



**State of Alaska**  
**Department of Transportation & Public Facilities**  
**Statewide Equipment Fleet**

**Equipment Management System**

**Catalog of EMS Quick References**  
**Superintendents, Managers and Foreman Menu**

**2011**



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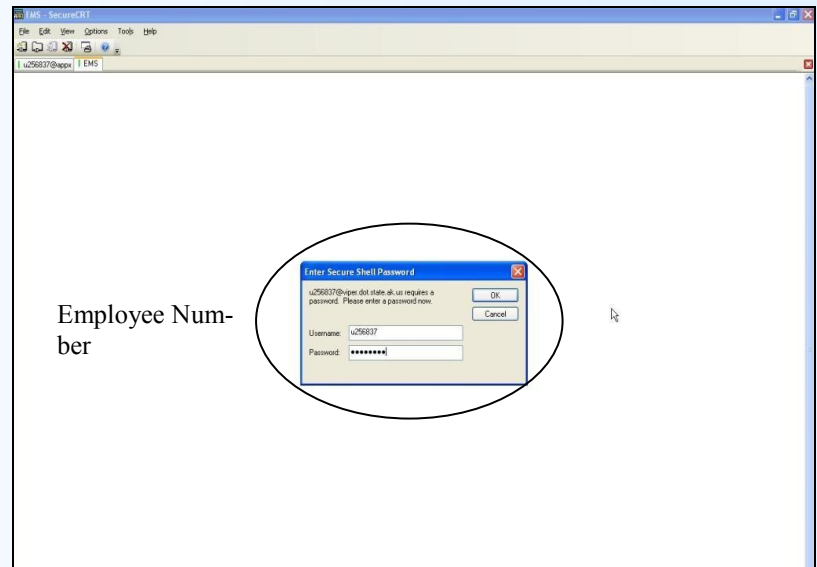
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## Log On Procedure

Before signing on to EMS, you must have a Log on and Password set up. Once you have received these, enter the information into the appropriate block.

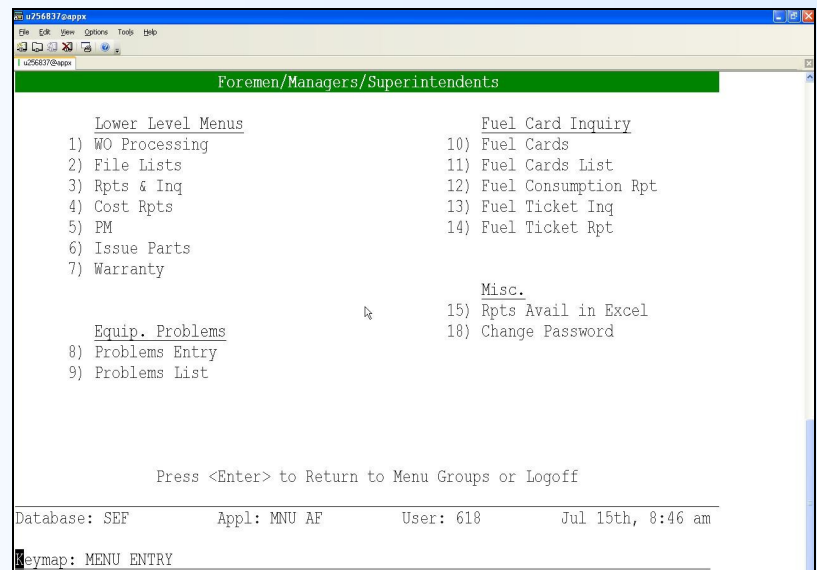
Remember to enter a “u” before your employee number.



The Main Menu for Managers and Foremen will display additional sections of the database which you can navigate to.

By selecting the option you need, you'll find an additional new menu displayed.

The Main Menu also contains the options for administrative tasks such as changing your password and exporting to Excel.

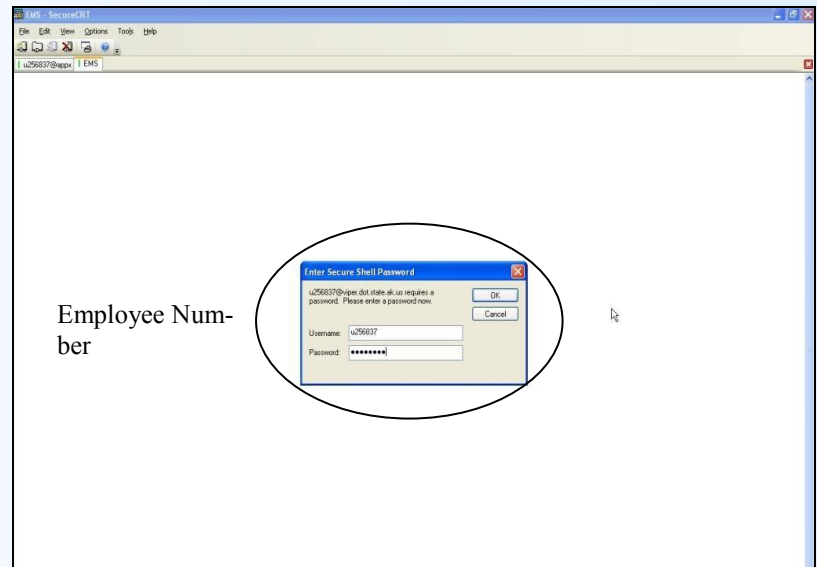




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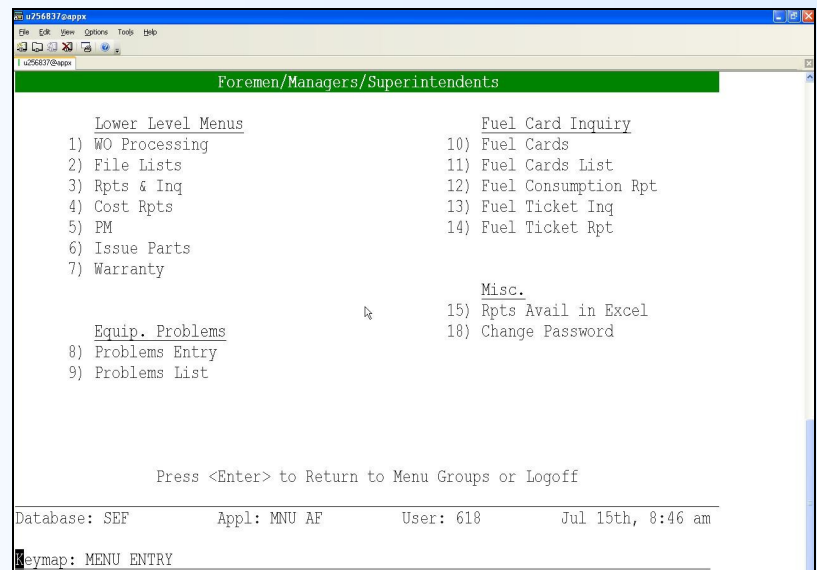
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## Navigating in EMS

EMS uses function keys to start up the screens that you want to query. The function keys are located on your keyboard above the standard numbers.

By using a combination of keys, you can gain additional queries—For example: to access option “13”, you would use the “*shift*” key and the “F3” button.



PF1 - F1; also used to **Acknowledge Delete**  
PF2 - F2; also used to **Scan** (record/key lookup)  
PF3 - F3; also used to **Select Access Path**  
PF4 - F4; also used to display **Previous Image/Activity**  
PF5 - F5; also used to display **Next Record**  
PF6 - F6; also used for text editing (join text)  
PF7 - F7; also used for text editing (split text)  
PF8 - F8; also used for text editing (end paragraph)  
PF9 - F9; also used to switch to **Add Mode**  
PF10 - F10; also used to switch to **Delete Mode**  
PF11 - F11 or <shft> F1; also used to switch to **Inquire Mode**  
PF12 - F12 or <shft> F2; also used to switch to **Change Mode**  
PF13 - <shft> F3  
PF14 - <shft> F4; executes **Set Item Attributes** option  
PF15 - <shft> F5; executes **Set Item Attributes** option  
PF16 - <shft> F6  
PF17 - <shft> F7  
PF18 - <shft> F8  
PF19 - <shft> F9  
PF20 - <shft> F10  
PF21 - <ctrl> F1  
PF22 - <ctrl> F2  
PF 23 - <ctrl> F3  
PF24 - <ctrl> F4  
PF25 - <ctrl> F5  
PF26 - <ctrl> F6  
PF27 - <ctrl> F7  
PF28 - <ctrl> F8  
PF29 - <ctrl> F9  
PF30 - <ctrl> F10  
PF31 - <alt> F1 or <ctrl> F11  
PF32 - <alt> F2 or <ctrl> F12  
Cancel option - **Home/End** keys (press Home then End)  
End option - press the **End** key to exit screen or menu  
Help - Esc F3; displays available help text for field or menu item



## Navigating in EMS

### Additional Keys Descriptions

Additional keys defined:

**Tab – Tab**; moves cursor to next modifiable field to right of current position. The numeric keypad “-“ is also defined as a Tab key

**Back tab - <shft>**

**Tab**; moves cursor to first modifiable field to left of current position

**Delete Character – Delete key**; deletes character at cursor position

**Delete to Item End – Home Delete**; pressing Home key, then Delete key results in all text, from current cursor position to end of field, being deleted

**Vertical Tab – Numeric Keypad +**; positions cursor at first modifiable field on next line (bypass all modifiable fields on current line)

**Refresh Screen - <ctrl> w**; redraws screen contents in event screen “looks funny” or contains operating system messages

**Show Message – Home m**; if multiple informational/warning/error messages are generated, you will be prompted with ‘-- more –’. By pressing Home key, followed by the letter m, the additional messages will be displayed. When finished with the display, simply press <enter> to return to the original input screen.

**Toggle Print – Backtick 4**; press and release the Backtick key (above the Tab key) and then the number 4 key will toggle the print flag when running reports/lists.

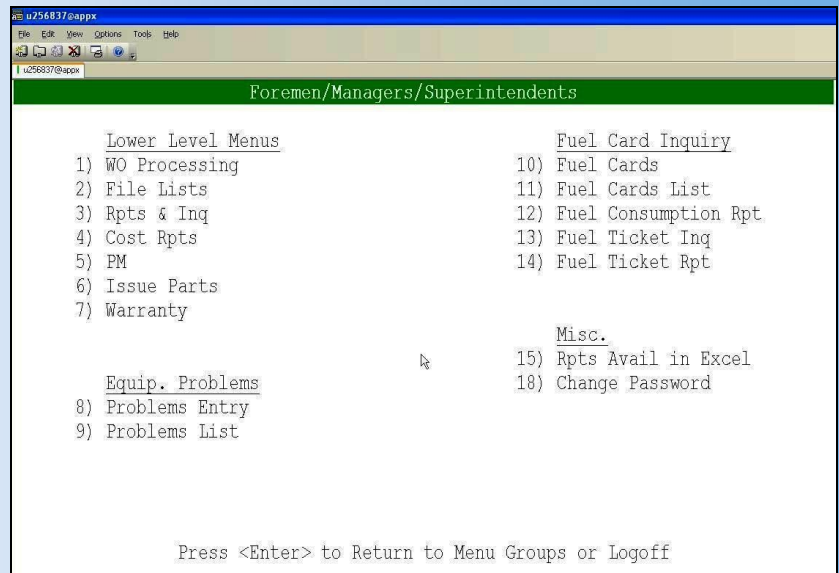


**Foremens-Managers-Supt Menu**  
Menus are developed depending on the job descriptions of those who use them.

Menus are layered and additional menus may be available once options are selected.

Menus will indicate if the screens are for inquiring purposes, reporting or entry.

The WO Processing screen has numerous options for finding WO information., PM option will bring forth Preventative Maintenance screens.



- 1) WO Processing—Work orders, Inquiries, Summary Reports
- 2) File Lists—Op Data, Classes, Collocation Codes, Employee Records, and Vehicle Lists
- 3) Rpt & Inquiries—Assets; Repl Rates, Pool Groups, Part Cards, Drive Components, Employee Records, Items by Warehouse, Op Rates, Op History, Parts issued to Assets
- 4) Cost Reports—Asset and Employee cost reports; Projected cost reports
- 5) PM—Preventive Maintenance reports
- 6) Issue Parts—Inventory issues and reports—Issue Parts screen, Inquire on items by Warehouse and Parts issued to WO (by Asset)
- 7) Warranty—Warranty information
- 15) Rpts Avail in Excel
- 18) Change Password

**Note: Reporting in EMS is extensive. Additional training and “Quick References” are available to instruct users in creating and printing reports.**



**Understanding the Information**

**ASSET NUMBERS**

Asset Numbers are assigned to each piece of equipment you wish to track. The main panel of the asset screen provides you with all the basic information. Behind some of these fields are additional panels of information which “drive” the system.

Assets					
Asset	94727	Parent No	Assign? Y	Level	01
Stat	AIS	Active In Service	Modl Yr	2003	District C
Mfr	CHV	CHEVROLET	BilStat	WX	Cls/Veh Life 07 / 0
Model	CG33706	EXPRESS PASS VAN	Series		
VIN	1GAHG39U731222077		Shop	JA	JUNEAU
Spc Cls	137	VAN, FULLSIZE 4X2	Loc	AWA	JUNEAU
Bil Cls	137	VAN, FULLSIZE 4X2	Lic	34727	Color LT PEWTER
Acquis	06/10/2003	InServ 06/17/2003	Z Date	06/17/2010	
Collo	25060604	SE Mat. Prof. Svc. C	Fuel	UNL UNLEADED	Bill Fuel Y
PO/Bid	1603266	/ 710	AltFuel		
Contact	ANDREW.HILLS@alaska.gov			Ph	465-1816
Comment					
Replaces	30346	Replaced By	38268	Cur Mi/Hr	40120
Lst PM Dt	01/03/2011	Last Cls Date	03/19/2011	Meter Last Updtd	03/17/2011
Lst Serv	A	Last WO Clsd	3054994	Last Mtr Updt WO	3054994
LTD Wrnty	\$0.00	LTD Accdnt	\$308.50	LTD Maint	\$18239.26
Added On:	03/21/2003	By:	603	Chgd On:	03/18/2011 By: 614
17)OpData	18)Assgmnts	19)PartCard	20)Attchmnt	PgUp)Prev	Entr)Pg2
21)Comments	22)Insp	23)Leases	24)Wrnty	25)Vaudt	PgDn)Next
End)Exi					
Database:	SEF	Appl:	UMS AF	User:	618
					Aug 17th, 9:58 am
Keymap:	DATA ENTRY				Mode: Inq

The lower half of the screen allows you to navigate directly to more information pertaining to the Asset.

Navigation is performed as previously mentioned:

17) - Shift F7

20) - Control F2

Page Down and up by using your keyboard keys

End to exit or F12 to Inquire





## Understanding the Information

### ASSET CLASSES

Asset Classes are assigned to each asset and provide critical pieces that relate to your Work Orders and PM's.

#### Class 149—1/2T 4x4 PickUp

- Light Duty
- PM is required
- Tracked by Mileage
- Also includes unit life, etc.

Classes											
Asset Class	149	PU XCAB 4X4 1/2T	Level	01							
Pri Op Unit	1	Miles	Category	L	Light Duty						
Group	01	Type	003	PM Required?	Y						
Amortization	07	Lo	02	Hi	10						
Pool Billing Grp	2	LIGHT DUTY 4X4									
Active Units	1	MI	Y	2	HR	N				Est Life Mths	84
	3	GAL	N	4	DAY	N				Est Life Units	100000
	5	WK	N	6	MTH	Y					
	7		N	8		N					
	9		N	10		N					
FuelUse Comp	Typ 2	Op Units per Fuel Un									
OpData Post Src	2	Op Data from Fuel Tk									
Added On: 03/03/1991			By: KEH			Changed On: 07/27/2006			By: JWP		
PgUp) Prev    PgDn) Next    End) Exit											
Database: SEF		Appl: UMS AF			User: 618		Aug 17th, 9:25 am				
Enter/Chg Data & Press <Enter>, or End to Exit											
Keymap: DATA ENTRY						Mode: Inq					

#### Class 338—Wheel Loader

- Heavy Duty
- PM is required
- Tracked by Hours

Classes											
Asset Class	338	LOADER WHL 4.5 - 5CY	Level	01							
Pri Op Unit	2	Hours	Category	H	Heavy Duty						
Group	04	Type	002	PM Required?	Y						
Amortization	15	Lo	12	Hi	20						
Pool Billing Grp	4	LOADERS, GRADERS, DOZERS									
Active Units	1	MI	N	2	HR	Y				Est Life Mths	180
	3	GAL	N	4	DAY	N				Est Life Units	10000
	5	WK	N	6	MTH	Y					
	7		N	8		N					
	9		N	10		N					
FuelUse Comp	Typ 2	Op Units per Fuel Un									
OpData Post Src	2	Op Data from Fuel Tk									
Added On: 03/03/1991			By: KEH			Changed On: 01/17/2006			By: JWP		
PgUp) Prev    PgDn) Next    End) Exit											
Database: SEF		Appl: UMS AF			User: 618		Aug 17th, 9:34 am				
Enter/Chg Data & Press <Enter>, or End to Exit											
Keymap: DATA ENTRY						Mode: Inq					



## Adding a new Work Order

### 1. WO Entry

Follow the same steps as creating a "Routine WO".—Select F1 and enter to Work Order Processing

2. At WO Processing, Select F1 and enter to the Maintain WO panel

3. At the Maintain WO panel, select "F9" to add WO number and information.

### WO Entry

Select F1 and enter to Work Order Processing

At WO Processing, Select F1 and enter to the Maintain WO panel

At the Maintain WO panel, you can hit the F2 key to gain access to the existing WO's , F11 to inquire on a specific WO, or F9 to add a WO

1

u256837@appx

File Edit View Options Tools Help

u256837@appx

Foremen/Managers/Superintendents

<p><u>Lower Level Menus</u></p> <ol style="list-style-type: none"> <li>1) WO Processing</li> <li>2) File Lists</li> <li>3) Rpts &amp; Inq</li> <li>4) Cost Rpts</li> <li>5) PM</li> <li>6) Issue Parts</li> <li>7) Warranty</li> </ol> <p><u>Equip. Problems</u></p> <ol style="list-style-type: none"> <li>8) Problems Entry</li> <li>9) Problems List</li> </ol>	<p><u>Fuel Card Inquiry</u></p> <ol style="list-style-type: none"> <li>10) Fuel Cards</li> <li>11) Fuel Cards List</li> <li>12) Fuel Consumption Rpt</li> <li>13) Fuel Ticket Inq</li> <li>14) Fuel Ticket Rpt</li> </ol> <p><u>Misc.</u></p> <ol style="list-style-type: none"> <li>15) Rpts Avail in Excel</li> <li>18) Change Password</li> </ol>
--	--

Press <Enter> to Return to Menu Groups or Logoff

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Database: SEF      Appl: MNU AF      User: 618      Jul 15th, 8:46 am

u256837@appx

File Edit View Options Tools Help

u256837@appx

Work Order Processing

<p><u>Entry</u></p> <ol style="list-style-type: none"> <li>1) Work Orders</li> </ol> <p><u>Open WO Information</u></p> <ol style="list-style-type: none"> <li>2) Open WO Inquiry</li> <li>3) Open WO List</li> <li>4) Open WO Print</li> </ol>	<p><u>Closed WO Information</u></p> <ol style="list-style-type: none"> <li>5) Clsd WO Recs</li> <li>6) Clsd WO Inquiry</li> <li>7) Clsd WO List</li> <li>8) Clsd WO Print</li> <li>9) Clsd WO Summary by Veh</li> <li>10) Clsd WO Metr Updt List by Veh</li> </ol>
--	--

Press <enter> to Return to the Foremen Main Menu

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Database: SEF      Appl: MNU AF      User: 618      Jul 15th, 9:31 am

u256837@appx

File Edit View Options Tools Help

u256837@appx

Maintain Work Orders

<p>WO No.      *</p> <p>Bill WO?</p> <p>Shop</p> <p>Asset</p> <p>Dept</p> <p>MaintTyp</p> <p>PM Svc</p> <p>Reqst By</p> <p>Problem</p>	<p>Date Opened</p> <p>Close WO?</p> <p>Metr at Open</p> <p>Metr Lst Updt</p> <p>Bill Stat</p> <p>Labr              Vdr</p> <p>Part              Com</p>
--	---

---

Database: SEF      Appl: UMS AF      User: 618      Jul 15th, 9:47 am

Keymap: DATA ENTRY      Mode: Inq/Key



**Adding an “Accident” Work Order**  
**Prior to beginning this entry, you’ll need a hard copy of the Work Order and all accident documentation available.**

1. Follow the same steps as adding a new Work Order. This example follows the process from the Foremens Menu.
  - A. Select Work Order Processing and enter to the “Maintain WO” screen
  - B. Select “F9” to add WO number and information.

2. When entering WO info, at the “MaintTyp” field, enter a code of “A” for Accident. Enter “Problem” information as best as can be determined at the time of creating the Work Order. Once information is entered, Select the “Enter” key . The Accident Entry screen will appear.

3. Fill in the Accident date and hit “Enter”. An Accident # will auto—generate and the Asset, Mfg. and model info will default . Add comments or other information. By hitting the “Enter” key, EMS will navigate to the WO panel and allow you to enter the Work Performed, Labor, Parts, etc.

1 Foremen/Managers/Superintendents

Lower Level Menus 1) WO Processing 2) File Lists	Fuel Card Inquiry 10) Fuel Cards 11) Fuel Cards List
--	--

---

Work Order Processing

Entry 1) Work Orders	Closed WO Information 5) Clsd WO Recs 6) Clsd WO Inquiry 7) Clsd WO List
-------------------------	---

---

2 Maintain Work Orders

WO No. <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">.....</span> Bill WO? Shop Asset Dept MaintTyp <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span> PM Svc Regst By Problem	Date Opened Close WO? Metr at Open Metr Lst Updt Bill Stat Labr Vdr Part Com
--	--

---

3 Accident Entry

Accident# Asset ID Accdt Date Claim No AK Dept WO No SOA Fault? Injuries? Fatality? Prop Dmg?	31227 MM/DD/CCYY .....,..... 25 DOT&PF 1234567 N N N N
--	--

---

Accident Entry

Accident# <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">11</span> Asset ID Accdt Date Claim No AK Dept WO No SOA Fault? Injuries? Fatality? Prop Dmg?	31227 SEDAN STD 09/17/2011 .....,..... 25 DOT&PF 1234567 Open Dt Open 09/19/2011 N N N N
---	--

---

Accident Entry

Costs SEF 3rd Party Pmts Pmts Recvd Total Cost	FRD FORD 1994 SEDAN 4DR COMMERCIAL CRR288 0.00 .....0.00 .....0.00 0.00
--	---

---

Comments

Third party inspection required to determine full extent of damage.....

Accident Number



Asset Information





## Adding an "Accident" Work Order

1. Work performed comments can be added, along with labor, parts, and other costs.

4

Maintain Work Orders

WO No.	1122334	Date Opened	09/20/2011
Bill WO?	N	Close WO?	N MM/DD/CCYY
Shop	FA FAIRBANKS LIGHT DUTY	Metr at Open	64122
Asset	31295 PU STD RCAB 4X2 1/2T	Metr Lst Updt	10/14/2002
Dept	16862210 FAIRBANKS LIGHT DUTY	Bill Stat	WZ
MaintTyp	A ACCIDENT/DAMAGE	Labr	0.00 Vdr 0.00
PM Svc		Part	0.00 Com 0.00
Reqst By	SUE SMITH		
Problem	Severe body damage after multi-car collision		

Work Performed Pg 2

1	Pending
2	

17)Labr 18)Part 19)Vndr 20)ClsWO 21)CondRpt 22)Accdnt 4)WOHdr End)NxtWO

To navigate back to the Accident Entry Form, Select 22) —(Ctrl F2)

5. Costs that are added at the Work Order are tabulated on the Accident Entry Form.

SEF Costs are rolled from Work Order  
3rd Party costs and reimbursements (Pmts Rcvd) are manually entered.  
Total Cost = (SEF + 3rd Party) - Pmt Rcvd

5

Accident Entry

Accident#	9				
Asset ID	31295 PU STD RCAB 4X2 1/2T	Mfr	CHV	CHEVROLET	
Accdt Date	09/19/2011	Model	1994	1/2 TON REG CAB	
Claim No		Licnse	31295		
AK Dept	16 DOT&PF (SEF)				
WO No	1122334 Open	Dt Open	09/20/2011		
SOA Fault?	N	Costs			
Injuries?	N	SEF		4496.26	
Fatality?	N	3rd Party Pmts		0.00	
Prop Dmg?	Y	Pmts Rcvd		0.00	
		Total Cost		4496.26	

Comments  
Third party inspection required to determine full extent of damage.

## Accident Entry Form

The Accident Entry form has been edited and now contains costs and a comments section. Accidents can be added independently of work orders but SEF costs will not tabulate unless the WO No is added. A Department Code **is required**. If accident occurred during a prior departments ownership, research should be completed to ensure costs are appropriately billed.

**Rules:** Only one WO per Asset/  
Accident Date combination.  
A WO can be added to the Accident Entry Form after its been created.

Accident Entry

Accident#					
Asset ID	31728 VAN CARGO/W 4X2 3/4T	Mfr	CHV	CHEVROLET	
Accdt Date	09/20/2011	Model	1995	1T EXT.PASSENGER VAN	
Claim No	.....	Licnse	CSZ185		
AK Dept	25				
WO No	.....				
SOA Fault?	N	Costs			
Injuries?	N	SEF		0.00	
Fatality?	N	3rd Party Pmts		0.00	
Prop Dmg?	N	Pmts Rcvd		0.00	
		Total Cost		0.00	

Comments  
VAN WAS HIT BY DRUNK DRIVER



## WO Reporting

By selecting these Function key, displays or reports are made available.

F5) Clsd WO Recs—Displays WO Individually

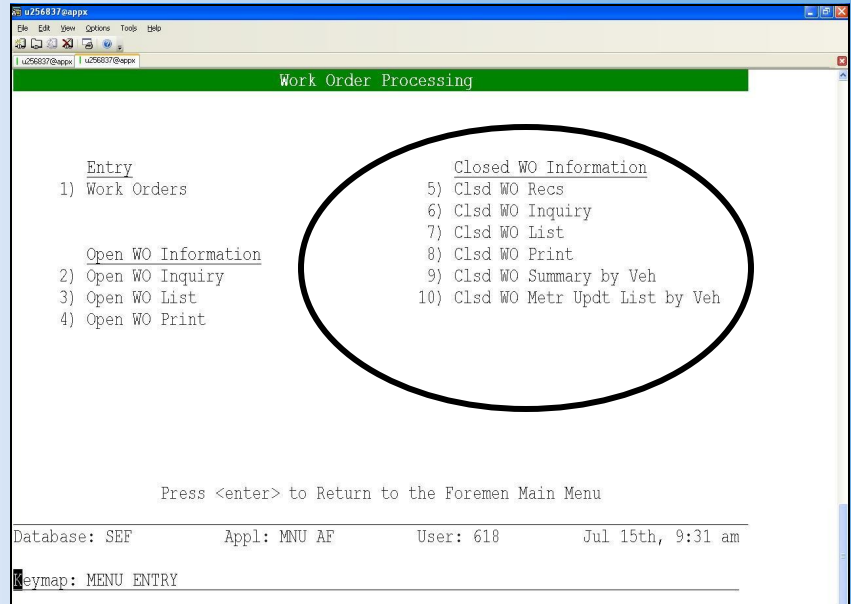
F6) Clsd WO Inquiry—Reports

F7) Clsd WO List—Prints listing of WO numbers in a spreadsheet view

F8) Clsd WO Print—Allows a range of Work Orders to be printed. Full WO is printed

F9) Clsd WO Summary by Veh—Report by Asset in a spreadsheet view

F10) Clsd WO Metr Update List—Reports by Asset in a spreadsheet view of meter reading history

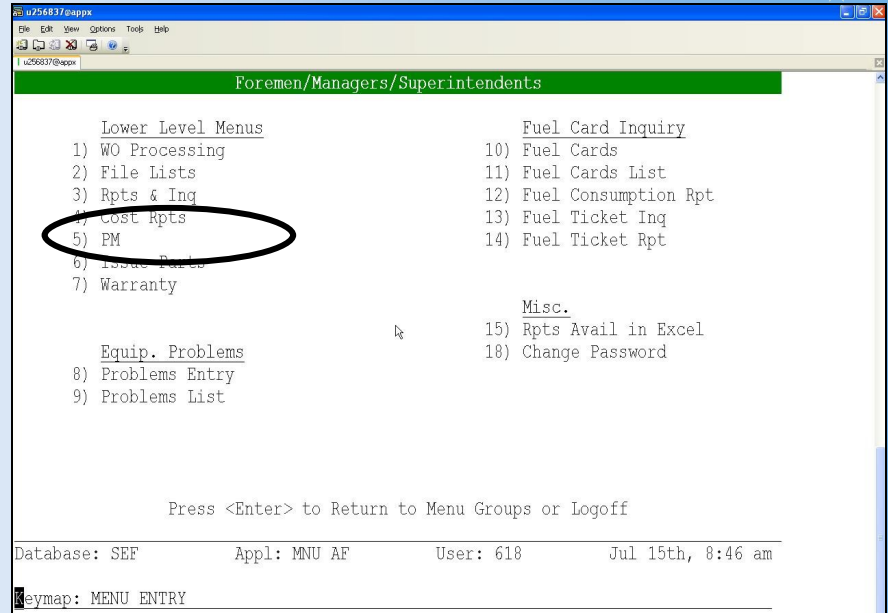


State of Alaska  
Department of Transportation  
Statewide Equipment Fleet  
EMS

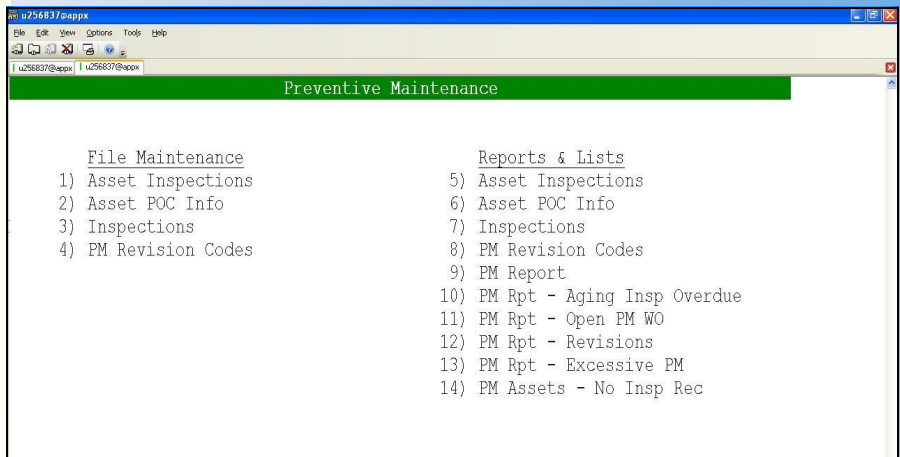


## Preventive Maintenance

At the Foremen's Menu, select F5) PM



Select the function key that corresponds to the work you are doing.





## Condition Reports

**Asset Condition Reports are available either from an associated Work Order or from the PM Menu.**

**The screen is modeled after the current Condition Report section of PM Work Orders.**

1. To access from Work Order; enter information as per your current procedure. You'll see a new option F21) CondRpt at the lower menu. Select *Shift F11* to navigate to the screen.

2. At the Condition Report screen, the Asset number will automatically populate. Change to "ADD" mode by selecting F9. Enter information as needed.

3. Once in "ADD" mode, the Work Order and date will automatically populate. Fields required are:  
"Rpt by:" and Y/N; yes or no, to "Road Ready".

4. Although all fields are not required, the more Informative the better. Ensure your report is complete and tells the story. Once you hit enter, the email is automatically sent to SEF HQ.

**Rules:**

The Rpt Date must be within the WO date. (You cannot add a report in 2011 for a 2007 WO) Duplicate reports cannot be submitted for the same asset, WO, and date.

**Asset Rules:**

Only Active "AIS" or "C" status assets can have a condition report added.

1

Maintain Work Orders			
No.	3055783	Date Opened	08/19/2011
Bill WO?	Y	Close WO?	N
Shop	JA JUNEAU	Metr at Open	4410
Asset	35432 FULLSIZE SUV4X4 3/4T	Metr Lst Updt	06/30/2009
Dept	25861172 SOLDOTNA STATION	Bill Stat	WX
MaintTyp	R REPAIR COSTS	Labr	0.00
PM Svc		Vdr	0.00
Reqst By	SUE SMITH	Part	0.00
Problem	BATTERY IS DEAD		

Work Performed		Pg 1
1	REPLACED BATTERY.....	
	.....	
	.....	
	.....	
	.....	
17) Labr 18) Part 19) Vndr 20) ClsWO 21) CondRpt 4) WOHdr End) NxtWO		

2

Asset Condition Reports	
Bill	
Sho	Asset 35432
Ass	Rpt Date MM/DD/CCYY Rpt by:
Dep	
Mai	WO
PM	
Req	Road Ready? Meter
Pro	Good Fair Poor

3

Asset Condition Reports	
Bill	
Sho	Asset 35432
Ass	Rpt Date 08/19/2011 Rpt by: .....
Dep	
Mai	WO 3055783
PM	
Req	Road Ready? * Meter .....
Pro	Good Fair Poor
	Appearance . . .

4

Asset Condition Reports	
Bill	
Sho	Asset 35432 FULLSIZE SUV4X4 3/4T
Ass	Rpt Date 08/19/2011 FY 2012 Rpt by: HQ618 SMITH, SUE
Dep	
Mai	WO 3055783 Open Type R Dt Open 08/19/2011
PM	
Req	Road Ready? N Meter 250000
Pro	Good Fair Poor
	Appearance . . X
	Mechanical . . X
1	Engine . . X
	Drive Train . . X
	Steer/Brakes . . X
Comments	Vehicles needs to be reviewed for replacement. Body is rusty tires are bad, and engine has too many hours.....



## Condition Reports

1. To access the Asset Condition Reports from the PM Menu, navigate to option 1).

**1** Preventive Maintenance

<u>File Maintenance</u>	<u>Reports &amp; Lists</u>
1) Asset Condition Rpts	7) Asset Inspections
2) Asset Inspections	8) Asset POC Info
3) Asset POC Info	9) Inspections
4) Inspections	10) PM Logs
5) PM Logs	11) PM Revision Codes
6) PM Revision Codes	12) PM Report
	13) PM Report Printing Troubleshooting

2. At the Condition Report screen, you can Inquire, Scan, or Add depending on your requirements.

**2** Asset Condition Reports

Rpt	Road	Drv	Str	Add
Asset Date	WO	FY	Redy	Appr Mech Eng Trn Brk By
.....	MM/DD/CCYY			

3. Select and enter the asset to display or manually enter the asset number you'd like to report.

**3** Condition Reports

Scan (PM Condition Rpt Inf

Asset Id	.....	Road	Drv	Str	Add
Rpt Date	MM/DD/CCYY	Redy	Appr Mech Eng Trn Brk	By	

Asset	Rpt Date	WO	FY
-----	-----	-----	-----
0075	02/15/2005	2860013	2005
0075	08/15/2011	0	2012
0279	06/10/1991	1000010	1991
10135	07/12/2003	113	2004

4. Once asset is entered, the "Rpt Date", "Rpt by", and "Road Ready" fields are required. Ensure your report is complete and tells the story.

Once you hit enter, the email is automatically sent to SEF HQ.

To print a copy for your records, *Shift F8* will print the report.

**Rules:**

WO is not required but if used, the Rpt Date must be within the WO date(s); i.e. you cannot add a report in 2011 for a 2007 WO.

Duplicate reports cannot be submitted for the same asset, WO, and date.

**Asset Rules:**

Only Active "AIS" or "C" status assets can have a condition report added.

**4** Asset Condition Reports

Asset 34106 PU STD XCAB 4X4 3/4T

Rpt Date 08/22/2011 Rpt by: AA131 LONG, BICK

WO .....

Road Ready? N Meter .....

	Good	Fair	Poor
Appearance	.	X	.
Mechanical	.	.	X
Engine	.	.	X
Drive Train	.	.	X
Steer/Brakes	.	X	.

Comments Engine is in poor condition. Transmission needs replaced;... engine needs rebuilt-not worth spending any time or money .. on it.

17) SysInfo 18) Prt PgUp) PrevPg PgDn) NxtPg Entr) NxtRec End) Exit





**Printing Reports**  
**Record Selection**

Similar to searching on the Web, EMS allows users to narrow their search by entering in criteria at the “RECORD SELECTION” screen. This screen will display when navigating through report screens. The field name displays on the left. The center column allows for parameters or conditions to be selected. The “Field name or Constant” is what your comparing.

1. The Field Name in the first column is derived from the database fields of the report. To display additional fields available, scroll down by selecting the “Page Down” key. The text “(more)” will display at the bottom if more fields are available. The Field Names cannot be changed. These fields have been identified for the report and are programmed.

2. The parameters in the center column are displayed by scanning (F2) or by typing the parameter desired. Scanning is preferred to ensure the correct text is entered.

**Parameter Translations**

- EQ—Equals**
- EX—Excludes**
- GE—Greater than or equal to**
- GT—Greater than**
- IN—Includes**
- LE—Less than or equal to**
- LT—Less than**
- NE—Not equal to**
- RI—Regular expression, case insensitive**
- RS—Regular expression, case insensitive**

Field Name within EMS

Parameter or Condition

Field definitions

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Status Category	EQ	A	
2	Billing Type	NE	N	
3	Vehicle Status	NE	AAA	
4	Vehicle Status	NE	CAR	
5	Vehicle Status	LE	...	
6	District	GE	.	
7	District	LE	.	
8	Shop ID	GE	...	
9	Shop ID	LE	...	
10	AK Dept ID	GE	...	
11	AK Dept ID	LE	...	
12	Dept Id	GE	.....	
13	Dept Id	LE	.....	
14	Inspection ID	SE	.....	

(more)  
 1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Jul 15th, 10:11 am  
 Keymap: DATA ENTRY Mode: Add

1

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	.	
2	District	GE	.	
3	Shop ID	GE	...	
4	Status Category	LE	C	
5	Vehicle Status	GE	...	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	
9	AK Dept ID	EQ	..	
10	Mgr Code	GE	...	
11	CC Mgr Name	GE	.....	
12	SEP Mgr	GE	..	
13	Mgr Name	GE	.....	
14	Division Id	GE	...	

(more)  
 1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Oct 4th, 2:04 pm  
 Keymap: DATA ENTRY Mode: Add

2

Seq	Field Name	Occ	Field Name or Constant	Occ
1	EQ	GE		
2	EX	GE		
3	GE	GE		
4	GT	LE	C	
5	IN	GE		
6	LE	GE		
7	LT	GE		
8	NE	GE		
9	RI	EQ		
10	RS	GE		
11		GE		
12		GE		
13		GE		
14	2) Paths	GE		

(more)  
 1) Selection Expression 2) Value/Blank 3) Copy

Database: SEF Appl: UMS AF User: 618 Oct 4th, 2:05 pm  
 Keymap: DATA ENTRY Mode: Inq



**Printing Reports**  
**Sort Order and Disposition**

1. EMS reports allow you to select Sorting options. A sort order will default but is easily changed.

2. Change the sort order of the report by changing the "Sort Level" to your requirements. In this example, I've changed the primary sorting to the Asset ID. If I wanted to sort by Asset ID and Location, I'd enter the number "2" at the Location Field Name and hit "Enter".

To view **more** fields available to sort, select Page Down. The **(more)** at the bottom of the page indicates more fields are available.

3. Select "Enter" once you've made your selections and you're ready to navigate to the Report Disposition screen.

The defaults are set up individually per user. Printers are identified for the location you are assigned and the default "Format" is normally a text version. For more information, contact EMS support directly.

Select "Enter" to display your report. If you would like to cancel the report, select the "Home" and "End" keys in sequence.

**1**

Sort Order column. The "1" indicates the Shop ID is the primary sorting field, followed by "2", Inspection ID

Sort Level	Field Name	Occ	Subheading	Subtotal	Sort Order
1	Shop Id		STANDARD	STANDARD	+
2	Inspection Id		STANDARD	NO	+
3	Asset Id		NO	NO	+
	Spec Class		STANDARD	STANDARD	+
	Region		STANDARD	STANDARD	+
	District ID		STANDARD	STANDARD	+
	AK Dept Id		STANDARD	STANDARD	+
	Collocation Code		STANDARD	STANDARD	+
	PM WO Open?		STANDARD	STANDARD	+
	Location		STANDARD	STANDARD	+
	Next Pm Date		NO	NO	+
	PM Due (PM Reason Code)		STANDARD	STANDARD	+
(more)					
1) Clear Sort Levels			Grand Totals	STANDARD	

Database: SEF    Appl: UMS AF    User: 618    Jul 15th, 10:17 am  
Keymap: DATA ENTRY    Mode: Add

**2**

Sort Level	Field Name	Occ	Subheading	Subtotal	Sort Order
1	Asset Id		NO	NO	+
	Spec Class		STANDARD	STANDARD	+
	Region		STANDARD	STANDARD	+
	District ID		STANDARD	STANDARD	+
	AK Dept Id		STANDARD	STANDARD	+
	Collocation Code		STANDARD	STANDARD	+
	SEF Mgr ID		STANDARD	NO	+
	PM WO Open?		STANDARD	STANDARD	+
	Location		STANDARD	STANDARD	+
	Next Pm Date		NO	NO	+
	PM Due (PM Reason Code)		STANDARD	STANDARD	+
	Billing Life		STANDARD	STANDARD	+
(more)					

**3**

Disposition

Report Options

Display on Screen? **Y**    Prt Hardcopy? **N**    Totals Only? **N**  
 Print Query Options? **Y**    Browsable? **N**    Format **TEXT**  
 FTP Data File? **N**    Record Limit  
 Report Subheading:

---

Printer/Queue Options

Printer **SEFHQ**    Print Mode **SPOOL**  
 Form Id **LANDSCAPE**    Disposition **SCRATCH**  
 Copies **1**

Database: SEF    Appl: UMS AF    User: 618    Oct 24th, 11:51 am  
 Set Flds, Press <enter> to Continue; PF32 to Cancel Job.  
 Keymap: DATA ENTRY    Mode: Chg



## Printing Reports

### Example—Veh List by Location

Before you begin, determine what information you want to find. In this example, the report requirements are: Print a list of vehicles in “AIS” status and location. Report title: Vehicle by Location Report

1. From the Foremen’s menu, Select F2), “File List”.

2. Select F15 (Shift F5) for the report titled Veh List (Location)

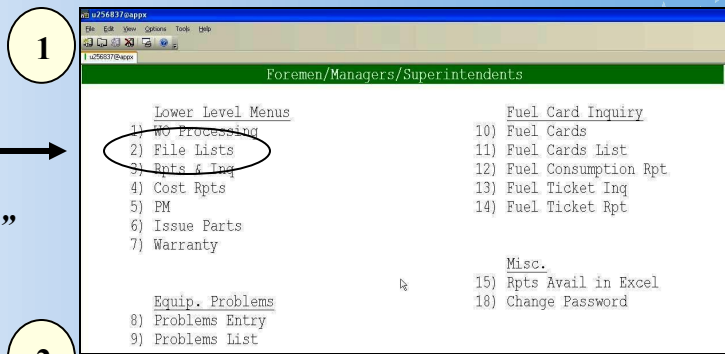
3. A dialogue box will appear asking for the meters to display. Select F1) for the Current Meter, F2) for the Life to Date Meter readings. For this example, I’ve selected F1).

4. An additional dialogue box will appear asking if you want to include only Billable Maintenance Assets. For this example, I’ve left the default to “No”. Hit the “Enter” key to move forward to the record selection.

5. The Record Selection screen will appear allowing you to enter in the criteria for the report. Examples follow.

**Note:** A guide has been developed to explain the use of this screen. New users should review it prior to moving forward.

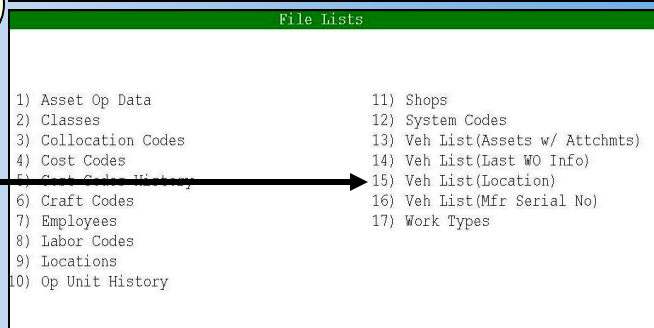
**Select F2  
“File List”**



**2**

**Select F15  
(Shift F5)**

**for “Veh List  
by Location**



**3**

**Select F1 or F2  
for meter type**



**4**

**Default set to  
“NO”**



**5**

Record Selection (VEH LIST LOC)

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	-	
2	District	GE	-	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	GE	...	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	
9	AK Dept ID	EQ	..	
10	Dept Mgr Code	GE	...	
11	Dept Mgr Name	GE	.....	
12	SEF Mgr ID	GE	..	
13	SEF Mgr Name	GE	.....	



**Printing Reports**

**Example—AIS Vehicles in Ninilchik**

Report requirements: Print a list of vehicles in “AIS” status located in Ninilchik.

1. In this example, the report “Vehicle List” report has been selected. The Record selection screen will default as shown. At row 5, Vehicle Status, place your cursor in the center column. When you scan, the options will appear. Select “EQ” or enter the text “EQ” for equals.

2. Enter in the Vehicle Status “AIS”. Remember, you are asking for assigned vehicles.

3. The Location Field Name does not appear on the first page. Use the “Page Down” key to find Location Description. At row 21, Location Description is displayed. The center column is changed to “EQ” for equals and the text “NINILCHIK” is typed in. Hit enter to the Sort Order and Disposition screens. Make selections and enter to display report.

**1**

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	.	
2	District	GE	.	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	GE	...	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	
9	AK Dept ID	EQ	..	

*Vehicle Status*

**2**

Seq	Field Name	Occ	Field Name or Constant	Occ
1	EQ			
2	EX			
3	GE			
4	GT		C	
5	IN			
6	LE			
7	LT			
8	NE			
9	RI			
10	RS			
11				
12				
13				

*Vehicle Status Equals*

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	.	
2	District	GE	.	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	EQ	AIS	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	
9	AK Dept ID	EQ	..	
10	Mgr Code	GE	...	
11	CC Mgr Name	GE	.....	
12	SEF Mgr	GE	..	
13	Mgr Name	GE	.....	
14	Division Id	GE	....	

*Vehicle Status Equals AIS*

**3**

Seq	Field Name	Occ	Field Name or Constant	Occ
15	Dept Type	EQ	.	
16	Manufacturer	GE	.....	
17	Assigned	EQ	.	
18	Billing Status	GE	...	
19	Billing Type	GE	.	
20	Billing Life	EQ	..	
21	Location Description	EQ	NINILCHIK	
22	Acquisition Date	GE	MM/DD/CCYY	
23	In Service Date	GE	MM/DD/CCYY	
24	Disposal Date	GE	MM/CCYY	
25	Maint Pct Bill Dt	GE	MM/DD/CCYY	
26	Wk Date	GE	MM/DD/CCYY	
27	Asset Orig Cost	GE	.....	
28	P.O. Number	GE	.....	

*Vehicle Status Equals AIS Location Description Equals NINILCHIK*



**Printing Reports**

**Example—AIS Vehicles by Location**

Report requirements: Print a list of vehicles in “AIS” status located in Ninilchik.

1. In this example, the report “Vehicle List” report has been selected. The Record selection screen will default as shown. At row 5, Vehicle Status, place your cursor in the center column. When you scan, the options will appear. Select “EQ” or enter the text “EQ” for equals.

2. Enter in the Vehicle Status “AIS”. Remember, you are asking for assigned vehicles.

3. At the Mgr Name, scan to Jon’s name.

**1**

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	-	
2	District	GE	-	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	GE	...	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	
9	AK Dept ID	EQ	..	

**Vehicle Status**

**Vehicle Status Equals**

Seq	Scan	Occ	Field Name or Constant	Occ
1	EQ		GE	
2	EX		GE	
3	GE		GE	
4	GT		LE	C
5	IN		GE	
6	LE		GE	
7	LT		GE	
8	NE		GE	
9	RI		EQ	
10	RS		GE	
11			GE	
12			GE	
13			GE	

**2**

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Region No	GE	-	
2	District	GE	-	
3	Shop ID	GE	..	
4	Status Category	LE	C	
5	Vehicle Status	EQ	AIS	
6	Spec Class	GE	...	
7	Billing Class	GE	...	
8	Dept Id	GE	.....	

**Vehicle Status**

**Vehicle Status Equals**

**Vehicle Status Equals AIS**

**Parameter or Condition**

**Parameter codes are displayed when the center column is scanned**

Seq	Scan (SEF Distric Mgrs)	Occ	Field Name or Constant	Occ
1	SEF Mgr ..		GE	
2			GE	
3			GE	
4	SEF		LE	C
5	Mgr Name		EQ	CAS
6			GE	
7	AC Drew, Joe		GE	
8	AW Linton, Dee		GE	
9	BE Skinner, Jon		EQ	
10	BW Pace, Bobby		GE	
11	CA Loree, Lonnie		GE	
12			GE	
13			GE	
14			GE	
(mo	2) Paths			

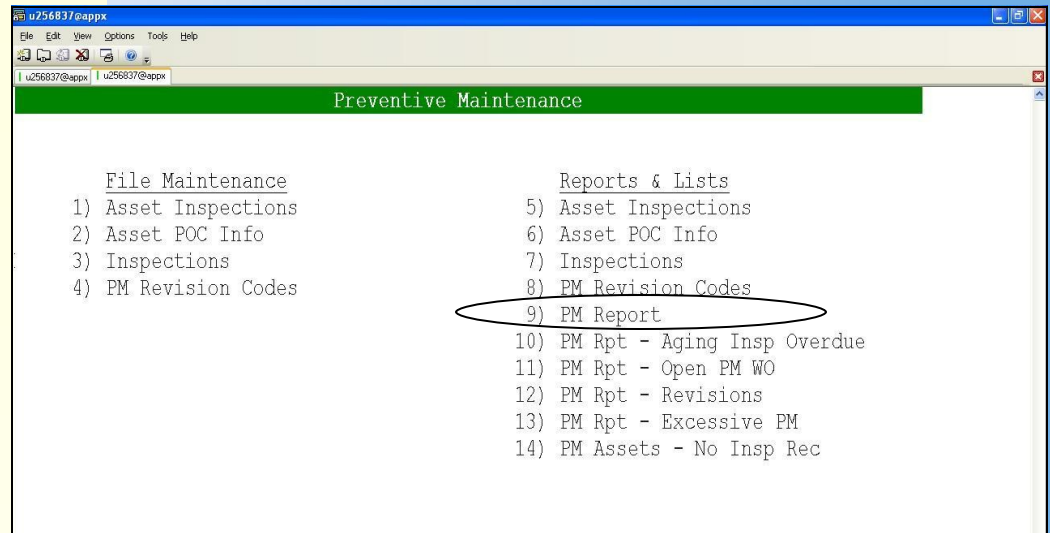
2) Value/Blank    3) Copy

Database: SEF    Appl: UMS AE    User: 618    Oct 4th, 2:06 pm  
Keymap: DATA ENTRY    Mode: Inq

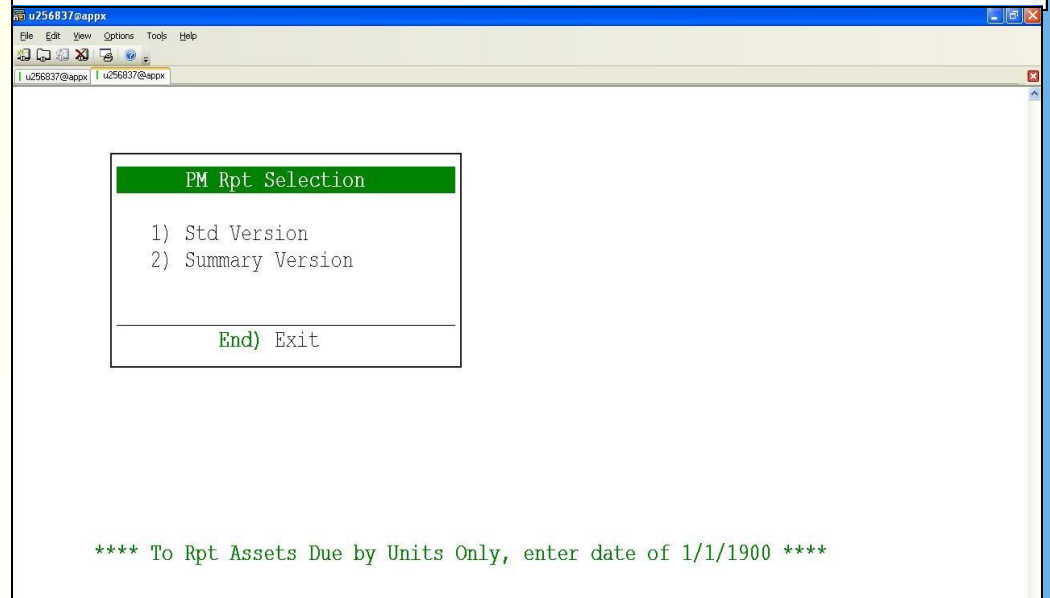


## Printing the PM Report

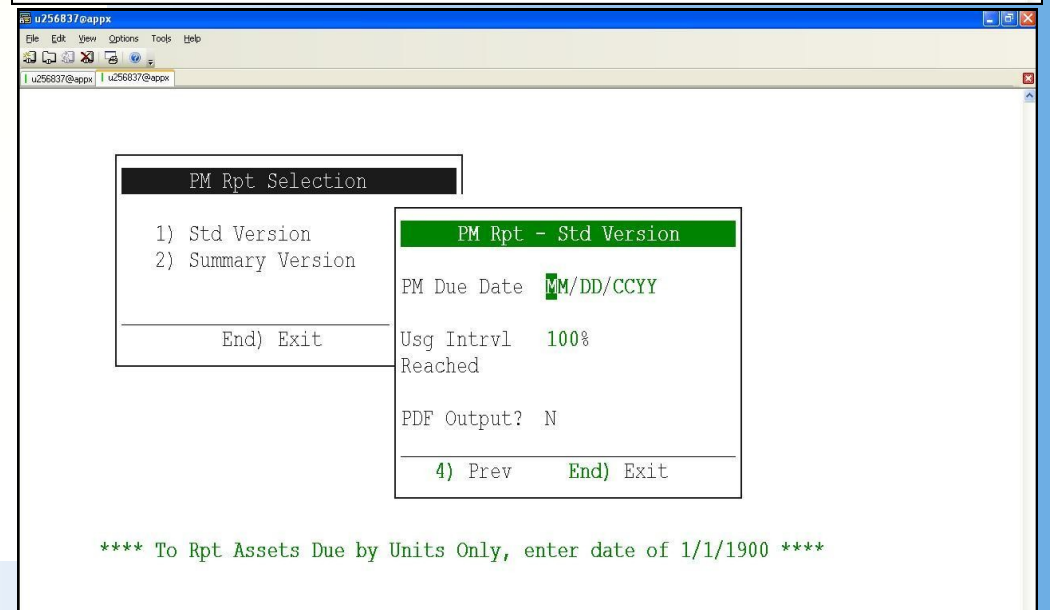
### Select F9) PM Report



Select the type of report you want Standard or Summary by selecting the appropriate Function key



Enter the PM Date requirements





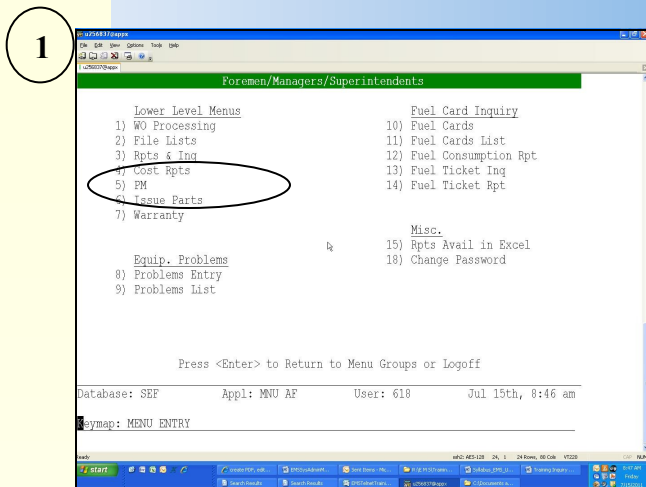


Preventive Maintenance

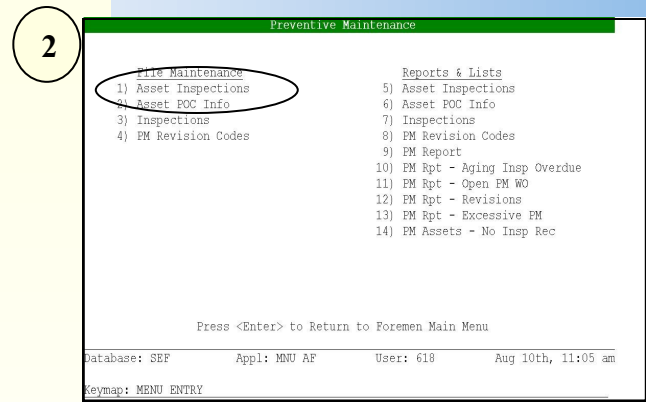
Changing Next PM Date

Prior to changing a PM Date, determine new date desired. Foreman only have the option of deferring a PM 6 months out. If further delay is needed, contact the SEF District Manager and the EMS System Administrator for instructions.

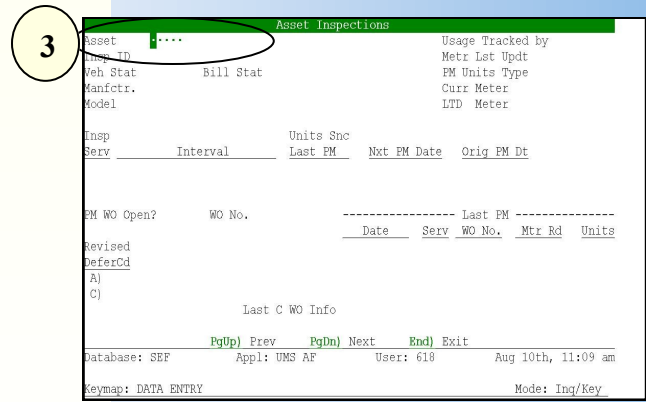
1. At the Foreman's Menu, select F5), "PM"



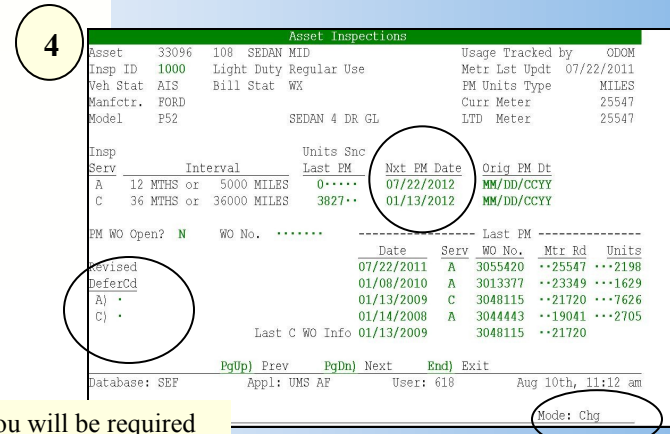
2. At the Preventive Maintenance Menu, select F1); "Asset Inspections"



3. Enter the Asset Number you would like to review and hit enter to display.



4. Once displayed, select F12 in order to be in "Change" mode. The field named "Nxt PM Date" is available to be changed to the new date. A deferral code is required—located at the bottom left section.



You will be required to enter a deferral code

Ensure you are in "Change"