASS	Classification Code. Enter 8 characters. Class Code Table lookup. Required.
06	MODEL#	Model number of property. Enter up to 15 characters. Optional.
07	SERIAL#	Serial number of property. Enter up to 30 characters. Required.
09	MANUFCOD	Manufacturer Code number. Enter up to 6 characters. Required. Manufacturing Code Table lookup.
10	DEL?	Is this property to be deleted. I character. Blank or Y or N. If property is to be deleted a 'Y' response is required. Otherwise leave blank.
11	RMKS	Enter reason for deletion if deleting property from review queue.
30	EXIT	Enter 'DSP' or '01' to exit to Complete Order Display.



DATA ENTRY SPECIFICATIONS  
PROPERTY TRANSACTION SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	KEY	10 Characters. Key required. 'V' Node XX Number 999"99. System generated.
02	DECAL#	Decal number of property. 8 characters. System generated.
03	CC	Custodial Code. 5 characters. System generated.
31	LOC	Location of property. (i.e. Rocky Mtn. Labs (RML)P Phoenix Fred. Cancer Res. Center (FCRC), Balt. Geron. Res Center (BORC), NIEHS, etc.) Enter up to 6 characters. Optional.
04	COND	Condition Code. Enter 2 characters. Table lookup. Required.
05	BLDG	Building where property is located. Enter up to 6 characters. Required.
06	ROOM	Room where property is located. Enter up to 6 characters. Required.
08	TRANS	3 Characters with hyphen as follows X-XX. Transaction Code Table lookup.
09	VOUCHER#	Certifies and supports transfers. Comprised of Transaction Code Letter, the Calendar Year, and a sequential number. 8 characters. System generated.
10	PERSCUST?	Results from Class Code Table lookup. 1 character. Y or N. System generated.
11	ACCT USER	Designates person accountable for personal custody item. Required if PERSCUST = Y. Enter up to 20 characters.
12	SUPRV	Accountable User's Supervisor. 20 Characters. Required.
13	BLDG	Accountable User's Supervisor's Bldg. 6 Characters. Required.
14	ROOM	Accountable User's Supervisor's Room. 6 Characters. Required.
15	TEL	Accountable User's Supervisor's Phone. 12 Characters. Required.

I.D.2. Transfer of Property - Form 649 (TRF)

- . By keying in the Function TRF, the Property Custodial Officer automatically transfers his/her property at one time.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TRF.
- 2). The Transfer Screen will appear on the screen.
- 3). Key in the Key or Decal Number for property to be transferred. (CENTER) See Sample Screen on Page 012. Up to 6 decal numbers may be keyed in.
- 4). A list of all property to be transferred will appear on the screen. This list will also include error messages for any property which did not pass the edits during update.
- 5). Press PF3 and the property will be transferred. If transferring to another ICD or Surplus, a Form 649 Report of Property Transferred will be printed at your terminal printer. If transferring to Surplus, a Form 649 Report of Property Transferred will also be printed at the terminal printer in Surplus, Bldg. 13P Room 2E75.
- 6). To transfer additional property, proceed from Step 3.
- 7). Press PF7 to return to the menu.



DATA ENTRY SPECIFICATIONS

PROPERTY TRANSFER SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	VOUCHER#	Document number from this transfer form. Certifies and supports transfers. Comprised of Transaction Code Letter, the Calendar Year and a sequential number. 8 characters. System generated.
TRANSFERRED FROM FIELDS		
02	ICD	NIH Institutes/Centers/Divisions.
03	CONTACT	Property Custodial Officer Name.
04	TEL	Telephone number of Property Custodial Officer. 12 characters. System generated.
05	CAN	Common Accounting Number. Enter 8-digit CAN including fiscal year (FY).
06	BLDG	Building property is being transferred from. Enter up to 6 characters.
07	ROOM	Room property is being transferred from. Enter up to 6 characters.
08	CC	Custodial Code. Enter 5 characters. Required.
09	LAST USER	Last person to have this piece of property in their possession. Enter up to 15 characters. Required.
31	LOC	Location of property. (ie. Rocky Mtn. Labs (RML), Phoenix, Fred. Cancer Res. Center (FCRC), Balt. Geron. Res. Center (BGRC), NIEHS, etc.) Enter up to 6 characters. Optional.

TRANSFERRED TO FIELDS

10	ICD	NIH Institutes/Centers/Divisions.
11	CONTACT	Property Custodial Officer Name.
04	TEL	Telephone number of Property Custodial Officer. 12 characters. System generated.
06	BLDG	Building property is being transferred to. Enter up to 6 characters.
07	ROOM	Room property is being transferred to. Enter up to 6 characters.
08	CC	Custodial Code. Enter 5 characters. Required.

DATA ENTRY SPECIFICATIONS  
PROPERTY TRANSFER SCREEN  
(CONTINUED)

FIELD NO.	FIELD NAME	DESCRIPTION
09	NEW USER	Next person to have this piece of property in their possession. Enter up to 15 characters. Optional.
31	LOC	Location of property. (ie. Rocky Mtn. Labs (RML), Phoenix, Fred. Cancer Res. Center (FCRC), Balt. Geron. Res. Center (BGRC), NIEHSP etc) Enter up to 6 characters. Optional.
32	COMMENTS	Comments. 65 Characters. Optional.
16	DECAL #	Decal Number of property being transferred. Enter up to 8 characters. Required.
17	KEY	Property key. Enter 10 characters. 'V" Node XX Number 9999999. Required.
18	DESC	Description of property. 20 characters. System generated.
19	SERIAL#	Serial number of property. 30 characters. System generated.
20	COND	Condition Code of property. 2 characters. System generated or entered.
21	CLR	Does this property need clearance? Enter 1 characters Y or N. Required.

I.D.3. To Review Transferred Property (RVT)

- . By keying in the Function RVT, the Property Custodial Officer reviews property transferred to him/her by another Property Custodial Officer.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code? key in RVT. CENTER)
- 2). Key in the Key or Decal Number of the property to be reviewed or press ENTER to review all records awaiting transfer. (ENTER)
- 3). Property information will now appear on the screen for the property to be reviewed. See Sample Screen on Page 016.
- 4). To approve the property for transfer within the Property Management System press PF3.
- 5). To review another property, proceed from Step 4.
- 6). Press PF7 to return to the menu.

SAMPLE PROPERTY HEADER SCREEN (for RVT function)

-----

PROPERTY RECORD						ODAYA
KEY:	DECAL#:		CLASS:		CC:	
MODEL#:		SERIAL#:			DEL?	
MANUFCOD:	MANUF:		CONTRACT#:			
LIFEEXP: .	LASTINV:	WARRANTY DATE:	CASH VOUCHER:			
EIN:	. VENDOR:		COMP? :			
ORDER#:	L#:					
ORDER#:	L#:	WR#:	L#: @	RS#:	L#:	
DESC:		ACQCOST:	ACQDATE:		INST:	
RMKS:						
STATUS:	CERTDATE:	LUPDATE:	BIDAUTH:			
	ENTER:DSP PFI:EDIT PF7:MENU PA1:PAGE PF3:APPROVE					

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#### I.D.4. To Add Property (ADD)

- . By keying in the Function ADD,  
the Property Custodial Officer adds property.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu

- 1). For Function Selection Code, key in ADD.
- 2). The Property ADD screen will be displayed.  
See sample screen on Page 022.
- 3). Begin entering data at the left of the screen.  
Move the CURSOR to each field and key in the appropriate data. If the CURSOR skips a field, then that field is provided by the system. Enter reason for addition in the RMKS field.
- 4). Press ENTER. Or, you may press PF1 which will pre-edit the data.
- 5). If error messages appear correct the errors.  
See 'Property Data Entry Errors' on Page 021.
- 6). If there are no errors the second screen, Property Transactions Screen, will appear for data entry.  
To add comments on the Comments Screen, press PF2.
- 7). If there are no errors, the message  
'\*\*\*99999999 ADDED FOR CUSTODIAN: 99999' will be displayed on a blank screen.
- 8). To add another Property proceed from Step 3.
- 9). Press PF7 to return to the menu.

Note: Decal numbers may be re-added if they have previously been deleted or have been used when adding only half (ie. 1st screen only) of the property record (ie. uncertified property item).

10/91 NOTE: To re-add Decal Numbers you may also copy a 10/91 record into the header and transaction screens 10/91 in the ADD Function by entering the ADD Function and 10/91 typing in the Key Number of the record.  
10/91 The fields of the record will appear  
10/91 and you may then type in the new decal number.

I.D.S. To Change Property (CHG)

- . By keying in the Function CHG,  
the Property Custodial Officer changes property.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in CHG.
- 2). Key in Key or Decal Number of the property to be changed. (ENTER)
- 3). Property information will now appear on the screen for the property to be changed. See Sample Screen on Page 022.
- 4). Position the CURSOR to the property field to be changed and type in the new data. Continue this procedure until all required property data have been changed. Enter reason for change in the RMKS field.
- 5). Press ENTER. Or you may press PFI which will pre-edit the data.
- 6). If there are any error messages correct the errors (See Data Entry Errors on Page 021).
- 7). To change a field on the second screen, Property Transaction Screen press PA1 for paging. To change comments on the Comments Screen, press PF2.
- 8). If there are no errors, the message '\*\*\*99999999 HAS BEEN CHANGED FOR CUSTODIAN: 99999' will appear on the screen.
- 9). To change another property, proceed from Step 2.
- 10). Press PF7 to return to the menu.

\*\*\*\* NOTE: To change Custodial Code, use the TRF Function to transfer the property to another custodian. (See Page 011).

NOTE: To change Decal Number, first delete the property using the CHG function with 'Y' in the Delete field, (See Page 19), then re-add the property using the ADD Function (See Page 17). Prior to deletion, make sure you have a hardcopy listing of the property from which to re-add the property.

OR

NOTE: To change Decal Numbers first delete the property  
10/91 using the CHG function with 'Y' in the Delete fields  
10/91 See Page 19), then re-add the property by  
10/91 copying the deleted decal record into  
10/91 the header and transaction screens  
10/91 in the ADD Function by entering the ADD Function and  
10/91 typing in the Key Number of the deleted record (See Page 17).  
10/91 The fields of the deleted decal record will appear  
10/91 and you may then type in the new decal number.

I.D.6. To Mark Property for Deletion (CHG)

- . By keying in the Function CHGP  
the Property Custodial Officer deletes property.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu;

- 1). For Function Selection Code, key in CHG.
- 2). Key in the Key or Decal Number of the property to be deleted. (ENTER)
- 3). Property information will now appear on the screen for the property to be deleted. See Sample Screen on Page 022.
- 4). Type 'Y' in the Delete field to mark for deletion.  
Enter reason for deletion in the RMKS field.  
NOTE: If you delete the property and fail to enter the reason for deletion in the RMKS fields you may enter CHG again, and enter the reason for the deletion.
- 5). Press ENTER to delete property.
- 6). If there are no errors, the message '\*\*\*99999999 HAS BEEN DELETED FOR CUSTODIAN: 99999' will appear on the screen.
- 7). To display another property, proceed from Stop 2.
- 8). Press the PF7 key to return to the menu.

I.D.7. To Display Property CDSP)

- . By keying in the Function DSP,  
the Property Custodial Officer displays property.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in DSP. (ENTER)
- 2). Key in the Key or Decal Number of the property to be displayed. (ENTER)
- 3). Property information will now appear on the screen for the property to be changed. See Sample Screen on Page 022.
- 4). To display property on the second screens Property Transaction Screen press PA1 for paging.  
To display comments on the Comments Screen, press PF2.  
To display components on the Components Screen press PF6.
- 5). To display another property, proceed from Stop 2.
- 6). Press PF7 to return to the menu.

I.D.8. To Correct Data Entry Errors for Property

- 1). Refer to the Data Entry Specifications for Property for information on the legal values for data fields.
- 2). Position the cursor to the incorrect field(s) and enter the correct data.
- 3). Press PF1 to edit the data.
- 4). If there are more errors, go to Step 1.
- 5). If the information is correct,
- 6). Press ENTER.
- 7). If you are doing a CHANGE, the system will display a blank change screen with the message '\*\*\*99999999 HAS BEEN CHANGED FOR CUSTODIAN: 99999.' displayed at the bottom.



DATA ENTRY SPECIFICATIONS  
PROPERTY HEADER SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	KEY	10 Characters. Key required. 'V' Node XX Number 9999999. In ADDP leave blank. System generated. In CHANGE P type in key of property to be changed.
02	DECAL#	Decal number of property. Enter 8 characters. To be entered by ICDs after receiving and decaling of property. Required. In CHANGE P type in decal# of property to be changed.
04	CLASS	Classification Code. Enter 8 characters. Class Code Table lookup. Required.
05	CC	Custodial Code. Enter up to 5 characters. Identifies your ICD. Required. Custodial Code Table lookup.
06	MODEL#	Model number of property. Enter up to 15 characters. Optional.
07	SERIAL#	Serial number of property. Enter up to 30 characters. Required.
08	DEL?	Is this property to be deleted. I character. Blank or Y or N. If property is to be deleted a 'Y' response is required. Otherwise leave blank.
09	MANUFCOD	Manufacturer Code number. Enter up to 6 characters. Required. Manufacturing Code Table lookup.
10	MANUF	Manufacturer's Name. 1-25 characters. Table lookup. System generated.
11	CONTRACT#	Contract Number. 15 Characters. Optional.
12	LIFEXP#	Info/Depreciation Cycle. Enter up to 3 characters. Must be numeric.
13	LASTINV	Date of last inventory. 8 characters. Enter month/day/year (eggs 03/06/90). Required.
14	WARRANTY DATE	Date that warranty on property expires. Enter month/day/year (e.g., 03/06/90).

DATA ENTRY SPECIFICATIONS  
PROPERTY HEADER SCREEN (CONTINUED)

FIELD NO.	FIELD NAME	DESCRIPTION
15	CASH VOUCHER#	Cash Voucher Number. 8 Characters. Optional.
16	EIN	Vendor Code Employer Identification Number. Enter up to 12 characters. Required.
17	VENDOR	Vendor Name. 32 characters. Supplied from ADB Vendor Data Base. System generated.
18	COMP?	System generated. Y or N. Leave as is.
19	ORDER#	Purchase Order Number. Enter up to 8 characters. Optional.
20	L #	Purchase Order Line Number. Enter up to 2 characters. Must be numeric. Optional.
21	WR#	Work Request Number. Enter up to 8 characters. Optional.
22	L #	Work Request Line Number. Enter up to 2 characters. Must be numeric. Optional.
23	RS#	Stock Requisition Number. Enter up to 9 characters. Optional.
24	L #	Stock Requisition Line Number. Enter up to 3 digits. Optional.
25	DESC	Description of property. Enter up to 20 characters. Optional.
26	ACQCOST	Acquisition Cost/Purchase Order Line Unit Price. 10 characters. Must be numeric. Enter a dollar amount from .01 through 9999999.99. Do not enter commas. Required.
27	ACQDATE	Acquisition date received. 8 characters. Enter month/day/year
28	INST	Purchase Order Institute. 6 Characters. Leave as is.
29	RMKS	Enter reason for addition change or deletion of property.



DATA ENTRY SPECIFICATIONS  
PROPERTY TRANSACTION SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	KEY	10 Characters. Key required. 'V' Node XX Number 9999999. System generated.
02	DECAL#	Decal number of property. 8 characters. System generated.
03	CC	Custodial Code. 5 characters. System generated.
04	COND	Condition Code. Enter 2 characters. Table lookup. Required.
31	LOC	Location of property. (i.e. Rocky Mtn. Labs (RML) Phoenix, Fred. Cancer Res. Center (FCRC) Balt. Geron. Res Center (BORC) NIEHS, etc.) Enter up to 6 characters. Optional.
05	BLDG	Building where property is located. Enter up to 6 characters. Required.
06	ROOM	Room where property is located. Enter up to 6 characters. Required.
07	COMPONENT OF?	Is this property a component of another property? 10 characters. Enter property key. Required if property component is a component of another piece of property. Otherwise optional.
08	TRANS	3 Characters with hyphen as follows X-XX. Transaction Code Table lookup.
09	VOUCHER#	Certifies and supports transfers. Comprised of Transaction Code Letter, the Calendar Year, and a sequential number. 8 characters. System generated. 0
10	PERSCUST?	Results from Class Code Table lookup. 1 character. Y or N. System generated.
11	ACCT USER	Designates person accountable for personal custody item. Required if PERSCUST = Y. Enter up to 20 characters.

12	SUPRV	Accountable User's Supervisor. 20 Characters. Required.
13	BLDG	Accountable User's Supervisor's Bldg. 6 Characters. Required.
14	ROOM	Accountable User's Supervisor's Room. 6 Characters. Required.
15	TEL	Accountable User's Superviscr's Phone. 12 Characters. Required.

DATA ENTRY SPECIFICATIONS  
PROPERTY TRANSACTION SCREEN  
(CONTINUED)

FIELD

NO. FIELD NAME DESCRIPTION

LEASE FIELDS

Required if property is being leased, otherwise leave blank.

12	LEASE?	Is this property being leased? Enter 1 character, Y or N.
13	CONTRACT#	Contract Number on lease. Enter up to 15 characters.
14	EXP DATE	Lease Expiration Dace. 8 characters. Enter month/day/year (e.g., 03/07/90).

LOAN FIELDS

Required if property is a loan, otherwise leave blank.

15	LOAN?	Is this property a loan? Enter 1 character, Y or N.
16	LOAN#	Number of Loan. Enter up to 15 characters.
17	BEGIN DATE	Beginning loan date. 8 characters. Enter month/day/year (e.g., 03/07/90).
18	END DATE	Ending Loan Date. 8 characters. Enter month/day/year (e.g. 03/07/90).

LEASE WITH OPTION TO BUY FIELDS

Required if property is being leased with option to buy,  
otherwise leave blank.

19	LEASE/BUY?	Lease with option to buy flag Enter 1 characters Y or N.
20	CONTRACT#	Contract Number on lease. Enter up to 15 characters.
21	EXP DATE	Lease with option to buy expiration date. 8 characters. Enter month/day/year (e.g., 03/07/90).
22	LAPSE DATE	Purchase option lapse date. Date beyond which you no longer have an option to buy. 8 characters. Enter month/day/year (e.g., 03/07/90).

DATA ENTRY SPECIFICATIONS  
PROPERTY TRANSACTION SCREEN  
(CONTINUED)

FIELD

NO.            FIELD NAME            DESCRIPTION

DISPOSAL FIELDS

Required if property is being disposed otherwise leave blank.

23	DISPOSAL DATE	Tradein/Disposal Date. 8 characters. Enter month/day/year (e.g., 03/07/90).
24	AGE	Age of property being disposed of. Enter up to 3 characters.
25	AUTH	Person who has authority to dispose of property. Enter up to 20 characters.
26	\$RCVD	Dollar amount received for this piece of property when disposed of. Must be numeric. Enter a dollar amount from .01 through 9999999.99. Do not enter commas.
27	SCRAPPED WITH	Person who is receiving scrapped/disposed property. Enter up to 20 characters.

SAMPLE PROPERTY COMMENT SCREEN (for all functions except TRF & PRT).

-----  
PROPERTY COMMENTS SCREEN ODAYC  
-----  
-----  
-----  
-----  
-----  
-----  
-----

: : : : : : : :

ENTER: UPD PFK1: EDIT PFK4: REDISPLAY PFK6: COMPONENT PFK7: MENU

-----

DATA ENTRY SPECIFICATIONS  
PROPERTY COMMENT SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	KEY	10 Characters. System generated. 'V' Node XX Number 9999999.
02	DECAL#	Decal number of property. 8 characters. System generated.
03	COMMENT	10 78-char lines. Contains warranty and repair info. Enter from 1-78 characters per line.

SAMPLE PROPERTY COMPONENT SCREEN (for all functions except TRF & PRT).

-----  
PROPERTY COMPONENT SCREEN - ODAYO

KEY:           DECAL#:

KEY            DECAL#            DESCRIPTION

ENTER:UPD PFK1:EDIT, PFK2:COMMENT PFK4:REDISPLAY PFK7:MENU

-----

DATA ENTRY SPECIFICATIONS  
PROPERTY COMPONENT SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	KEY	10 Characters. System generated. 'VI Node XX Number 9999999.
02	DECAL#	Decal number of property. System generated.
03	KEY	Key of Component. Enter 10 characters. 'V' Node XX Number 9999999.
04	DECAL#	Decal number of Component. Enter 8 characters.
05	DESCRIPTION	Description of component. Enter 1-20 characters.

I.D.10. To Display Class Code/Description (CLS)

- . By keying in the Function CLS,  
the Property Custodial Officer displays Class Code  
Description.

After signing onto the ADB system (See Page 004) and requesting  
the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in CLS. (ENTER)
- 2). Key in the string of names for which you are searching. (ENTER)
- 3). Class Code Description will now appear on the screen.  
See Sample Screen on Page 032.2.
- 5). To display another screen, proceed from Step 2.
- 6). Press PF7 to return to the menu.

SAMPLE CLASS CODE DESCRIPTION SCREEN

-----  
DESCRIPTION NAME SELECTION SCREEN ODABYB

START AT NAMES LIKE:

ENTER = DISPLAY      PF7 = EXIT  
-----

DATA ENTRY SPECIFICATIONS  
CLASS CODE/DESCRIPTION SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
01	START NAMES	Description string for the class codes for which you are searching. 20 Characters.

I.D.11. To Display Personal Appeal Item (PAI)

- . By keying in the Function PAI an the Property Menu  
Screen the Personal Appeal Item Screen will appear.

After signing onto the ADB system and requesting the  
Property Management Function Selection Menu:

- 1) For Function Selection Code, key in PAI. (ENTER)
- 2) Key in the key or the decal number. (ENTER)
- 3) Personal Appeal Item will now appear on the screen.  
See Sample Screen on Page 032.5.
- 4) To print Personal Appeal Item Form press PF9.
- 5) To display another screen, proceed from Stop 2.
- 6) 6) Press PF7 to return to the menu.



DATA ENTRY SPECIFICATIONS  
PERSONAL APPEAL ITEM SCREEN

FIELD NO.	FIELD NAME	DESCRIPTION
09	KEY	Key for the Personal Appeal Item for which you are searching. 10 Characters.
DECAL		Decal number for the Personal Appeal Item for which you are searching. 8 Characters.

I.D.12 To Display Property Pass (PSS)

- . By keying in 'PSS' on the Property Menu Screen, the Property Pass Screen will appear.

After signing onto the ADB system and requesting the Property Management Function Selection Menu:

- 1) For Function Selection Code, key in PSS. (CENTER)
- 2) Key in the key or the decal number. (ENTER)
- 3) Property Pass will now appear on the screen. See Sample Screen on Page 032.8.
- 4) To print Property Pass Form, Press PF9.
- 5) To display another screen, proceed from Stop 2.
- 6) Press PF7 to return to the menu.



DATA ENTRY SPECIFICATIONS  
PROPERTY PASS SCREEN

FIELD NAME	DESCRIPTION
KEY	Key of property pass for which you are searching. 10 Characters.
DECAL	Decal number of the property pass for which you are searching. 8 Characters.

I.E. Property Accountability Activities

The Property Liaison Representative may perform the DSPP RVTP RVU functions of the Property Custodial Officer in addition to the functions listed below:

I.E.1. To Review Undeclared Property (RVU)

Same as Property Custodial Activities - See Page 008.

If re-routing property to another custodial code, type the new custodial code in the CC field and press PF3.

I.E.2. To Print Transferred Property Report - Form 649 (PRT)

- . By keying in the Function PRT,  
the Property Custodial Officer prints additional copies  
of Form 649 Report of Property Transferred  
for property awaiting transfer to Surplus.

After signing onto the ADB system (See Page 004) and requesting  
the Property Management Function Selection Menu:

- 1). For Function Selection Code key in PRT. (ENTER)
- 2). Key in the Voucher Number of the transferred property. (ENTER)
- 3). Property information will be printed at your terminal printer  
for the property transferred to Surplus. See Sample Screen on Page 035.
- 4). To print another transfer reports proceed from Stop 2.
- 5). Press PF7 to return to the menu.



I.E.3. To Review Transferred-to-Surplus Property (RVT)  
Same as Property Custodial Activities - See Page 015.

I.E.4. To Review Added/Changed Property (RVC)

- . By keying in the Function RVCP  
the Property Liaison Representative  
reviews added/changed property.

After signing onto the ADB system (See Page 004) and  
requesting the Property Management Function Selection Menu:

- 1). For Function Selection Codep key in RVC.
- 2). Key in the Key or Decal Number of the property to be reviewed  
or press ENTER to review all records awaiting decaling. (CENTER)
- 3). Property information will now appear on the screen for  
the property to be reviewed. See Sample Screen on Page 040.
- 4). To approve the property for acceptance into the Property  
Management System press PF3.
- 5). Upon PF3 for approval or ENTER, the next property  
item to be reviewed will appear on the screen.  
To review the property items proceed from Step 4.
- 6). Press PF7 to return to the menu.

- I.E.5. To Review Deleted Property (RVD)
- . By keying in the Function RVD,  
the Property Liaison Representative  
reviews deleted property.

After signing onto the ADB system (See Page 004) and  
requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in RVD.
- 2). Key in the Key or Decal Number of the property to be reviewed  
or press ENTER to review all records awaiting decaling. (ENTER)
- 3). Property information will now appear on the screen for  
the property to be reviewed. See Sample Screen on Page 040.
- 4). To approve the property for acceptance into the Property  
Management System press PF3.
- 5). To review another property, proceed from Step 4.
- 6). Press PF7 to return to the menu.

- I.E.6. To Review Surplused Property (RVS)
- . By keying in the Function RVS,  
the Property Custodial Officer reviews  
property awaiting transfer to Surplus.

After signing onto the ADB system (See Page 004) and requesting  
the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in RVS. (ENTER)
- 2). Key in the Key or Decal Number of the property to be reviewed  
or press ENTER to review all records awaiting transfer to Surplus. (ENTER)
- 3). Property information will now appear on the screen for  
the property to be reviewed. See Sample Screen on Page 040.
- 4). To review another property, proceed from Stop 2.
- 5). Press PF7 to return to the menu.

I.E.7. To Add Property (ADD)

Same as Property Custodial Activities - See Page 017.

\*\*\*\* NOTE: "PAO" Catchall User ID may add any custodians property.  
"PAL" Research Contracts User ID may add Research Contracts property (ie. 70000 series Custodial Code)

I.E.8. To Change Property (CHG)

Same as Property Custodial Activities - See Page 018.

\*\*\*\* NOTE: "PAG" Catchall User ID may change any custodians property.  
"PAL" Research Contracts User ID may change Research Contracts property (ie. 70000 series Custodial Code)  
"PAF" Surplus User ID may change Surplus property (ie. 09000 series Custodial Code)

I.E.9. To Transfer Property (TRF) - Form 649

Same as Property Custodial Activities - See Page 011.

\*N\*\* NOTE: "PAG" Catchall User ID may transfer any custodians property.  
"PAL" Research Contracts User ID may transfer Research Contracts property (ie. 70000 series Custodial Code)  
"PAF" Surplus User ID may transfer Surplus property (ie. 09000 series Custodial Code)

I.E.10. SAMPLE PROPERTY HEADER SCREEN (for all functions except TRF & PRT)

PROPERTY RECORD -

ODAYA

KEY: DECAL: CLASS: CC:  
MODEL: SERIAL #: DEL?  
MANUFCOD: MANUF: CONTRACT#:  
LIFE EXP: LASTINV: WARRANTY DATE: CASH VOUCHER:  
EIN: VENDOR: COMP?:  
ORDER #: L#: wr#: L#: RS#: L#:  
DESC: ACQCOST: ACQDATE: INST:

RMKS:  
STATUS: CERTDATE: LUPDATE: BIDAUTH:

ENTER:DSP PF1:EDIT PF7:MENU PA1:PAGE PF3:APPROVE

SAMPLE PROPERTY TRANSACTION SCREEN (for all functions except TRF & PRT)

-----  
PROPERTY TRANSACTIONS SCREEN

ODAYT

KEY:                   DECAL#:

CC: ::::: COND: . LOC:                   BLDG:                   ROOM:                   COMP OF?

TRANS:               VOUCHER#: ::::: PERSCUST?                   ACCT. USER:

SUPRV:                                   BLDG:                   ROOM:                   TEL:

LEASE FIELDS

LEASE? . CONTRACT#:                   EXP DATE:

LOAN FIELDS

LOAN?               LOAN#                                   BEGIN DATE:               -               END DATE:

LEASE WITH OPTION TO BUY FIELDS

LEASE/BUY?       CONTRACT#:                   EXP DATE:                   LAPSE DATE:

DISPOSAL FIELDS

DISPOSAL DATE:                   AGE:                   AUTH:

\$RCVD:                                   SCRAPPED WITH:

ENTER:UPD PFK1:EDIT PFK2:COMMENT PFK6:COMPONENT PFK7:MENU



SAMPLE PROPERTY COMPONENT SCREEN (for all functions except TRF & PRT)

-----  
PROPERTY COMPONENT SCREEN - ODAYO

KEY:                   DECAL#:

KEY                   DECAL#                   DESCRIPTION

ENTER:UPD PFK1:EDIT PFK2:CDMMENT PFK4:REDISPLAY PFK7: MENU

-----

I.E.11. To Update Property Management Tables on Table Data Base  
    . By keying in the Function TBL,  
      the Property Liaison Representative updates  
      the Custodial Code (CC) table as necessary.  
      See Section II - Property Management Support Systems.

. By keying in the Function TBLP  
  the Property Liaison Representative updates  
  the Transaction Code (TR) table as necessary.  
  See Section II - Property Management Support Systems.

. By keying in the Function TBL,  
  the Property Liaison Representative updates  
  the Class Code (CS) table as necessary.  
  See Section II - Property Management Support Systems.

. By keying in the Function TBLP  
  the Property Liaison Representative updates  
  the Group Class (GC) table as necessary.  
  See Section II - Property Management Support Systems.

. By keying in the Function TBL,  
  the Property Liaison Representative updates  
  the Manufacturer's Code (MN) table as necessary.  
  See Section II - Property Management Support Systems.

. By keying in the Function TBLP  
  the Property Liaison Representative updates  
  the Condition Code (CN) table as necessary.  
  See Section II - Property Management Support Systems.

. By keying in the Function TBL,  
  the Property Liaison Representative updates  
  the Custodial Code CAN Billing (CB) table as necessary.  
  See Section II - Property Management Support Systems.

II. Property Management Support Systems  
II.A. General Table Maintenance and Display  
1. Introduction

An Online Table Maintenance and Display feature has been incorporated into the Administrative Data Base System. The use of this function is to be limited to key people in the Property Accountability Section. These key users will maintain and display the ADB online tables through their IBM 3270 type CRT terminals.

The two main features to this function are Displaying and Updating. Updating includes: Adding, Changing, Deleting, Deactivating, and Reactivating entries in the tables. All of the updating functions may be done simultaneously.

In the update (UPD) mode you can:

- . ADD lines or elements to a table (OPCODE 'A'). Each line added must have a unique key. The lines can be added in any sequence because the system will automatically put them in the correct property.
- . CHANGE existing lines of a table (OPCODE 'C'). Each line being changed must already exist in the table. You can specify the key of the line to be changed in the key field of any line displayed in the change mode or you can locate it through displaying the lines. If the key is being changed, it must be changed to a unique key (not already existing).
- . DEACTIVATE lines in a table (OPCODE 'D'). This function simply marks the line as not currently active and makes it unusable for such things as input data validation and expansion of codes to text at input time. Deactivated lines are still able to be used for output purposes. Deactivate is very different from Delete. Deactivated lines can subsequently be REACTIVATED.
- . ACTIVATE deactivated lines in a table (OPCODE 'V'). This function is used to REACTIVATE previously DEACTIVATED lines in a table. Once REACTIVATED lines can again be used as they were before being DEACTIVATED.
- . DELETE a line in a table (OPCODE 'X'). This function physically deletes a line from a table. The deleted line can no longer be used for any purpose by the system. DEACTIVATE is normally preferable to DELETE.

Each table has its own unique format. However, the use of this table maintenance function is basically the same for each.

Each individual table format must be followed exactly as it is set up. The OPCODE must start in the first column of the line. The information in each field must be lined directly underneath the bars in the title line of each field.

The term 'KEY' means the identifying element of a given line. For example, the PACODE is the 'KEY' in the PACODE table, the CUSTODIAL CODE is the 'KEY' in the CUSTODIAL CODE table, and the OBJECT CLASS CODE is the 'KEY' in the OBJECT CLASS table.

## 2. Errors

If an error occurs, an error code will appear in the first position of the line being updated instead of at the bottom of the screen. The code will either be a 1, 2 or 3. The system will not accept the information which has been entered. Make the correction and proceed.

- 1 - Bad OPCODE - A blank or incorrect OPCODE was entered for an update operation. Key in the OPCODE for the type of update you are doing and press ENTER or proceed with other updates.
- 2 - DUP - An attempt has been made to add a line with an identifying key which already exists in the table or an attempt has been made to change a line identifying key to one that already exists in the table.
- 3 - NOTFND - An attempt has been made to change a line which does not exist in the table.

II.B Property Management Tables

II.B.1. Custodial Code Table

a . To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'CC'.
- 6). Key in START KEY - enter the Custodial Code that you want to display. If you do not know the Custodial Codep leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Custodial Code table will appear.
- 8). To display the next screen, press the PF5 key. When you display the next screen, the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF8.

b. To Update

You may update as many Custodial Codes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu;

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'CC'.
- 6). Key in START KEY - The Custodial Code which identifies a particular line in the table. If you do not know the START KEY, leave it blank. If you leave START KEY blanks the display will start at the beginning of the table. (ENTER)
- 7). The Custodial Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Custodial Code. Make sure you line each field directly underneath the bars in the title line. See Custodial Code 1000011 on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The now information may be typed over what is currently on the screen. The system will place the new code in its proper position.

- 9). To CHANGE a line:

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Custodial Code 1000021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Custodial Code 1000031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Custodial Code 1000041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Custodial Code 1000051 on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update function, press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.1.c SAMPLE SCREEN

-----

DSP TABLE CC					ODAMT
OP CODE	INST	DESCRIPTION	START KEY: BLDG/ROOM	PHONE	PAS ICD
A 00001	OD	JOHN SMITH	31/3B65	496-1111	PAG PTC
C 00002	DES	MARY JONES	13/2E65	496-2571	PAA PTD
D 00003	NIEHS	SUSAN LEE	10/N10	496-3344	PAD PTE
V 00004	DCRT	NANCY LOWE	12A/4022	496-4422	PAF PTF
X 00005	NCI	JOHN HIGH	37/4E70	496-5748	PAG PTB

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: 1-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PF1:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU

-----

II. B. 2. Transaction Code Table  
a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'TR'.
- 6). Key in START KEY - enter the Transaction Code that you want to display. If you do not know the code, leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Transaction Code table will appear.
- 8). To display the next screen, press the PF5 key. When you display the next screen, the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF8.

b. To Update

You may update as many Transaction Codes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'TR'.
- 6). Key in START KEY - The Transaction Code which identifies a particular line in the table. If you do not know the START KEY, leave it blank. If you leave START KEY blank, the display will start at the beginning of the table. (ENTER)
- 7). The Transaction Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Transaction Code. Make sure you line each field directly underneath the bars in the title line. See Transaction Code 1011 on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The now information may be typed over what is currently on the screen. The system will place the now code in its proper position.

- 9). To CHANGE a line:

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Transaction Code 1021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Transaction Code 1031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Transaction Code 1041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Transaction Code 1051 on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update function, press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.2.c SAMPLE SCREEN

---

		DSP TABLE TR	ODAMT
OP		START KEY:	
CODE	TR	TRANSACTION CODE DESCRIPTION	
I A	A-01	NEW ACQUISITION	
I C	D-02	DELETION	
I D	T-03	TRANSFER	
I X	E-04	COMPONENT	
I V	C-05	CHANGES	

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: I-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PFI:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU

---

### II.B.3. Class Code Table

#### a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. CENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'CS'.
- 6). Key in START KEY - enter the Class Code that you want to display. If you do not know the Class Code, leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Class Code table will appear.
- 8). To display the next screens press the PF5 key. When you display the next screen, the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF8.

b. To Update

You may update as many Class Codes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'CS'.
- 6). Key in START KEY - The Class Code which identifies a particular line in the table. If you do not know the START KEY, leave it blank. If you leave START KEY blank, the display will start at the beginning of the table. (ENTER)
- 7). The Class Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A1 (ADD) in the first column of the line to be added. Key in the Class Code. Make sure you line each field directly underneath the bars in the title line. See Class Code 1010101011 on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The new information may be typed over what is currently on the screen. The system will place the new code in its proper position.

- 9). To CHANGE a line:

Place OPCODE IC' (CHANGE) in the first column of the line to be changed. See Class Code 1020202021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Class Code 1030303031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Class Code 1040404041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Class Code 1050505051 on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update functions press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.3.c SAMPLE SCREEN

---

DSP TABLE CS			START KEY:			ODAMT
OP						
CODE	CS	DESCRIPTION	LE	PERS	CLR	ACQCOST
A	01 01 01 01	CLASS CODE 1	120		*	0000500
C	02020202	CLASS CODE 2	060			0000100
D	03030303	CLASS CODE 3	120			0050000
V	04040404	CLASS CODE 4	090			0004000
X	05050505	CLASS CODE 5	180		*	0000500

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: 1-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PFI:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU

---

#### II.B.4. Group Class Table

##### a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. CENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code key in DSP.
- 4). Key in the KEYWORD C3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'GC'.
- 6). Key in START KEY - enter the Group Class that you want to display. If you do not know the code, leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Group Class Code table will appear.
- 8). To display the next screens press the PFS key. When you display the next screen, the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF8.

b. To Update

You may update as many Group Classes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'GC'.
- 6). Key in START KEY - The Group Class which identifies a particular line in the table. If you do not know the START KEY, leave it blank. If you leave START KEY blank the display will start at the beginning of the table. (ENTER)
- 7). The Group Class Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Group Class. Make sure you line each field directly underneath the bars in the title line. See Group Class 100011 on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The now information may be typed over what is currently on the screen. The system will place the new code in its proper position.

- 9). To CHANGE a line;

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Group Class 100021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Group Class 100031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Group Class 100041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Group Class 100051 on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update functions press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.4.c SAMPLE SCREEN

---

DSP TABLE GC		START KEY:	ODAMT
OP			
CODE	GC	GROUP CLASS	DESCRIPTION
A 0001		GROUP CLASS 1	
C 0002		GROUP CLASS 2	
D 0003		GROUP CLASS 3	
X 0004		GROUP CLASS 4	
v 0005		GROUP CLASS 5	

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: 1-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PFI:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU

---

## II.B.5. Manufacturer's Name Table

### a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'MN'.
- 6). Key in START KEY - enter the Manufacturer Code that you want to display. If you do not know the Manufacturer Code leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. CENTER)

- 7). The Manufacturer Code table will appear.
- 8). To display the next screen, press the PF5 key. When you display the next screens the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF8.

b. To Update

You may update as many Manufacturer Names as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'MN'.
- 6). Key in START KEY - The Manufacturer Code which identifies a particular line in the table. If you do not know the START KEY leave it blank. If you leave START KEY blank, the display will start at the beginning of the table. (ENTER)
- 7). The Manufacturer Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Manufacturer Code. Make sure you line each field directly underneath the bars in the title line. See Manufacturer Code 10000011 on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The new information may be typed over what is currently on the screen. The system will place the new code in its proper position.

- 9). To CHANGE a line:

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Manufacturer Code 90000021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Manufacturer Code 10000031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Manufacturer Code f0000041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Manufacturer Code 10000051 on the Sample Screen.

13). Press ENTER.

14). The message "TABLE HAS BEEN SUCCESSFULLY UPDATED" should appear.

15). To terminate the update functions press the PFS to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

-----  
DSP TABLE MN ODAMT

START KEY:

OP CODE	MN	MANUFACTURER' NAME
A	000001	MANUFACTURER NAME 1
C	000002	MANUFACTURER NAME 2
D	000003	MANUFACTURER NAME 3
V	000004	MANUFACTURER NAME 4
X	000005	MANUFACTURER NAME 5

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: I-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PF1:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU  
-----

## II.B.6. Condition Code Table

### a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID ICNI.
- 6). Key in START KEY - enter the Condition Code that you want to display. If you do not know the code, leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Condition Code table will appear.
- 8). To display the next screen, press the PF5 key. When you display the next screen, the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu press the PF8.

b. To Update

You may update as many Condition Codes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'CN'.
- 6). Key in START KEY - The Condition Code which identifies a particular line in the table. If you do not know the START KEY, leave it blank. If you leave START KEY blank, the display will start at the beginning of the table. (ENTER)
- 7). The Condition Code table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Condition Code. Make sure you line each field directly underneath the bars in the title line. See Condition Code '01' on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The new information may be typed over what is currently on the screen. The system will place the new code in its proper position.

- 9). To CHANGE a line:

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Condition Code 1021 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Condition Code 1031 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Condition Code 1041 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Condition Code 105' on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update functions press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.6.c SAMPLE SCREEN

---

		DSP TABLE CN	ODAMT
		START KEY:	
OP	CN	CONDITION CODE DESCRIPTION	
CODE			
A 01		CONDITION CODE 1	
C 02		CONDITION CODE 2	
D 03		CONDITION CODE 3	
X A		CONDITION CODE A	
V B		CONDITION CODE B	

OPCODE: A-ADD C-CHG D-DEACT X-DELETE V-ACT ERRORS: I-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PFI:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU

---

## II.B.7. Custodial Code CAN Billing Table

### a. To Display

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in DSP.
- 4). Key in the KEYWORD (3 character keyword that is preset for each table).
- 5). Key in TABLE ID 'CB'.
- 6). Key in START KEY - enter the Custodial Code that you want to display. If you do not know the code, leave this field blank.

NOTE: It is more efficient to use a START KEY because the system will then start the display with that key or the key immediately after it. If the START key is left blank, the display will start at the beginning of the table. (ENTER)

- 7). The Custodial Code CAN Billing table will appear.
- 8). To display the next screens press the PF5 key. When you display the next screens the last key of the previous screen will redisplay as the first key of the next screen.
- 9). To Redisplay the Table Menu, press the PF&.

b. To Update

You may update as many Custodial Codes as you like at one time; make sure that you place the appropriate OPCODE in front of the line.

After signing onto the ADB system (See Page 004) and requesting the Property Management Function Selection Menu:

- 1). For Function Selection Code, key in TBL. (ENTER)
- 2). The Table Menu Screen will appear.
- 3). For Function Selection Code, key in UPD.
- 4). Key in the KEYWORD - 3 character keyword that is preset for each table.
- 5). Key in TABLE ID 'CB'.
- 6). Key in START KEY - The Custodial Code which identifies a particular line in the table. If you do not know the START KEY leave it blank. If you leave START KEY blanks the display will start at the beginning of the table. (ENTER)
- 7). The Custodial Code CAN Billing table will appear.
- 8). To ADD a line:

Place OPCODE 'A' (ADD) in the first column of the line to be added. Key in the Custodial Code. Make sure you line each field directly underneath the bars in the title line. See Custodial Code '01010' on the Sample Screen.

NOTE: You do not need to ADD a line in a specific position. The new information may be typed over what is currently on the screen. The system will place the now code in its proper position.

- 9). To CHANGE a line:

Place OPCODE 'C' (CHANGE) in the first column of the line to be changed. See Custodial Code 1020201 on the Sample Screen. Make necessary changes to the existing data by typing over it.

10). To DEACTIVATE a line:

Place OPCODE 'D' (DEACTIVATE) in the first column of the line to be deactivated. See Custodial Code 1030301 on the Sample Screen.

11). To REACTIVATE a line:

Place OPCODE 'V' (REACTIVATE) in the first column of the line to be reopened. See Custodial Code 1040401 on the Sample Screen.

12). To DELETE a line:

Place OPCODE 'X' (DELETE) in the first column of the line to be deleted. See Custodial Code 1050501 on the Sample Screen.

13). Press ENTER.

14). The message 'TABLE HAS BEEN SUCCESSFULLY UPDATED' should appear.

15). To terminate the update functions press the PF8 to return to the Table Menu or press the PF7 to return to the Property Management Function Selection Menu.

II.B.7.c SAMPLE SCREEN

-----  
DSP TABLE CB ODAMT  
START KEY:

OP CODE	CB	CC BILLING CAN
A 01010		98320001
C 02020		98320002
D 03030		98320003
X 04040		98320004
V 05050		98320005

OPCODE: A-ADD C-CHO D-DEACT X-DELETE V-ACT ERRORS: 1-BAD OPCODE 2-DUP 3-NOTFNDI  
ENTER:UPDATE PFI:DISPLAY PF5:CONTINUE PF7:MENU PF8:TABLE MENU  
-----