



CPAC PROGRAM CORROSION ASSESSMENT TOOL & DATABASE



USERS MANUAL Last Updated: 5 AUGUST 2014

Compatible Operating Systems:

- Windows Mobile Device (Windows Mobile 2005, 2006, 5.0, 6.0)
- Microsoft Operating System (Windows XP, Windows 7, Windows 8)
- Microsoft Access (2007, 2010)
- Microsoft Excel (2007, 2010)
- Microsoft Internet Explorer

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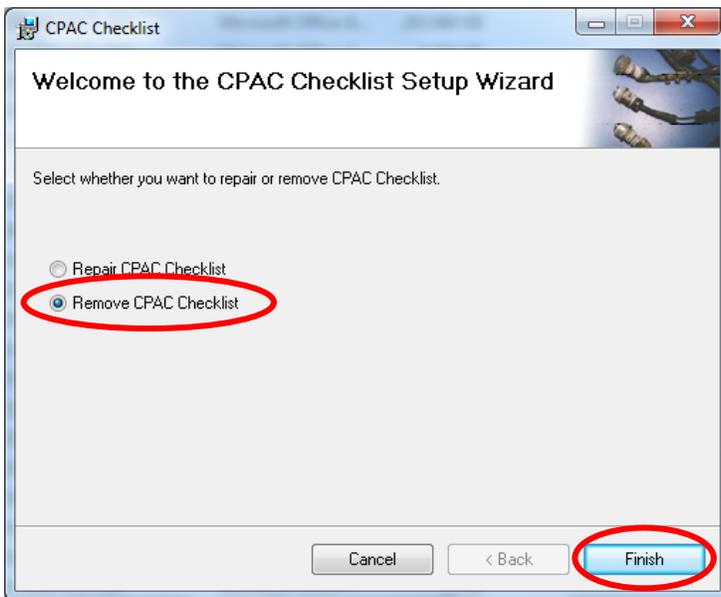
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SECTION I: DOWNLOADING AND RUNNING THE SETUP FILE

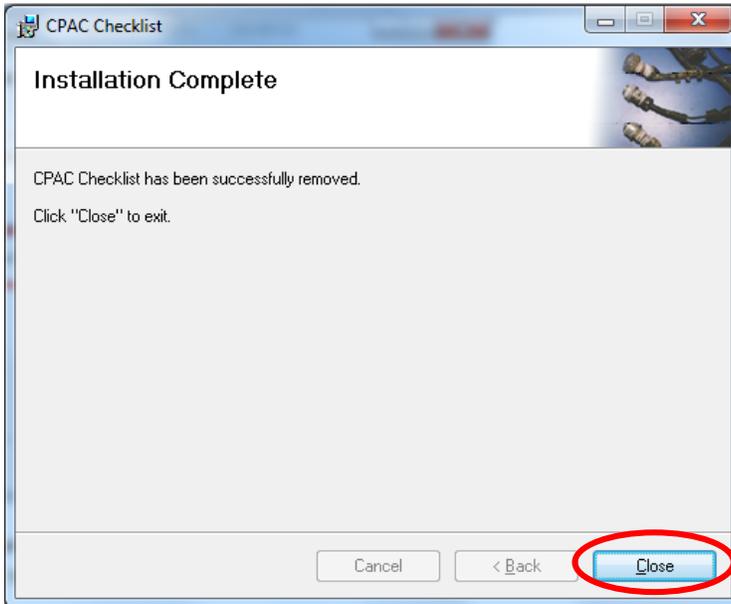
STEP 1: Go to the CPAC website:

<http://www.marcorsyscom.marines.mil/ProfessionalStaff/ACALPS/CPAC.aspx>. Select “CPAC Assessment Tool” under “Tools & Training” on the right hand menu bar. Click on the “PDADBs.zip” hyperlink and save the file to your computer (your computer may warn you this is a harmful file, if so, ensure you select “Continue” or “Keep” from the warning). Extract the file using a tool such as Winzip.

STEP 2: If this is your first time installing the PDADB on your computer, or if you are installing a newer version of the PDADB, go directly to STEP 3. If you are re-installing the same version of the PDADB, you must remove the old one from your computer. You will be asked to remove the CPAC Checklist when you double click the CPAC Setup file – select “Remove” from the options:

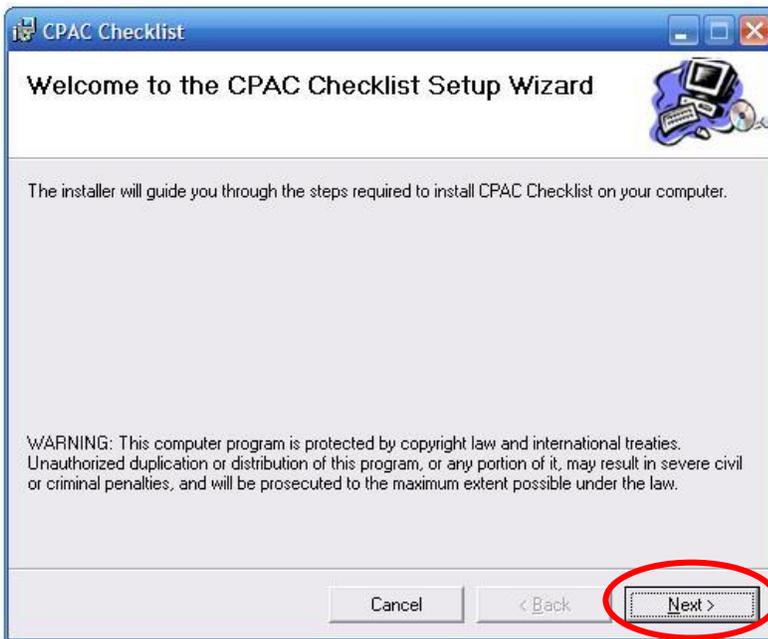


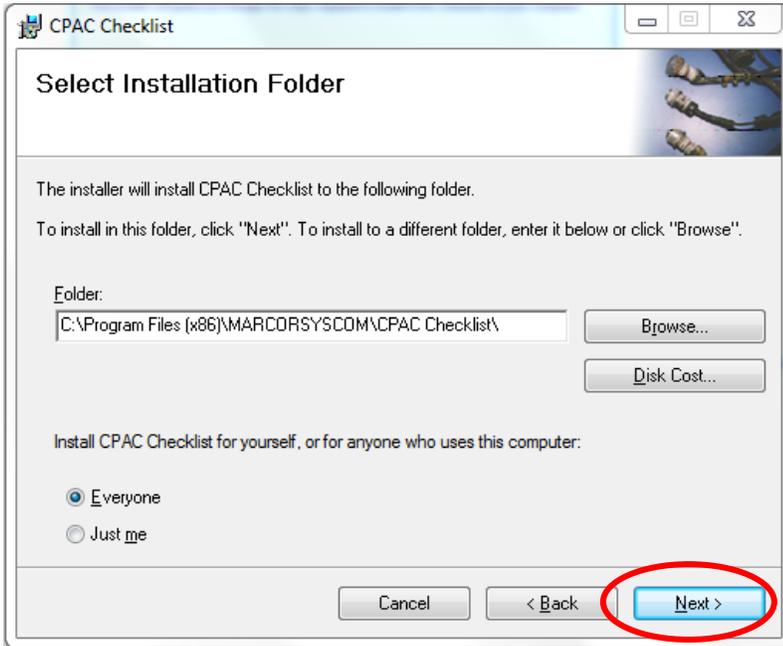
Once you select “Remove CPAC Checklist”, you may be asked if you want to allow a program to make updates to your computer, select “Yes”. Once the program is removed, you will see the following screen:



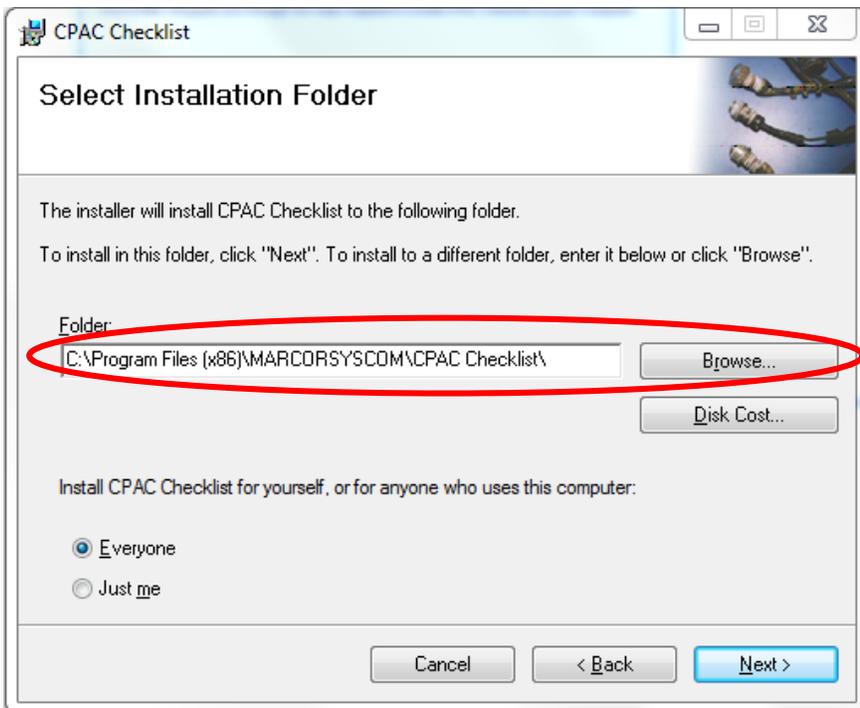
Once the checklist has been removed, select “Close”. Then double click on the setup file again to install the new checklist (see Step 3).

STEP 3 (Windows XP Users): Double click on “CPACSetup”. The “CPAC Checklist Setup Wizard” will start as shown below. Click the “Next” button to move through the screens. You will be guided to save the setup file in your Program Files folder.

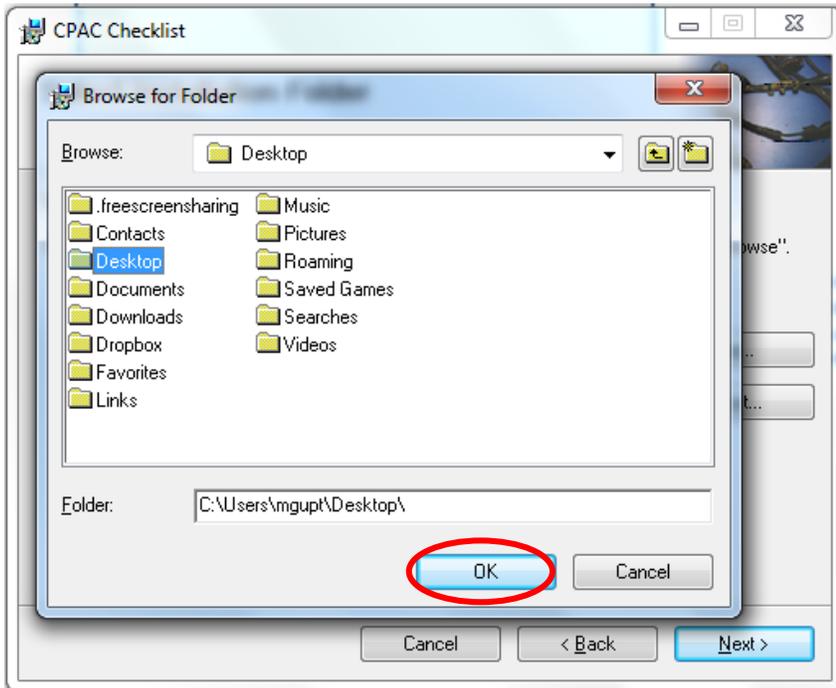




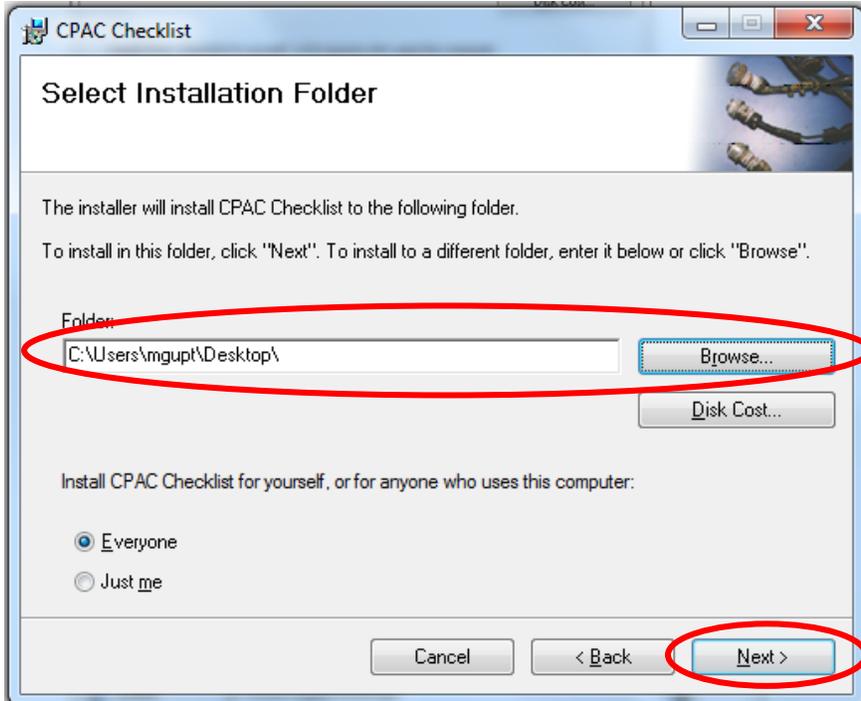
STEP 3 (Windows 7 Users): Double click on “CPACSetup”. Click the “Next” button. Use the “Browse” button to select either a user folder (such as My Documents) or your Desktop. The “Installation Folder” cannot be in your Program Files folder. . To get to the “My Documents” folder: Select C Drive >> Users >> Your Username >> Desktop >> OK

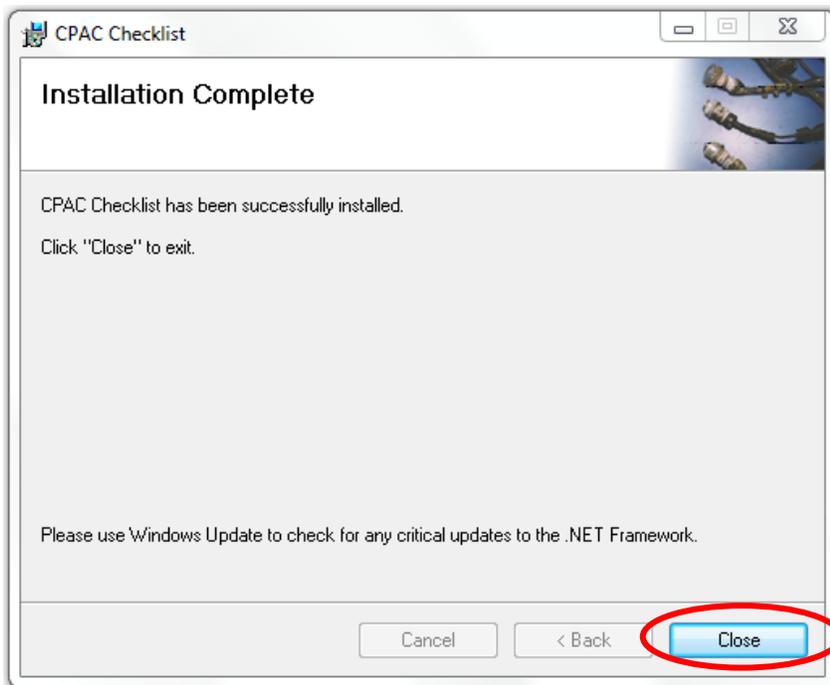
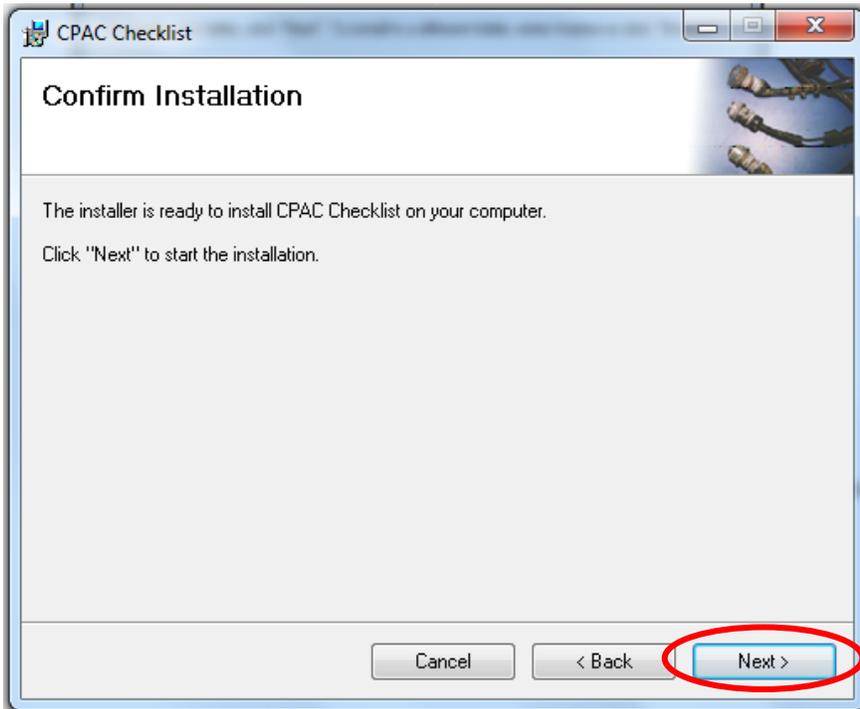


. To get to the “My Documents” folder: Select C Drive >> Users >> Your Username >> Desktop >> OK

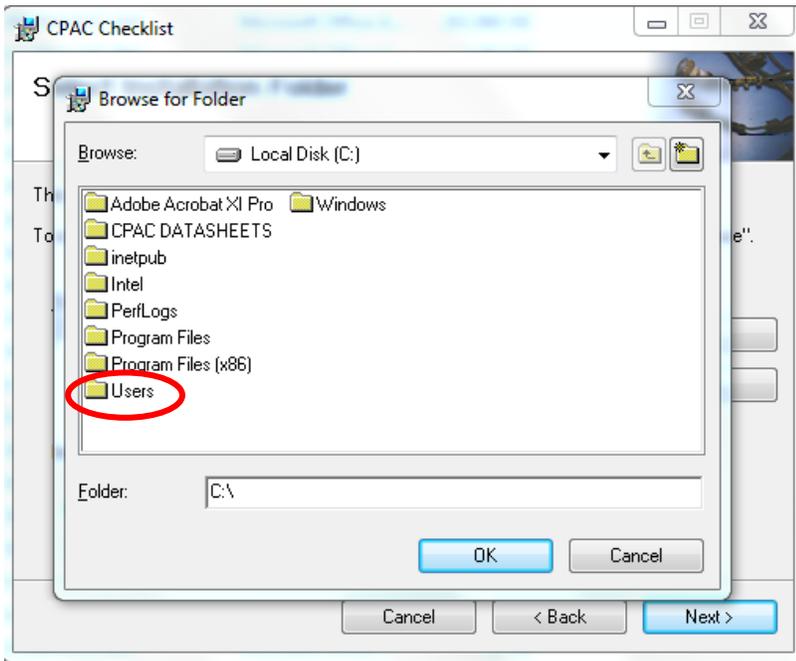


Continue with the installation as prompted.

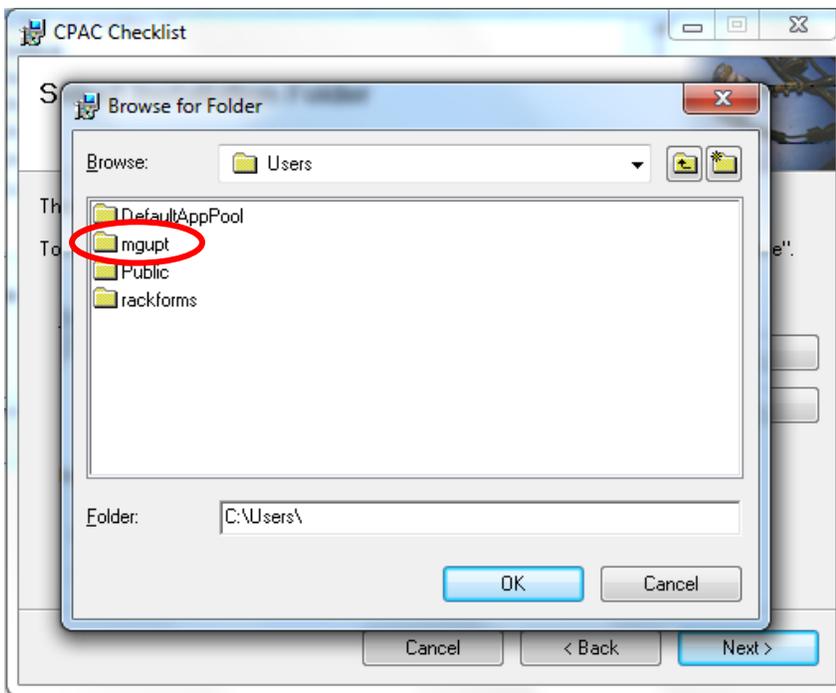




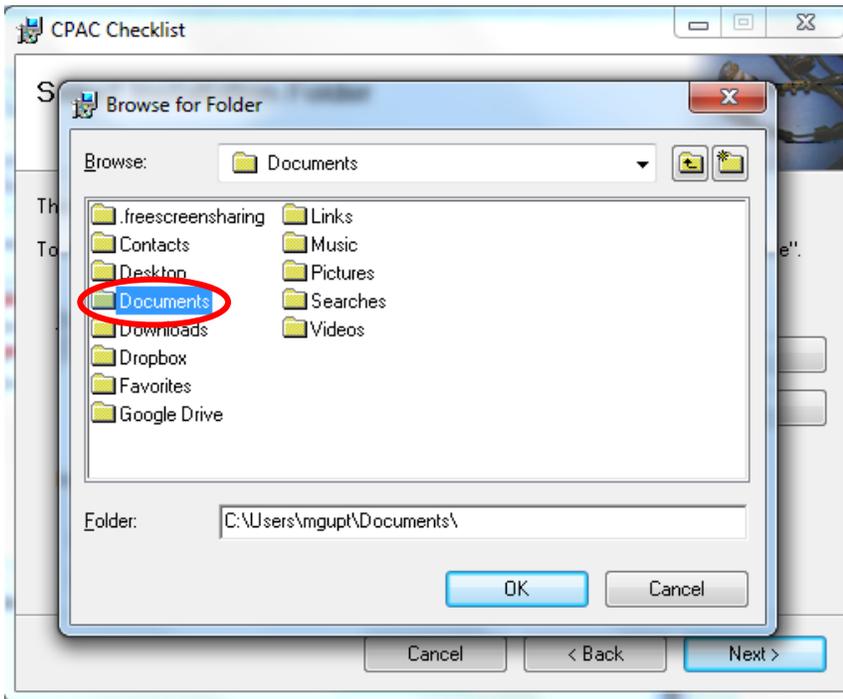
STEP 3 (Windows 8 Users): Double click on "CPACSetup". Click the "Next" button. The "Installation Folder" should be your "My Documents" folder. To get to the "My Documents" folder: Select C Drive >> Users >> Your Username >> Desktop >> OK



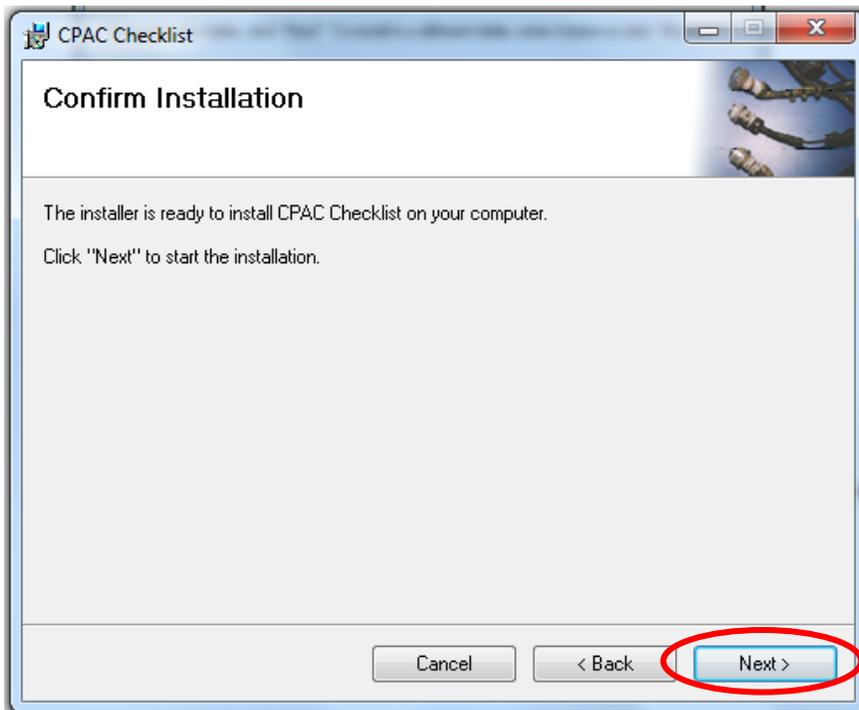
Select your username:

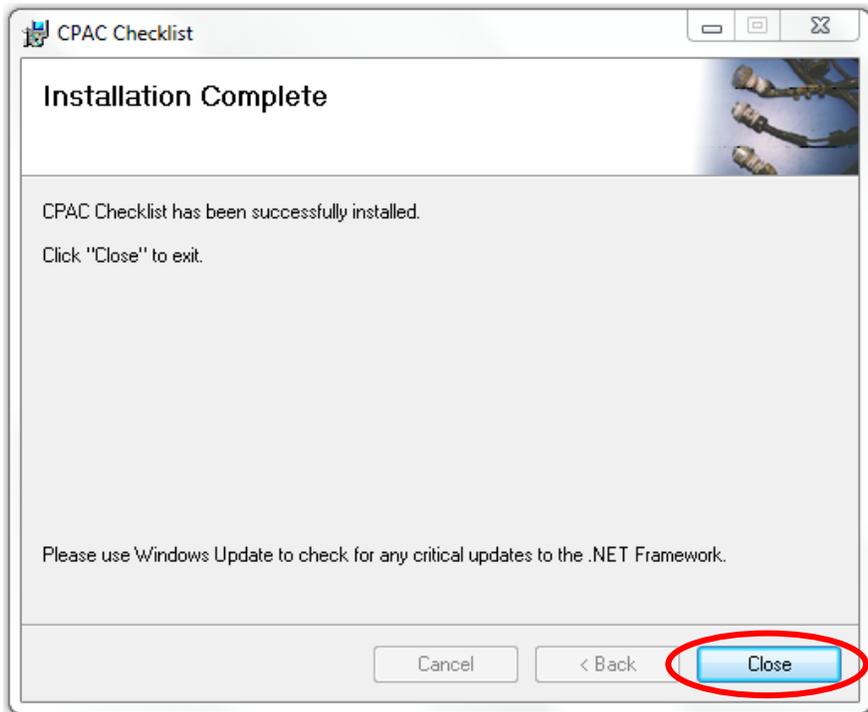


Select Documents:



Select "Next" and your installation will be complete:



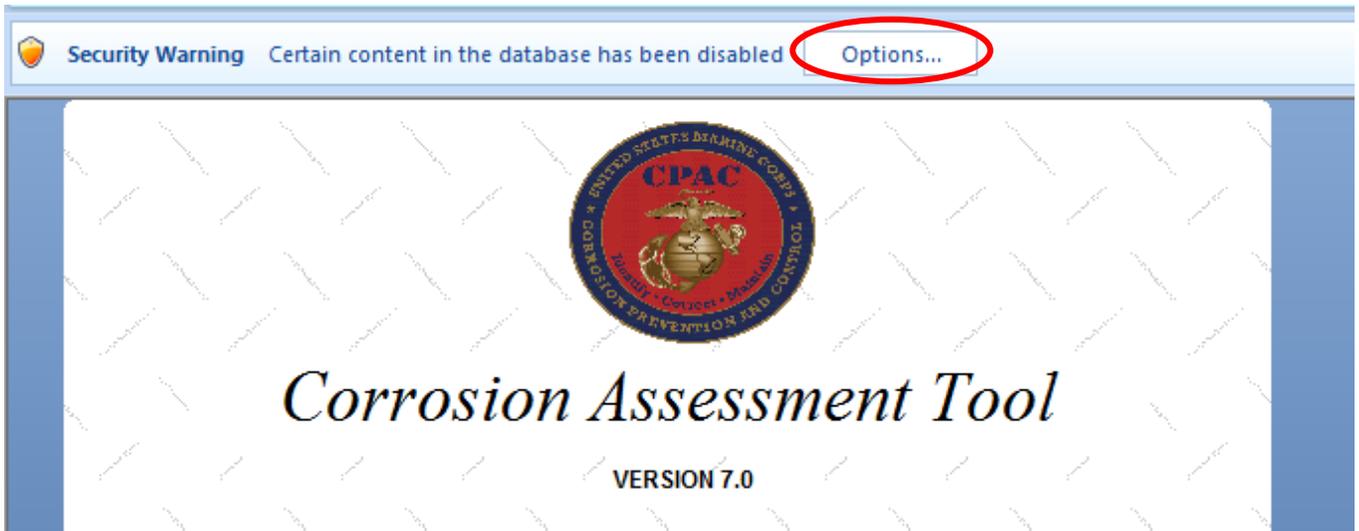


SECTION II: HOW TO OPEN THE DESKTOP APPLICATION

Double click on the “Shortcut to Database.mdb” file that was created on your desktop.



For Access 2007 and 2010: You will get a security warning on top of your screen as shown below. (See right above USMC CPAC emblem.) Click on the “Options” button.



Click on the radio button “Enable this content” then, click on the “OK” button.



Once you have dismissed the security messages, you will see the following screen:

CPAC
UNITED STATES MARINE CORPS
CORROSION PREVENTION & CONTROL

Corrosion Assessment Tool

VERSION 7.0

User Tools

- Transfer PDA Data
- Verification and Validation
- Save Data as an Excel File
- Delete Records

Inventory

- GFE Inventory

Administrator Tools

- Install USMC Version 7.0 on Device
- Install Active Sync/WMDC
- Link Tables to Program Management Database
- Unit Complete

CORROSION ASSESSMENT CHECKLIST

Distribution Notice: This program was developed by the United States Marine Corps CPAC PM and is limited to U.S. Government Agencies only. Changes and requests for use must be approved by the CPAC Program Management Office.

SECTION III: USER TOOL BUTTON DESCRIPTIONS



User Tools:

- **Transfer PDA Data:** Transfers the assessments from the PDA to the computer.
- **Verification and Validation (V&V):** Used to perform V&V on the assessments that have been transferred to this database
- **Save Data as an Excel File:** Creates the Info Query excel file that will be e-mailed to the CPAC Program Office as per CPAC Policy Clarification Letter 4-08.
- **Delete Records:** Moves current assessments into a ghost or archived file. The assessments in the ghost file will be used for reconciliation upon completion of the unit.
- **GFE Inventory:** Used to conduct monthly GFE inventory.

Administrator Tools:

- **Install USMC Version 7.0 on Device:** Installs the CPAC Checklist on the PDA.
- **Install ActiveSync/WMDC:** Installs files that are needed for establishing a connection with the PDA (see Section IV on Establishing Connection with the PDA).
- **Link Tables to CPAC Program Management Database:** Connects this Corrosion Assessment Tool to the CPAC Program Management Database. This is required in order to perform V&V and reconciliation.
- **Unit Complete:** Allows user to create the FSR Reconciliation Report and complete the unit. This button will delete all assessments in the database.

SECTION IV: ESTABLISHING A CONNECTION WITH THE PDA

These PDAs are provided by the CPAC Program Office and are intended for official use only and should not be used for any other reasons.

If you are connecting a PDA to this computer for the first time, then you must install either ActiveSync (for Microsoft XP users) or WMDC (for Microsoft Windows 7 and 8 users) on the computer. To install ActiveSync/WMDC **STEP 1** and **2** must be completed, otherwise skip to **STEP 3**.

STEP 1: You must first be connected to the internet, then press the “Install ActiveSync/WMDC” button located under “Administrator Tools”.

STEP 2: Your web browser will open. Follow the instructions below:

For Windows 7 and 8 users:

- Click on the green “Continue” button halfway down the page. A new web page will open.
- Click on the “Download” button.
- Finally, click on “Run” to install the Windows Mobile Device Center”.

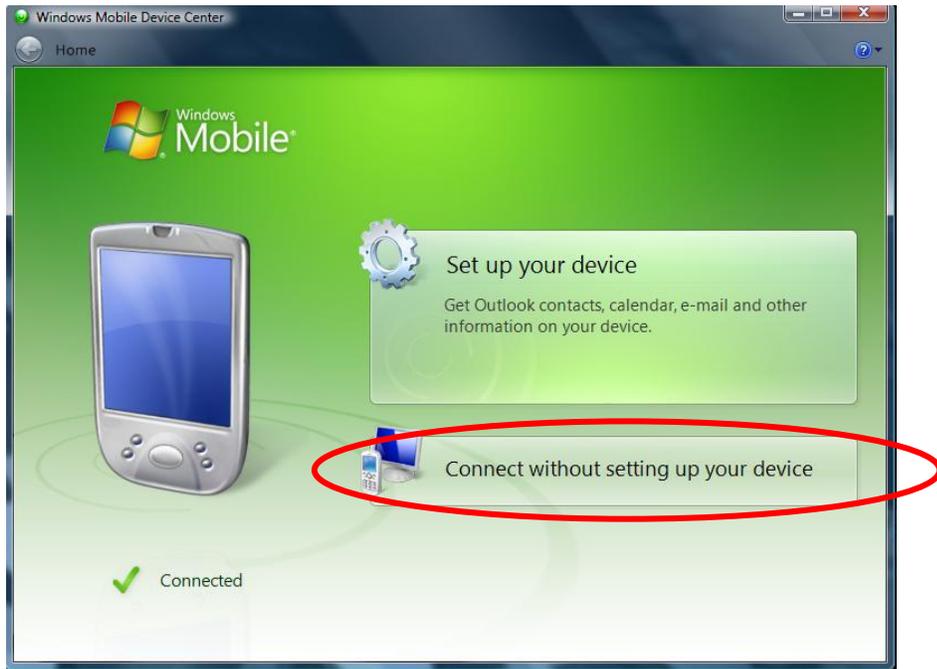
For Windows XP users:

- Click on the green “Continue” button halfway down the page. A new web page will open.
- Registration is optional. Once you have made a selection, click the “Continue” button.
- Click on the “Download” button next to the “setup.msi” file. Finally, click on “Run” to install Microsoft Activesync.

STEP 3: Connect the PDA to the computer.

For Windows 7 and 8 users:

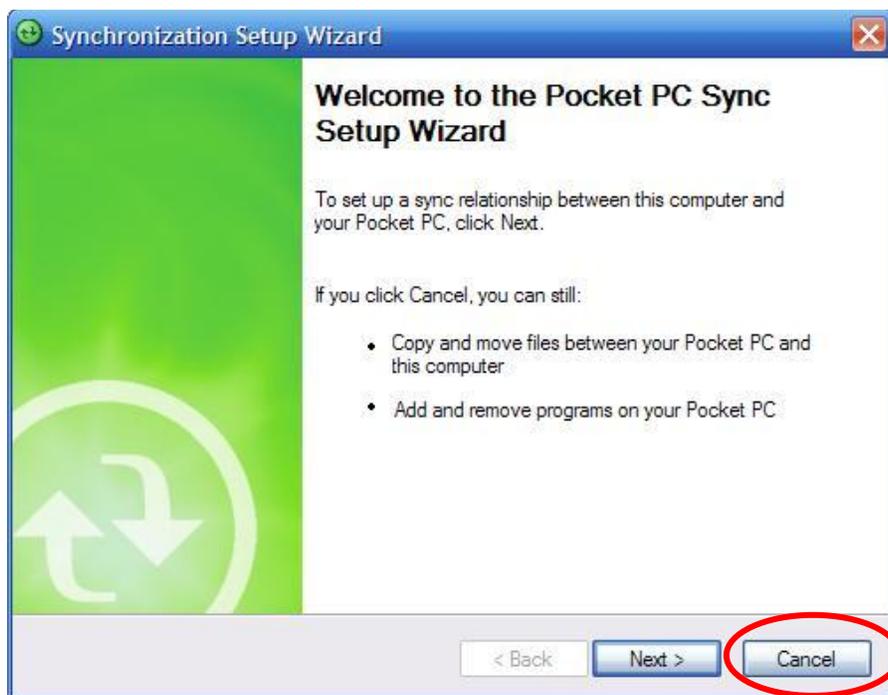
- Once you have downloaded and installed the Windows Mobile Device Center as explained above, the screen on the next page will appear every time you connect the PDA to the computer.
- Press the “Connect without setting up your device” button when the screen on the next page pops up.



The next section explains how to link tables to the CPAC Program Management Database.

For Windows XP users:

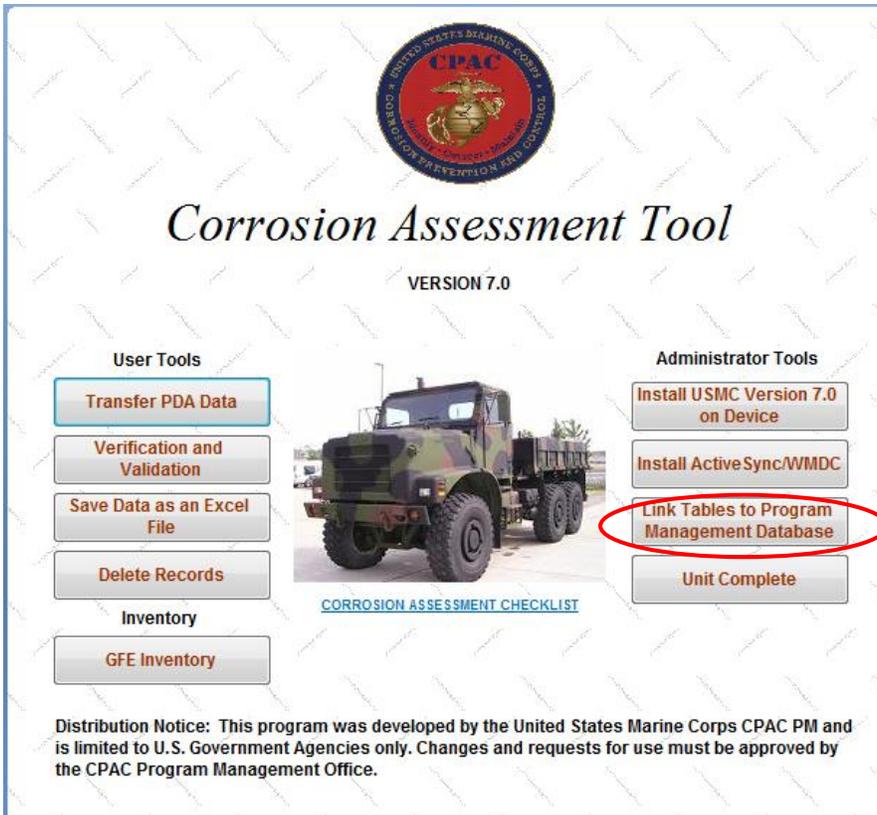
- Once you have downloaded and installed the ActiveSync as explained above, the screen below will appear every time you connect the PDA to the computer.
- Press "Cancel" when the screen below pops up.



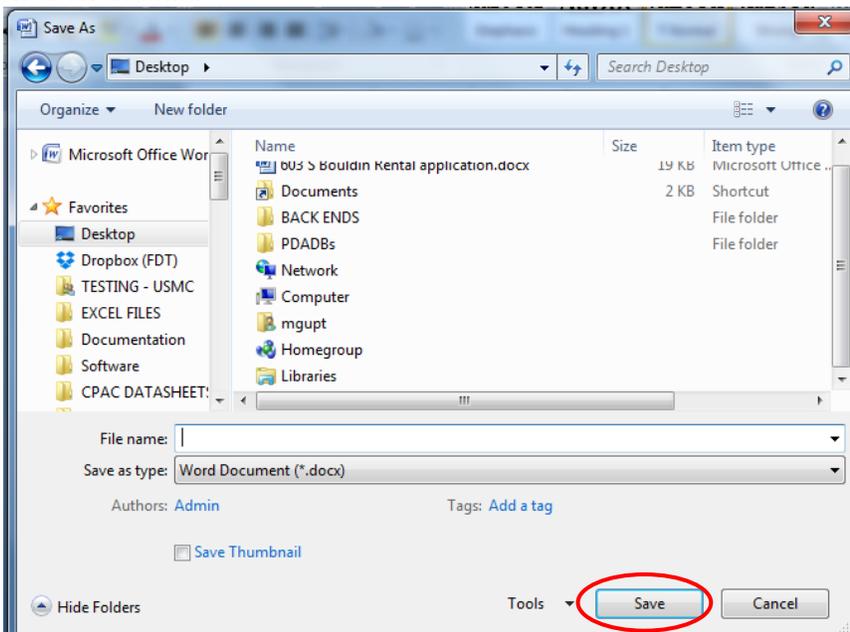
The next section explains how to link tables to the CPAC Program Management Database.

SECTION V: LINKING TABLES TO THE CPAC PROGRAM MANAGEMENT DATABASE

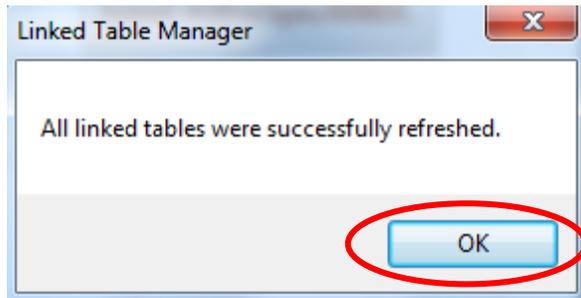
STEP 1: Press the “Link Tables to Program Management Database” button located under “Administrator Tools”.



STEP 2: Scroll to the location of the CPAC Program Management Database and select “Save” or double click on the file.



You will see a message box that states “All linked tables were successfully refreshed.”

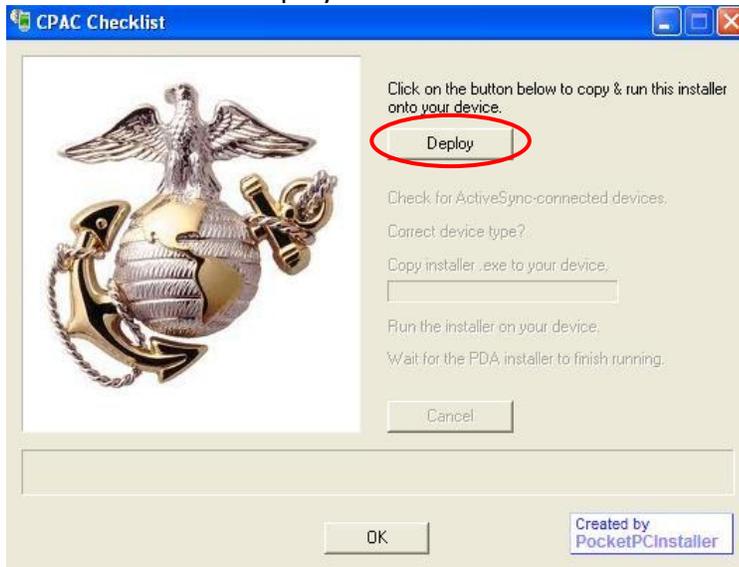


Then press “OK”. The database is now connected to the CPAC Program Management Database.

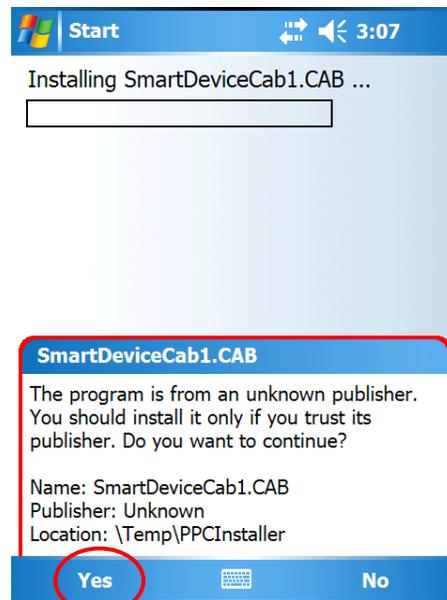
SECTION VI: HOW TO INSTALL THE CORROSION ASSESSMENT TOOL ON THE PDA

STEP 1: While your PDA is connected to your computer, press the “Install USMC Version 7.0 on Device” button located under “Administrator Tools”. If you receive the following error message: “Could not find the RAPI.dll library file” then you must install ActiveSync/WMDC as described in “Establishing a Connection with the PDA” above.

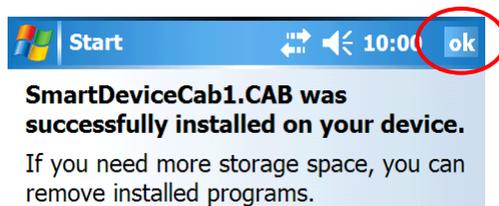
STEP 2: Press the “Deploy” button and follow the instructions.



Note: During installation, the PDA may show the two screens below. When prompted, make sure to tap the “Yes” button.

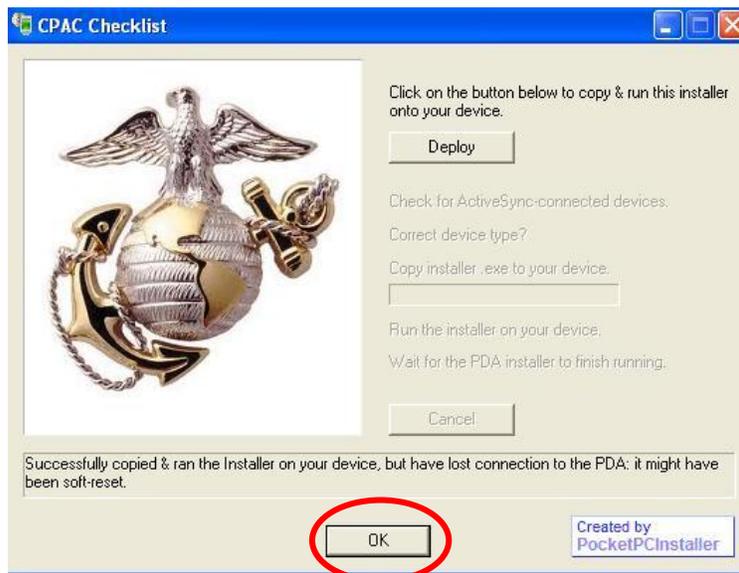


STEP 3: Once the application has finished installation, you will see the screen below. Tap “OK” to continue.



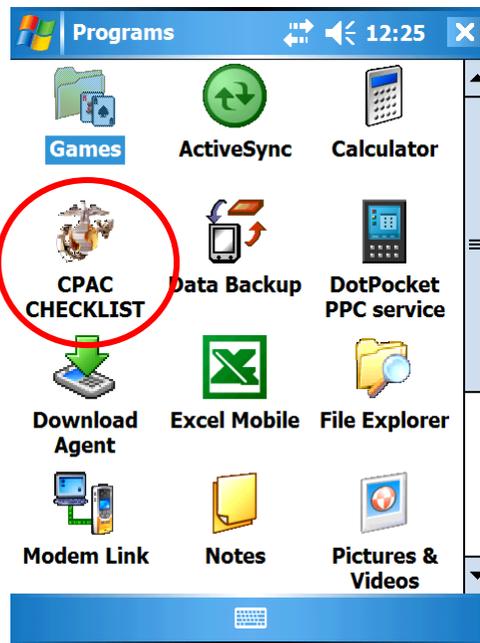
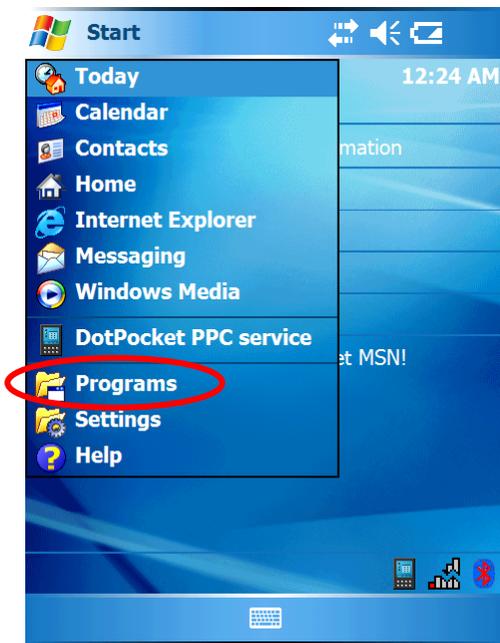
Note: After selecting OK, you will receive a message to restart/reset the PDA. You must select OK to complete installation. It is possible that the PDA may do a double reset. Be patient.

STEP 4: After the setup process is complete, press the “OK” button.

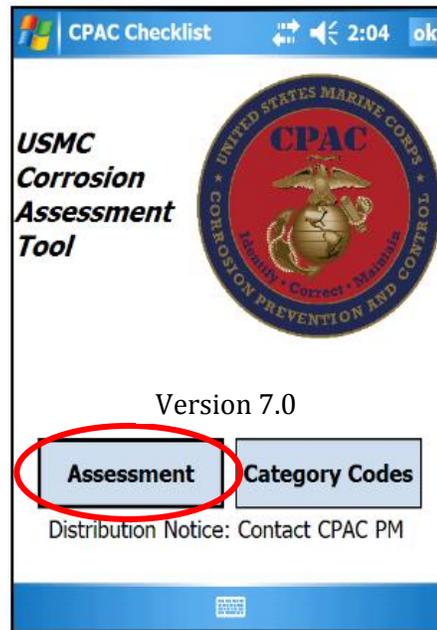
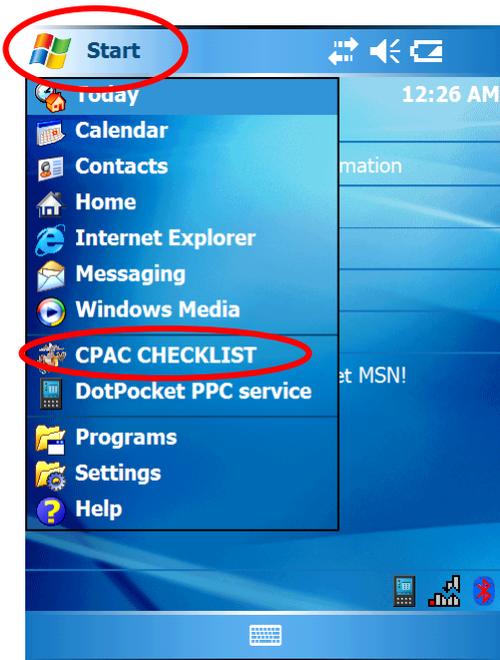


STEP 5: Disconnect PDA from laptop.

STEP 6: Open the “CPAC Checklist”. The “CPAC Checklist” is the PDA application that will be used to conduct corrosion assessments. To open the application, first click on Start >> Programs >> CPAC Checklist.



After first use, the PDA will store the “CPAC Checklist” in the “Start” menu. From this point forward, to open the application just click on “Start”, then “CPAC Checklist”, then “Assessment”.

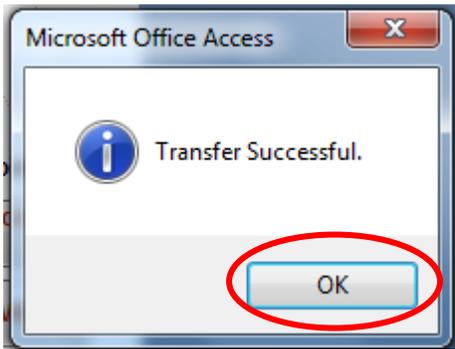


STEP 7: Conduct a test assessment.

STEP 8: Close out of the USMC Corrosion Assessment Tool.

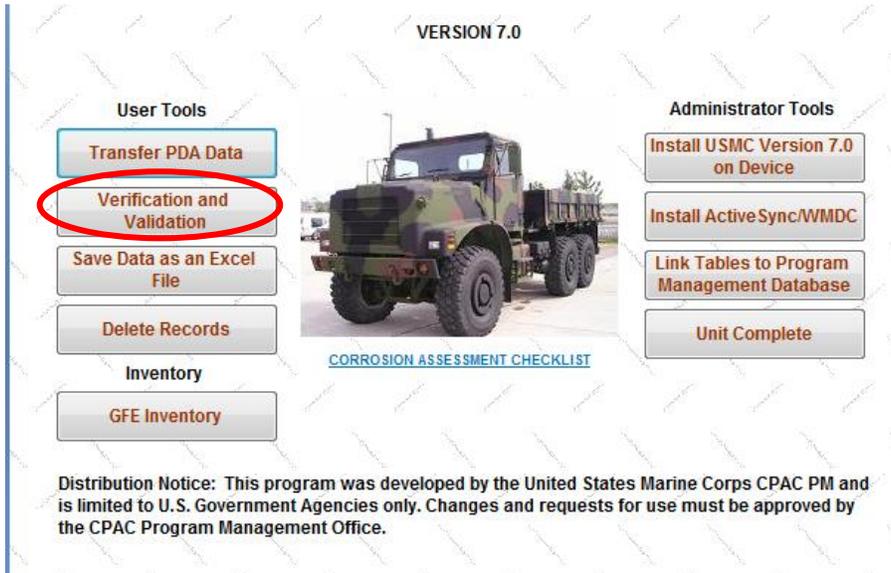
STEP 9: Re-connect the PDA and laptop.

STEP 10: Select “Transfer PDA Data” located under “User Tools”. This transfers the records from the PDA to the Corrosion Assessment Tool and removes the data from the PDA, then click “OK”.



SECTION VII: VERIFICATION AND VALIDATION

Press the “Verification and Validation” button under “User Tools”.



Once selected, the following screen will appear. In this screen you have the option to navigate to the following error forms: NSN, AAC, Duplicate Records, Miles/KM/Hours, CSC, Verification and Validation, and Date Painted.

V&V Form

Select the buttons on the right to correct errors and conduct verification & validation. Verification and validation must be completed on each record before exporting your info.

	Description	Count	View/Correct	Print
NSN Errors	Records do not match with TAMCN table	0	<input type="checkbox"/>	<input type="checkbox"/>
AAC Errors	Records do not match with UNIT table	0	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate Records	Records contain duplicate information	0	<input type="checkbox"/>	<input type="checkbox"/>
Miles/KM/Hours Errors	Records do not match M/K/H requirements	0	<input type="checkbox"/>	<input type="checkbox"/>
CSC Errors	Records are inconsistent with requirements	0	<input type="checkbox"/>	<input type="checkbox"/>
Verification and Validation	Records require reconciliation with MEF MASTER	0	<input type="checkbox"/>	<input type="checkbox"/>
Date Painted Errors	Records are inconsistent with MEF MASTER	0	<input type="checkbox"/>	<input type="checkbox"/>

Close

1. Displays the number of records that need to be corrected or verified.
2. View and correct errors by clicking on these buttons.
3. The print function allows you to print the file for use in correcting the information.

STEP 1: View/Correct NSN Errors

Follow the instructions shown on the top of the screen.

View/Fix NSN Errors

If an NSN appears in the "NSN ERROR" box below then it's either incorrect or a new NSN. To correct the error you must:

1. Correct the collected NSN using the drop down box below, or
2. If the NSN in the error box is correct and needs to be added to the TAMCN table then click the box provided.

NSN ERROR:

ADDITIONAL INFORMATION FROM COLLECTED NSN:

ASSESSED BY: USMC SERIAL:
DATE OF ASSESSMENT: AAC:

PROVIDE CORRECTED INFORMATION IN THE FIELDS BELOW:

CORRECT NSN:

NOMENCLATURE:

If NSN ERROR is a correct NSN then check here:

1 NSN error(s) remaining

Press the "Close" button to exit this form when completed. If you do not have any NSN errors then skip to **STEP 2**.

STEP 2: View/Correct AAC Errors

Follow the instructions shown on the top of the screen.

View/Fix AAC Errors

If an AAC appears in the "AAC ERROR" box below then it's either incorrect or a new AAC. To correct the error you must:

1. Correct the collected AAC using the drop down box below, or
2. If the AAC in the error box is correct and needs to be added to the UNIT table then click the box provided.

AAC ERROR:

ADDITIONAL INFORMATION FROM INFO QUERY:

ASSESSED BY: USMC SERIAL:
DATE OF ASSESSMENT: NSN:

PROVIDE CORRECTED INFORMATION IN THE FIELDS BELOW:

CORRECT AAC:

NAME:

If AAC ERROR is a correct AAC then check here:

1 AAC error(s) remaining

Press the "Close" button to exit this form when completed. If you do not have any AAC Errors, then skip to **STEP 3**.

STEP 3: View/Correct Duplicate Records

If the database contains multiple records with the same “NSN” and “Serial Number”, one or more of the records needs to be deleted. Follow the instructions shown on the top of the form.

Duplicate Record Errors

The records appear below due to duplicate assessments on the same NSN and serial number.
1. In the checkboxes below, select the record(s) that need deleted.
2. Select the delete button.

NSN: 1005007012810

SERIAL NUMBER: 7

ASSESSED BY	DATE OF ASSESSMENT	AAC	CCC	
SMITH	07/03/2005	M00107	1	<input type="checkbox"/>
SMITH	07/03/2005	M00074	1	<input type="checkbox"/>

DELETE

◀ ▶

1 duplicate record(s) set remaining

Close

Press the “Close” button to exit this form when completed. If you do not have any duplicate records, then skip to **STEP 4**.

STEP 4: View/Correct Miles/KM/Hours (M/K/H) errors

The database contains miles/kilometers and hours definitions for certain NSNs. If the M/K/H reading of your assessment does not match the M/K/H definition for a particular NSN in the database, you will get an error.

Verify Miles, Kilometers, and Hours

The current meter readings collected do not match the required information for this NSN. Review the current assessment information below and either indicate that the assessment readings are correct or correct the readings in the "ENTER CORRECT METER READINGS" section.

CURRENT ASSESSMENT INFORMATION:

DATE OF ASSESSMENT:	07/03/2005	NSN:	777777777777
ASSESSED BY:	SMITH	NOMENCLATURE:	ASSET TEST
USMC SERIAL:	7		
CURRENT READINGS:	MILES/KM: NA	HOURS:	NA

1 IF CURRENT ASSESSMENT READINGS ARE CORRECT THEN CHECK HERE:

2 ENTER CORRECT METER READINGS FOR THIS RECORD:

MILES/KM:	<input type="text" value=""/>	HOURS:	<input type="text" value=""/>
-----------	-------------------------------	--------	-------------------------------

1 error(s) remaining

◀ ▶

Close

1. If your current reading is correct, you can indicate it by selecting the checkbox. This will alert the CPAC Program Office to review the M/K/H definition for that NSN.
2. If your current reading is not correct, the areas which need to be corrected will be highlighted in yellow. Multiple scenarios are possible:
 - a) If you collected Miles/KM and Hours reading but Hours was not required – you will be able to amend your reading by selecting the drop down and indicating NA.
 - b) If a reading was required and you indicated NA during the assessment, you will be able to type in the correct reading.

Press the "Close" button to exit this form when completed. If you do not have any M/K/H errors, then skip to **STEP 5**.

STEP 5: CSC Errors

The database requires an input of the CSC (Convention for Safe Container) Date for certain NSNs. If the NSN requires a CSC Date and none was provided, you will get an error.

Verify CSC Date

The CSC Date is required for this assessment. Review the assessment information below and enter the CSC Date or indicate that the CSC Date is not available.

CURRENT ASSESSMENT INFORMATION:

DATE OF ASSESSMENT: 6-23-2014 NSN: 0000000000001

ASSESSED BY: SMITH NOMENCLATURE: SHELTER NON EXPANDABLE S788G MOD.

USMC SERIAL: 14

CSC DATE READING: MONTH: NA YEAR: NA

1 IF CURRENT ASSESSMENT READINGS ARE CORRECT THEN CHECK HERE:

2 ENTER THE CSC DATE FOR THIS RECORD:

CSC DATE: MONTH: YEAR:

1 error(s) remaining

Close

1. If your current reading is correct, you can indicate it by selecting the checkbox. This will alert the CPAC Program Office to review the CSC requirement for that NSN.
2. If your current reading is not correct, you can indicate the current reading using the MONTH and YEAR drop downs.

Press the "Close" button to exit this form when completed. If you do not have any CSC errors, then skip to STEP 6

STEP 6: Verification and Validation

The left form shows current assessment record/s that need to be verified and validated against the record/s in the MEF Master form to the right. Follow the instructions shown on the top of each form.

VERIFICATION AND VALIDATION of current Assessment data:

1. V&V must be conducted against the MEF Master records presented in the MEF Master dialog box to the right.
2. If changes are required to the assessment NSN, Serial #, or CSC date as a result of your V&V, then use the update buttons to request your change.
3. Once completed, check the "Asset Reconciled against MEF Master" box. This option is not available unless you have completed V&V on all the MEF Master records that were presented in the MEF Master dialog box to the right.
4. Once the "Asset Reconciled against MEF Master" box is checked the next record requiring V&V will appear.
5. Continue this process until V&V has been completed on all the new Assessment Records.

ASSESSMENT INFORMATION

DATE OF ASSESSMENT:

USMC SERIAL:

TAMCN:

NSN:

AAC:

CATEGORY CODE:

CSC DATE:

NOTES:

RESET ASSET:

ASSET RECONCILED AGAINST MEF MASTER:

2 record(s) remaining

VERIFICATION AND VALIDATION of MEF Master data:

1. These records appear due to similar data with the new Assessment Record and must be validated.
2. If the MEF Master record is incorrect as a result of your V&V, use the update buttons to request your change. Once updates are completed check the "Asset Verified" box.
3. If no change is required then simply indicate so by checking the "Asset Verified" box.
4. Once checked, the next record button will activate, allowing you to move to the next MEF Master record.
5. Continue this process until you have completed V&V on each record which will then activate the "Asset Reconciled against MEF Master" box.

MEF MASTER INFORMATION

DATE OF ASSESSMENT:

USMC SERIAL:

TAMCN:

NSN:

AAC:

CATEGORY CODE:

CSC DATE:

ASSET VERIFIED:

0 of 0 assessments have been reconciled.

Current Assessment Records

MEF Master Records

You may click on the “Update” buttons to request changes to information.

VERIFICATION AND VALIDATION of current Assessment data:

1. V&V must be conducted against the MEF Master records presented in the MEF Master dialog box to the right.
2. If changes are required to the assessment NSN, Serial #, or CSC date as a result of your V&V, then use the update buttons to request your change.
3. Once completed, check the "Asset Reconciled against MEF Master" box. This option is not available unless you have completed V&V on all the MEF Master records that were presented in the MEF Master dialog box to the right.
4. Once the "Asset Reconciled against MEF Master" box is checked the next record requiring V&V will appear.
5. Continue this process until V&V has been completed on all the new Assessment Records.

ASSESSMENT INFORMATION

DATE OF ASSESSMENT: 6-23-2014

USMC SERIAL: 13

TAMCN:

NSN: 0000000000001

AAC: M00012

CATEGORY CODE: 2

CSC DATE: NA NA

NOTES:

RESET ASSET:

ASSET RECONCILED AGAINST MEF MASTER:

2 record(s) remaining

VERIFICATION AND VALIDATION of MEF Master data:

1. These records appear due to similar data with the new Assessment Record and must be validated.
2. If the MEF Master record is incorrect as a result of your V&V, use the update buttons to request your change. Once updates are completed check the "Asset Verified" box.
3. If no change is required then simply indicate so by checking the "Asset Verified" box.
4. Once checked, the next record button will activate, allowing you to move to the next MEF Master record.
5. Continue this process until you have completed V&V on each record which will then activate the "Asset Reconciled against MEF Master" box.

MEF MASTER INFORMATION

DATE OF ASSESSMENT:

USMC SERIAL:

TAMCN:

NSN:

AAC:

CATEGORY CODE:

CSC DATE:

ASSET VERIFIED:

0 of 0 assessments have been reconciled.

For example, click on the “Update” button next to USMC Serial textbox under “Assessment Information”. You will see the screen below. Type the correction in the textbox, then press the “Close” button.

ENTER SERIAL NUMBER

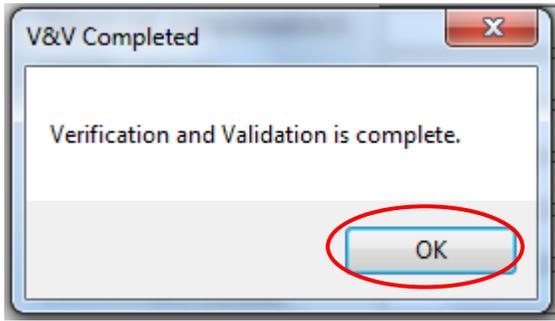
Enter the correct serial number in the textbox below.

USMC SERIAL:

Validate information by clicking on the checkboxes. When the “ASSET RECONCILED AGAINST MEF MASTER” checkbox is checked, you will automatically move to the next record.

The “Left and Right” scroll buttons allow movement from one record to another without completing validation however; scrolling through the records does not eliminate the requirement to complete validation of each record.

Records will appear in the MEF Master form on the right when a resident MEF Master record matches the new assessment record on the left. If multiple MEF Master records match the new assessment, then the “left” and “right” buttons will be enabled, allowing movement to each record for validation purposes. If no record matches then it is not necessary to click ASSET VERIFIED.



If you do not have any records requiring V&V, then skip to **STEP 7**.

STEP 7: View/Correct Date Painted Errors

You will see the two forms below. The left form shows current assessment record that needs to be verified and validated against the record in the MEF Master dialog box to the right. Follow the instructions shown on the top of each form

VERIFY ASSESSMENT INFO

Current assessment record:

1. Using the information from the MEF Master record, validate the accuracy of the CCC in the current assessment below.
2. If the current CCC is accurate, then click "No" for re-assessment required.
3. If the current CCC is inaccurate, then click "Yes" for re-assessment required. If "Yes" is selected, the asset must be re-assessed before the info query will process.
4. Continue this process until validation is completed on all the current assessment records that appear below.

ASSESSMENT INFORMATION

DATE OF ASSESSMENT: 6-23-2014

USMC SERIAL: 13

NSN: 0000000000001

ASSESSED BY: SMITH

CATEGORY CODE: 2

DATED PAINTED: JAN 2006

RE-ASSESSMENT REQUIRED?

0 of 1 assessments have been reconciled.

VALIDATE MEF MASTER RECORDS

MEF Master record:

Current assessment data is inconsistent with the MEF MASTER record below and must be validated for one of the following reasons:

1. The Date Painted field has been updated and the CCC has worsened or remained the same.
2. The Date Painted field has not been updated and the CCC has improved.
3. No Date Painted entered in the new record.

You must verify accuracy of new record information.

1. Press the "View Hits" button below to view details on the assessment.
2. Follow steps on the left screen.

MEF MASTER INFORMATION

DATE OF ASSESSMENT: 7/17/2009

USMC SERIAL: 13

NSN: 0000000000001

ASSESSED BY: ADDISON

CATEGORY CODE: 4

DATE PAINTED: JAN 2007

Current Assessment Records

MEF Master Records

You may click on the “View Hits” button on the right screen to view details on the MEF Master record. This is provided to assist in validating accuracy of the new assessment.

VERIFY ASSESSMENT INFO

Current assessment record:

- Using the information from the MEF Master record, validate the accuracy of the CCC in the current assessment below.
- If the current CCC is accurate, then click "No" for re-assessment required.
- If the current CCC is inaccurate, then click "Yes" for re-assessment required. If "Yes" is selected, the asset must be re-assessed before the info query will process.
- Continue this process until validation is completed on all the current assessment records that appear below.

ASSESSMENT INFORMATION

DATE OF ASSESSMENT: 6-23-2014

USMC SERIAL: 13

NSN: 0000000000001

ASSESSED BY: SMITH

CATEGORY CODE: 2

DATED PAINTED: JAN 2006

RE-ASSESSMENT REQUIRED?

0 of 1 assessments have been reconciled.

Close

VALIDATE MEF MASTER RECORDS

MEF Master record:

Current assessment data is inconsistent with the MEF MASTER record below and must be validated for one of the following reasons:

- The Date Painted field has been updated and the CCC has worsened or remained the same.
- The Date Painted field has not been updated and the CCC has improved.
- No Date Painted entered in the new record.

You must verify accuracy of new record information.

- Press the "View Hits" button below to view details on the assessment.
- Follow steps on the left screen.

MEF MASTER INFORMATION

DATE OF ASSESSMENT: 7/17/2009

USMC SERIAL: 13

NSN: 0000000000001

ASSESSED BY: ADDISON

CATEGORY CODE: 4

DATE PAINTED: JAN 2007

If re-assessment is required, click the “Yes” button on the left screen, then another screen pops up and the user is prompted to save this info as an Excel file for use in listing the assets that need re-assessment .

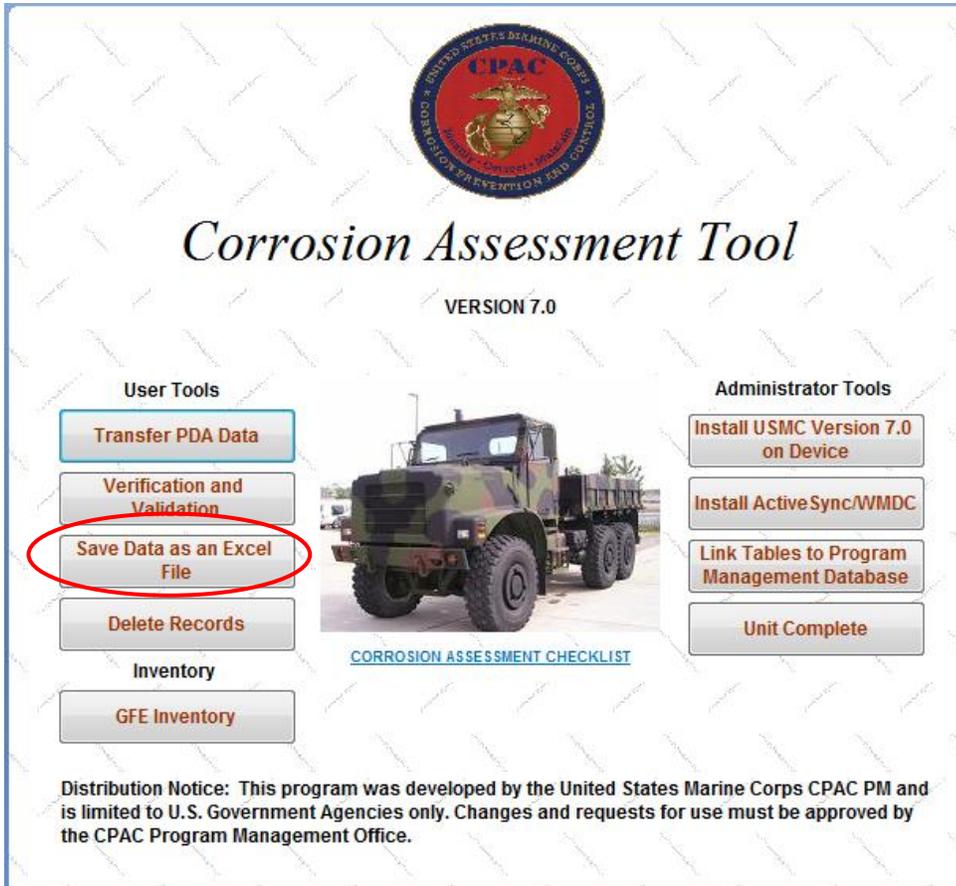
Record Verified

This record has been verified. Press "OK" to confirm and move to the next record

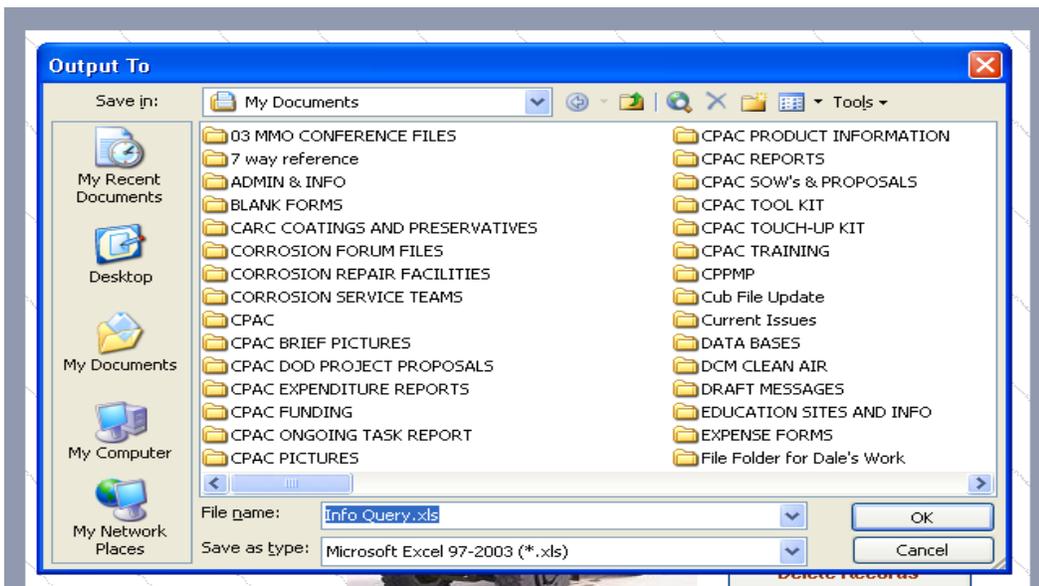
If re-assessment is not required then click the “No” button.

SECTION VIII: SAVE DATA AS EXCEL FILE

After all assessment records have been downloaded for the week and V&V is completed, you must select **“Save Data as an Excel File”** found under the **“User Tools”**.



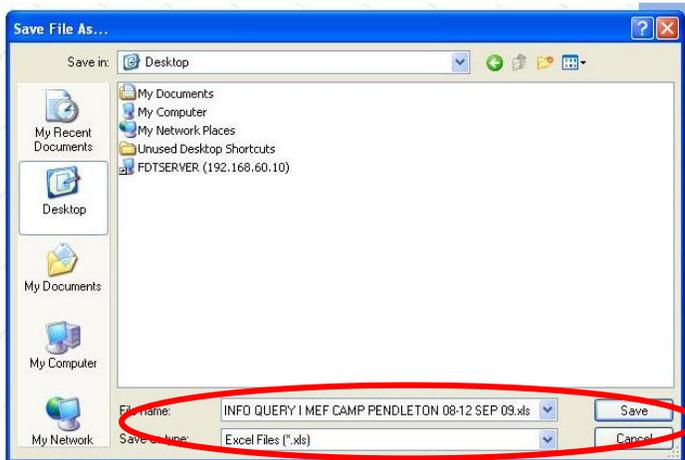
When selected, the window below will be displayed.



STEP 1: Save the Excel file within the desired folder with the format used below per the CPAC Policy Clarification Letter 4-08:

“INFO QUERY I MEF CAMP PENDLETON 08-12 SEP 09.xls”

Below is an example of a file name just before saving.



STEP 2: Once you have saved the file as an excel file, your info query for the week or period is completed. This is the file that you will provide to the CPAC Program Office per the CPAC Policy Clarification Letter 4-08.

STEP 3: The next step is to clean the database prior to importing next weeks/period of records by clicking the delete records button. Press the “Delete Records” button and then click “OK”. If you have not saved your information as an excel file, you will be warned and cannot delete your records, click “OK” and save file.



Note: The records being deleted are placed into an archive file that will be used for creating the FSR Reconciliation Report, which is required upon completion of the unit.

SECTION IX: GFE INVENTORY MODULE

The purpose of this section is to provide users with an understanding of the Government Furnished Equipment (GFE) Inventory module. The GFE Inventory module was created by the CPAC Program Office to provide users an automated tool to conduct, view, and report inventory metrics. The GFE Inventory module provides the user with the following functionalities:

- Blank inventory forms to conduct inventory
- Electronic input of current month on hand inventories
- Automated 1-click reporting to the CPAC Program Office
- Data quality checks to reduce manual errors

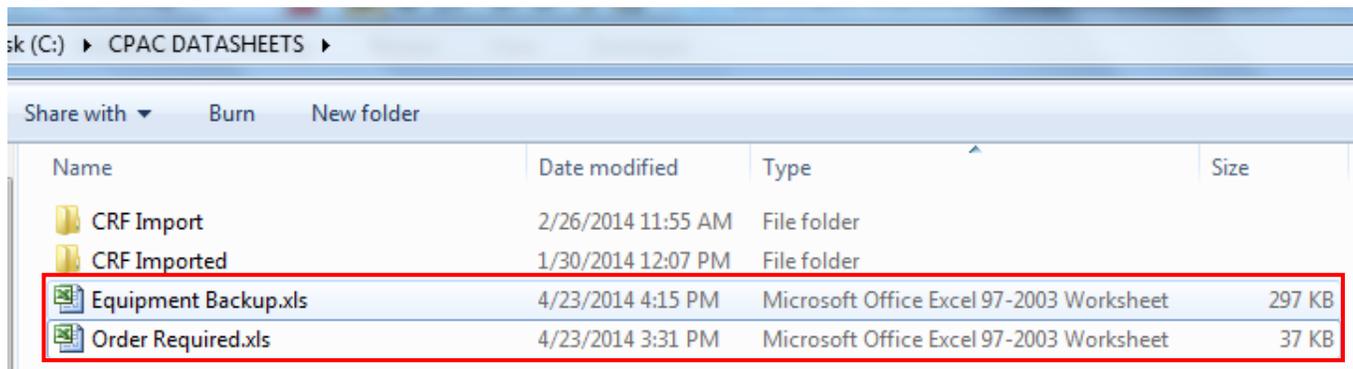
The operator is responsible for understanding the module features, providing accurate inputs, and completing the inventory in a timely manner. The GFE Inventory is due to the CPAC Program Office no later than the 5th of each month.

Importing Inventory History/Files

The CPAC Program Office will provide you with the following files:

- “Equipment Backup.xls” which contains historical inventory for your location and will import inventory history into your database
- “Order Required.xls” which summarizes inventory which is missing or unserviceable

To begin the inventory process, these files **MUST** be saved in your C:\CPAC DATASHEETS folder and remain in your CPAC DATASHEETS folder while inventory is being conducted.



Name	Date modified	Type	Size
CRF Import	2/26/2014 11:55 AM	File folder	
CRF Imported	1/30/2014 12:07 PM	File folder	
Equipment Backup.xls	4/23/2014 4:15 PM	Microsoft Office Excel 97-2003 Worksheet	297 KB
Order Required.xls	4/23/2014 3:31 PM	Microsoft Office Excel 97-2003 Worksheet	37 KB

This step **ONLY** needs to be done if:

- You are using the inventory module for the first time
- You have recently installed or re-installed a blank PDADB database and there is no Equipment Backup or Order Required file in your CPAC DATASHEETS folder
- You have requested updates be made to historical inventory information and the CPAC Program Office has provided you with a new Equipment Backup file

Once you save this file to the CPAC DATASHEETS folder, you may access the inventory module.

Accessing the GFE Inventory Module

This module will be initiated in the PDADBs distributed by the CPAC Program Office. To access the GFE Inventory module – open the PDADB database and select “GFE Inventory”.



The message below will only appear when you click the GFE Inventory button for the first time, select “OK”.



Inventory Form Overview

When the GFE Inventory button is selected, an Inventory Form will appear. Below is a listing of the key components of the form.

User Tip: Use the 'Tab' key to navigate between the entry fields.

A. LOCATION	Inventory location will automatically be displayed in the title and cannot be changed.
B. PERIOD	Reflects the current month for which inventory will be conducted.
C. INVENTORY TAB	Reflects the various items at the location. Inventory tabs correspond to the “tabs” located in the excel files originally used by the CPAC Program Office. To select a specific tab, use this drop down; all tabs must be completed.
D. ADD NON-GFE INVENTORY	Used to add Non-GFE inventory; this feature is provided for company tracking purposes only. Non-GFE inventory is not required to be reported to the CPAC Program Office, however once inputted it is included in the monthly inventories.
E. LINE ITEMS	Displays item details: Item Description, Part No, NSN, U/I. Contact the CPAC Program Office to make changes/edits to this information.
F. AUTH QTY	Established by the CPAC Program Office. If the CURRENT MONTH Serviceable Inventory does not equal the AUTH QTY – additional input will be required.
G. SERVICEABLE (SVCBLE)	Insert the current month on hand serviceable amount (if 0, must enter 0). If serviceable qty entered is less than AUTH QTY, additional input will be required.
H. UNSERVICEABLE (UNsvcBLE)	Input amount of unserviceable items. If an item is worn but still operational, it is NOT considered unserviceable.
I. MISSING	Input amount of missing items.
J. NOT REQUIRED	An input here will indicate to the CPAC Program Office the quantity of items no longer required at your site. The authorized quantity will remain the same in your monthly inventory sheet until changed by the CPAC PROGRAM OFFICE.
K. UPDATE/DELETE	Used to update/delete asset information (Part No, Item Description, NSN, U/I, Auth Qty) for Non-GFE inventory only.

Note: The sum of current month SERVICEABLE, UNSERVICEABLE and MISSING must be at least equal to the AUTH QTY.

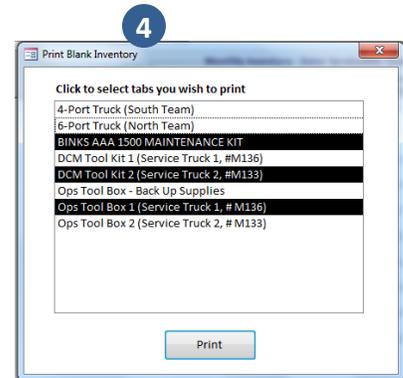
Inventory Reporting Process

Outlined below is the Inventory Reporting Process as required by the CPAC PROGRAM OFFICE. All processes (1-3) must be completed in order; Buttons will remain deactivated unless the appropriate order is followed.



1. STEP 1: PRINT BLANK INVENTORY

When selected, either a specific tab or multiple tabs can be selected to print (see image on right). These forms are provided for the user to walk around, complete the inventory and then input results in the database.



2. STEP 2: VALIDATE/SEND TO REP

Once Step 1 is completed and the inventory for all tabs have been inputted, the database will conduct quality checks to ensure all tabs/line items are completed and accurate and Step 2 will be enabled. Ensuring you have Microsoft Outlook open, select Step 2. Once selected an email will then be generated with the Current Month Inventory (a PDF document named after the location and inventory month) and an Order Form (excel). An Order Form will only be attached if there are items which require an order to be placed (see #4 below). If no order is required, this report will not be attached. The Company Rep will validate that the Inventory and Order Form provided are accurate. Upon review by the Company Rep, the Team Lead is informed to either change or finalize the inventory. The Company Rep will consolidate the Inventories and Order Forms for all the teams into one email for submission to the CPAC PROGRAM OFFICE.

Note for Company Rep: Items listed on the Order Form that have already been placed on Order but not received should be annotated as "Previously on order" in the Comments section on the current consolidated Order Form.

3. STEP 3: ARCHIVE & SUBMIT

Once the Company Rep informs the team lead to finalize inventory, select Finalize Inventory. Once selected, changes CANNOT be made and the current month inventory will be archived. An email message will be generated which must be emailed to the CPAC PROGRAM OFFICE for consolidation into the Master Database (CPAC PROGRAM OFFICE email addresses are listed in the Outlook email message generated).

4. ORDER REQUIRED REPORT

If needed, an Order Form can be created separately at anytime. Once selected, you will be prompted to save the "Order Required" excel file to your computer. The file (screen shot below) lists all items where an order is required (item is either missing or unserviceable which are still required). User must input the Unit Cost and Shipping/G&A costs in this report; Totals will automatically be calculated.

Miramar Order Request for February 2014							Total Order Cost		
Asset Tab	Line Item	Description	Auth Qty	On Hand	Not Required	Order Qty	Unit Cost	Shipping Fees/G&A	Total Cost
CPAC Tool Kit	2	Filter, HEPA	2	1		1			\$0.00
CPAC Tool Kit	3	Filter, HEPA, Cover	2	1		1			\$0.00
									\$0.00

Updating Inventory Information

To maintain data integrity, the following items are restricted and cannot be updated:

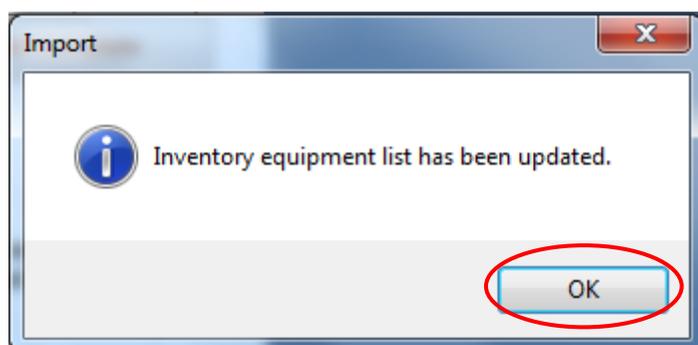
- Past month inventory numbers
- Authorized Quantity
- Line item #'s, NSNs, Serial #'s, Part #'s and Descriptions
- GFE Designation
- Addition/Deletion of GFE Inventory

If you notice an error or if an update is needed to this information, please contact the CPAC Program Office who will validate and initiate the change if required.

If your updates are accepted, the CPAC Program Office will provide you with a file called "Equipment List.xls" which will need to be saved in your CPAC DATASHEETS folder and imported to your database.

Name	Date modified	Type	Size
CRF Import	2/26/2014 11:55 AM	File folder	
CRF Imported	1/30/2014 12:07 PM	File folder	
Equipment Backup.xls	4/23/2014 4:15 PM	Microsoft Office Excel 97-2003 Worksheet	297 KB
Equipment List.xls	4/21/2014 11:24 AM	Microsoft Office Excel 97-2003 Worksheet	51 KB
Order Required.xls	4/23/2014 3:31 PM	Microsoft Office Excel 97-2003 Worksheet	37 KB

This file will import once you select GFE Inventory from the PDADB main screen. You should see the following message box to indicate that the necessary changes have been made.



indicating 1 as not required, you are indicating to the CPAC Program Office that you no longer require the full authorized quantity.

Line Item	Description	Part No	NSN	Non- GFE	U/I	Auth Qty	Historical Serviceable Monthly Inventory												Current Month Qty			Not Required					
							Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Svcble	Unsvcble	Missing							
a	-Impact, Flat Tip	OPSDRBTf	-	<input type="checkbox"/>	EA	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	2	3	1	

Serviceable Qty	2	Total/Auth Qty	6
+Unserviceable	3	<u>-Not Required</u>	<u>1</u>
<u>+Missing</u>	<u>1</u>	Required by Team	5
Total	6		
<u>Auth Qty</u>	6		
Variance	0		

Now all requirements have been satisfied and you have indicated only 5 items are needed.