

Asset Tracking Logistics And Supply System II+
(ATP or ATLASS II+)



MAINTENANCE USER MANUAL

HANDBOOK

Revised: March 2002

1. **Overview:** Asset Tracking for Logistics and Supply System, Phase II Plus, (ATLASS II+) is the management information system designed to provide the U.S. Marine Corps with a real-time view of organizational and intermediate level maintenance, supply, and material readiness support. The system allows maintenance and supply officers to track all equipment, gear, and assets inducted into the maintenance cycle, to requisition parts online, and to control assets from a single, integrated platform. ATLASS II+ is the Marine Corps' integrated supply, maintenance, and material readiness system providing functional tasks and reporting features in support of asset management.

a. **Purpose:**

1) To clarify policies and procedures inherent to Marine Corps Integrated Maintenance Management System (MIMMS) as they relate to the Asset Tracking Logistics and Supply System II+ (ATP).

2) A basic walk-thru of the ATP computer program is assumed to have been accomplished prior to a review of this manual. Understand that this manual is not all inclusive of the ATP application. More comprehensive understanding must be obtained through unit supervisory personnel.

3) This manual is sponsored by MCLCAT EAST. Any recommended changes or additions to this manual should be addressed to MGySgt Collier 910-450-0883 or e-mail at collierhe@lejeune.usmc.mil

b. **Special Qualifications:** The system administrator (commodity manager) establishes your ability to access ATLASS II+ options. Your access depends on the Special Qualifications (SQs) the system administrator assigned to you. If you have access to the System subsystem, you can view your SQs. You should have a clear understanding of what your permissions are within ATLASS II+. A common cause of error messages is attempting to access a function without the correct permissions.

c. **Getting Help:** The ATLASS II+ User Guide (within the application) is designed to provide information about each of the software's menu options, including task overviews and software procedures (instructions). Procedures are written under the assumption that the user is using the involved application screen, and therefore illustration is not required. The ATLASS II+ User Guide is available throughout the system from the Help menu or by using the F1 key.

1) As you move through the application, window descriptions and procedures are available through the Ctrl-F1 key. This type of help topic is called Window Help or context-sensitive help.

2) When you are entering or reviewing data, you can use field help to learn about a given item. Field help is available by placing your cursor in a given field and pressing the Shift-F1 key. Certain types of screen objects do not support field help. In these cases, you will receive a message stating that field help is not supported.

3) Other topics are included in the guide in order to provide overviews and access to information outside of the context-sensitive calls within the application. These topics were written to provide process-based explanations of tasks or to give an overview of an application area. Our assumption in providing this point of entry into the online user's guide is that you may be new to this application, or to a given element within it, and that you would like to review basic information before beginning to work in the application. Additional instructions such as menu path information and task notes are included to clarify the context of certain procedures so that you can find your way to the application screen. You can access the user's guide through the Help menu or from a procedural help window by clicking Help Topics.

d. **Security in ATLASS II+:** Your security access determines what applications you see, what menu options within an application you see, and what data you see. The procedures documented in this User's Guide assume that you have full access to the option in question.

1) ATLASS II+ is a password-controlled system. Access to ATLASS II+ data is controlled by three levels of security, which are briefly described below.

a) System Access Security. Access to ATLASS II+ is controlled at the system level by requiring the user to enter a valid password.

b) Screen Security. At the screen level, passwords and associated Authorities determine a user's accessibility to the subsystem database. These security checks are controlled programmatically from the system's security files.

c) Data Field Security. Certain data entry, updates or deletion of screens, or any option that updates the database, requires additional restrictive security qualifications. All or selective fields on these screens require additional system-controlled Authorities.

2) Personnel at each site maintain password and other security codes responsible for system administration activities. The system is designed to require an Authority to access or update security information in compliance with OPNAVINST 5530.14 (series). The ATLASS database does not contain any classified information. However, the system has a variety of sensitive components that require protection due to the potential risk and magnitude of loss or harm that could result from improper operation or deliberate manipulation of this data. This sensitive data, which affects automated decision making, includes the following:

a) Job statuses of repair actions that result in assignment of personnel resources within a work center.

b) Scheduled maintenance requirements and actual statistics showing use and remaining performance intervals of engines, engine modules and components, and support equipment. This information is used to control scheduled repair actions and planned obsolescence for this equipment.

3) All personnel involved with ordering parts to include SL-3 items, evacuating equipment to higher echelons of maintenance (to include 1st echelon to 2nd echelon), and repairing or inspecting equipment must be assigned a user ID and password. This is done through the unit's FSA. Once a Marine has their user ID and password the commodity's supervisor must assign him/her SQ's.

e. **Manual Usage:** This manual is not an all-encompassing ATP reference manual. Unit supervisory personnel are the main source of more comprehensive ATP training. This manual will not be used as precedence to set policy. However, discussion of current policies and procedures and their relationship with ATP is done throughout this manual. The prudent management policies and procedures as addressed in the MIMMS Field Procedures Manual, MCO P4790.2_ must also be adhered to in order to maintain a viable maintenance program.

f. **Syntax Descriptions used in this Manual:** Basic computer skills such as keyboard and mouse usage, Windows NT and ATLASS II+ familiarity, and the availability of supervisory personnel for help with situations not covered in this manual are assumed.

1) Menu selections will be all capital letters and in bold print. For example: **WORKORDER** - this refers to the "workorder" menu selection.

2) Subordinate menu selections will be separated by an ">" also in bold print. For example: **WORKORDER>NEW>INDIVIDUAL** - refers to

the menu selection called "workorder" with a subordinate menu selection of "new" which has another subordinate menu selection of "individual".

3) Window names will be in italicized lettering. For example the window where you will start a new work order will be referred to as *New Work Order* window. Parts of windows (frames, buttons, drop down menus, etc.) will be referenced in Title Case.

4) In some instances throughout this manual pictures of actual help screens from the ATLASS II+ are presented.

g. Some terms and definitions:

1) **Work Order (WO):** The purpose of the work order is to consolidate all tasks associated with a particular item of equipment in the maintenance cycle.

2) **Work Order Number (WON):** A WON is an identifying number assigned to a work order. This number is automatically assigned to a WON.

3) **Task:** Tasks are used to manage equipment defects within ATP. Once a task is initiated it will automatically be assigned an identifying number. Individual tasks are associated to parent work orders. The purpose of a task is to request modification (MOD), calibration (CAL), corrective maintenance (CM), preventive maintenance (PM), and inspections (INSP) on all ground equipment within the unit's maintenance capability. The task is also used for transmitting work to supporting maintenance activities and for recording and reporting maintenance performed. Maintenance personnel will initiate a task in all instances where either maintenance resources, repair parts, or secondary repairables are required to perform requested maintenance. A principle end item can have only one WON associated to it. A WON can have multiple tasks associated to it.

4) **Mailbox:** A screen where task approvals, acceptances, and deletions are made, part requisitions are authorized, notification of required work is flagged and other important managerial information is sent and worked on.

5) **System Qualification (SQ):** SQs are assigned to personnel on an as needed basis to operate commodities in day-to-day functions. This is a commodity manager responsibility. Maintenance and supply personnel using ATP must have the ability to operate their commodities to the lowest level of leadership. This is accomplished by giving users as much access to ATP functionality as deemed

necessary by commodity managers. Therefore, all commodity managers should be able to adjust the system qualifications of the personnel assigned to the section as the daily mission dictates. Commodity supervisors should have access to the **SECURITY>PERSONNEL** menu selection within the system menu of ATP.

6) **Application Administrator:** Personnel authorized to adjust SQ's for personnel are application administrators. You can determine application administrators because they have access to the **SECURITY>PERSONNEL** menu selection within the system menu of ATP. Normally commodity managers are application administrators.

7) **Functional System Administrator (FSA):** The FSA is responsible to maintain the ATP system and assign personnel user IDs and passwords. He/she is also the liaison between system users and the ATP helpdesk. The FSA should not be responsible to assign SQs for users unless local standard operating procedures (SOPs) stipulate that they are. The commodity managers should assign SQ's to commodity personnel.

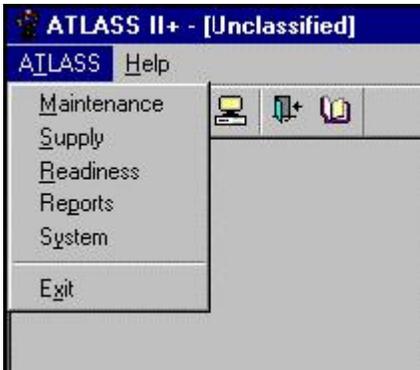
2. Responsibilities

a. **Preparing Activity.** The preparing activity may be the equipment owner, the equipment user; for example, the equipment is on temporary loan, or the equipment custodian as in the case of the maintenance section evacuating to supporting maintenance activities. The preparing activity is responsible for initiating tasks and includes completion of the basic task information and approval of the task.

b. **Maintenance Unit:** The maintenance section performing the approved maintenance will begin repairs on the equipment by accepting the task. The maintenance section will enter information on work performed as maintenance actions are completed and will close out the task when work is completed and the equipment owner accepts the equipment back.

3. **User IDs and Passwords:** All personnel involved with ordering parts to include SL-3 items, evacuating equipment to higher echelons of maintenance (to include 1st echelon to 2nd echelon), and repairing or inspecting equipment must be assigned a user ID and password. This is done through the unit's FSA. Once a Marine has their user ID and password the commodity's supervisor must assign him/her SQ's.

4. **ATLASS II+ Main Menu:** The main ATLASS II+ menu is the launching point for entering any of the five ATLASS subsystems: Maintenance, Supply, Readiness, Reports, and System.



5. **Navigation in ATLAS II+:** You will access options within the program using either menu bars or toolbars or a combination of the two. These two bars appear consistently throughout ATLAS, although your choices on them change according to the subsystem you access and the SQs you have.

a. **Status Messages:** A third feature that appears consistently throughout ATLAS is the status bar. Located at the bottom of the ATLAS screen, it reports the progress of your tasks with text messages or instructions that appear on the left side. The screen ID appears to the right of the text messages. Other status bar information includes the current date and time, the user ID of the person currently logged in, and the organization that user belongs to.



Subsystems Used in ATLASS II+

The major functions have been grouped into five subsystems containing features required for specific tasks: Maintenance, Supply, Readiness, Reports, and System. The five subsystems are integrated through functional processes, a shared database, and interfaces.

Icon	Name	Description
	Maintenance	Use to collect and process maintenance-related data and to provide this data to other subsystems on the database.
	Supply	Use to requisition parts, to report parts availability, to maintain repairable and consumable inventories, and to provide near real-time status on parts/supplies requisitioned.
	Readiness	Use to provide a realistic portrayal of all assets and general remarks pertaining to the availability of a particular asset.
	Reports	Use to control personnel permissions and access, administration of system tables, interface controls, and system utilities.
	System	Use to provide the capability to request a number of predefined reports (also provides Ad Hoc reporting utility).
	Exit	Use to exit ATLASS and return to the NTCSS desktop.
	Help	Use to access the ATLASS II+ User's Guide and other references. See Getting Help for more information.

b. This manual will mainly concentrate on the maintenance aspect of ATP.

Maintenance

Use this subsystem to initiate, modify, or complete logistical transactions in support of the maintenance effort.

Accessing the Maintenance Subsystem

Click  on the main ATLASS toolbar to get to the Maintenance subsystem.

Available Maintenance Menu Options

Options	Description
Work Order	Use the work order menu to initiate equipment repair and related maintenance transactions, either as individual work orders, as a batch, or through the non-serialized item process. You can also induct equipment into maintenance for non-supported units. Once equipment is inducted into ATLASS II+ you can retrieve its related records via a search by the work order number or by the serial number of the equipment. You can also query a summary of all work orders that allows you to see all the tasks assigned to a principle end item. Use print screen at any point for a paper copy of the information you are viewing.
Tasks	Use this menu to obtain information about tasks associated to equipment. You can search for related task information using either the task number or the serial number of the equipment. A summary option is also available so you can view all tasks assigned to a principle end item.

Click the option title to learn more.

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Parts	Use this menu to view all parts that are on order or that have been received in the last 30 days, to create parts packages, to requisition indirect parts, or to assign parts from the organizational supply work center. In addition, a parts package option allows you to create a requisitioning package to order "multiple parts". Query options are available so you can search for information by work center or by viewing a summary of all packages within a unit.
Layette Management	Use this menu to create and inventory equipment work order layettes, to assign and issue parts from the layette, and to view a summary of all parts in layettes.
Modifications	Use this menu to view outstanding and completed modifications of principle end items within a work center. You can search for information using the TAMCN , serial number, or NIIN .
Maintenance History	Use this menu to search the history of principle end items within a work center using the TAMCN , serial number, or NIIN . You can view history records for all corrective and preventative maintenance performed on equipment and components, as well as modifications and calibration performed on equipment. In addition, you can review SL-3 and parts requisitions for equipment. Information includes the last 27 months of records in ATLASS II+ for each type of maintenance.
Utilities	Use this menu to perform a variety of tasks related to maintenance. Features include the ability to view principle end item information, to add preferred defects to the scanner device in AIT , to input meter readings of equipment, and to manage all information for unit preventive maintenance and calibration programs.
PEB Mgmt	Use this menu to create and establish unit pre-espended bins.
Mailbox	Use the various mailboxes to review, approve, disapprove, and otherwise manage tasks within the Maintenance subsystem. All users have the ability to view messages for those mailboxes to which they are authorized. Additional SQs are required to act on messages.
Help	Refer to Getting Help for more information.

Creating a Work Order Task with Parts

The process of creating a [work order task](#) with a part or parts request involves three major phases:

Phase 1 - Initiating a [Work Order](#)

Phase 2 - Assigning a corrective maintenance [task](#)

Phase 3 - Creating a parts request.

This process involves a number of windows and variables within [ATLASS II+](#). The procedure shown here gives the most commonly used steps.

Procedure

Phase 1 - Initiating a [Work Order](#)

1. From the **Maintenance** menu, choose **Work Order**, then **New**, and select **Individual**.

The New Work Order window appears.

2. Verify the **Organization** and **Section** shown. The Organization search criteria defaults to your login information. If there is more than one [UIC](#) on the server, and you have authorization to one or more of them, you can change the default to one of these other organizations.

3. Click [TAMCN](#), [Serno](#), or [NIIN](#).

Tip: See [Using Field Help](#) for more information.

4. Enter or select the appropriate [TAMCN](#), [Serno](#), or [NIIN](#).

A list of End Items appears under **Select End Item**.

5. Select the End Item and click **OK**.
6. The [Task](#) – Basic Task window appears.

-OR-

If a work order already exists, a message appears asking whether you would like to open it. Click **Yes**.

Phase 2 - Assigning Corrective Maintenance Task

1. Verify the **End Item** information displayed on the Task – Basic Task window.
2. Fill in the equipment information for the required fields:

[I/M](#)

Defect

[WC](#)

(Pre-filled) Meter

NOTE: This field will display a meter reading if it exists.

[Pri](#)

[Op. Status](#)

Op. Date

3. Type the reason for the discrepancy.
4. Click **Apply**.

Once you initiate the work order, the task message is sent to the Task Pending Approval Mailbox for review by the Approval Authority (usually the Section Chief). Once approved, the task is sent to the Pending Acceptance Mailbox where it is reviewed by the Acceptance Authority (usually the Maintenance Chief). If the Acceptance Authority accepts the task, you can order parts.

Of course, those of you with SQs for each of these processes will simply bypass the mailboxes and continue with ordering parts as shown in Step Three.

Phase 3 - Ordering Parts

1. Go to the Task - Basic Task window by searching for the task once it has been accepted and approved.
2. Click the **Parts** tab.
3. Click **Add**.
4. Select the NIIN or the **Part** number.
If you select **Part**, you must know the Cage number as well.
5. Click **OK**.
The New Requisition window appears.
6. Enter the quantity.
After you tab or click off the Qty box, the **Current** and **Projected** boxes under Balance change to reflect the budget allotments for items of this type.

NOTE: Many of the next steps are optional for maintenance users because the fields default to the most commonly used selections.

7. (Optional) Select the correct Demand code from the **Dmd** drop-down list. The default setting is "R".
8. (Optional) Type the service UIC or a local usage code in the **SupAdd** (supplementary address) box. Which code you use here depends on your Signal code selection in the next step. The default is set to your work center information and corresponds to the default set in the next step.
9. (Optional) Select the correct Signal code from the **Sgnl** drop-down list. The default is "A".
10. (Optional) Select the correct Distribution code from the **Dist** drop-down list.
11. (Optional) Select the correct Project code from the **Proj** drop-down list.
12. The Priority is set by the task. Type one of the following in the **RDD** box:
 - The required delivery date (the Julian date by which the item must be received)

Tip: Using a pop-up calendar to select dates

- An [NMCS](#) Indicator.
[View Details](#)
- An Expedited Handling Indicator.
[View Details](#)

- (Optional) Select the appropriate [Advice code](#) from the **Adv** drop-down list. If you have access to them, Advice Codes are described in the [Advice Code Table](#). If you do not have access, a list of advice codes is available in UM 4400-124, Chapter 4-4.
- Select the correct Purpose code from the **Purp** drop-down list.
- Select a Job Order Number from the **JON** drop-down list. The default is "A".
- Type any comments in the **Remarks** box.
- Select an option under Requisition Type:

NOTE: Depending on certain variables (like your SQs and method of accessing the New Requisition window), the Requisition Type may have a default value already determined and some options may be unavailable. Maintenance users usually default to **New**.

Option	Description
New (default value)	Creates a Direct Turnover (DTO) requisition for requisition types G-N
Op Stock	Creates a replenishment requisition for requisition types A-F
Organic Equipment	Creates a replenishment requisition for requisition types A-F with Purpose Code C
Pack-up	Creates a packup requisition for project indicated in Proj drop-down list

- Click **Save** to submit the requisition.

Maintenance Mailbox

Use the various mailboxes to review, approve, disapprove, and otherwise manage tasks within the Maintenance subsystem. All users have the ability to view messages for those mailboxes to which they are authorized. Additional SQs are required to act on messages.

Accessing this Option

Go to the **Maintenance** menu and select **Mailbox!**

System Qualifications

Only those mailboxes to which you are authorized are listed. All users can view listed messages, but only those with the correct SQs can act on the mail items. The mailbox enables the approval and acceptance authority to approve, disapprove, accept, reject and delete maintenance transactions.

Mailbox Work Area

The work area consists of a list of available mailboxes or categories of messages. The mailbox list displays the number of messages each box contains. Command buttons are available based on your SQs and certain business rules within each mailbox. See [Mailbox Options](#) for descriptions of the command buttons.

Maintenance Mailbox Categories

Click the name of the mailbox to learn more.

Mailbox	Description
Task Pending Approval	A list of Task Orders that have been initiated and <u>not</u> approved.
Task Pending Acceptance	A list of Task Orders that have been initiated and approved.
PM Due	A list of Scheduled PM inspections that must be initiated and approved.
PM Over Due	A list of those PM checks that have exceeded the due date by fifteen days or have exceeded the EOT Interval by any amount.
Cal Due	A list of Calibrations that must be initiated and approved
Cal Over Due	A list of those Calibration items that have exceeded the due date.

Final QC	A list of Work Orders pending Final QC. Only those Work Orders that have all related Task Orders closed and have the QC Inspector box blank appear.
Parts Pending	A list of Part requirements that have been initiated on the Task Order and not approved.
Evac Pending	A list of End Items pending approval to evacuate. The mailbox message remains in the mailbox after approval.
Comp Evac Pending	A list of Components pending approval to evacuate. The mailbox message remains in the mailbox after approval.
Indirect Parts Pending	A list of Indirect parts that are pending approval.
AWTG Pick Up	A list of all Work Orders that have a blank "Accepted By" box on the Close WO tab.
Near RDB	A list of Work Orders that have a Return By Date that is within five days.

Procedures

See "[How Do I Open a Mailbox Message](#)" or the procedures for a specific mailbox for more information. The procedures detailed in this user's guide assume that you have full access to the discussed mailbox.

Initial Instructions

1. Select **Mail Type**.

The default is **Authorized** and displays only the count for those Maintenance Mailbox messages on which you can act.

-OR-

Select **All** to display all Maintenance Mailboxes and the message count for each, whether you are authorized to act on them or not. You have view-only capabilities.

NOTE: Regardless of the Mail Type selected, you can **only** take action on those to which you are authorized.

2. Double-click a **Mailbox Name**.

The Message Details grid is populated with a list of messages in the chosen category.

Refer to Related Topics for information about the available message lists.

Parts Options

Use this menu to view all parts that are on order or that have been received in the last 30 days, to create parts packages, to requisition indirect parts, or to assign parts from the organizational supply work center. In addition, a parts package option allows you to create a requisitioning package to order "multiple parts". Query options are available so you can search for information by work center or by viewing a summary of all packages within a unit.

Available Parts Options

Option	Description
<i>Click the title of an option to learn more.</i>	
Package >	The Parts Package selection allows you to package repair part associations in a group for the accomplishment of specific, repetitive maintenance actions. These actions may include preventive maintenance or recurring corrective maintenance services. Parts Packages should be restricted to those parts that are required to complete the particular maintenance action.
New	
Search	
Summary	
Indirect	Indirect Parts allows for the requisitioning of any required parts not associated with a Work Order or Task . This can include, but is not limited to, SL-3 parts, PEP replenishment, and shop overhead items not stocked at Self-Service.
Summary	The Parts Summary window displays all valid requisitions with a selected Organization and Section. You can use this window to sort the information provided by any one of the eighteen boxes. The information provided on this window is near real time.
Assign	The Assign parts option allows the user (with the appropriate authorities) to assign Indirect requisition documents to a Task .

NOTE: To reassign requisition documents from one [Task](#) to another, use the Parts tab on one of the requisitions, either receiving or giving up the part(s).

Layette Management enables you to track repair parts in the maintenance shop. These procedures assume that you have the necessary system qualifications to perform the documented task. Refer to the 'Help' option in ATLASS for an explanation on how to use layette management.

6. Equipment Modification Management: ATP provides an automated modification control program to support ground maintenance equipment.

a. Listings: From the Maintenance window click on **Modifications>Listings**. This will access the *End Item Modification Selection* window.

1) Select either the TAMCN, Serno or NIIN for the equipment list. After the selection has been made click OK to enter the listing, Cancel to return to the End Item Modification Selection menu, or click Help to access the help menu.

2) At the *PEI Modifications* window the user will need to verify the Modifications Outstanding window. Modifications are automatically added to this window on a quarterly basis as the SL-1-2 and SL-1-3 is updated. The functions to be performed in this window are as follows:

a) Complete: Select the modification that has been completed by clicking on the appropriate MI and clicking the Complete button. This will move the MI to the Modifications In Work, N/A, or Completed window.

b) Not Applicable: Select the modification that is Not Applicable by clicking on the appropriate MI and clicking the Not Applicable button. This will move the MI to the Modifications In Work, N/A, or Completed window.

c) WO/Task: Select the modification that needs to be applied by clicking on the appropriate MI and clicking the WO/Task button. This will prompt the user for a Login Name and Password. At this point a Task has been created and sent to the mailbox pending approval and acceptance.

3) At the Modifications In Work, N/A, or Completed window the following functions can be performed:

a) Verify: Select the modification that has been verified as complete by clicking on the appropriate MI and clicking the Verify button. This will place a check in the Mod Verf check box and

assign the date of the verification.

b) Revert: As modifications are annotated as Complete or Not Applicable they will move into the Modifications In Work, N/A, or Completed window. The Revert button will move a modification back to the Modifications Outstanding window by clicking on the MI and clicking the Revert button.

4) Save: This button will save the changes made in the PEI Modifications Window and return the user to the End Item Modification Selection window.

5) Cancel: This button will return the user to the End Item Modification Selection window. Click Cancel to return to the *Maintenance window*.

b. By End Item: From the Maintenance window click on **Modifications>End Item**. This will access the End Item Modification Selection menu.

1) Select either the TAMCN, Serno or NIIN for the equipment list. After the selection has been made click OK to enter the listing, Cancel to return to the End Item Modification Selection menu, or click Help to access the help menu.

2) At the *Modifications Outstanding by End Item* window the user will see a listing of outstanding modifications by end item.

3) Create Task: Select the modification that needs to be applied by clicking on the appropriate MI and clicking the Create Task button. This will prompt the user for a Login Name and Password. At this point a task has been created and sent to the mailbox pending approval and acceptance.

4) Close: This button will return the user to the *End Item Modification Selection* window. Click Cancel to return to the *Maintenance window*.

7. Maintenance History: Maintenance history is designed to provide the user with access to the history of their equipment. This field also has the capability of importing and exporting history information for equipment entering or leaving the command.

a. From the *Maintenance window* click on Maintenance History>Search. This will access the *Maintenance History Search window*.

1) The Organization and Section will default from the users Login Name. Select either the TAMCN, Serno or NIIN for the desired equipment history. The View menu will allow the user to tailor their search to specific maintenance functions. However, all the view options will be available for view as separate folders in the *Maintenance History* window. Click OK to enter the *Maintenance History* window, click Cancel to return to the Maintenance window, or click Help for the help menu.

2) While in the *Maintenance History* window the user will have access to history pertaining to CM, PM, Inspections, Mod, Cal, Components, Gen History, Parts History, and Op History. Click on the tab to be viewed.

3) Once in the desired window select the WON or Task to be viewed and click the View button. The View button will only be activated when information in the folder offers an additional view.

b. Click Close to return to the *Maintenance History Search* window. From the *Maintenance History Search* window click Cancel to return to the Maintenance window.

8. Utilities: The utilities option provides the user with the capabilities to manage and update key information pertinent to organizations equipment.

Utilities Options

Use this menu to perform a variety of tasks related to maintenance. Features include the ability to view principle end item information, to add preferred defects to the scanner device in [AIT](#), to input meter readings of equipment, and to manage all information for unit preventive maintenance and calibration programs.

Available Options

Option	Description
<i>Click an option title to learn more.</i>	
PEI Data Input	Use this option to update information such as the PEI In-Service Date Warranty Expiration Date, Rebuild Date, Meter Reading, and EOTC .
PEI Location	Use this option to view information on Principal End Items (PEIs) that are in long and short term storage. If no PEIs are entered, this option returns the End Item Search window. If a PEI location record already exists, the PEI Location window appears.
Preferred Defects	Use this option to select the twenty five most frequently used defects for use with the AIT scanner.

[Meter Update](#)

Use this option to update the Meter files of a record.

[P.M](#)

Use this option to gain access to the Preventive Maintenance ([P.M](#)) records for your Organization and Section. The Calibration tab is not available; please use the new [CAL](#) option. Click one of the listed menu options to view more information:

[Add Component](#)

[Frequency Def](#)

[Add/Update/Delete](#)

[View](#)

[Cal](#)

Use this option to gain access to the Calibration Maintenance ([CAL](#)) records for your Organization and Section. Click one of the listed menu options to view more information:

[Add Component](#)

[Add/Update/Delete](#)

[View](#)

Using Selection Buttons

Button	Description
Add ==>	Moves the record you selected on the Available side to the Selected side.
Add All ==>	Moves the records you selected on the Available side to the Selected side.
Select ==>	Moves the record you selected on the Available side to the Selected side.
Select All ==>	Moves all the records on the Available side to the Selected side.
<==Remove	Moves the record you selected on the Selected side back to the Available side.
<==Remove All	Moves all the records on the Selected side back to the Available side.

Updating Meter Readings

1. Go to the **Maintenance** menu, choose **Utilities** menu, click **Meter Update**.
2. On the Meter Reading End Item Search window, select the item you want to search on and select the appropriate identifier from the corresponding list:

Option	Description
TAMCN	Searches for all items associated with the TAMCN you select.
NIIN	Searches for all items associated with the NIIN you select.

3. Click **OK**.
4. On the Meter Reading and Update window, select the item whose meter reading you want to update and click **Update**.
You may [select more than one item](#) at a time.
5. On the Meter Reading Update window, type the new meter reading in the **Meter** box.

NOTE: The new value must be greater than the old one.

6. Click **Save** to keep your changes and close the window, or click **Apply** to keep your changes for this meter reading and continue making meter reading changes for other items.
7. If updating more than one meter reading, click **Next** to go to the next record. When you have updated the last record, click **Save**.
The Meter Reading Update window closes and your changes appear on the Meter Reading and Update window.
8. (Optional) Click **Print** to print the items listed on the Meter Reading and Update window and their meter readings.

Add New Component for PM

Accessing This Option

Go to the **Maintenance** menu, choose **Utilities**, then **PM**, and select **Add Component**.

Procedures

1. Select the end item **TAMCN** with which you want to work.
2. Select the **PEI NIIN**.
3. Select the **PEI Serno**.
4. Select the Comp **NIIN**.
The Nomenclature field fills once you have chosen the Comp **NIIN**.
5. Enter the Comp **Serno**.
6. Double-click **PM Due Dt** to [enter the date](#).
7. Select the **PM** Type.
8. Enter the Ntfy Days.
9. Enter any amplifying remarks.

9. **PEB Mgmt:** The Pre-expanded Bin Management option provides the maintenance shop with the necessary tools to establish and manage a PEB.

a. Site: From the *Maintenance* window click on **PEB Mgmt>Site**.

1) New: Click New to create a PEB listing. This will prompt the *PEB Site Add* window.

a) At the *PEB Site Add* window the Organization and Section will be defaulted based on the user's Login Name.

b) In the PEB Site window the user will enter the following information:

1 Site Location: Enter the physical location of the PEB.
Example: Comm shop.

2 PEB Id: This is an entry where the unit can further identify information pertaining to the PEB.

3 Site Name: Enter the name of the site. Example:
Radios.

4 Job Order Number: Select the JON to be used when requisitions are submitted to replenish the PEB.

5 Save: Click Save to save the information used to create a PEB. A new window will appear asking the user "Do you wish to establish a PEB inventory at this time"? Click Yes to further establish required information for the PEB.

6 At the *Add PEB Inventory Record* window the user can continue to process information for individual NIIN's to be added to the PEB listing. This is the window where the PEB is actually built from.

a NIIN: Enter the NIIN for the part to be added to the PEB.

b PEB Loc1: Enter the location of the part within the PEB.

c High Limit: Enter the high limit of the NIIN to be maintained within the bin.

d Low Limit: Enter the low limit of the NIIN to be maintained within the bin.

e OH Qty: Enter the current quantity of the NIIN to be entered into the PEB.

f After all entries have been entered click Apply. If the OH Qty is lower than the High Limit the user will be asked if the part should be requisitioned. Clicking Yes will send the requisition to the Mailbox under Indirect Parts Pending.

g Click Add to save all the information added. The screen will clear and the user can add another NIIN to the PEB. Click Close to return to the PEB Site List. Click Close to return to the *PEB Site Add* window, and click Close to return to the *Maintenance* window.

b. List: Click **PEB Mgmt>List** to show a listing of all the PEB's associated with the Organization. This is a view only window. Click Close to return to the *Maintenance* window.

c. Inventory: From the *Maintenance* window click on **PEB Mgmt>Inventory**.

1) List: Click List to access the PEB Site Inventory list.

a) From the Available menu select a specific section or multiple sections to be moved to the Selected screen. This can be accomplished by double clicking on the section, or by clicking on a section and click ADD, or click and drag to the Selected screen.

1 ADD: Takes a specific section and adds it to the Selected screen.

2 Remove: Will remove a specific section from the Selected screen.

3 Add All: Adds all Available to the Selected screen.

4 Remove All: Removes all Selected to the Available screen.

5 Click View. This will pull up the PEB Inventory List.

b) At the *PEB Inventory List* click Add to add new items to the PEB. This process will access the *Add PEB Inventory Record* window. This process is identical to establishing a new PEB. Click

Close to return to the PEB Inventory List.

c) Click Update to access the *Update PEB Inventory Record* window. The user can update the High Limit, Low Limit, OH Qty, Due Qty, and PEB Loc1.

d) Once these fields have been updated click Apply.

e) Click Close to return to the PEB Inventory List.

d. To delete an item click on the NIIN to be deleted and click the Delete button. The User will be prompted to confirm the process by clicking Yes or No.

e. After all transactions have been processed click Close to return to the *PEB Site Inventory* list. Click Close to return to the *Maintenance* window.

f. Search: Click Search to access the *PEB Inventory Search* window.

1) Enter the NIIN or Part Number to be searched and click OK. If the NIIN or Part Number is not part of the PEB the user will receive a Validation Error. If the item is part of the PEB the *PEB Search List* window will appear.

2) From the *PEB Search List* window the user can update the NIIN by clicking the Update button. This process is identical to the update process mentioned above. When the search or update is completed click Close to return to the *Maintenance* window.

1) Additional Instructions:

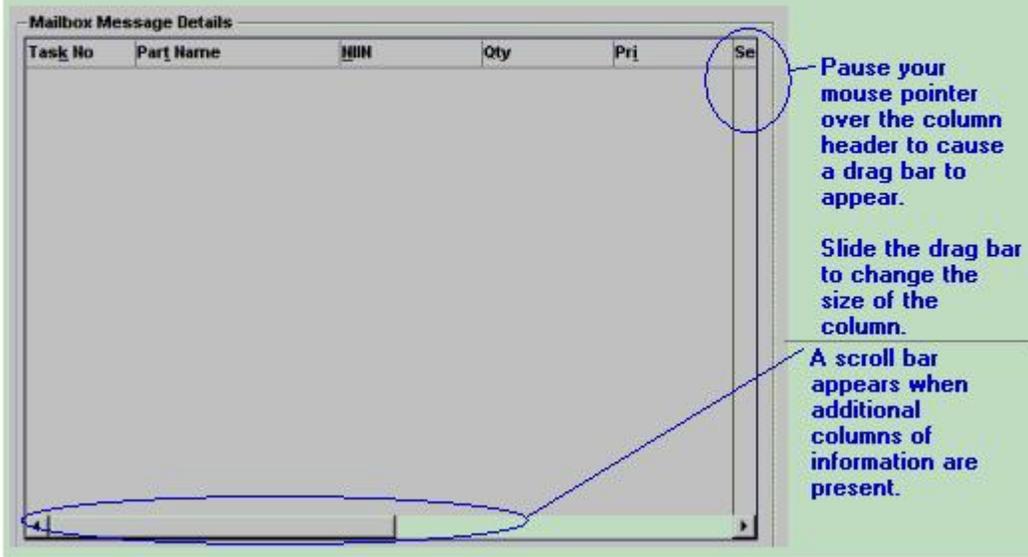
Helpful Hints

(1) Sort and Display: Various screens throughout the ATLASS2+ program have the ability to be manipulated to the viewers preference. For example: From the Work Order Summary - by UND window we will show how to change the sort and display of information located in the List.

Using Table Controls, An Example Scenario

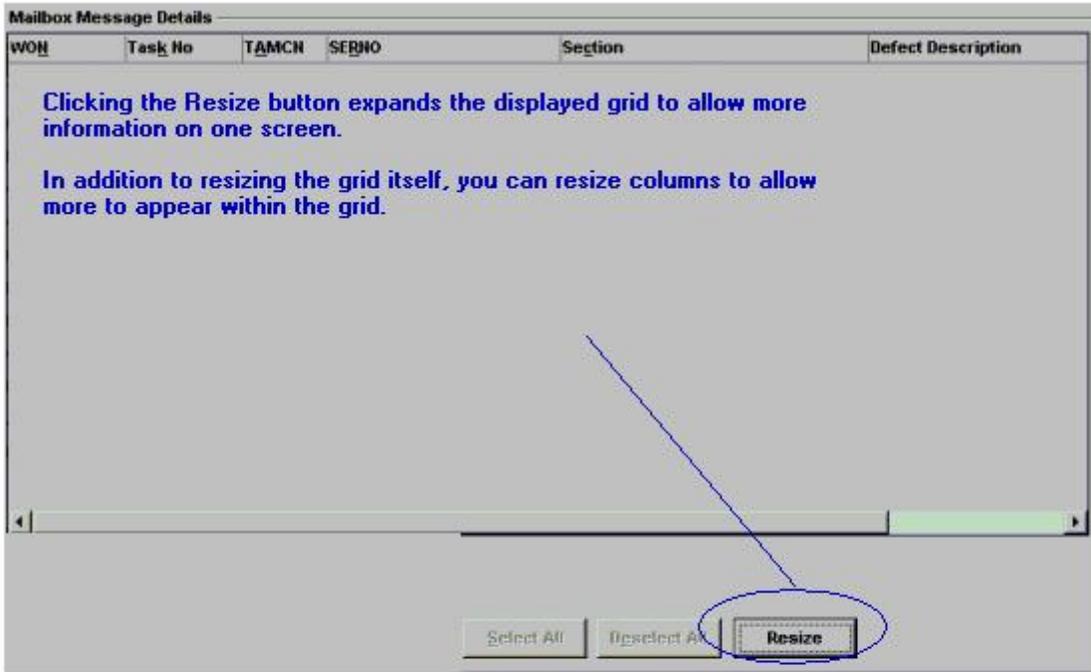
The **Mailbox Message Detail** grid illustrates a situation that may require adjustments to be made to the display. In **Illustration 1** a scroll bar indicates that additional columns of information are available.

Illustration 1



To view more information without scrolling, use the **Resize** command button to increase the area of the display grid .

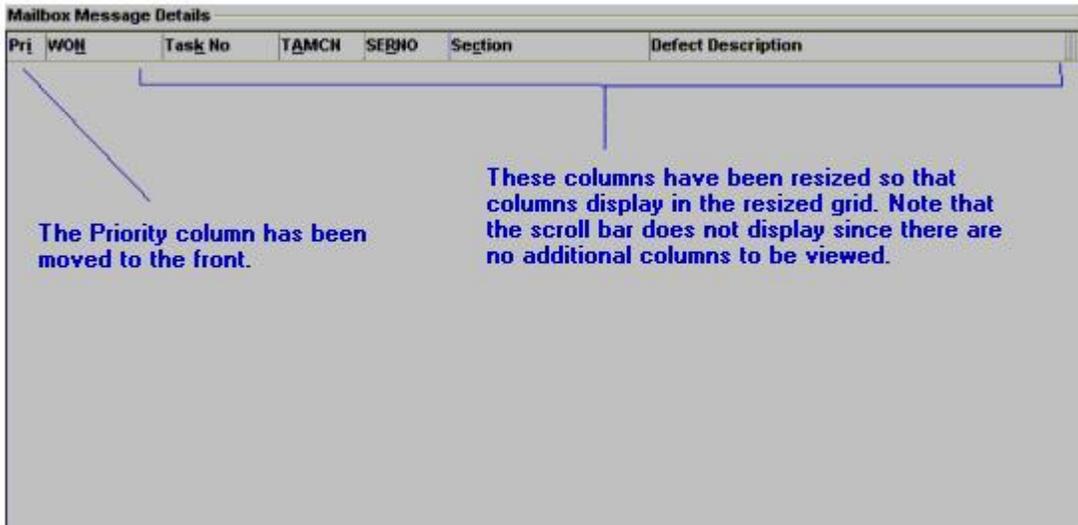
Illustration 2



The resized grid does display more information, but there are still columns of information, as indicated by the presence of the scroll bar, that do not appear on this screen.

To display yet more information, resize the columns themselves by dragging the column headings to smaller sizes. In addition, move the columns which are most important to you by dragging the column heading to the position you want, as shown in **Illustration 3**. The **Priority** column has been moved to the first position.

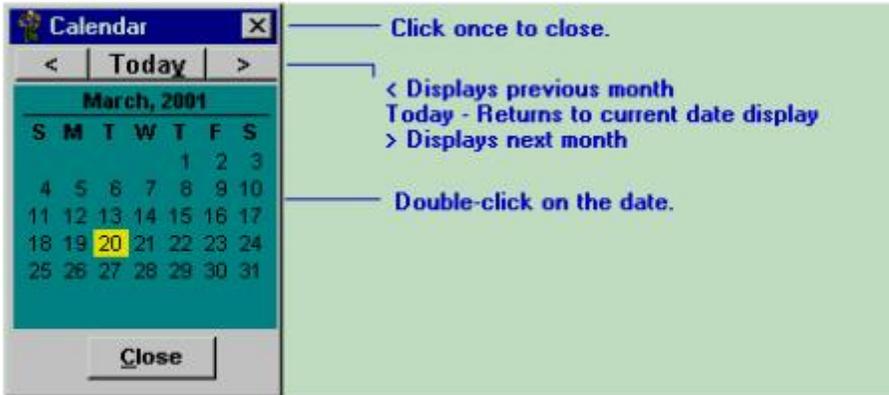
Illustration 3



Using a Pop-up Calendar to Select a Date

Double-click in the date box to select dates from a pop-up calendar.

Calendar Procedures



1. Double-click in a date field. A clickable calendar displays.
2. Use the display controls to move to the month and year you want.
3. Double-click the day of the month to fill the date field.

NOTE: If double arrows display, << and >>, then you can navigate to previous and future years, as well as navigating month to month.

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SP8. Worksheet to update the PM schedule when a meter is replaced.

The following steps will update the Due EOT column of the PM Schedule so that it will reflect the correct meter reading required to perform the next scheduled PM for equipment that had its meter replaced. This computation must be computed for each frequency definition relating to the equipment.

Step 1. Record the reading from the old meter.

Step 2. Using the "PM Schedule" screen complete the following computations of the below worksheet:

Column from PM Schedule screen	Computation	Number in column/recorded
Due EOT		
Old meter reading	-	
	=	
Current meter reading	+	
	=	
EOT Interval	-	
This number will be entered in the Initialize PM checkbox	=	

Step 3. Go to the PM Schedule window and highlight the item that had the meter replaced. Click to update the record. In the Update PM Schedule window put a check in the Initialize PM checkbox and enter the number you computed in the above worksheet into the block that appears. Click apply and save. The Due EOT will reflect the correct meter reading required to perform the next scheduled PM.

Example: Using the following information:

Old meter reading = 39
 Due EOT = 147
 Current meter reading
 (from new meter) = 1
 EOT interval = 250

Using this information here is what the worksheet would look like:

Column from PM Schedule screen	Computation	Number in column/recorded
Due EOT		147

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Old meter reading	-	39
	=	108
Current meter reading	+	1
	=	109
EOT Interval	-	250
This number will be entered in the Initialize PM checkbox	=	-141 (Notice this is a negative number)

The number "-141" will be entered in the "Initialize PM" block.