Automated Technical Order Management System

USER'S GUIDE

Version 4.3

INTRODUCTION

ATOMS PROGRAM OVERVIEW

A Technical Order Distribution Office (TODO) is required to maintain records on Technical Order (TO) requirements. The Automated Technical Order Management System (ATOMS) is an MS-DOS relational database application program that enables a TODO to perform its routine duties more efficiently. ATOMS automates the record-keeping responsibilities associated with establishing, receiving, and distributing TO requirements and managing TO file records. For applicable TO policy and procedures, refer to TO 00-5-2 and TO 00-5-19 (FMS countries only).

ATOMS may also be used for managing Computer Program Identification Numbering (CPIN) System records. Refer to TO 00-5-17 for establishing and maintaining CPIN records.

ATOMS USER'S GUIDE OVERVIEW

The ATOMS User's Guide replaces TO 00-5-2-2 as a reference for using ATOMS to automate TODO functions. Chapter 1 contains highlights of the TODO processes and ATOMS functions described more completely in TO 00-5-2. Chapter 2 contains procedures and guidance for installing, setting up, and starting ATOMS. Chapter 3 correlates the ATOMS program functionality to the TO procedures from TO 00-5-2, listing and describing the screen layouts and menu options.

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CHAPTER 1
TO DISTRIBUTION ACTIVITIES

1.1 GENERAL

A Technical Order Distribution Office (TODO) is required to maintain records on Technical Order (TO) requirements. The Automated Technical Order Management System (ATOMS) is an MS-DOS relational database application program that enables a TODO to perform its routine duties more efficiently. ATOMS automates the record-keeping responsibilities associated with establishing, receiving, and distributing TO requirements and managing TO file records. For applicable TO policy and procedures, refer to TO 00-5-2.

1.2 ATOMS

ATOMS is a relational database application for IBM compatible Personal Computers (PC). It was designed to automate (previously manual) processes for administering and ordering Air Force TOs for any organization. Specifically, ATOMS automates the preparation of TO Publication Request (TOPR) forms, the tracking of TO Initial Distribution (ID) requirements, TO requisitions, and TOs received and redistributed to shops or offices in the organization. Also incorporated within ATOMS is the ability to establish customer account records for organization shops and offices that will require TOs. ATOMS also generates pre-defined TO Reports (Listings) to assist with the administration of organization shop/office TOs.

1.2.1 Version 4.3

Version 4.3 includes a special capability to generate TOPR files in one of two different formats: G022 and JCALS. In the near future, the Air Force is replacing the current G022 Automated Information System (AIS) for Air Force TO system information with the JCALS AIS. When the JCALS system becomes operational, TODOs will be provided a new TM Account number and directed to begin preparing and submitting JCALS format TOPR files according to current practice. See TO 00-5-2 for further information.

1.2.2 Compliance.

Responsibilities and procedures described in TO 00-5-2 for the USAF TO Distribution System and FMS TO distribution activities described in TO 00-5-19 apply to users of the ATOMS unless otherwise specified in this TO.

ATOMS is also used for managing Computer Program Identification Numbering (CPIN) System records. Refer to TO 00-5-17 for establishing and maintaining CPIN records.

1.3 SERVICING ORGANIZATION TO ACCOUNTS

1.3.1 TO Distribution Office (TODO)

TODO responsibilities described in TO 00-5-2 apply to ATOMS users in the next section, ATOMS USER RESPONSIBILITIES. The TODO manager establishes organization practice for the use of ATOMS TO Listings to notify TO Distribution Account (TODA) custodians of back-order status and follow-up actions and to manage shop/office TO libraries. If the TODO/TODA and subordinate account custodians are connected to a common local area network (LAN), TO listings can be saved there instead of being printed and distributed. Electronic mail (E-mail) can be used for communication with TODA custodians. The TODO can use ATOMS to prepare TO Publication Request (TOPR) files. TOPR files can be submitted electronically for processing using Internet FTP services.

1.3.2 TO Distribution Accounts (TODA)

TODA responsibilities described in TO 00-5-2 apply to ATOMS users in the next section, ATOMS USER RESPONSIBILITIES. Listings generated by ATOMS provided by the servicing TODO or TODA are used instead of ATOMS records to manage account TO libraries unless the TODA consolidates TO requirements and redistributes TOs to subordinate accounts. ATOMS TO listings contain the most current information available to the servicing TODO/TODA about the status of TOs on hand and TOs on order. Account custodians files maintain TO listings in a convenient location for immediate reference by all personnel using the TO library.

1.4 ATOMS USER PROCESSES

1.4.1 Organization TODO

The TODO is the focal point in an organization for obtaining and distributing TOs needed by the organization to operate and maintain systems and equipment. TO 00-5-2 requires Air Force TODOs to use ATOMS to prepare TO Request files and manage organization customer account records. Any organization assigned a TODO code should use ATOMS to prepare TO Publication Request (TOPR) files that may be submitted using Personal Computer (PC) Internet FTP services. See TO 00-5-2 for detailed information to request an Air Force TODO code and to submit TOPR files. ATOMS and TODO related information may be obtained from the World Wide Web at URL http://www.pdsm.wpafb.af.mil/toprac.

1.4.2 Administration

The TODO accomplishes the task of obtaining and distributing TOs required by an organization according to a five-step process. Each step in this process is described briefly below to acquaint new ATOMS users with the processes automated by the ATOMS program.

1.4.2.1 Step 1: Establish Account Profiles

Account profile records must be established for each shop or office in the organization that requires TOs before account requirements for any TO may be created. The first time a shop/office custodian notifies the TODO that a TO is required, the TODO establishes a profile record for that account using ATOMS. The profile record documents information about the account, including the primary and alternate custodians for the account.

NOTE

Shop/office TO Distribution Account (TODA) custodians are the TODO's points of contact (POC) at the shop/office for obtaining TOs and TO requests, posting received TOs, reconciling account records, and performing inventory of library.

1.4.2.2 Step 2: Establish Records for TOs Required and Requested

When a TODA custodian notifies the TODO that a TO is required, the TODO establishes TO and account records, ID records, and one-time requisition records as applicable. These records are created using ATOMS AFTO Forms 110 Parts 1, 2, and 4.

- In Part 1, the TODO enters information about the TO, such as its classification, its distribution symbol, and the month the TO is due annual review. The account requirement information is also entered in Part 1, including the number of TOs required and on hand and any shortage status.
- In Part 2, the TODO records the increase or decrease in ID requirement for an account for a particular TO. The TO request number and date, and the total ID quantity for the TO are also included.
- In Part 4, the TODO records information about the TO or TO increment to be requisitioned for an account. The TO increment name, the requisition number and date, and the quantity required for each account are entered.

1.4.2.3 Step 3: Prepare TOPR File

The TODO determines when, either by routine schedule or urgency of need, to prepare and submit a TOPR file. The TOPR file documents ID requirements and one-time requisitions for TOs needed by shop/office TO libraries. Two different formats (G022 and JCALS) for TOPR files are created by ATOMS that are submitted electronically by the TODO using Internet FTP services. See Appendix C for a description and references for this process.

1.4.2.4 Step 4: Record Receipt and Redistribution of TOs to Accounts

The TODO records the receipt of TOs and TO updates (revisions, changes, supplements, or TCTOs), and subsequently determines the distribution of those TOs to accounts. The distribution is based upon the established ID requirement for a TO/TCTO series for each account. The TODO uses an ATOMS AFTO Form 110 Part 3 to record the receipt and subsequent distribution of TOs, and the Part 4 record to document the date a TO is received in response to an established one-time requisition. The Part 3 record is also updated if the one-time requisition TO request was established to satisfy shortages documented in Part 3.

NOTE

Separate listings may be prepared showing TODO receipt and account distribution of TOs.

1.4.2.5 Step 5: Check Accuracy of Records and TOs on Hand

The TODO is responsible for maintaining inventory records of TOs required and on hand. These records and account TO libraries must be reconciled periodically with the most current TO indexes. ATOMS maintains the inventory records and can easily generate the appropriate listings to aid in performing these periodic checks. Listed below are descriptions of these checks of ATOMS records and account TO libraries, and the role of ATOMS in performing them. See TO 00-5-2, paragraph 3-15, for more detailed information of these checks.

- ATOMS Routine Record Checks – when TO index revisions are received, the ATOMS user who redistributes TOs compares ATOMS Part 3 record information with TO Index Part I and takes appropriate action to correct the ATOMS record, request TO increments, and notify the TODA custodians as required. Completion of routine checks are documented in the ATOMS remarks function for the corresponding TO index record.

NOTE

Whenever TOs are ordered, TO Requisition Status by Account listings may be prepared and sent to the affected TODA custodians.

- ATOMS Annual Records Checks – when necessary, the TODO generates Annual Review by Index or TO listings to determine the month scheduled (AFTO Form 110 Part 1) for reconciliation of ATOMS TO records with corresponding TO indexes. Completion of annual checks are documented in the ATOMS remarks function for the corresponding TO index annual record.

NOTE

Whenever TOs are ordered, TO Requisition Status by Account listings may be prepared and sent to the affected TODA custodians.

- Annual Reconciliation of ID Requirements – the TODO must reconcile annually the record of TOs on ID for the organization with the list of TOs on ID for the TODO prepared by the AF TO System (G022 or JCALS AIS). ATOMS is capable of generating appropriate listings to assist the TODO and account custodians with the reconciliation of the ATOMS records.
- Annual Inventory of Account TO Library – when necessary, the TODO generates TO Inventory by Account listings (and/or other listings as appropriate) to assist TODA custodians in reconciling the inventory of TOs in their libraries with current ATOMS records.

1.5 ATOMS FUNCTIONS

1.5.1 Overview

ATOMS performs five basic functions, listed here with its Main Menu selection:

- Account Files: ATOMS automates documentation and management of account custodian information.

- AFTO Form 110: ATOMS automates documentation and management of organization TO requirements and distribution record-keeping.
- TO Request: ATOMS automates the preparation of TOPR files.
- TO Listings: ATOMS prepares various TO Listings to aid in managing account TO libraries and records.
- Utilities: ATOMS provides several utilities designed to enhance operation for the user and maintain ATOMS relational databases.

Each of these functions is briefly described in the following paragraphs.

1.5.2 TO Distribution Account Custodian Records

ATOMS electronically establishes and manages a profile record for every organization shop/office, including the address, phone number, security clearance, training, and assigned dates for primary and alternate account contacts (custodians).

1.5.3 AFTO Form 110 Account TO Requirements and Distribution Records

ATOMS electronically establishes and manages AFTO Form 110 records. It contains detailed Account TO requirements and distribution information in four parts. The purpose and function of each of these parts is described below.

1.5.3.1 ID Requirements & TO Sets/CPINS on Hand

Part 1 records are created for every TO required or on hand within the organization serviced by the TODO. The Part 1 record shows which TODA has an ID requirement for the TO as well as the number and status of TOs on hand. The record for the TO includes TO classification, distribution symbol, status and the month scheduled for annual review of the record.

1.5.3.2 Initial Distribution (ID) Quantities Submitted

The Part 2 is used to document Account TO ID increases and decreases that are to be submitted on a TOPR. The total ID quantity is automatically adjusted and a corresponding TOPR transaction record created when the Part 2 record is completed. The ATOMS user is then given the option to update the Part 4 to create a requisition record and corresponding TOPR transaction for requisition of the TO.

1.5.3.3 Initial Distribution Record

The Part 3 is used to document receipt (full or partial) and distribution to accounts of TCTOs, TO revisions, changes, and supplements in response to established ID requirements. When TO updates are received, records of superseded TO increments are deleted, and only the active TO increments are shown.

When the shorted quantity is received, ATOMS automatically updates the Part 3 to enter the date shorted copies are received, increases the appropriate Part 1 Account TOs On Hand quantity, and removes the Shortage field minus sign.

1.5.3.4 Requisition Distribution Record

The Part 4 is a record of individual Account TO requisitions and receipt. The total number of TO/TO increments requisitioned is calculated and entered by ATOMS. A corresponding TOPR transaction record is created when the Part 4 record is completed. The Part 4 record must be changed when requisitioned TOs are received or when follow-up or cancellation of backordered requisitions is necessary.

1.5.4 Preparing TO Listings

ATOMS electronically prepares various listings sorted by index, TO, or account, including those containing information on TO distribution/receipt, account inventory annual reviews, deletes and rescinds, TOs requiring follow-ups, code selected reconciliation listings (CSRL), and requisition status.

1.5.5 Preparing TOPR Files

ATOMS electronically generates and prepares a TOPR file for ID requirements and one-time requisitions in both G022 and JCALS formats. TO request ID and requisition information may be reviewed and added, edited, or deleted before a TOPR file is generated or printed.

1.5.6 Providing Self-Enhancing Utilities

ATOMS Utilities provide capability to set up system operation, maintain ATOMS databases, and modify system features. G022 or JCALS system/TO request format can be selected. After the appropriate utility is executed, ATOMS electronically services itself, including packing its databases and re-indexing its fields. It also allows for choosing a type of printer, changing display colors, browsing for duplicate records, and changing the current date for time-stamping files.

CHAPTER 2
SYSTEM OVERVIEW

2.1 INTRODUCTION

This chapter provides information about the ATOMS program and describes installation and setup of the program on an IBM™ compatible PC. ATOMS can not operate on Apple™ or Macintosh™ PCs. Information for troubleshooting ATOMS program operation is located in Appendix B.

2.1.1 Distribution of ATOMS

The ATOMS program and User's Guide are identified as TO 00-5-2-102, a supplemental TO to TO 00-5-2. Files for installing ATOMS and the User's Guide files are distributed on CD-ROM–specifically, TO 00-CD-1, Methods and Procedures TOs. These files may also be downloaded from the World Wide Web at URL http://www.pdsm.wpafb.af.mil/toprac (there is an ATOMS link on the website). When a new TODO code (TM account) is assigned, an ID requirement for TO 00-CD-1 is automatically established. The CD files may be copied and provided to TODA custodians not on ID for TO 00-CD-1.

2.1.2 ATOMS Users

To use ATOMS effectively in managing organization TO Distribution Accounts/Sub accounts (TODA/TODS), users must have a basic knowledge of the Air Force TO and TO Distribution Systems (TOs 00-5-1 and 00-5-2). A working knowledge of IBM compatible desktop computers, Microsoft (MS) Disk Operating System (MS-DOS), and Windows operating systems is essential. A working knowledge of Internet services like World Wide Web and File Transfer Protocol is also very helpful.

2.2 MINIMUM SYSTEM REQUIREMENTS

2.2.1 Hardware Requirements

The following list contains the hardware requirements for running the ATOMS program:

- Intel 80386™ (or equivalent) microprocessor-based PC
- 640K conventional memory (unrestricted access to 512K)
- Hard disk drive with 8 MB free
- 3-1/2 inch diskette drive
- MS-DOS Version 5.0
- Printer: Generic Epson FX Dot Matrix or HP 4 Laser compatible
- Monitor: 16 color VGA

2.2.2 Operating System Considerations

The Automated Technical Order Management System (ATOMS) is an MS-DOS Clipper™ relational database application. Version 4.3 of the ATOMS is capable of handling dates before and after the year 2000 (Y2K compliant). As an MS-DOS application, it must be operated from the MS-DOS system or from a Win 95 or Win NT virtual DOS machine (VDM) setup.

To operate reliably, ATOMS requires unrestricted access to a minimum of 512K bytes conventional memory. The PC must be configured to allow the ATOMS program to use 47 files. The ATOMS installation modifies a PC's configuration to increase the number of files that may be used.

NOTE

PCs capable of operating WIN 95 or WIN NT operating systems satisfy minimum requirements for PC microprocessor and conventional memory.

Win 3.x, however, does not reliably manage memory required by ATOMS. The user must exit Win 3.x (**close** Windows) and operate from MS-DOS. The **atoms.bat** command (executing the *atoms.bat* file) must be used to start the ATOMS program with any PC operating system, to ensure that the proper number of files are available.

2.3 INSTALLATION AND SETUP

2.3.1 Extract ATOMS 4.3 Files

ATOMS program and setup files must be extracted before the *setup.exe* file can be executed to install the ATOMS 4.3 program. Extract these files to an empty folder (directory) on the PC's hard drive or to a 3-1/2 inch diskette.

NOTE

Do not extract files to the *\atoms4* (ATOMS program) folder.

To extract the files necessary to use the ATOMS program, follow these steps:

1) Using Windows File Manager or Explorer, create a temporary, empty folder on the PC hard drive, [OR] insert a formatted diskette into the 3-1/2 inch diskette drive.
2) Place TO 00-CD-1 into the PC's CD drive.
3) Using File Manager or Explorer, double-click on the *atoms.exe* file in the \atoms43 folder on TO 00-CD-1.
4) When the self-extractor dialog box appears, enter the path (drive\folder) where files are to be extracted (the temporary folder or the 3-1/2 inch diskette). The twenty files necessary for ATOMS installation are then extracted to the specified folder or diskette.

2.3.2 Install ATOMS 4.3

Once the ATOMS program and setup files have been extracted to an empty folder on the hard drive or 3-1/2 inch diskette, the *setup.exe* file can be executed to install new or upgrade a previous version to the ATOMS 4.3 program.

If the ATOMS program is installed in a program folder (directory) other than \atoms4, make note of it and install the ATOMS 4.3 into the same folder.

1) From Windows File Manager or Explorer, double-click on the *setup.exe* file in the temporary folder or the 3-1/2 inch diskette.
2) Follow on-screen instructions to install ATOMS 4.3.
3) A *readme.txt* file appears at the end of the installation process. It describes the steps to create a Win 95 or Win NT desktop icon to start the ATOMS program. If Windows 3.x is being operated, the ATOMS program must be operated from MS-DOS.

2.3.3 Windows 95 ATOMS 4.3 Setup

To create a desktop icon for ATOMS 4.3, follow these steps:

1) Click the right mouse button in any free space on the Win 95 Desktop window.
2) Choose **New**, **Shortcut**, **Browse**.
3) Choose **Open** or double click on the *atoms.bat* file from the list of program files in the *\atoms4* program folder. Choose **Next**.
4) Enter a name for the ATOMS Program shortcut (ATOMS43). Choose **Next**.
5) Choose a suitable icon for the ATOMS program. Choose **Finish**.

To modify ATOMS 4.3 program shortcut properties, follow these steps:

1) Click the right mouse button on the newly-created ATOMS program icon.
2) Choose **Properties**.
3) Select the General Tab and review the general information.
4) Select the Program Tab. Be sure the Command Line reads **c:\atoms4\atoms.bat** and that the Working Directory reads **c:\atoms4**. Check "**Close on exit**" box.
5) On the Memory Tab, set all memory types to **Auto**. Be sure Conventional memory "Protected Mode" is NOT checked. Set Initial Environment to **Auto**.
6) On the Screen Tab, under Usage, check "**Full screen**."
7) On the Misc Tab, it is recommended that the Allow Screen Saver box NOT be checked.
8) Click **OK** after completing above changes.

2.3.4 Windows NT ATOMS 4.3 Setup

To create a desktop icon for ATOMS 4.3 in a Windows NT environment, follow these steps:

1) Click the right mouse button in any free space on the Win 95 Desktop window.
2) Choose **New**, **Shortcut**, **Browse**.

NOTE

The *atoms43.exe* must initially be selected instead of the *atoms.bat* file for Win NT to present the MS-DOS application program shortcut properties dialog box. *Atoms.bat* is subsequently selected as the start up file for ATOMS.

3) Choose **Open** or double click on the *atoms43.exe* file from the list of program files in the *\atoms4* program folder. Choose **Next**.
4) Enter a name for the ATOMS Program shortcut (ATOMS43). Choose **Next**.

5) Choose a suitable icon for the ATOMS program. Choose **Finish**.

To modify ATOMS 4.3 program shortcut properties in Windows NT, follow these steps:

1) Click the right mouse button on the newly-created ATOMS program icon.
2) Choose **Properties**.
3) Select the General Tab and review the general information. Do NOT check Attributes section "Compressed" box.
4) Select the Security Tab (present only when the PC hard drive is formatted for NT File System). Write access to ATOMS should be restricted to principal and alternate ATOMS users only. Setting Permissions for full control by principal user will prevent others from changing ATOMS program shortcut settings.
5) Select the Program Tab. Change the Command Line to read **c:\atoms4\atoms.bat** and ensure that the Working Directory reads **c:\atoms4**. Check "**Close on exit**" box.
6) On the Screen Tab, under Usage, check "**Full screen**."
7) On the Misc Tab, it is recommended that the Allow Screen Saver box NOT be checked.
8) Click **OK** after completing above changes.

2.3.5 Windows 3.x ATOMS 4.3 Setup

To ensure operation of the ATOMS under Windows 3.x, follow these steps:

1) **Exit** Windows 3.x program to MS-DOS.
2) Check conventional memory by entering command **mem** (MS-DOS 5 or 6.x).
3) Available conventional memory must be at least 512K bytes. Obtain assistance as required to make adjustments to the PC system files to free up at least 512K bytes of conventional memory.
4) Enter command **\atoms4\atoms.bat** to start ATOMS.

2.3.6 Windows 95 and Windows NT Printer Setup

AFTO Form 110 screens, TODO Listings and TO Requests may be printed on a dot matrix or non-PostScript™ laser jet printer accessible through a Local Area Network (LAN). The printers must be able emulate an Epson FX 80 or HP Laser Jet printer, and the Windows 95 or Windows NT Printer device driver properties must be set to capture the output of the PC LPT1 port.

Refer to Win 95 or Win NT operating system printer setup instructions.

1) If a LAN printer will be used to print ATOMS listings/screens, it must be able to emulate Epson™ FX 80 dot matrix or HP™ Laser Jet 4 printer. Otherwise, connect a compatible printer directly to the PC LPT1 port and refer to <u>MS-DOS (Win 3.x) Printer Setup</u>.
2) Install the appropriate print drivers (software device program file) for the LAN printer that will be used to print ATOMS output (Epson™ FX or HP™ Laser Jet).
3) If printing to a printer on a LAN, modify printer properties to capture ATOMS printer output from LPT1.

4) Select dot matrix (66 lines) or Laser Jet (60 lines) option from the ATOMS UTILITIES PRINTER SETUP menu depending on the type of printer used. This selection controls the number of lines of information before a page break command is generated.

2.3.7 MS-DOS (Win 3.x) Printer Setup

AFTO Form 110 screens, TODO Listings and TO Requests may be printed on a Dot matrix or non-PostScript laser printer connected directly to the PC LPT1 parallel port. The dot matrix or laser jet printers must be able emulate an Epson FX 80 or HP Laser Jet printer. Selecting Dot Matrix or Laser options from the ATOMS UTILITIES changes the number of lines of information before a page break command is generated.

1) Connect the dot matrix or laser jet printer to PC LPT1 port.
2) Install the appropriate print drivers (software file) for the printer connected the PC LPT1 port.
3) Select dot matrix (66 lines) or Laser Jet (60 lines) option from the ATOMS UTILITIES PRINTER SETUP menu, depending on the type of printer used.

2.3.8 Select G022 or JCALS System Format

After installation, the ATOMS 4.3 is set for G022 System/TO Request format. When given direction and notified of the new JCALS TO system TM account number, TODO ATOMS users must change the SYSTEM/TO REQUEST FORMAT to JCALS and enter the JCALS TM account number provided. See Change System/TO Request Format and Change TODO or JCALS Account Number under the UTILITIES menu.

NOTE

For further information about TO System transition from G022 to JCALS, refer to TO 00-5-2, paragraph 3-13, or to TO System Information WWW site (http://www.pdsm.wpafb.af.mil/toprac).

2.4 OPERATION PRACTICES

2.4.1 First Time Operation

After installing and setting up the ATOMS program, certain information must be entered for ATOMS to operate properly. If an earlier version of ATOMS was already installed, only the JCALS TM Account number may need to be entered. Refer to the Chapter 3 sections of TO REQUEST and UTILITIES for instructions on entering the following information:

- Enter the JCALS TM account number (see Change TODO or JCALS Account Number).
- Change the TO request format (see Change System/TO Request Format).
- Select dot matrix (66 lines/page) or laser (60 lines/page) print format (see Printer Windows 95 and Windows NT Printer Setup or MS-DOS (Win 3.x) Printer Setup).
- Enter TO Request setup information for G022 format only (see TO Request).

2.4.2 Day-to-Day Operation

Continued reliable operation of the ATOMS program requires daily packing and indexing of ATOMS program database files. Refer to paragraphs Pack All Databases and Reindex Database Files for procedures. Packing the database files not only removes records marked for deletion, but re-indexes them as well.

2.4.3 Backing Up ATOMS Program Files

ATOMS database files should be backed up at the end of each day 's use of the ATOMS. Backup copies should be made to a diskette or other storage media separate from the PC hard drive, such as a set of 3 1/2 diskettes, magnetic tape, a Zip drive, or a folder on LAN server drive. If a LAN drive will be used to store ATOMS files, be sure that the LAN file server is routinely backed up as well. The storage device (diskette, tape, Zip, or LAN) that is used must be installed on the same PC as ATOMS.

To create backups using Windows File Manager or Explorer, follow these steps:

1) Create and name the folder on the device or drive that will contain ATOMS program backup file data. For example, select **LAN drive**; then select **File**, **New**, **Folder**, and then enter a name such as *\bu1atoms*.

2) Copy all files in ATOMS program folder (\atoms4) to the storage device. For example, select **Edit**, **Select All**, **Edit**, and then **Copy**.

3) **Paste** the selected files to the designated backup device/drive. For example, select the backup device or drive folder, then **Edit**, **Paste**. ATOMS program files are now copied to the desired storage medium.

NOTE

As a minimum, all database (*.*dbf*) and comment (*.*dbt*) files should be backed up. Follow the above procedure, but select only database files (those files ending with *dbf* and *dbt* file extensions.

2.4.4 Restoring Backup Copy of ATOMS Database Files

If necessary to restore the backup copy of the ATOMS database files, follow these steps:

NOTE

The PC and backup device used for the ATOMS program must be fully operational. If the LAN was used, access to the LAN drive used to create ATOMS backup folder must be accessible.

1) Insert the backup medium (diskette, tape, or Zip disk), or access the LAN Drive where ATOMS backup data is stored.

2) If the ATOMS program folder still exists on the PC Hard Drive, rename it. For example, click on the ATOM program folder name with the right mouse button and enter a new name such as *\ol1atoms*.

3) Create a new ATOMS program folder. For example, select **File**, **New**, **Folder**, and enter *atoms4*.

4) Copy all files in the ATOMS backup data folder. For example, select the backup folder (*\bu1atoms*), then **Edit**, **Select All**, **Edit**, and then **Copy**.

5) Copy the selected files to the new ATOMS program folder (*\atoms4*). For example, select the ATOMS program folder, then **Edit**, **Paste**. ATOMS program files are now restored to the ATOMS Program folder.

NOTE

If ATOMS database files only were backed up (*.*dbf* and *.*dbt*), the ATOMS program must be reinstalled after database files have been restored. This method ensures database files are properly integrated with ATOMS program files.

2.4.5 Moving ATOMS Program Files to Another PC

Follow the procedures for backing up and restoring the ATOMS database files, with one exception. When restoring the files, restore program or database files to a newly created ATOMS program folder on the hard drive of the new PC. Then install the ATOMS program to the new PC.

1) Create ATOMS program folder.

2) Restore ATOMS program folder backup to newly-created ATOMS folder.

3) Install the ATOMS program to the ATOMS folder.

2.5 DOCUMENTATION

2.5.1 User's Guide

The user's guide for ATOMS version 4.3 replaces TO 00-5-2-2, and is designed to be a stand-alone document. It contains steps for installing and operating the Automated Technical Order Management System (ATOMS). Explanations of the ATOMS program functionality are correlated to the TO procedures from TO 00-5-2, and the screen layouts and menu options are listed and described.

2.5.2 Conventions

The following table lists other conventions used in this user's guide.

TEXT	CONVENTION	EXAMPLE
Menu options	All capital letters	ACCOUNT FILES
Text or key typed by user	Bold type	**Enter** (press the **Enter** key)
File names	Italics type	*Accounts.txt*
Field data	Small caps	RESCIND or DELETE in the status field
Ref. to paragraph title	Underlined	see <u>Selecting a Menu Option</u> in section 1
Chapter numbering	One number/indenture	3. PROGRAM OPERATION [all caps]
Section numbering	Two numbers/indentures	2.4 OPERATION PRACTICES [all caps]
Paragraph numbering	Three numbers/indentures	1.5.6 Providing Self-Enhancing Utilities

CHAPTER 3
PROGRAM OPERATION

3.1 OVERVIEW

3.1.1 Starting ATOMS

To run the ATOMS program, click on the ATOMS icon (Figure 3-1) and press **Enter**, or double-click on the icon. The program executes a start-up routine with a colorful graphic display, while internally loading and opening its databases. When the Main Menu appears, the start up has been successful .

Figure 3-1. ATOMS Icon

3.1.2 Main Menu

The Main Menu (Figure 3-2) lists six options: ACCOUNT FILES, AFTO FORMS 110, TO REQUEST, TODO LISTINGS, UTILITIES, and RETURN TO SYSTEM. Each of these options is discussed in the following paragraphs.

```
MAIN MENU FOR TODO 1234
CURRENT DATE:XX28NOV98
< 1 > Account Files
< 2 > AFTO Forms 110
< 3 > TO Request
< 4 > TODO Listings
< 5 > Utilities
< 0 > RETURN TO SYSTEM
SELECT OPTION NUMBER
```

Figure 3-2. ATOMS Main Menu

3.1.3 Selecting a Menu Option

To select an option from the main menu, type the number that corresponds to the desired option. Alternately, use the arrow keys to move the highlight. When the desired option is highlighted, press **Enter**.

These same procedures are used in selecting any menu option in ATOMS.

NOTE

If the keyboard being used contains arrow keys on the numeric keypad, the Num Lock key must be turned off for the arrow keys to function properly.

3.1.4 Other Conventions

Besides the selecting of menu options, there are several other program conventions for ATOMS:

- Leading zeros are not displayed, but understood.
- For numbers, the plus sign + is not displayed; the minus sign is displayed.
- All letters are displayed in upper case.
- Except when operating in the AFTO Form 110 arena, the ESC key aborts the current function and returns to the previous screen or menu. The AFTO Form 110 exceptions are explained where appropriate, later in this guide.
- Most ATOMS listings have three output options: displayed on the screen, sent to a printer, or saved to a file. When saving a listing to a file, the listing is stored as an ASCII text file. It is conventional to name (when prompted) the saved file with a TXT extension (e.g., *Accounts.txt*).
- When an ATOMS listing is sent to a printer, the printer must NOT be a PostScript printer, but should be connected to the computer's parallel port (typically LPT1 or LPT2). Refer to Windows 95 and Windows NT Printer Setup for detailed information on printer support.

3.1.5 Running ATOMS for the First Time

If ATOMS is being used for the first time, account profile records for organization TO distribution accounts must be created. Select ACCOUNT FILES from the Main Menu, and follow the instructions in the next section on setting up an account, Adding an Account Number. Refer to First Time Operation and Day-to-Day Operation for data that must be entered into the ATOMS program after installation before it may be operated.

3.2 ACCOUNT FILES

3.2.1 Menu Options

The Account Number Menu (Figure 3-3) lists five options: ADD AN ACCOUNT NUMBER, CHANGE ACCOUNT INFORMATION, DELETE ACCOUNT NUMBER, LIST ACCOUNT NUMBERS, and RETURN TO MAIN MENU. Each of these options is discussed in the following paragraphs.

```
        ACCOUNT NUMBER MENU FOR TODO 1234
             CURRENT DATE:XX28NOV98

   < 1 > ADD ACCOUNT NUMBER
   < 2 > CHANGE ACCOUNT INFORMATION
   < 3 > DELETE ACCOUNT NUMBER
   < 4 > LIST ACCOUNT NUMBERS
   < 0 > RETURN TO MAIN MENU

             SELECT OPTION NUMBER
```

Figure 3-3. Account Number Menu

3.2.2 Adding an Account Number

If running ATOMS for the first time, it is necessary to set up an account for use. From the Account Number Menu, select ADD AN ACCOUNT NUMBER, using the same procedures described in Selecting a Menu Option. The Account Number Add Screen (Figure 3-4) appears. Enter the information for the new account into the appropriate fields.

NOTE

Account numbers are internally assigned numbers used by the TODO for each shop or office in the TODO's organization that receives TOs. If the TODO has only one receiving shop or office, an account number must still be set up.

```
                                                                      Ins
                           ACCOUNT SCREEN FOR TODO 1128
                     ACCOUNT FILE MAINTENANCE ADD ACCOUNTS

                        Accnt#:           1
                        Off Symb:   HQ AFMC/ENC
                        Bldg#:            4027
                        Phone#:           DSN 787-3085
                        Annual Rev:       0
                                                     Training       Assigned
             Contact                           Clear DDMMMYY        DDMMMYY
  Primary:   POC                               SEC   04JAN93        28NOV78

  Alternate: POC # 2                           SEC   10FEB93        04JAN93
```

Figure 3-4. Account Number Add Screen

3.2.2.1 Account Number

The account number itself may be up to three characters in length–as soon as the third character is typed, the account is automatically created, and any and all information subsequently added will be recorded with that account number.

NOTE

If an incorrect account number is entered, it cannot be changed. The incorrect account number must first be deleted (see Deleting an Account Number), and the correct account number then added.

3.2.2.2 Fields and Keystrokes

If a field is completely filled, typed in by the operator, the cursor automatically moves to the next field. The operator may also move the cursor to the next field using the Down arrow, or return to the previous field using the Up arrow.

When all fields are filled, pressing **Enter** creates the new account record, storing all the data. Figure 3-4 reappears, showing any changes in the fields. The operator can then enter another new account number, or press **ESC** to return to the Account Number Menu.

3.2.3 Changing Account Information

If information on any account is incorrect or out-of-date, the information may be changed using the CHANGE ACCOUNT INFORMATION option.

NOTE

The account number itself cannot be changed. If incorrect, it must be deleted, and a new account number then established.

From the Account Number Menu, follow these steps:

1) Select CHANGE ACCOUNT INFORMATION, using the same procedures described in Selecting a Menu Option. ATOMS asks, "WHAT ACCOUNT TO EDIT."
2) Enter the appropriate account number and press **Enter**. If the account number is valid, the account information is displayed on the screen for modification.
3) When all fields are changed as desired, press **Enter**. ATOMS asks, "DO YOU WISH TO EDIT ANOTHER ACCOUNT (Y/N)."
4) If **N** is selected and **Enter** pressed, ATOMS returns to the Account Number Menu. If **Y** is selected (the default value) and **Enter** pressed, ATOMS returns to the "WHAT ACCOUNT TO EDIT" question for a new account number (repeat step 2).

3.2.4 Deleting an Account Number

If the account number is incorrect, or the account has been discontinued, the account number must be deleted. From the Account Number Menu, follow these steps:

NOTE

If selecting DELETE ACCOUNT NUMBER was accidental, or if deleting an account is not desired, press **ESC** to return to the Account Number Menu

1) Select DELETE ACCOUNT NUMBER, using the same procedures described in Selecting a Menu Option. ATOMS asks, "WHAT ACCOUNT TO DELETE."
2) Enter the appropriate account number and press **Enter**. If the account number is not valid, ATOMS again asks, "WHAT ACCOUNT TO DELETE." If the account number is valid, the account information is displayed on the screen.
3) When asked for confirmation to delete the account, if **N** is selected and **Enter** pressed, ATOMS returns to the Account Number Menu. If **Y** is selected (the default value) and **Enter** pressed, ATOMS will mark the account for deletion, making the account inaccessible for use.
4) When the desired account is "deleted," ATOMS asks, "DO YOU WISH TO DELETE ANOTHER ACCOUNT (Y/N)." If **N** is selected and **Enter** pressed, ATOMS returns to the Account Number Menu. If **Y** is selected (the default value) and **Enter** pressed, ATOMS returns to the "What account to delete" question for a new account number to delete (repeat step 2).

3.2.5 Listing Account Numbers

This option, LIST ACCOUNT NUMBERS, allows the user to view account information.

From the Account Number Menu, follow these steps:

1) Select LIST ACCOUNT NUMBERS, using the same procedures described in Selecting a Menu Option. ATOMS asks, "WHAT ACCOUNT NUMBER TO START WITH."

NOTE

When viewing an account is no longer desired, press **ESC** at any time to return to the Account Number Menu.

2) Enter an account number and press **Enter**. If the account number is valid, ATOMS asks for the output location of the listing.
3) Select **S** for screen viewing, **F** for writing the data to a file, or **P** for printing the data to a printer. A sample screen listing is shown in figure 3-5. If the File option is used, see Other Conventions for file format and extension information. If the Print option is used, see Other Conventions for printer type and hook up information.
4) When all accounts are listed or viewed as desired, press **ESC** to return to the Account Number Menu.

3.2.6 Returning to the Main Menu

The RETURN TO MAIN MENU option is used when all account information is correct or obtained.

From the Account Number Menu, select RETURN TO MAIN MENU, using the same procedures described in Selecting a Menu Option. ATOMS returns to the main menu.

```
ACCOUNT LISTING FOR TODO ACCOUNT NUMBER 1128

ACCNT#:   6    OFF SYMB:  HQ AFMC/ENCI     BLDG #:  4027   PHONE #:  DSN 787-3085
PRI CONTACT:  POC                          CLR:  SEC    TNG:  930104    ASSIGNED:  921202
ALT CONTACT:  POC # 2                      CLR:  SEC    TNG:  930105    ASSIGNED:  930104
```

Figure 3-5. Sample Account Listing

3.3 AFTO FORMS 110, GENERAL

3.3.1 Overview

The AFTO Forms 110 basic screen is shown in Figure 3-6. All account requirements and TO requisition data is created, modified, deleted, and displayed using one of the four parts of this form. Each of the four parts of the AFTO Forms 110 has its own section in this user's guide, explaining its functions.

JCALS Account 1128

Part 1 - ID Requirements And TO Sets/CPINs On Hand

TO:	Class	Symbol	Total ID
Prev TO:			Accounts
	Status:		Review Month

<S>ELECT TO <V>IEW TOs PART <1> PART <2> PART <3> PART <4> <M>AIN MENU X
<A>DD <C>HANGE <D>ELETE <L>INE <F>ORWARD <B>ACK <R>EMARK <P>RINT

Figure 3-6. AFTO Form 110 Basic Screen

Here are brief descriptions of each of the four parts of the AFTO Form 110 screens:

- The AFTO Form 110 Part 1 is used to add, change, or delete TO and account ID information.
- The AFTO Form 110 Part 2 is used to document Initial Distribution requirements for TOs required by individual organization TODAs. Information from a completed Part 2 record is used to generate corresponding TOPR forms electronically.
- The AFTO Form 110 Part 3 is used to document receipt and distribution (to TODAs) of TO increments (supplements, changes, revisions or TCTOs) received in response to established ID requirements.
- The AFTO Form 110 Part 4 is used to document one-time requisitions for TOs, TO supplements, or TCTOs. Information from a completed Part 2 and Part 4 record is used to generate corresponding TOPR forms electronically. The processes of follow-up and cancellation of requisition backorders are also documented in the Part 4.

A remarks function is available from any of the four parts of the AFTO Form 110. It is used to document completion of TO Index routine and annual check information, and for any other important notes about TOs on order or on hand.

3.3.2 General Navigation and Editing Commands

General navigation commands move the cursor or highlight from item to item on the AFTO Forms 110 screens. Table 3-1 lists the navigation keystrokes and their functions.

Action	**Keystroke**	**Optional Keystroke**
Word left	Ctrl+A	Ctrl+left arrow
Word right	Ctrl+F	Ctrl+right arrow
Previous field	Ctrl+E	Up arrow
Next field	Ctrl+X [or] Ctrl+M	Return [or] Down arrow
First character of field	Home	
Last character of field	End	
Beginning of first field	Ctrl+Home	
Beginning of last field	Ctrl+End	
Jump ahead one or more field(s)	PageDown	ESC

Table 3-1. AFTO Forms 110 Navigation Commands

Editing key commands allow editing of information in the AFTO Forms 110. Table 3-2 lists the editing keystrokes and their functions.

Action	**Keystroke**
Delete from cursor position to end of field	Ctrl+T
Delete word right	Ctrl+Y
Restore current field to original value	Ctrl+U
Insert mode [toggle]	Insert [or] Ctrl+V

Table 3-2. AFTO Forms 110 Editing Key Commands

[**F8**] displays the combined table of navigation and editing keystrokes while any part of the AFTO Form 110 is being used.

3.3.3 Common Commands

At the bottom of the AFTO Form 110 screens is a menu of specific navigational and editing commands common to all four parts of the AFTO Forms 110. It is recommended that these be used, rather than the general keystrokes in the previous paragraph, as they are more efficient in dealing with the AFTO Form 110 screens. The specific keystrokes for the commands (inside < and >) and their actions are listed here:

Except for <I>nsert, these keystrokes are used on all AFTO From 110 screens. If there is anything peculiar about the keystroke's behaviour, in the following sections it is addressed in the text that explains when and how it is used.

3.4 AFTO FORMS 110, PART 1

3.4.1 Account TO Requirements and Distribution Records

AFTO Form 110 Part 1 records are created for every TO required or on hand within the organization serviced by the TODO. The Part 1 record shows which TODA has an ID requirement for the TO, as well as the number and status of TOs on hand. If no record exists for a particular TO, a record for the TO must be added. The accounts that have ID requirements for the TO are then added. The record for the TO includes TO classification, distribution symbol, status, and the month scheduled for annual review of the record.

Command	**Action**
<**S**>elect TO	Selects a TO and displays it
<**V**>iew TOs	Prepares to view the TO records (used with **F** and **B**, which scroll through list of TOs)
Part <**1**>	Jumps to Part 1 screen
Part <**2**>	Jumps to Part 2 screen
Part <**3**>	Jumps to Part 3 screen
Part <**4**>	Jumps to Part 4 screen
<**M**>ain	Jumps to Main Menu
<**A**>dd	Adds a record on Part displayed
<**C**>hange	Changes some of the record on Part displayed
<**D**>elete	Deletes some or all of the record selected
<**L**>ine	Moves the highlight to the next line
<**I**>nsert	Toggles Insert line/record function (Part 3 only)
<**F**>orward	Moves to the next line record (or use with **V** to select TO)
<**B**>ack	Moves to the previous line record (or use with **V** to select TO)
<**R**>emark	Opens Remarks box to add or edit information
<**P**>rint	Prints current screen

Table 3-3. AFTO Forms 110 Specific Navigation Keystrokes

The number of account TOs on hand and the status are automatically updated when the receipt and distribution of a TO in the Part 3 record is documented. The shortage field indicates the status of TOs on hand. A minus sign (-) is entered when a TO on hand is missing an increment.

3.4.2 Add a TO Record

If no record exists for a particular TO, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Select **A**, **T** (to Add the TO).
4) Type in the TO number and **Enter**.

5) Enter data for classification (UNCLASSIFIED is default), distribution symbol, previous TO, status (CURRENT is default), and review month (1 for January, 2 for February, etc.).

The TO record is complete as soon as the review month field is filled.

3.4.3 Change a TO Record

If information for a particular TO needs to be changed, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Select **C**, **T** (to Change the TO).
4) Type in the TO number and **Enter**, or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
5) If TO number is to be changed, select **Y**es. If not, **N**o (default).
6) Tab through data fields of TO classification, distribution symbol, previous TO, status, status date, and review month. To accept displayed values, **Enter**. To change, type over displayed value.

The TO record is complete as soon as the review month field is filled.

3.4.4 Delete a TO Record

If a particular TO needs to be deleted, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Select **D**, **T** (to Delete the selected TO).
5) If the TO is to be deleted, select **Y**es. If not, **N**o (default).

When the message appears that the selected TO is deleted, pressing **Enter** displays the next TO in ATOMS.

3.4.5 Add a TO Distribution Account Record

If a TODA requirement for a particular TO is to be added, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Select **A**, **A** (to Add the Account).
5) Type in the account number for the TODA and **Enter**. If an invalid account number is typed (already selected for that TO or account not in the system), ATOMS beeps and displays an appropriate warning.
6) If another account is to be added, select **Y**es and return to step 5.

7) Select **N**o.

The record is complete when no other accounts need to be added.

3.4.6 Change an Account Record for a TO

The only changes that can be made to an account record for a TO in Part 1 are the TOs on Hand and the Shortages fields. If either of these fields for a particular account record needs to be changed, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Type in the TO number and **Enter**, or use **F**orward and **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C**, **A** (to Change the Account).
6) Type in the correct value for the TOs in Hand and/or the Shortages fields.

The change is complete as soon as the Shortages field is filled.

3.4.7 Delete an Account Record

If a particular account requirement for a TO needs to be deleted, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **1** (for Part 1 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **D**, **A** (to Delete the Account for that TO).
6) If the account to be deleted is selected, press **Enter**. If not, type in the correct account number and press **Enter**. If unsure, **ESC** returns to the previous screen.
7) If the account is to be deleted, select **Y**es. If not, **N**o (default).

When step 7 is completed, the current accounts are again displayed on screen.

3.5 AFTO FORMS 110, PART 2

3.5.1 Initial Distribution Quantities Submitted

AFTO Form 110 Part 2 records are used to document TODA ID increases and decreases for TOs that will be submitted on a TOPR. The increase or decrease in ID is entered. When the Part 2 record is completed, the total ID quantity is automatically adjusted, and a corresponding TOPR transaction record is created. The ATOMS user can then update Part 4 to create a distribution request record and corresponding TOPR one-time requisition transaction for the TO.

3.5.1.1 G022 Format

When new Part 2 records are added, the TO Request Number and Date displayed are those established on the Set Up G022 TO Request Header screen. After the corresponding TOPR file is prepared and submitted, the next TO Request Number and Date should be entered (see Set Up G022 TO Request Header) before creating new Part 2 ID records.

3.5.1.2 JCALS Format

When new Part 2 records are added, the requisition serial number and requisition Julian date are automatically computed and entered.

3.5.2 Add a New ID Record

If an ID record is to be added for a particular TO, follow these steps:

1) A new TO Request Number (the next in sequence) and Date should be entered before creating any Part 2 ID records. Follow the instructions in Set Up G022 TO Request Header.
2) Select **AFTO Form 110** from the Main Menu.
3) Select **2** (for Part 2 screen to be displayed).
4) Press **S** to select a TO, and type in the TO number, and then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
5) Select **A** (to Add the record).
6) Type **Enter** to accept the request number and date.
7) Enter the account number(s) in the top line for which ID is required and **Enter**.
8) Enter the ID change (preceded by a minus sign if entering ID decreases) in the appropriate space below the account number and **Enter**.
9) Repeat steps 7 and 8 until all ID increases and decreases for all accounts have been entered.
10) Press **PageDown** to accept new ID requirements added for selected TO.
11) Verify all entries are correct and **Enter**.
12) Select **Y** to update Part 4 if a corresponding number of TOs are to be requisitioned.
13) Repeat from step 5 to add another Part 2 record if additional account ID increases or decreases must be recorded (each record has a maximum of seven accounts).

The total ID quantity and Part 1 account ID required fields are automatically updated when the Part 2 record is complete. Generate the corresponding TOPR file as described in Preparing a TOPR File to be Submitted when all Part 2 (ID) and Part 4 (Requisition) transactions are complete.

3.5.3 Change an ID Record

If ID requirement information for a Part 2 record must be changed, follow these steps:

1) A new TO Request Number (the next in sequence) and Date should be entered before changing any Part 2 ID records. Follow the instructions in Set Up TO Request Header.
2) Select **AFTO Form 110** from the Main Menu.

3) Select **2** (for Part 2 screen to be displayed).
4) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
5) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
6) Select **C** (to Change the record).
7) Type **Enter** to accept the request number and date.
8) **Tab** or **Enter** to the account number(s) in the top line.
9) Change or enter any ID increase or decrease in the space below the appropriate account number and **Enter**.
10) Repeat steps 8 and 9 until all account ID changes have been entered.
11) Press **PageDown** to accept changes to ID requirements for selected TO.
12) Verify all entries are correct and **Enter**.

The total ID quantity and Part 1 account ID required fields are automatically updated when the Part 2 record is complete.

3.5.4 Delete an ID Account Record

If a particular ID record needs to be deleted for a TO, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **2** (for Part 2 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **D** (to Delete the request record).
6) If the record is to be deleted, verify it and select **Y**es. If not, **N**o (default).
7) Press **Enter**. If the TO request transactions corresponding to the deleted Part 2 record must also be deleted, follow the instructions in Browse TO Request Database.

Prepare and submit the corresponding TOPR file as described in Preparing a TOPR File to be Submitted.

3.6 AFTO FORMS 110, PART 3

3.6.1 Initial Distribution Record

The Part 3 is used to document receipt (full or partial) and distribution to accounts of TCTOs, TO revisions, changes, and supplements in response to established ID requirements. The basic TO/TCTO Series Header number is entered as the first record. When TO updates are received, only the latest change for the next record is entered. On subsequent records (lines), only the suffixes of current supplements received (S-1, SS-1, TP-1, -502, etc.) are entered. When TO increment records are superseded by a later TO change or supplement, or when TCTOs are rescinded, those records are deleted. When an interim supplement is received, enter an **I** in front of the number; when a revision, enter **REV**.

When TCTOs are received that are not required, enter **NR** in the TO Increment field and delete the Date Received and Date Distributed field.

NOTE

Separate AFTO Form 110 Part 1 records may be added (in addition to the TCTO Series Header record) for each TCTO, and/or for safety or operational supplements released against flight manual publications.

When the date, classification, quantity received, date received, and date distributed to accounts for each TO increment received is entered, ATOMS automatically updates the appropriate Part 1 account record of TOs on Hand. If fewer TO Increments are received than required, the quantity distributed to each account must be entered manually. ATOMS then computes the shortage and updates the appropriate Part 1 account record TOs on Hand and Shortage fields. A minus sign is placed in the Part 1 Shortage field for each account not receiving the TO increment.

When the shorted quantity is received, the Part 3 record for the TO increment is changed to fill the shortage. The ATOMS automatically updates the Part 3 to enter the date shorted copies are received, increases the appropriate Part 1 Account TOs on Hand quantity, and removes the Shortage field minus sign(s).

3.6.2 Add a Receipt/Distributed Record

If a record for a TO increment received or distributed is to be added, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **3** (for Part 3 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Select **A** (to Add the record).
5) Type in the name of the TO increment received (Rev, S-1, Chg, SS-1, TP-1, -502, etc.) and **Enter**. If there are no other records, type in the TO number and **Enter**.
6) Enter the publication date of the TO increment.
7) Enter the TO classification. To accept the displayed value, **Enter**; to change, type over displayed value.
8) The default value for total received is the ID for the TO. If all required were received, press **Enter**. If the increments received were less than required, type in the total received and **Enter**.
9) The default value for date received and date distributed is the current date–if correct, press **Enter**. If not, type in the appropriate date(s) and **Enter**.
10) If there was a shortage (quantity received less than required), enter the quantity to distribute as each account is displayed. If an incorrect entry is made, follow the instructions in <u>Changing an Account Distribution Error</u>.

When all received increments have been distributed, the Part 3 screen is re-displayed indicating the new information.

3.6.3 Change a Received/Distributed Record

There are two reasons to change an AFTO Form 110 Part 3 record: to edit information already entered for a received/distributed TO, and to fill a received/distributed record. If the ATOMS user intends to edit the information already entered, see Edit a Received/Distributed Record. If the reason to change a Part 3 record is update it to document the later receipt (from a backorder, partial issue, or the receipt of a Part 4 requisition) of a shorted quantity, see Fill a Shortage in a Received/Distributed Record.

3.6.4 Edit a Received/Distributed Record

If Part 3 record information is to be edited for a particular TO increment, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **3** (for Part 3 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **E** (to Edit the record).
7) Type in the changed information for the TO increment record. Press **Enter**.

When **PageDown** is pressed or **Enter** after the date distributed, the updated Part 3 record is re-displayed.

3.6.5 Fill a Shortage in a Received/Distributed Record

If the reason to change a Part 3 record is update it to document the later receipt (from a backorder, partial issue, or the receipt of a Part 4 requisition) of a shorted quantity, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **3** (for Part 3 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **F** (to Fill the record).

Once **F** is pressed, the Part 3 screen is automatically updated to reflect a total shortage of 0 (zero) and re-displayed with the current date in the Shortage Received field.

3.6.6 Delete a Received/Distributed Record

If a received/distributed record is to be deleted for a particular TO or TO increment, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **3** (for Part 3 screen to be displayed).

3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **D** (to Delete the record).
6) Select **Y** (to confirm the delete).

After **Y** is pressed to confirm the delete, the Part 3 screen is re-displayed with the record deleted.

3.6.7 Changing an Account Distribution Error

If an error is made during entry of account distribution information on the Part 3 record, the record must be changed according to the following steps:

1) If not already completed, complete the Part 3 record as it is.
2) Follow the instructions in Fill a Shortage in a Received/Distributed Record.
3) Follow the instructions in Delete a Received/Distributed Record.
4) Create a new Part 3 record by following the instructions in Add a Received/Distributed Record, after determining how the received (less than required) TO increment will be distributed.

This practice ensures that the Part 1 records contain correct TO Status information.

3.7 AFTO FORMS 110, PART 4

3.7.1 Requisition Distribution Record

The Part 4 is a record of individual account TO requisitions and receipt. For each account, a quantity required is entered. The total number requisitioned is calculated and entered by ATOMS, and a corresponding TOPR transaction record created when the Part 4 record is completed. The Part 4 record must be changed when requisitioned TOs are received or when follow-up or cancellation of backordered requisitions is necessary; the TO Request Date and Number (G022 format) or the Requisition Serial Number and Julian Date (JCALS format) are automatically entered after any change. Part 4 records should be deleted once requisition transactions are complete (received or canceled).

NOTE

If ID for a TO is increased in Part 2 and the increase needs to be requisitioned, choosing to update Part 4 from the Part 2 record automatically creates corresponding Part 4 and TOPR database records. In G022 format, if the ATOMS user chooses not to update the Part 4 from the Part 2, zeros will be entered in the G022 format TOPR one-time requisition quantity field.

3.7.1.1 G022 Format

A separate follow up requisition is created immediately following the original requisition record. If a requisition is canceled, the original requisition record is changed to reflect cancellation of the backorder.

3.7.1.2 JCALS Format

Unlike G022, the follow-up or backorder cancellation retains the original document number for the requisition; only the Document Identifier code changes automatically in the TO increment field.

3.7.2 Add a One-Time Requisition Record

To add data to create a one-time requisition record, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Select **A** (to Add the record).
4) If a complete TO is requisitioned (basic TO and all active changes and supplements), type **BASIC**. If a supplement is requisitioned, type the supplement suffix (e.g., **C**, **S-1**, **SS-2**, **TP-1**, or **-503** [TCTO number]). If a TO change is requisitioned, enter **CHG** followed by the change number. **Enter** to accept the increment.

NOTE

No corresponding TO request record is created when **CHG** is entered and Part 4 record is completed. See TO 00-5-2 for procedure required to order TO changes.

5) Enter the account number(s) in the top line for which requisition is being made and **Enter**.
6) Enter the quantity in the appropriate space under the account number and **Enter**.
7) Repeat steps 5 and 6 until all requisitions are complete.
8) Verify all entries are correct and **Enter**.
9) Press **PageDown** to accept new requisitions added for selected TO.

The Part 4 screen is re-displayed as soon as the TO or TO increment received record is added. The total quantity required is computed and entered by ATOMS.

3.7.3 Change a One-Time Requisition Record

There are three change procedures for the AFTO Form 110 Part 4: editing a one-time requisition record, following up a one-time requisition record, and canceling a back-ordered one-time requisition record. If a one-time requisition record is to be edited, see Edit a One-Time Requisition Record. If a one-time requisition record is to be followed up, see Follow Up a One-Time Requisition Record. If a one-time requisition record is to be canceled, see Cancel a One-Time Requisition Record.

3.7.4 Edit a One-Time Requisition Record

There are three reasons to edit an AFTO Form 110 Part 4: to document receipt of a one-time requisition; to document status changes (most usually to BACKORDER); to correct a record's erroneous information.

3.7.4.1 Receipt of a One-Time Requisition

If a one-time requisition is received, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **E** (to Edit the record).
7) Enter the date and quantity received.
8) Press **ESC** to accept information for selected TO.

The Part 4 screen is re-displayed.

3.7.4.2 Changing a Record's Status

If a record's status must be changed, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **E** (to Edit the record).
7) Press **Enter** or **Tab** until the status field is highlighted.
8) Enter the status and **Enter**.

The Part 4 screen is re-displayed.

3.7.4.3 Editing Erroneous Data on a One-Time Requisition Record

If changes must be made to correct erroneous data entered on a Part 4 record, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **E** (to Edit the record).
7) Enter correct information (or press **Enter** to accept displayed defaults) for all fields.

The Part 4 screen is re-displayed.

3.7.5 Follow Up a One-Time Requisition Record

To change a one-time requisition record by creating a follow up to it, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **F** (to Follow up the record). The requisition must be more than 60 days old before a follow up can be processed.

When the follow up is completed, a corresponding follow up Request TO transaction record is generated and the Part 4 screen is re-displayed with an F in the FU/Cancel field. If in G022 format, the follow up is a new requisition displayed immediately after the original requisition. In JCALS format, the TO request document identifier code for follow up is displayed in the TO increment field.

3.7.6 Cancel a Requisition Backorder Record

A Part 4 backorder requisition record will be created when the original requisition record is changed to indicate follow up or backorder cancellation. A status code must be entered before a backorder cancellation record may be created. The Part 4 FU/Cancel field will be automatically updated to C when the record is completed.

To change a TO or TO increment, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.
5) Select **C** (to Change the record).
6) Select **C** (to Cancel the record).
7) Press **PageDown** to accept the cancellation.

The Part 4 screen is re-displayed.

3.7.7 Delete a One-Time Requisition Record

To delete a TO or TO increment requisition record, follow these steps:

1) Select **AFTO Form 110** from the Main Menu.
2) Select **4** (for Part 4 screen to be displayed).
3) Press **S** to select the TO and type in the TO number, then **Enter**; or use **V**iew, **F**orward and/or **B**ack to scroll through TOs until desired TO appears and **S**elect it.
4) Use **F** and/or **B** to scroll until desired account is first listed. Press **Enter** to select it.

5) Select **D** (to Delete the record) and **Y** to confirm.

The Part 4 screen is re-displayed as soon as the record is deleted.

3.8 TO REQUEST

3.8.1 G022 and JCALS TOPR Files

3.8.1.1 G022 TO Requisition Criteria

Complete TOs (with or without supplements) or supplements only and TCTOs may be requisitioned from the G022 system. Although ATOMS allows the creation of a Part 4 record for TO Changes (but not copied to TOPR), requisitions for TO changes may only be submitted using the AFTO Form 276 for 180 days following first appearance of the TO change in the corresponding TO Index (TO 00-5-2). Select "Basic (with or without) Supps" when a TO (Basic) is requisitioned. If "Basic with Supps" is chosen, ATOMS places the required G022 TOPR follow up code into the TOPR database when follow up of the original requisition is required. If "Basic without Supps" is chosen, the appropriate code is entered into the G022 TOPR database. See Table C-1, G022 Format TO Request Record Layout, for a description of each data element of the G022 format TO request.

3.8.1.2 JCALS TO Requisition Criteria

A JCALS TO Request generally conforms to MILSTRIP format and practice with one significant difference: the TO number may be appended to the end of an 80 position MILSTRIP transaction. This design enables AF TODOs to establish ID or one-time Requisitions for TOs, TCTO Series, TCTOs, or TO Supplements without having to know or determine the corresponding JCALS Publication Stock Number (PSN) assigned to it. See Table C-2, JCALS Format TO Request Record Layout, for a description of each data element of the JCALS format TO request.

3.8.2 Menu Options

The TO Request Menu (Figure 3-7) lists these options: SET UP [G022 or JCALS] TO REQUEST HEADER, BROWSE [G022 or JCALS] TO REQUEST DATABASE, GENERATE [G022 or JCALS] TO REQUEST FILE, and RETURN TO MAIN MENU. Each of these options is discussed in the following paragraphs. G022 or JCALS is indicated for the TO Request menu and for each option, depending upon the selected format (G022 or JCALS). To switch from one format to the other, see System/TO Request Format.

3.8.3 Preparing a TOPR File to be Submitted

The ATOMS TO Request function provides capability to review or enter manually TO Request transaction data, as well as set up and generate TOPR files. TO Request transaction records are reviewed for accuracy before generating a TOPR file at the Browse G022/JCALS TO Request Database option. A TOPR file generated using the Generate G022 (or JCALS) TO Request File option may be viewed on screen, saved to a file, or printed.

```
TODO 1234
G022 TO Request Menu

Current Date: 15 SEP 1998

<1> Set Up G022 TO Request Header
<2> Browse G022 TO Request Database
<3> Generate G022 TO Request File
<0> Return to Main Menu

Select Option Number

TO Request Format = [G022]
```

Figure 3-7. G022 TO Request Menu

3.8.3.1 Set Up TO Request Header Information

Select this option to enter information required for placement in TOPR file header records for G022 or JCALS format TOPR files.

1) Select **TO Request** from the Main Menu.
2) Select option **1** (Set Up TO Request Header).
3) When G022 TO Request format is indicated, enter the TO Publication Request Number and Date. Enter the Internet Protocol (IP) address for the PC (if known), the Requisitioning Officer’s (TODO or TM Account POC) last name, and phone number (DSN or commercial).
4) Press **ESC** anytime or **Enter** from last field block to return to the TO Request menu.

3.8.3.2 Browse TO Request Database

G022 or JCALS TO Request transactions may be viewed, added, edited, or deleted from the Browse database table as follows:

1) Select **TO Request** from the Main Menu.
2) Select option **2** (Browse TO Request Database).
3) View information in the Browse table by using the arrow keys to scroll left and right across the columns of information in the table.
4) View information in the Browse table. Use keyboard arrow keys to pan left and right across the columns of information. A specified number of columns may be fixed in place while panning by pressing **L** and the desired number of columns to fix in place.

NOTE

It is strongly recommended that TO Request transaction information automatically entered from AFTO Form 110 Part 2 or Part 4 be reviewed and edited for accuracy before generating a TOPR file.

5) Add or edit records. Press **A**, then add TO Request transaction information. To edit a TO Request record, use keyboard arrow keys to highlight any field in a record, then press **E**. Enter information into each of the TO Request data fields as required. Refer to Appendix C, Table C-1 (G022) or Table C-2 (JCALS) for a description of data elements required. Press **ESC** anytime or **Enter** from the last field to return to the **TO Request** menu.

6) Delete records. Using keyboard arrow keys, highlight any field in a record, then press **D** to delete that record. When the deletion is confirmed, the record will be deleted.

NOTE

It is recommended that no more than three TO requests for a particular TO stay stored in ATOMS. If more than three request records are present, use the process described in <u>Delete an ID Account Record</u> to delete the oldest one(s).

NOTE

If changes are made to TO Request information in the Browse screen that affects corresponding AFTO Form 110, Part 2 or Part 4 record, manually change the corresponding Part 2 or Part 4 record as required.

7) Press **ESC** anytime to return to the **TO Request** menu.

3.8.3.3 Generate TO Request File

Select this option to generate a TOPR file to be submitted electronically using FTP services to the G022 or JCALS TO System for processing.

NOTE

The correct TO System format must be selected before TO Request data is entered (automatically from AFTO Form 110 Part 2 or 4, or manually at the Browse TO Request Database screen). Any TO Request information entered when G022 System/TO Request format is selected cannot be used to generate a JCALS format TO Request file, and vice versa.

3.8.3.4 Generating G022 Format TOPR File

1) Select **TO Request** from the Main Menu. G022 System/TO Request Format must be indicated.

2) Select option **3** (Generate TO Request File).

3) Select Type of Request: Select **N** for normal, routine TO requests; C when CPIN request transactions have been entered; or **E** when E Symbol transactions have been entered.

4) Select **Y**es to create TOPR file with the FTP Header records necessary to submit the TOPR file electronically using FTP services. If select **N**o, the TOPR file will be generated without these records.

5) Select the desired output. A TOPR file may be viewed on screen, saved to a file, or printed. After generation of the desired output, select **Y**es to delete data in TO Request database file only after verifying that the TOPR file has been saved and printed (if desired).

   a. Press **S** to view on PC monitor screen. Press **ESC** or **Q** when finished previewing the listing to clear the screen and display the message prompt, "Delete the data in AF187 file? Y/N".

   b. Press **F** to generate the required TOPR file. Press **Enter** to accept the filename and save the TOPR file to the ATOMS program folder (typically \atoms4).

NOTE

The TOPR filename is the TODO number and last four digits of TO Request number with file extension corresponding to the type of Request selected. File extension *.187 is assigned for normal TOPR; *.CPN for CPIN requests; and, *.ESM for E Symbol TO requests.

NOTE

Do not change the *.187 file extension for a normal TOPR. The communications system computer only processes TOPR files that have the *.187 extension. E symbol and CPIN TOPR files must be printed and submitted by post mail. See TO 00-5-2 for 'E' Symbol TO Requests and TO 00-5-17 for CPIN requests.

   c. Press **P** to print the TOPR file. Press **C** to continue processing.

   d. If user selects **N**o to retain data in G022 TO Request database, press **Enter** to return to the TO Request menu. If user selects **Y**es to delete data in TO Request database file, TO Request menu is displayed after TO Request data is deleted.

3.8.3.5 Generating JCALS Format TOPR File

1) Select **TO Request** from the Main Menu. JCALS System/TO Request Format must be indicated.

2) Select option **3** (Generate TO Request File). If TO Request transaction data has been entered in the JCALS TO Request database, a JCALS TOPR file is generated and displayed on the PC monitor screen.

   a. Press **P** to pan (scroll) across TOPR file using keyboard left and right arrow keys.

   b. Press **S** to view next section of file when TOPR file is too large for display in a single screen.

   c. Press **R** to redisplay the TOPR file on the screen

   d. Press **Q** or **ESC** to return to the TO Request screen.

3) Select **Files, Printer** or **Exit.** Select the desired output for the JCALS format TOPR file, or select **Exit** to return to the TO Request menu. TO Request database records are automatically deleted once the JCALS TOPR is saved to a file.

a. Select **File**, then press **Enter** and confirm choice (**Y** or **N**) to generate JCALS TOPR file. Press **Enter** to accept the filename and save the TOPR file to the ATOMS program folder (typically \atoms4). Press **Enter** to clear screen message and return to TO Request menu.

NOTES

A JCALS TOPR filename consists of Julian day followed by last four digits of TM Account number with file extension *.tpr. Do not change the *.tpr file extension. The communications system computer only processes JCALS TOPR files that have the *.tpr extension.

b. Select **Printer**. The JCALS TOPR file is printed on the printer connected to the PC LPT1 parallel port.

3.9 TODO LISTINGS

3.9.1 Menu Options

The TODO Listings Menu lists the following options:

- TO/Series Inventory (On Hand)
- TO/Series Inventory by Account
- Distribution/Receipt
- Annual Review
- Deletes and Rescinds
- TOs That Require Follow Ups
- AFTO Form 110
- Code Selected Reconciliation Listing
- TO/Classification/Symbol
- Part 4 TO Request Status
- Requisition Status by Account
- Return TO Main Menu

Select the desired listing option, using the same procedures described in Selecting a Menu Option. Each of the listing options is discussed in paragraphs later in this section.

3.9.2 Navigation Keystrokes

Navigation keystrokes move the data around on the screen. Table 3.4 lists the navigation keystrokes and their functions.

Not all listings have the capability of all these keystrokes, nor are they always displayed at the bottom of the screen. Having this table readily available enables the user to view listings more effectively.

Keystroke	**Action**
L [Line]	Moves listing down one line at a time
S [Screen]	Moves listing down one screen (same as PageDown)
P [Pan]	Moves the window left or right
W [Window]	Creates a window
S [Split]	Splits the screen into two windows
P [Pan]	Allows moving the window left or right
C [Clear]	Clears the split/recombines the windows
F6	Toggles between the windows
C [Continuous]	Scrolls through the listing, stopping at the bottom
R [Restart]	Returns to the beginning of the listing
Q [Quit]	Returns to ATOMS

Table 3-4. TODO Listing Navigational Keystrokes

3.9.3 Output Destinations

There are usually three output destination options for each listing: **S** (screen viewing), **F** (writing the data to a file) and **P** (printing the data to a printer). If the File option is used, see Other Conventions for file format and extension information. If the Print option is used, see Other Conventions for printer type and hook up information.

3.9.4 TO/Series Inventory

The TO/SERIES INVENTORY listing provides Part 3 information for any TO required by the TODO. These are the options available and the corresponding user action:

- Single TO – when prompted, type in the TO number and **Enter**.
- TO series – when prompted, type in the beginning of a TO number and **Enter**.
- All TOs – when selected, automatically lists the information to the output destination of choice.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see Output Destinations), or **ESC** to return to this listing's menu.

3.9.5 TO/Series Inventory by Account

The TO/SERIES INVENTORY BY ACCOUNT listing provides Part 1 (TOs required and on hand) information, Part 3, and personnel and organization account information for specified accounts.

These are the options available and the corresponding user action:

- Single TO – when prompted, type in the TO number and **Enter**; type in the account number (default is **All**) and **Enter**.
- TO Series – when prompted, type in the beginning of a TO number and **Enter**; type in the account number (default is **All**) and **Enter**.

- All TOs – when prompted, type in the account number (default is **All**) and **Enter**.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.6 Distribution/Receipt

The DISTRIBUTION/RECEIPT listing provides two different sets of information. The Accounts Distribution option lists distributions made on a specific date. It includes the TO number, TO increment name, publication date, and the quantity distributed to one or all accounts.

The TO Receipt option lists TO increments received during a specified range of dates. It includes the TO number, increment name, publication date, and the date received for one or all accounts. Information can be shown in date or TO sequence.

These are the options available and the corresponding user action:

- Account Distribution list – when prompted, type in the distribution date and **Enter**; type in the specified account number (default is **All**) and **Enter**. Pressing **ESC** exits the date input field and returns to this listing's menu.
- TO Receipt list – when prompted, type in a time range and **Enter**; type in **D** for date sequence listing or **T** for TO sequence listing. Pressing **ESC** exits the date input field and returns to this listing's menu.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.7 Annual Review

The ANNUAL REVIEW listing provides an annual review sorted by TO index, account, or TO. If "by TO" is selected, TOs with a review month entry are listed sorted by the month they are due their annual check. If "by Index" is selected, TO indexes and CPIN compendiums are listed sorted by the month they are due their annual check. If "by Account" is selected, account numbers of TODAs are listed sorted by the month the TODA custodian is required to inventory the account's TO library.

These are the options available and the corresponding user action:

- Annual Review by Index – when prompted, type in the specific month number (**1** for January, **2** for February, etc., up to **13** for all months, which is the default) and **Enter**.
- Annual Review by Account – when prompted, type in the specific month number (**1** for January, **2** for February, etc., up to **13** for all months, which is the default) and **Enter**.
- Annual Review by TO – when prompted, type in the specific month number (**1** for January, **2** for February, etc., up to **13** for all months, which is the default) and **Enter**.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu. During the Annual Review listings, pressing any key returns to the TODO Listings menu.

3.9.8 Deletes and Rescinds

The DELETES AND RESCINDS listing provides a compilation of all TOs with a DELETE or RESCIND status and the date associated with that status. The list can be prepared for all TOs or for those TOs with a delete or rescind status date before the current date.

These are the options available and the corresponding user action:

- All TOs – when prompted, select **All** (default) and **Enter**.
- Prior – when prompted, select **Prior** for "TOs deleted or rescinded prior to today" and **Enter**.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.9 TOs That Require Follow Ups

The TOs THAT REQUIRE FOLLOW UPS listing provides a compilation of all TOs (sorted in TO sequence order) that require follow up action. Criteria for needing follow up action include a requisition date more than 60 days old, not previously followed up, no date received, and no status code.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.10 AFTO Form 110

The AFTO FORM 110 listing provides all four parts of an AFTO Form 110 record for a single TO, a range of TOs, or all TOs.

These are the options available and the corresponding user action:

- Single TO – when prompted, type **1** for a single TO AFTO Form 110; then type in the TO number and **Enter**.
- TOs series – when prompted, type **2** for a range of TO AFTO Forms 110; then type in the beginning of a TO number and **Enter**.
- All TOs – when prompted, type **3** for all AFTO Forms 110.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.11 Code Selected Reconciliation Listing

The CODE SELECTED RECONCILIATION LISTING provides a listing for all TO ID requirements, selected by TO class code. The listing includes the TO number and classification, the most current Part 2 total ID, request date, and request number. The data are sorted first by classification code, then by TO, and the total ID appears at the bottom of the listing.

Choose one of the three standard output destinations for the listing (see <u>Output Destinations</u>), or **ESC** to return to this listing's menu.

3.9.12 TO/Classification/Symbol

The TO/CLASSIFICATION/SYMBOL option lists information about all TOs, TOs by TO classification, or TOs by distribution symbol. During a screen display of this listing, pressing any key pages down one screen, and, at the end, any key returns to this listing's menu.

The TO/CLASSIFICATION/SYMBOL. The difference in the three options is the list order. During the listing, pressing any key pages down one screen, and, at the end, any key returns to this listing's menu.

These are the options available and the corresponding user action:

- All TOs – when prompted, type **1** for all TOs listed in TO sequence (or highlight the first option and **Enter**). This listing provides the current and previous TO number, TO classification, total ID, total accounts, annual review dates, and the sum of all TOs and IDs.
- TO Classification – when prompted, type **2** for all TOs listed in classification sequence (or highlight the second option and **Enter**). Type in the classification code (or if unknown, type **XX** for a selection list) and **Enter**.
- Distribution Symbol – when prompted, type **3** for all TOs listed in distribution symbol sequence (or highlight the third option and **Enter**). Type in the single character distribution symbol (or if unknown, type **X** for a selection list).
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see Output Destinations), or **ESC** to return to this listing's menu.

3.9.13 Part 4 TO Request Status

The PART 4 TO REQUEST STATUS listing contains the Part 4 information of the TO or TO series number, the TO request number, the quantity requested, the quantity received, the request date, and the status for requisitions that do not have a RECEIVED or CANCELED status.

Choose one of the three standard output destinations for the listing (see Output Destinations), or **ESC** to return to the TODO Listings menu.

3.9.14 Requisition Status by Account

The REQUISITION STATUS BY ACCOUNT lists Part 4 requisition information for a specified account in which the number received is less than the number required. Included in the listing are the TO or TO series number, TO increment name, TO request number and date, number required, number received, and status.

- All – when prompted, select **All** (default) and **Enter**.
- Account – when prompted, type in an account number and **Enter**.
- Option **0** (**zero**) – when selected, automatically returns to the TODO Listings menu.

Choose one of the three standard output destinations for the listing (see Output Destinations), or **ESC** to return to this listing's menu.

3.9.15 Return to Main Menu

The RETURN TO MAIN MENU option is used when all desired listings have been viewed, saved, or printed.

When desired, select RETURN TO MAIN MENU, using the same procedures described in Selecting a Menu Option. ATOMS returns to the main menu.

3.10 UTILITIES

3.10.1 Menu Options

The UTILITIES Menu displays the account number at the top, the current printer and current date near the bottom, and the TO Request Format in a red background at the bottom of the screen. In addition, it lists the following options:

- Change Current Date
- Change TODO or JCALS Account Number
- Change System/TO Request Format
- Change Display Colors
- Pack All Databases
- Browse MASTER.DBF for Duplicate Records
- Browse TO Classification Database
- Browse TO Symbol Database
- Reindex Database Files
- Printer Setup
- Return to Main Menu

Select the desired option, using the same procedures described in Selecting a Menu Option. Each of the options is discussed in paragraphs later in this section.

3.10.2 Change Current Date

The ATOMS user may wish to post additions or modifications to the data files with a different date from the current date. This option allows for that contingency.

To change the current date, type in the correct date in the format of DDMMMYYYY. If any part of the date entry is outside normal parameters (e.g., a day of 42, a misspelled three-letter month, or a two-digit year), returning to the Utilities menu is not allowed. Be sure to include an initial zero on days under 10. To avoid retyping the entire date, use the arrow keys to navigate within the field.

WARNING

> A current date set by the ATOMS user is considered "real" and is independent of the computer's internal clock, except for keeping time. Once the date is set from the Utilities menu, time "progresses" from that date forward.

When finished, press **Enter** to return to the Utilities menu.

3.10.3 Change TODO or JCALS Account Number

The TODO account number is a number assigned to a TODO under the G022 system. It has a different, corresponding account number under JCALS. Both a TODO account number and a JCALS Technical Manual (TM) account number can be changed from this option on the Utilities menu.

To change the TODO account number, type in the correct number to reassign it.

NOTE

> Changing a TODO account code is merely reassigning a number to the same TODO account. This option does not create a new TODO account, just a new code number. To add a new account, see Adding a New Account.

To change the JCALS TM account number, move the cursor to the second line (the JCALS account number line) and type in the correct number to reassign it.

NOTE

> Changing a JCALS TM account number is merely reassigning a number to the same account. This option does not create a new account, just a new TM account number. To add a new TO distribution account, see Adding a New Account.

The JCALS TM account number may have a maximum of six characters. If the user tries to type in a number of more than six characters, the program automatically jumps back to the Utilities menu.

3.10.4 Change System/TO Request Format

The Change System/TO Request Format option allows the user to choose between the G022 and JCALS ATOMS operation and TO Request formats.

To change the system/TO request format, select **JCALS** (the default) or **G022**, and then **Enter**. Both the account number at the top and the current format at the bottom of the Utilities menu screen display the results of the selection.

3.10.5 Change Display Colors

Changing the display colors can be used to change the readability of the ATOMS program. If, while operating ATOMS, an offending or undesirable color combination appears, make a note of what type of message or text is being displayed. Then follow these steps:

1) Select UTILITIES from the Main Menu (see Selecting a Menu Option).
2) Select CHANGE DISPLAY COLORS from the Utilities menu (see Selecting a Menu Option).
3) Use the arrow keys to navigate (up and down for the lists, left and right for columns), until the type of message or text noted has the pointers to the left and right of it.
4) Press **Enter**. A grid appears that has all possible color combinations, with the current combination for that text highlighted.
5) Use the arrow keys to navigate the cursor to a new, more desirable color combination (a sample of each combination is continuously displayed).

6) When the new choice is highlighted, press **Enter**. If returning to the original combination is desired, press **ESC** at any time.
7) Repeat from Step 3 until all changes have been made.
8) Press **ESC**. Choose **Save** or **Abort** to keep the color changes or revert to the original combinations respectively.

NOTE

If color is not supported or desired, select CHANGE DISPLAY COLORS from the Utilities menu and **F10** for a monochrome display. To return to a color display, press **F10** again.

3.10.6 Pack All Databases

Packing the database will permanently remove deleted data from the files, allowing for quicker execution of ATOMS. This operation is especially important to execute if large amounts of data have been marked for deletion.

NOTE

Before beginning the pack operation, the program checks for available hard disk space. If insufficient space is available, ATOMS displays how much more is needed, and the operator must make the needed hard disk space available.

An indication that packing is necessary may be observed when new records are being added to the Part 2, 3 or 4 Forms; a break in the sequential line numbering will be evident. For example, existing line number 3 followed by line number 6 during an Add operation. To avoid possible complications, periodically (weekly) pack the databases (there is no harm in packing, even if no records are marked for deletion).

NOTE

Before executing any listings from the TO Listings menu, it is recommended that the operator pack the databases, to avoid complications with deleted data appearing on the listings.

3.10.7 Browse MASTER.DBF for Duplicate Records

If duplicate records exist in the master database, selecting this option displays the duplicates and allow the user to delete the record, if desired. An on-screen message informs the user if no duplicate records exist.

3.10.8 Browse TO Classification Database

This option from the Utilities menu is used not only to browse, but also to add, edit, and delete, the TO classification codes and their definitions in ATOMS. The user may use this option to add special "operator defined" TO classification codes.

3.10.8.1 Adding a TO Classification Code

To add a TO classification code, follow these steps:

1) Select **A** for adding a code.

2) Type in a new code (two characters maximum) and/or its definition (35 characters maximum). Arrow keys, Backspace, and Delete all function as normal, to aid in typing.
3) Press **Enter** when finished.
4) Select **Yes** when asked to confirm. The classification code is added.

3.10.8.2 Editing a TO Classification Code

To edit a TO classification code, follow these steps:

1) Using the arrow keys to navigate, highlight the code to be edited.
2) Press **E** to edit.
3) Retype the code and/or its definition (arrow keys navigate, Delete and Backspace keys also work).
4) Press **Enter** when finished.
5) Select **Yes** when asked to confirm. The classification code is edited.

3.10.8.3 Deleting a TO Classification Code

To delete a TO classification code, follow these steps:

1) Using the arrow keys to navigate, highlight the code to be deleted.
2) Press **D** to delete.
3) Select **Yes** when asked to confirm. The classification code is deleted.

3.10.9 Browse TO Symbol Database

This option from the Utilities menu is used not only to browse, but also to add, edit, and delete, the TO symbols and their definitions in ATOMS. The user may use this option to add special "operator defined" TO symbols.

3.10.9.1 Adding a TO Symbol

To add a TO Symbol, follow these steps:

1) Select **A** for adding a symbol.
2) Type in a new symbol (2 characters maximum) and/or its definition (35 characters maximum). Arrow keys, Backspace, and Delete all function as normal, to aid in typing.
3) Press **Enter** when finished.
4) Select **Yes** when asked to confirm. The symbol is added.

3.10.9.2 Editing a TO Symbol

To edit a TO Symbol, follow these steps:

1) Using the arrow keys to navigate, highlight the symbol to be edited.
2) Press **E** to edit.
3) Retype the symbol and/or its definition (arrow keys navigate, Delete and Backspace keys also work).

4) Press **Enter** when finished.

5) Select **Yes** when asked to confirm. The symbol is edited.

3.10.9.3 Deleting a TO Symbol

To delete a TO Symbol, follow these steps:

1) Using the arrow keys to navigate, highlight the symbol to be deleted.

2) Press **D** to delete.

3) Select **Yes** when asked to confirm. The symbol is deleted.

3.10.10 Reindex Database Files

Re-indexing the database files will reorganize the data in the files, allowing for quicker execution of ATOMS. The following are indications that re-indexing is necessary:

- ATOMS quits running and displays a message that an index is corrupted.
- TOs are presented on listings out of TO index order.
- TOs are missing from listings for which records are known to exist.

It is recommended that the user periodically (weekly) re-index the database files (there is no harm in re-indexing often).

3.10.11 Printer Setup

A toggle switch allows the user to select between a generic dot matrix printer (Epson FX 80, the default selection) or a laser jet printer (Hewlett Packard) print driver. The major difference between the two print drivers is that the dot matrix driver allows for 66 lines per page, while the laser driver allows for only 60 lines per page. The selected print driver is displayed at the top of the TODO Listings menu and the Utilities menu.

NOTE

Output files from ATOMS are non-PostScript files. The laser printer, therefore, must be able to print non-PostScript files.

3.10.12 Return to Main Menu

The RETURN TO MAIN MENU option is used when all desired Utilities options have been accomplished.

When desired, select RETURN TO MAIN MENU, using the same procedures described in Selecting a Menu Option. ATOMS returns to the main menu.

3.11 RETURN TO SYSTEM

The Return to System option exits ATOMS and returns to the system as it was when ATOMS was started. For example, if ATOMS was started by double-clicking an MS-DOS icon (Figure 3.1) on a Windows 95 desktop, selecting Return to System returns to the Windows 95 desktop.

1) Select RETURN TO SYSTEM (option **0**) using the same procedures described in Selecting a Menu Option.

2) A WARNING message appears, stating that ATOMS databases are not backed up by the ATOMS program itself. Select **OK**, and the system resumes its pre-ATOMS state.

3) Back up (make copies of) ATOMS databases using File Manager or MS Explorer.

APPENDIX A

ATOMS MENU MAP

ATOMS NAVIGATION TABLES

User's Guide Conventions

The following table lists conventions used within the ATOMS User's Guide documentation.

USER'S GUIDE CONVENTIONS		
Text	**Convention**	**Example**
Menu options	All capital letters	ACCOUNT FILES
Text or key typed by user	Bold type	**Enter** (press the **Enter** key)
File names	Italics type	*Accounts.txt*
Field data	Small caps	RESCIND or DELETE in the status field
Ref. to paragraph title	Underlined	see Selecting a Menu Option in section 1
Chapter numbering	One number/indenture	3. PROGRAM OPERATION [all caps]
Section numbering	Two numbers/indentures	2.4 OPERATION PRACTICES [all caps]
Paragraph numbering	Three numbers/indentures	1.5.6 Providing Self-Enhancing Utilities

AFTO FORM 110 KEY COMMANDS

General navigation commands move the cursor or highlight from item to item on the AFTO Forms 110 screens.

Navigation Key Commands.

AFTO FORM 110 NAVIGATION KEY COMMANDS		
Action	**Keystroke**	**Optional Keystroke**
Word left	Ctrl+A	Ctrl+left arrow
Word right	Ctrl+F	Ctrl+right arrow
Previous field	Ctrl+E	Up arrow
Next field	Ctrl+X [or] Ctrl+M	Return [or] Down arrow
First character of field	Home	
Last character of field	End	
Beginning of first field	Ctrl+Home	
Beginning of last field	Ctrl+End	
Jump one or more field(s)	PageDown	ESC

Editing Key Commands

Editing key commands allow editing of information in the AFTO Forms 110. The Table below lists the editing keystrokes and their functions. [**F8**] displays the combined table of navigation and editing keystrokes while any part of the AFTO Form 110 is being used.

AFTO FORMS 110 EDITING KEY COMMANDS	
Action	**Keystroke**
Delete from cursor position to end of field	Ctrl+T
Delete word right	Ctrl+Y
Restore current field to original value	Ctrl+U
Insert mode [toggle]	Insert [or] Ctrl+V

COMMON PROGRAM COMMANDS

At the bottom of the AFTO Form 110 screens is a menu of specific navigational and editing commands common to all four parts of the AFTO Forms 110. It is recommended that these be used, rather than the general key commands described listed in the previous above in the previous paragraph, as they are more efficient in dealing with the AFTO Form 110 screens. The specific keystrokes for the commands (inside < and >) and their actions are listed here:

COMMON AFTO FORM 110 COMMANDS	
Command	**Action**
<S>elect TO	Selects a TO and displays it
<V>iew TOs	Prepares to view TO records (used with F and B, will scroll through a list of TOs)
Part <1>	Jumps to Part 1 screen
Part <2>	Jumps to Part 2 screen
Part <3>	Jumps to Part 3 screen
Part <4>	Jumps to Part 4 screen
<M>ain	Jumps to Main Menu
<A>dd	Adds a record on Part displayed
<C>hange	Changes some of the record on Part displayed
<D>elete	Deletes some or all of the record selected
<L>ine	Moves the highlight to the next line
<I>nsert	Toggles Insert line/record function (Part 3 only)
<F>orward	Moves to the next record (line), or used with V to scroll through list of TO records.
<B>ack	Moves to the previous record (line), or used with V to scroll through list of TO records.
<R>emark	Opens Remarks box to add or edit information
<P>rint	Prints current screen

TODO LISTING NAVIGATION

Navigation key commands to navigate TODO Listings displayed on the screen are listed below. All listings may not use these key commands to navigate displayed TODO Listings, nor will they always displayed at the bottom of the screen. Having this table readily available enables the user to view listings more effectively. Except for <I>nsert, these keystrokes are used on all AFTO From 110 screens. If there is anything peculiar about the keystroke's behavior, in the following sections it is addressed in the text that explains when and how it is used.

TODO Listing Navigation	
Keystroke	Action
L [Line]	Moves listing down one line at a time
S [Screen]	Moves listing down one screen (same as PageDown)
P [Pan]	Moves the window left or right
W [Window]	Creates a window
S [Split]	Splits the screen into two windows
P [Pan]	Allows moving the window left or right
C [Clear]	Clears the split/recombines the windows
F6	Toggles between the windows
C [Continuous]	Scrolls through the listing, stopping at the bottom
R [Restart]	Returns to the beginning of the listing
Q [Quit]	Returns to ATOMS

APPENDIX B

TROUBLESHOOTING

GENERAL

ATOMS users most likely will look to this Appendix after experiencing a failure of the ATOMS program to operate as expected. Information included in this Appendix is provided to assist ATOMS users by reviewing tips to avoid problems, steps to determine the nature of the problem, and steps to correct or report the problem as required. Specific ATOMS program operation problems and corrective actions are described according to this process.

Step 1: Problem Prevention Tips

Experience helping to correct ATOMS troubles has led to these general tips to avoid program operation troubles:

- Always start the ATOMS program using the *atoms.bat* command (See Minimum System Requirements).
- Pack and Index ATOMS program database files after daily use (See Utilities menu).
- Regularly back up your ATOMS program files (**.dbf* and **.dbt* files as a minimum). Always verify operation of the backup system to ensure backup files may be restored (see Installation and Setup).

Step 2: Verify the Problem

The first thing to do once a problem is experienced will be to verify it is a problem and not due to incorrect procedure.

1) Review user procedure. Check associated TODO process description and related ATOMS operation procedure described in this User's Guide.
2) Duplicate the experience. Repeat the steps that resulted in the problem experience. Unless the problem can be repeated, factors other than ATOMS program operation may be indicated.

Step 3: Take Corrective Action

Once the user is confident that the experience is repeatable, corrective action can be taken.

1) Take actions described in this Appendix as first attempt to correct the problem.
2) Document the problem situation. Document what was being attempted and the steps taken that led to the problem. Note the type of PC operating system (MS-DOS, Win 95 or Win NT) and indicate how the program is being operated (from MS-DOS or Windows Desktop icon). Also note any program error message information.
3) Obtain Technical assistance. Obtain program operation advice and assistance from designated focal point (refer to ATOMS General and Program Operation Assistance

below). Obtain PC system operation and ATOMS Program setup assistance from local computer or LAN support personnel (refer to Local Computer and LAN Support).

4) If the 'problem' cannot be corrected, report it as an ATOMS Program deficiency or enhancement recommendation. Refer to TO 00-5-1; prepare and submit a TO Improvement Report and Reply (AFTO Form 22) after verifying the problem with the designated focal point for technical assistance. Reports on ATOMS Program operation or information contained in this User's Guide should be submitted to the TO Manager for TO 00-5-2-102 at Oklahoma City Air Logistics Center (OC-ALC, see TO 00-5-1)

SPECIFIC PROGRAM PROBLEMS

AFTO Form 110 Information Incorrect

When information about an Account, TO or Account ID requirement or requisition for the TO is known to have been entered into the ATOMS but is not being displayed, the most likely cause is an incorrect database index file.

1) Pack or Reindex ATOMS databases (see Utilities).
2) Repeat the steps and determine if the information is still missing.
3) Carefully document information about the problem and take further corrective action as described above.

TODO Listings Contain Incorrect Information

1) Repeat the steps and determine if the information is still incorrect.
2) Verify information contained in the Listing corresponds to AFTO Form 110 information. Proceed as follows if information is not correct.
3) Pack or Reindex ATOMS databases (see Utilities) and regenerate the desired Listing.
4) Carefully document information about the problem and take further corrective action as described above.

Program Operation Problems.

Typical indications of program operation problems include the program locking up (stops operating) and program operation error messages.

Program Operation Locks Up

1) Restart the ATOMS program and repeat the steps leading to the program lock up. If the ATOMS locks up again, proceed as follows:
2) The most likely cause is that the ATOMS program was improperly installed or moved from one PC to another. Refer to Minimum System Requirements, make necessary adjustments and reinstall the ATOMS program.
3) If the lock up is repeated, carefully document information about the problem and take further corrective action as described above.

DBFNTX Error Message Received

The format of a DBFNTX error message is as follows: DBFNTX/xxxx [Message Text] [FILENAME] | Operation. DBFNTX error messages indicate errors related to database or index operation. Generally, this error occurs when PC configuration or setup or program installation is incorrect.

1) Restart the ATOMS program and repeat the steps leading to the error message. If the error is repeated, document the details of the message especially, the filename of database or Index. Proceed as follows:

2) The most likely cause (error message indicates "DOS error 4"), is that too few files have been allocated in PC config.sys file or the incorrect command is being used to start the ATOMS program. Refer to Minimum System Requirements, and make necessary adjustments.

3) If the error is repeated, carefully document information about the problem and take further corrective action as described above.

Base Error Messages Received

The general format of a Base error message is as follows: BASE/xxxx [Message Text] [Variable Name] | Operation. Base error messages indicate errors related to program memory variables.

1) Restart the ATOMS program and repeat the steps leading to the error message. If the error is repeated, document the details of the message especially, the message text and variable name. Proceed as follows:

2) The most likely cause is that ATOMS Program memory variables have been corrupted and may occur if the ATOMS program was improperly installed or moved from one PC to another. Refer to Minimum System Requirements, make necessary adjustments and reinstall the ATOMS program.

3) If the error is repeated, carefully document information about the problem and take further corrective action as described above.

Listings Cannot be Generated

ATOMS Listings cannot be Viewed, Saved to File or Printed. The problem is generally related to insufficient conventional memory.

1) Repeat the steps taken to generate the ATOMS listing. If the listing is still not generated, proceed as follows:

2) Refer to Installation and Setup and review setup procedures for the appropriate PC operating system being used. Make necessary adjustments and regenerate the listing.

3) If the error is repeated, carefully document information about the problem and take further corrective action as described above.

Printing Problems

Printing problems generally include printer error messages, ATOMS Screen or Listings not printing, or too many or too few lines are printed per page. Most printing problems generally are the result of incorrect connection to the PC or printer setup.

1) Repeat steps taken initially to print the ATOMS screen of Listing. If the screen or listing fails to print, make note of the steps and proceed as follows:

2) The most likely cause is that Printer connection or setup are incorrect. Refer to Installation and Setup, make necessary adjustments and reinstall the printer. Obtain

the assistance of local PC or LAN support as required to make necessary adjustments to printer connection or setup.

3) Receive Printer Error message. Most likely causes are displayed as part of the error message text. Verify and correct the problem (printer not turned on or ready, out of paper, etc.) and print the listing.

4) If ATOMS listings do not print, the most likely cause is insufficient conventional memory available. Refer to Listings Cannot be Generated for probable corrective action.

5) If an ATOMS listing is printed with too few or too many lines of information per page, refer to Utilities and make Printer Setup selection corresponding to the type of printer being used.

6) If the error is repeated, carefully document information about the problem and take further corrective action as described above.

OBTAINING TECHNICAL ASSISTANCE

Local Computer and LAN Support

Most ATOMS Program operation and printing problems are related to availability of too little conventional memory, incorrect number of files allocated or specified for program operation or to an incorrect Printer setup. Review and verify PC operating system and printer setup requirements are satisfied as described in System Overview.

ATOMS General and Program Technical Assistance

Focal points have been identified to provide advice and assistance to users. Focal points can provide advice and technical assistance for program operation problems as well as answer questions related to ATOMS and TODO training. A current list of focal points (*majcom.doc*) may be obtained from the ATOMS WWW site, or the user may call the ATOMS Telephone Help Directory service.

Contact Information

- WWW address: http://www.pdsm.wpafb.af.mil/toprac/atoms
- Telephone Help Directory: DSN 787-3085
- E-mail address: atoms@afcpo.wpafb.af.mil

APPENDIX C

G022 and JCALS TOPR FORMAT

INTRODUCTION

This appendix consists of descriptions of G022 and JCALS format TO requisitions, two tables describing the layout of (location and content) of data elements that make up G022 and JCALS Format TO Publication Request (TOPR) files, and an overview of process to electronically submit TOPR files. Information in each of these tables can be useful in reviewing or creating G022 or JCALS TO Request transactions. Refer to <u>Preparing a TOPR File to be Submitted</u> for detailed TOPR file preparation instructions. Refer to <u>G022 and JCALS TOPR files</u> for more information about criteria for requisitioning TOs from G022 or JCALS systems.

G022 REQUISITIONS

Complete TOs (with or without supplements) or supplements only and TCTOs may be requisitioned from the G022 system. Although ATOMS allows the creation of a Part 4 record for TO Changes (but not copied to TOPR), requisitions for TO changes may only be submitted using the AFTO Form 276 for 180 days following first appearance of the TO change in the corresponding TO Index (TO 00-5-2). Select "Basic (with or without) Supps" when a TO (Basic) is requisitioned. If "Basic with Supps" is chosen, the ATOMS places the required G022 TOPR follow up code ('A' in position 57) into the TOPR database when follow up of the original requisition is required. If "Basic without Supps" is chosen, the appropriate code is entered into the G022 TOPR database ('3' in position 79).

JCALS REQUISITIONS

A JCALS TO Request generally conforms to MILSTRIP format and practice with one very significant difference: the TO number may be appended to the end of an 80 position MILSTRIP transaction. This design enables AF TODOs to establish ID or one-time Requisitions for TOs, TCTO Series, TCTOs, or TO Supplements without having to know the corresponding JCALS Publication Stock Number (PSN) assigned to it. See Table 1-1 for a description of each data element of the JCALS format TO request.

JCALS TOPR DESCRIPTION

Unlike G022 format TO Requests, separate transactions are required to establish ID and/or one-time Requisitions for a TO. The Document Identifier field for all ID and one-time Requisition transactions is A0D. ID and one-time Requisition transactions are identified using unique Demand Codes: an asterisk (*) identifies ID transactions while 'N' identifies one-time requisition transactions. Back-order cancellation or follow-up requisition transactions, whether automatically generated by the ATOMS program (from AFTO Form 110 Part 4 entry), or manually created, utilize the same document number (TM Account, Julian Date and Serial Number of Request) as the original (A0D) transaction. The Document Identifier used for these transactions, however, is AC1 (for Back-order cancellation) and ATD (for follow-up requisition).

A TO may be requested using the TO Number only or the JCALS assigned Publication Stock Number (PSN) and corresponding Routing Identifier Code (RIC). The PSN is the stock number assigned to a TO and the RIC code identifies the Inventory Control Point where the TO is managed and stocked (managing ALC). Depending upon stock control practices at the ICP (managing ALC) for a TO, individual TO Change increments may be ordered using the PSN for that increment. Individual TCTOs and TO Supplements, however, may continue to be ordered (automatically from AFTO Form 110 Part 4, or manually from the TO Request screen) using the TO number only. Use ATOMS to prepare manually a JCALS format TOPR request for the TO Change using the PSN only for the Change.

SUBMIT TOPR FILES–PROCESS OVERVIEW

G022 or JCALS format TOPR files are submitted electronically using PC FTP services. Refer to TO 00-5-2 for additional information governing who may submit TOPR files via Internet FTP services. As a general rule, contractor TODOs are prohibited from electronically submitting TOPR files. Contractors must provide the TOPR file to the USAF Agency designated by the contract ACO or PCO. A general overview of the steps required to establish capability and electronically submit TOPR files is described below.

Step 1: Establish PC FTP services. The TODO must take action to establish FTP services in order to submit electronic TOPR files on the ATOMS PC or have access to another PC that has FTP services installed. FTP services consist of a PC that has connection to the Internet and that has an FTP application installed. Even if the TODO's PC does not have FTP services, access to any PC so equipped is acceptable.

Step 2: Obtain profile to access Tinker Gateway System. The TODO must obtain the Internet Protocol (IP) address, username, and password to establish connection through the Internet to the Tinker Intersite Gateway communications system computer. TO 00-5-2, paragraph 4-6.2 describes procedure for obtaining profile to FTP TOPR files via Internet FTP services to the Tinker Gateway.

Step 3: Become Familiar with FTP Process. The TODO must be familiar with the FTP application installed on the PC to submit (transfer) electronic TOPR files. Using the PC FTP application, the TODO enters the IP address, username, and password to establish a profile for accessing the Tinker Gateway computer. Once established, the user selects and executes the profile to establish Internet connection to the Tinker Gateway.

Step 4: Transfer TOPR Files. Most PC FTP applications indicate that the TOPR file was successfully transferred. A message is displayed or the user observes the TOPR filename listed in the remote system (Tinker Gateway) directory list of files, providing feedback to the TODO that the TOPR file was successfully transferred. Once TOPR file transactions are processed by the G022 or JCALS system, a 'Batch-Confirm' notification is prepared and mailed to the TODO in seven to ten days.

Table A-1. G022 TOPR Record Layout			
Record Position	**Length**	**Format**	**Field name / Range of Data Value**
1-4	4	AN	Technical Order Distribution Office (TODO) code
5-10	6	N	TO Request Date (YYMMDD)
11-15	5	AN	TODO Request Number
16-40	25	AN	TO Number, TO Supplement or TCTO number
41-42	2	A	TO Classification / Restriction Codes: RP 41: **U -** Unclassified **C -** Confidential **S -** Secret RP 42: Restricted data code **F -** formerly restricted **R -** restricted
43-46	4	N	TO Initial Distribution (ID) Quantity: Enter new total ID quantity
47-50	4	N	TO Requisition Quantity. Enter Zeroes if no corresponding requisition quantity is required
51-56	6	N	Original TO Request Follow-up Date (YYMMDD)
57	1	A	TO Request Follow-up Code: Enter 'A' if original TO Request was for TO Basic and all Supplements.
58-62	5	AN	Original TO Request Number
63-77	15	AN	Filler
78	1	AN	TO Distribution Processing Code: Enter **C -** Backorder cancellation **E -** Expedite distribution
79	1	A	Transmission Media Code: Enter **1 -** electronic submission **Blank** - if by post mail
80	1	A	Type Request Code: Entry required for processing **H** (normal) **Z** (cancel)

Format Legend: A = alpha character; AN = alpha-numeric character; N = numeric character.

Table A-2. JCALS TOPR Record Layout			
Record Position	**Length**	**Format**	**Field name / Range of Data Value**
1-3	3	AN	**Document Identifier:** Required field (automatic or manual entry). **A0D -** requisition for shipment (all) **AC1-** cancellation by requisitioner **ATD -** follow-up (process as requisition if original requisition not received)
4-6	3	A	**Routing Identifier Code (RIC):** Left blank if TO Request contains TO Number. If used, Request must also include the PSN for the TO. **FH8 -** OC - Tinker AFB, OK **FL7 -** WR - Robins AFB, GA **FP7 -** SA - Kelly AFB, TX **FF7 -** SM - McClellan AFB, CA **FG7 -** OO - Hill AFB, UT
7	1	AN	**Media and Status Code:** always defaults to "L". **L -** Exception supply/shipment status to requisitioner by readable document.
8-22	15	N	**Publication Stock Number (PSN):** Left blank if TO Request contains TO Number. If used, Request must also include the RIC.
23-24	2	A	**Unit Of Issue:** This is always "EA"
25-29	5	N	**Quantity:** Required field (automatic or manual entry). Right justified and zero filled.
30-35	6	AN	**TM Account:** Required field (automatic or manual entry). Unique number assigned by JCALS. For AF organizations, this is F* followed by a four digit alpha-numeric code
36-39	4	AN	**Julian Request Date:** Required field (automatic or manual entry). Format: YJJJ **Y -** last digit of the year requested. **JJJ -** Julian day of year requested.
40-43	4	N	**Serial Number of Request:** Required field (auto or manual entry). Four digit sequence number. Each day starts with 0001
44	1	AN	**Demand Code:** Required field (automatic or manual entry). *** -** Initial Distribution (ID) new, increase or decrease **N -** non-recurring demand (one-time requisition)
45-50	6	AN	**Supplementary Address:** Optional field. automatically entered) **Y_TTTT -** where TTTT = TODO number
51	1	AN	**Signal Code:** **D -** No billing required (Free issue).

Table A-2. JCALS TOPR Record Layout			
Record Position	**Length**	**Format**	**Field name / Range of Data Value**
			This is always set to 'D'
52-53	2	AN	**Fund Code:** Not used. Filled with spaces.
54-56	3	AN	**Distribution Code:** Not used. Filled with spaces.
57-59	3	AN	**Project Code:** Not used. Filled with spaces.
60-61	2	N	**Priority Code:** The default value is **15** (routine urgency). May contain additional values pending processing impacts but for now, always process as 15.
62-64	3	AN	**Required Delivery Date:** Not used. Filled with spaces.
65-66	2	AN	**Advice Code:** Normally blank. If used, Codes must be manually entered. **Possible values**: 2L, 22, 2C, 2G, 2T, 2J, 2W, 31, 32, 33.
67-80	14	AN	**Filler:** Not used. Filled with spaces.
81-120	40	AN	**TO Number:** Requests must always include a TO Number unless a PSN and RIC is provided instead.

Format Legend: A = alpha character; AN = alpha-numeric character; N = numeric character.