# PROJECT RECORDS INFORMATION SYSTEM (PRIS)

## USER'S MANUAL

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MASTER

# TABLE OF CONTENTS

# TABLE OF CONTENTS (Continued)

APPENDIX A:  PRIS DATA DICTIONARY

APPENDIX B:  HELP AND ERROR SCREENS

APPENDIX C:  PRIS REPORT FORMATS

APPENDIX D:  PRIS PRIMARY MENU STRUCTURE DIAGRAM

# 1.0  INTRODUCTION

The Project Records Information System (PRIS) is an interactive system developed for the Information Services Division (ISD) of Martin Marietta Energy Systems, Inc., to perform indexing, maintenance, and retrieval of information about Engineering project record documents for which they are responsible. This PRIS User's Manual provides instruction on the use of this system.

Section 2.0 of this manual presents an overview of PRIS, describing the system's purpose; the data that it handles; functions it performs; hardware, software, and access; and help and error functions.

Section 3.0 describes the interactive menu-driven operation of PRIS.

Appendixes A, B, C, and D contain the data dictionary, help screens, report descriptions, and a primary menu structure diagram, respectively.

# 2.0 SYSTEM OVERVIEW

## 2.1 SYSTEM PURPOSE

The American National Standards Institute (ANSI) has assigned responsibility for development and maintenance of nuclear power quality assurance standards to the American Society of Mechanical Engineers (ASME). The ASME Committee on Nuclear Quality Assurance has established ANSI/ASME NQA-1, Quality Assurance Program Requirements for Nuclear Power Plants. This standard is to be implemented and followed within the Department of Energy (DOE) Oak Ridge facilities operated by Martin Marietta Energy Systems, Inc. One implementation of this standard is described in Engineering Procedure EP-B-36, which requires that project files be maintained that contain the record copy of certain Engineering Project documents. The Information Services Division (ISD), which has the responsibility of maintaining these files, has requested that the Engineering Projects Records Information System (PRIS) be developed to meet these requirements.

## 2.2 SYSTEM DESCRIPTION

### 2.2.1 System Overview

PRIS is an interactive system developed for the ISD to perform indexing, maintenance, and retrieval of information about Engineering project record documents for which they are responsible. Engineering project information and information about documents associated with these projects are entered into the system by ISD personnel via interactive screens. This information is taken from the Engineering Transmittal forms that are attached to documents transmitted to ISD. All documents received with a given transmittal are indexed and physically stored in a unique folder associated with the appropriate project. Based on information entered on the screens, the system generates project indexing numbers and organizes a series of indexed folders for each project. These folders are physically set up by ISD personnel for the hard-copy storage of the project documents, except for design drawings. Design drawings are physically stored at the ISD Drawing Centers, and only information about the drawings are stored in their project folders.

PRIS has been incorporated into the Engineering Design Information System (EDIS) as a separate user interface to the EDIS Index. The EDIS Index contains information about Engineering design documents released by ISD.

Information may be retrieved from PRIS using interactive query screens that allow searches on both document and project related fields. The information resulting from the queries can be viewed on the terminal screen. In addition, hard-copy reports may be selected from a list of predefined reports displayed on interactive selection screens. The selected hard-copy reports are delivered to requesters via the plant mail system. A diagram of the primary menu structure for PRIS is shown in Appendix D. The diagram depicts the functional flow of the screens that are described in this manual.

### 2.2.2 PRIS Database

The index information about Engineering design documents entered through PRIS is only a subset of the total index information entered into EDIS through other systems, which include the CADAM system and the ISD update program. The index information in the EDIS Index and PRIS is stored in the same set of tables regardless of the source of the information. For this reason, PRIS users may obtain additional index information about design documents that were originally entered into the Index through

systems other than PRIS and then later entered through PRIS as a project document. In these instances, the physical document does not reside in the project folder but is maintained by the ISD Design Center or the repository associated with the system that entered the document into the consolidated database.

A dictionary defining PRIS data elements is presented in Appendix A.

## 2.2.3 System Functions

PRIS functions are accessed through a Primary Option Menu that lists the Input, Document Query, Project Query, and Utilities functions available for the system. Section 3.0 describes the screens and user actions for each of the PRIS functions. The following sections describe these major functions.

### 2.2.3.1 Input

This function allows you to enter the necessary data into the system to establish a new project or to enter document index information for an existing project. The indexing of documents into PRIS is accomplished by associating the document index information with a unique folder, which is further associated with a unique project. Documents received by ISD are accompanied by an Engineering transmittal, which identifies, among other things, the project with which the accompanying documents are to be associated. The project is identified by name or by a unique Engineering Service Order (ESO) number. Each transmittal received and entered into the system is assigned a sequential folder number and is associated with the appropriate project as it is entered.

To enter document information into the system, you are expected to first identify an existing project with which the document is to be associated or to supply information necessary to create a new project. Once a project has been identified or a new one has been created, you are expected to enter required transmittal data that will be associated with a folder within the identified project. The project and transmittal data are entered into the system using the Project/Transmittal Entry Screen. After the required project and transmittal data have been entered, the Document Entry Screen will be displayed for entry of the document index information for each document received with the transmittal. All documents associated with this transmittal should be indexed during the same Input session. Once the Input session has been ended for a particular transmittal, no further documents can be associated with the transmittal using the Input function. However, the Add subfunction of the Project Query function described below may be used for this purpose.

### 2.2.3.2 Document Query

This function allows you to obtain an abbreviated listing of documents that meet certain criteria you enter into a query screen. You may select one or more of the documents from the list and perform Query or Modify functions concerning the document using any of the available PRIS commands. The Query function displays additional detail information concerning the document, and the Modify function allows you to modify certain index data fields associated with the selected document.

### 2.2.3.3 Project Query

This function allows you to obtain an abbreviated listing of projects that meet certain criteria you enter into a query screen. You may select one of the listed projects and perform other Query, Modify, and Add functions concerning the project using any of the available PRIS commands.

If the Query function is selected, the system will display an abbreviated listing of documents associated with the selected project, and you may select one of these documents to query or modify as described for the Document Query function above. The Modify function allows you to either change project related data

or add additional ESOs to the list of valid ESOs for the selected project. The Add function allows you to enter additional documents to a selected project transmittal.

#### 2.2.3.4  Utilities

This function allows you (1) to select from a list of predefined hard-copy reports of project and document information contained in the PRIS database, (2) to archive, deactivate, and change the storage location of an active project (this function has not been implemented into PRIS but will be completed at a later date), and (3) to move documents from one project folder to another or move a folder from one project to another.

### 2.3  SYSTEM REQUIREMENTS

#### 2.3.1  Hardware and Software

PRIS is located on the IBM 3081 unclassified processor located at the Oak Ridge K-25 Site.

PRIS is accessed via asynchronous communication over the unclassified DCA network using VT-100-type terminals or microcomputers equipped with VT-100 emulation software as follows:

1.  An ASCII terminal connection to the IBM 7171 (System Select 47) through the unclassified DCA network for the 3081 unclassified system or a microcomputer with communications software (e.g., SmarTerm).

2.  An IBM 3270-type terminal or a microcomputer equipped with 3270 emulation, such as IRMA, connected through coaxial cable or an IBM token ring network.

PL/I is the primary programming language used for PRIS. The following vendor software packages are used:

1.  ISPF Dialog Manager - User interface screens
2.  DB2 relational database - Repository for PRIS data

All vendor software packages currently reside on the IBM 3081.

#### 2.3.2  Security

Users must have a user ID, a computer password, and an authorized TSO account on the IBM 3083 computer at K-25 to access the system. Security is enforced through user identification at the time of logon and through authorization tables that exist within EDIS to define the functions that are permitted to be performed by each user of the system.

User access control information is obtained from the Engineering Management Information System (EMIS). A PRIS user must first be a valid EMIS user. Engineering information, including EMIS user IDs, is written to a DB2 table that is used to control access to the PRIS data.

ISPF tables and VSAM files of EDIS are used for data validation. Certain EDIS modules are called by this system to validate certain data elements, which include building numbers, ESO numbers, and EMIS user IDs.

## 2.4 HELP SCREENS AND ERROR MESSAGES

Help screens are available throughout the system to prompt you for valid codes for buildings, engineering personnel, companies, classifications, plants, and document functions. These screens may be accessed by placing a "?" in the code field and pressing <ENTER>. The help screens are displayed in Appendix B of this user's manual.

A help screen of valid PRIS command and selection codes can be obtained by typing "?" in the command line of any screen and pressing <ENTER> (see Appendix B).

Error screens for certain special cases are also displayed in Appendix B.

Error messages are displayed to you on the system screens just below the command line whenever an invalid command or information is entered. Messages that confirm the system's execution of functions you have requested are also displayed on the screen just below the Command line.

# 3.0 SYSTEM OPERATION

## 3.1 CONVENTIONS IN SYSTEM COMMANDS AND KEYS

System operations are performed using a series of data display, selection, and/or entry screens. The primary screen structure is shown in Appendix D. The system will perform the tasks you request by guiding you from one screen to the next based upon your responses to the prompts. You can make selections from a displayed menu by entering requested data and pressing the <ENTER> key or by entering one of the PRIS function command codes (shown below) in the indicated command field and pressing the <ENTER> key. Section 3.1.1 lists the PRIS function codes and their associated system response. Section 3.1.2 lists the general key assignments and their associated functions.

'he system screens are operated from a command line, which is the second line of each screen. The commands that may be entered on this line are listed below. Command keys are enclosed in angle brackets (e.g., <ENTER>) that indicate you should press a single key to perform the action.

### 3.1.1 PRIS Function Codes

| Command or Code and Press | | | Action |
|---|---|---|---|
| ADD | A | <ENTER> | Adds a document to an existing folder. |
| END | ·E | <ENTER> | Terminates the present screen or function and returns the user to the previous screen or function accessed. |
| UP | UP | <ENTER> | Scrolls the screen image up to reveal text that is above the displayed list. ("UP n" scrolls "n" lines up.) |
| DOWN | DN | <ENTER> | Scrolls the screen image down to reveal text that is below the displayed list. ("DOWN n" scrolls "n" lines down.) |
| EXIT | X | <ENTER> | Returns to the Primary Option Menu from any other system screen. |
| MODIFY | M | <ENTER> | Modifies an existing document or project. |
| QUERY | Q | <ENTER> | Displays document information. |
| HELP | H | <ENTER> | Calls the PRIS on-line tutorial. (Not currently available.) |

### 3.1.2 General Key Assignments

Command keys and their functions to operate cursor movement on the screen are listed below:

| Command Key | Function |
|---|---|
| <ARROW-DOWN> | Moves cursor down one line directly below the current cursor position. |
| <ARROW-LEFT> | Moves cursor one space to the left of the current cursor position. |
| <ARROW-RIGHT> | Moves cursor one space to the right of the current cursor position. |
| <ARROW-UP> | Moves cursor up one line directly above the current cursor position. |
| <BACKSPACE> | Moves cursor one space to the left of the current cursor position. |
| <DELETE> | Deletes character on which the cursor currently rests and moves all characters on the right of the cursor one space to the left. |
| <ENTER> | Tells system to execute the command that the user has entered. |
| <RESET> | Unlocks keyboard when the system displays the locked symbol in the lower-left corner of the screen. |
| <SHIFT><TAB> | Moves cursor back to the previous sequential field on the screen. |
| <TAB> | Moves cursor to the next sequential field on the screen. |

### 3.1.3  General Processing and Commands

You may enter "?" in some of the input fields of the screens to receive a help screen listing valid input options for that field. These help screens may also be displayed if you enter an invalid entry in these fields. These fields include classification, building, company, document type, and plant See Appendix B for examples of these list screens. In most cases, you may select from the list in one of two ways, either by placing an X beside the desired option or by entering the indicated response code. The system will return you to the original screen, and the data for the input option selected will be placed in the original screen's input field just as if you had entered the characters directly into the field manually. If you press <ENTER> while one of these list screens is displayed without having made a selection, the system will display a message requesting a selection. If you enter END in the command field of any of these list screens, the system will redisplay the screen where the "?" was originally entered, place the cursor at that field, and continue processing as required.

NOTE:    When using Help screens to find valid search entries while using one of the system's search screens, do not select directly from the help screen if you have not completed entering search criteria on the search screen. Return to the search screen using the END command, and then, type the chosen value directly on the search screen. If the code and <ENTER> are entered on the help screen, the search will be executed with only the search criteria existing at that time.

For input fields that require EMIS IDs to be entered, you may enter "?" and press <ENTER> to receive the Engineering Personnel Help screen. This screen allows you to enter search criteria consisting of a portion of a person's name and to receive a second screen listing the EMIS IDs and the associated names that meet the search criteria you entered. You may then select an entry from this list for the needed EMIS ID.

For the entry of partial search criteria on search screens, a "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search all records that contain the search string in the indicated position.

8

## 3.2    ACCESSING PRIS

To access PRIS, you must have a user ID, a computer password, and an authorized TSO account on the IBM 3081 machine.

Several types of terminal connections may be used to access the 3081, as described in Sect. 2.3.1. To log on the K-25 IBM 3081 unclassified system using one of these terminal connections, follow one of the procedures described below. Responses enclosed in parentheses ( ) indicate that you should fill in the appropriate variable information.

NOTE:    Whenever the system displays *** at the bottom of text, you must press <ENTER> to continue.

1.    For the 7171 connection to the K-25 system, answer the following prompts with the indicated responses:

| Prompt | Response |
|---|---|
| Which System (1 thru 55)? | 47 <ENTER><br><ENTER> |
| enter terminal type: | (type) <ENTER>* |
| THIS TERMINAL IS ATTACHED TO ... | TSOK <ENTER> |

*The (type) response for this terminal type is almost always VT100.

2.    For the 3270-type terminal with coaxial or token ring connection, respond to the prompt as shown below:

| Prompt | Response |
|---|---|
| THIS TERMINAL IS ATTACHED TO THE ... | TSOK <ENTER> |

After entering the TSOK command for each of these log-on sequences, you will receive prompts for user ID and password:

| Prompt | Response |
|---|---|
| ACF82003 ACF2, ENTER LOGON ID | (user ID) <ENTER> |
| ACF82004 ACF2, ENTER PASSWORD | (user password)<br><ENTER> |
| ACF82012 ACF2, ENTER ACCOUNT<br>(Displayed if no default account<br>has been set up.)<br>*** | (account number)<br><ENTER> |

If the log-on session is successful, you will receive TSO log-on messages followed by the TSO prompt:

READY

To access PRIS, type

PRIS <ENTER>

The PRIS Primary Option Menu shown on the next page will be displayed.

## 3.3 OPERATING PRIS

When you have gained access to PRIS, the following menu will be displayed from which you may select the system functions.

PRIMARY OPTION MENU

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│                    Project records Information System                     │
│                                                                           │
│                                                                           │
│       ------------------------ PRIMARY OPTION MENU ----------------------- │
│    OPTION:                                              EMIS ID  - XXXXX   │
│                                                         USER ID  - XXX     │
│                                                         TIME     - XX:XX   │
│                                                                           │
│       I    INPUT         - Add new document index information to the database. │
│       Q    QUERY         - Find and display information about documents. Documents │
│                              may be selected for modification or deletion. │
│       PQ   PROJECT QUERY - Find and display information about projects. Projects │
│                              may be selected for modification or deletion. │
│       U    UTILITIES     - Perform Utility functions. Modify document location │
│                              for group of documents. Request Reports.     │
│       T    TUTORIAL      - Display information about the system.           │
│       X    EXIT          - Terminate.                                     │
│                                                                           │
│                                                                           │
│                                                                           │
│       Enter END command or X to terminate Project Records Information System. │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

You can indicate the function to be performed by typing the option character(s) on the OPTION line and pressing <ENTER>. The following sections of this manual describe the operation of the Primary Option Menu options. Refer to the table below to find the manual section that covers each option.

| Option | Action |
|---|---|
| I | INPUT (see Sect. 3.3.1). |
| Q | QUERY (see Sect. 3.3.2). |
| PQ | PROJECT QUERY (see Sect. 3.3.3). |
| U | UTILITIES (see Sect. 3.3.4). |
| T | TUTORIAL (This option is not currently available.) |

Entering option X or the command END and pressing <ENTER> will exit PRIS and return you to the system READY prompt.

### 3.3.1 Input (Option I)

To enter document and transmittal information into the system, you must perform three basic steps:

1. Identify the project to which the document(s) belong. This may be an existing project or require entry of a new project (see Sect. 3.3.1.1).

2. Input the transmittal to which the document(s) are associated. PRIS will generate a separate folder number for each transmittal (see Sect. 3.3.1.2).

3. Input document index information for all the document(s) associated with the identified transmittal (see Sect. 3.3.1.3). PRIS will index each document with the project, transmittal, and folder numbers that have been identified. All documents associated with this transmittal should be entered during the same Input session. Once the Input function has been ended for a particular transmittal, no further documents can be associated with the transmittal using the Input function option. However, an Add function, described in Sect. 3.3.3.3, may be used for adding additional documents to a transmittal.

When Option 1 is selected from the Primary Option Menu, the Project/Transmittal Entry screen will be displayed to allow you to perform the first two input steps.

### PROJECT/TRANSMITTAL ENTRY SCREEN

```
---------------------- PROJECT/TRANSMITTAL ENTRY SCREEN ----------------------
COMMAND (OPTIONAL) :

    Enter the information in the fields below and press the ENTER key
      to continue.
    Enter the  END command to cancel the Document Entry Function.


============================== Project Information ==========================
ESO  : _____    ISD Proj. No.  : _____    Proj. Acronym: _____
Title: _____
========================== Transmittal Information =========================
Transmittal   : _____    Issue Date (MM/DD/YY): _____
Principal Engr.: _____              Orig. / Recip.: _____
Job Title : _____
```

Two input areas are defined on this screen: one for project information and one for transmittal information. If all the valid information for input fields on both portions of this screen are known, <TAB> to each field, enter the data, and press <ENTER>. The system will proceed directly to the Document Entry Screen to input document index information. For detailed information about entry of project and transmittal information see Sects. 3.3.1.1 and 3.3.1.2, respectively. Additional screens to help you enter this information are described in these sections.

Entry of document information is described in Sect. 3.3.1.3.

### 3.3.1.1 Identify the project

To enter project information, follow either option 1 or 2 below depending upon whether (1) the project for this document transmittal already exists in the database or (2) the project does not exist in the database.

1. Select existing project. An existing project can be identified by entering a valid base ESO and/or an existing ISD Project Number into the Project/Transmittal Entry Screen and pressing <ENTER>. Entry of an existing Project Acronym and a Project Title is optional.

   The system will check the validity of the data you entered and, if valid, will either advance the cursor to the Transmittal Information part of the screen to allow you to enter transmittal data (see Sect. 3.3.1.2) or to the Document Entry Screen to enter document index information (see Sect. 3.3.1.3). (You may add transmittal information at the same time you enter project information on this screen and press <ENTER> to process the entire screen's data at once.) If you enter more than one of the data elements listed on the screen and the information entered is inconsistent with that stored in the database, you will be warned and the data entered will be rejected.

   This function will display two additional screens to help you identify a project number and/or an ESO (a) if you enter a valid ESO that has not previously been assigned to a project and (b) if you do not know the project number and/or the ESO number you wish to use. The use of these screens is described below.

   a. The first screen will be displayed if you enter an ISD project number and a new valid base ESO number that has not been assigned to that ISD Project Number or to any other ISD project number existing in the database. This screen allows you to confirm that the ESO entered should be assigned to the project number you have entered.

ADD ESO TO EXISTING PROJECT SCREEN

```
-------------------- ADD ESO TO EXISTING PROJECT ----------------------
COMMAND (OPTIONAL) :

     If confirmed the following ESO: XXXXXXXX  will be added to the
       project shown below.
     Enter  Y  and press  ENTER  to confirm the addition.
     Enter  N  and press  ENTER  to cancel the addition.

ISD Proj. No. : XXXXX-XXXX  Project Engr.  : XXXXX    Create Date  : XX/XX/XX

Project Number: XXXXXXXX    Project Acronym: XXXXX      Plant      : X-XX
Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

   Confirm addition : _
```

Enter Y to confirm the assignment, and the system will add the ESO to the project and either return you to the Project/Transmittal Entry screen to

input transmittal data (see Sect. 3.3.1.2) or advance you to the Document Entry Screen (Sect. 3.3.1.3) if you have already entered the transmittal information.

If you answer N to the confirmation screen, the Project/Transmittal Entry screen will be redisplayed with an error message, and you must either change the ESO or exit.

b.    The second screen allows you find a valid ISD project number under the following situations:

    i.    If you wish to assign a new ESO but do not know the ISD project number.

    ii.    If you wish to find an ISD project number and use the ESO already assigned to the project.

Enter partial phrases in either the Project Acronym or Project Title field of the Project/Transmittal Entry screen to receive a list of existing projects that contain the acronym or title phrase you entered. If you know the ESO you wish to use with the project, enter this number at the same time that you enter the search phrase.

NOTE:    For the entry of partial search phrases on search screens, a "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search all records that contain the search string in the indicated position of the field.

If only one project exists that contains the entered phrase, this project will be selected, and you will be returned to the Project/Transmittal Entry Screen (or the Add ESO to Existing Project Screen described above) with the project information entered into the appropriate fields.

If more than one project is found, a list of projects will be displayed on the Project Selection Screen shown on the following page.

If no projects are found containing the entered phrase, the Project/Transmittal Entry screen will be redisplayed with an error message, and you must enter new project values.

PROJECT SELECTION SCREEN

```
------------------------- PROJECT SELECTION SCREEN ------------ ROW  1 OF  3
COMMAND (OPTIONAL):

Enter a  X  in the select code and press  ENTER  to select a project.
An * indicates that the project is inactive.

SEL.  ISD PROJECT     PROJECT      PLANT  PROJECT  CREATION   PROJECT RETENTION
CODE    NUMBER        ACRONYM      CODE   CREATOR    DATE     ENGR.  PERIOD
--    ---- ------    -----------   -----  -------  --------   -----  ------
 _    XXXXX-XXXX     XXXXX         X-XX   XXXXX    XX/XX/XX   XXXXX  XXX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 _    XXXXX-XXXX     XXXXX         X-XX   XXXXX    XX/XX/XX   XXXXX  XXX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 _    XXXXX-XXXX     XXXXX         X-XX   XXXXX    XX/XX/XX   XXXXX  XXX
      XXXXXX XXXX XXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXX
******************************** BOTTOM OF DATA ********************************
```

Select one of the listed projects by entering an X in the associated SEL.
CODE field and pressing <ENTER>.

If you have not specified the ESO to be used for this project, the system
will assign to it the first ESO listed in the database for the selected project.
The system will next display a screen for entry of either transmittal or
document information as appropriate, and the project you selected and the
ESO selected will be entered in the respective fields of these screens.

If you specified an ESO for the selected project that was not previously
assigned to the project or to any other ISD project existing in the database,
the system will next display the Add ESO to Existing Project Screen described
in (a) above to allow you to confirm this assignment.  You will then be
allowed to continue to enter either transmittal or document information as
appropriate.

If no projects are selected from the above Project Selection Screen, the
Project/Transmittal Entry Screen will be redisplayed with an error message.

2.  Enter new project. To enter a new project into the database, enter the valid EMIS base ESO listed on the transmittal in the ESO field of the Project/Transmittal Entry screen and, optionally, the project acronym and project title for the new project. If this ESO is not currently assigned to an existing project, the following screen will be displayed.

ADD NEW PROJECT INFORMATION SCREEN

```
----------------- ADD NEW PROJECT INFORMATION SCREEN -------------------
COMMAND (OPTIONAL) :

   Enter the project information in the fields below and press the  ENTER key
     to add the new project information.
   Enter the  END command to cancel the function.


   ESO  : XXXXXXXX            Project Acronym: _____

   Title: _____

   Plant: ____            Project Engineer: _____


   Retention Period: ___  (P=Permanent, L=Lifetime, or NNN=Number of years)

   Storage Location : _         (valid entries are X, K, or Y)
   Backup Location  : _         (valid entries are X, K, or Y)

   Add additional ESO's ?    _  (Y = YES, N = NO)
```

The ESO, project acronym, and the project title will be defaulted to those just entered on the previous screen, and the plant value will be defaulted to the plant with which you are associated. The project primary storage location is defaulted to your plant location, and the backup location is defaulted to the assigned backup location for the primary location. A list of backup locations for each plant is maintained by the system.

Enter the additional information requested and press <ENTER>. With the exception of the ESO, you may change any of the default entries on the screen before pressing <ENTER>.

The system will generate the next sequential project number for this new project in the format PXXXX-NNNN, where P is a single character plant identifier (Y for Y-12, K for K-25, and X for X-10), XXXX is a four-digit number representing the calendar year, and NNNN is a four-digit sequential number. Upon successful completion of this screen, a new project will have been created, and a project record will exist regardless of whether transmittal and document information is entered or you choose to exit the system by entering END or X in the command line.

If you requested the assignment of additional ESOs to the new project by entering Y in the field prompt "Add additional ESO's," the following screen will be displayed, allowing you to add up to 50 additional ESOs.

ADDITIONAL ESO ENTRY SCREEN

```
---------------------- ADDITIONAL ESO ENTRY SCREEN ----------------------
COMMAND (OPTIONAL) :

     Enter the ESO numbers in the entry fields and press  ENTER  to add them
     to the project shown below. Enter  END  in the command field to cancel.
     Notice:  Fields that have been marked "**DONE**" will not be processed.

ISD Proj. No. : XXXXX-XXXX   Project Engr.: XXXXX  Create Date   : XX/XX/XX
Project Number: XXXXXXXX     Plant        : X-XX   Project Acronym: XXXXX
Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Additional ESOs:

_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
_____   _____   _____   _____   _____
```

Enter the ESO numbers in the entry fields and press <ENTER> to add them to the project. Enter END in the command field and press <ENTER> to cancel this function.

Sequentially, each ESO entered will be checked against the list of valid EMIS ESOs to verify that it is valid and has not already been assigned to another project. If any of the ESOs entered fail the verification, the screen will be redisplayed with **DONE*** displayed in the fields for ESOs already checked and the cursor placed on the ESO that failed the verification. You must either correct the invalid entry or use the END command to exit the assignment of additional ESOs.

If you enter an ESO in the last field and press <ENTER>, the screen will be redisplayed with empty fields, allowing you to enter additional ESOs. The entry process will continue until you press <ENTER> without making an entry in the last field or until you enter END in the command field.

When you have completed the entry of ESOs on this screen and pressed <ENTER>, the system will allow you to continue with entry of either transmittal or document information, as appropriate.

## 3.3.1.2. Input the transmittal

Once an existing project has been identified or a new project has been defined, if transmittal information has not already been entered on the screen, the system will redisplay the following Project/Transmittal Entry screen to allow you to enter transmittal information on the lower half of the screen:

### PROJECT/TRANSMITTAL ENTRY SCREEN

```
------------------- PROJECT/TRANSMITTAL ENTRY SCREEN --------------------
COMMAND (OPTIONAL) :

  Enter the information in the fields below and press the ENTER key
    to continue.
  Enter the  END command to cancel the Document Entry Function.


============================== Project Information ==========================
ESO  : XXXXXXXX    ISD Project No.: XXXXX-XXXX    Proj. Acronym: XXXXX__
Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX_____
======================== Transmittal Information =======================
Transmittal    : _____    Issue Date (MM/DD/YY): _____
Principal Engr.: ____                          Orig. / Recip.: _____
Job Title :  _____
```

You are required to enter a valid transmittal number and Issue Date. The Principal Engr., Orig./Recip., and Job Title fields are optional. You may obtain help in identifying the correct EMIS ID for the Principal Engineer and the Originator/Recipient by invoking the Engineering Personnel Help Screen as described in Sect. 3.1.3.

### 3.3.1.3. Input document index information

When you have completed entering project and transmittal data in the Project/Transmittal Entry screen, the following screen will be displayed, showing the information you previously entered along with the EMIS project number and the transmittal ESO.

DOCUMENT ENTRY SCREEN

```
------------------------- DOCUMENT ENTRY SCREEN -------------------------
COMMAND (OPTIONAL) :

  Enter the information in the fields below and press the ENTER key
    to continue.
  Enter the  END command to cancel the Document Entry Function.


========================== Project Information ==========================
ESO         : XXXXXXXX  ISD Proj. No.: XXXXX-XXXX  Create Date  : XX/XX/XX
Project Number: XXXXXXXX  Plant        : X-XX      Project Acronym: XXXXX
Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


========================== Transmittal Information =======================
Transmittal   : XXXXXXXXXXXXXXXX              Issue Date  : XX/XX/XX
Principal Engr.: XXXXX                        Orig. / Recip. : XXXXX
Index Date    : XX/XX/XX                      Folder Number  : ___
Job Title     : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
========================== Document Information ==========================


Doc.Type: __  Document Number: _____  Sheet: ___ Rev Code: ___
Classification: _      Plant: ____           Building: _____
Title: _____
Format: _____     Company: _____       Issue Date: _____ (MM/DD/YY)
```

The bottom portion of the screen provides entry fields for indexing the first document associated with the transmittal. Several conventions for entry of this information are listed below:

1. A valid document type must be entered. You may obtain a list of valid document types, classifications, plants, buildings, and company codes by entering "?" in the specific code field and pressing <ENTER>, as described in Sect. 3.1.3 (see also Appendix B).

2. A document number must be entered for documents of type DD, BM, DS, JS, and DC. Document numbers should also be entered for other document types if they are available. If a document number is not known, enter the letters UNKNOWN, and the system will generate a unique number according to the format lyyyy-xxxx-zzzz-nnn (where l is plant, yyyy is year, xxxx is the ISD Project sequence number to which the document is to be associated, zzzz is the folder number in which the document is to be filed, and nnn is the next highest four-digit number sequentially generated by the system for the current project and folder).

3. A valid entry in the classification field is required. The field will be initially displayed with a code of U. If you enter a classification code other than U and a title, the system will display the following screen, warning you that the title entered must not contain classified information.

TITLE CLASSIFICATION VERIFICATION SCREEN

```
-------------------- Title Classification Verification --------------------
COMMAND (OPTIONAL) ===>

*********************************************************************************
*********************************************************************************
*******                                                                 *******
******* Title should have been declared UNCLASSIFIED by an Authorized *******
******* Derivative Classifier (ADC).                                    *******
*******                                                                 *******
******* Do not enter Program Number, Process Number, Part Drawing       *******
*******                                                                 *******
******* Number, or anything classified in the title of this Drawing.   *******
*******                                                                 *******
******* Correct Title if necessary and press ENTER to continue.        *******
*******                                                                 *******
******* Enter END to cancel the title entry.                            *******
*******                                                                 *******
*******                                                                 *******
        Title:                                                          *******
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*******                                                                 *******
*******                                                                 *******
*********************************************************************************
```

4.  A building code is required only for document types other than DD. If the document does not pertain to a specific building, enter KAREA, YAREA, or XAREA as appropriate in the building field, and a listing of the specified "AREA" will be displayed from which you can identify the correct location.

5.  The company code will be defaulted to MMES but may be changed.

6.  A revision code is required. If the revision is an original issue or does not apply, enter 0 (zero).

When you press <ENTER> upon completion of the document index information, the data will be verified before acceptance into the database. Once accepted, the document will be identified in the system with the transmittal and project indicated on the screen. The folder number will then be calculated by the system. The screen will then be redisplayed with the calculated folder number and with blank document index fields, ready for entry of the next document associated with the current transmittal being entered. This process will be repeated until you enter END in the command line and press <ENTER>, at which time the Project/Transmittal Entry Screen will be redisplayed with a message verifying the number of documents that have been added to the indicated project.

At least one document must be accepted and entered for a project and folder before a new folder will be established. If the user enters END or X in the command line before at least one document has been accepted, the new folder associated with the transmittal being entered will not exist. This implies that empty folders may not be created using the Input function.

## 3.3.2 Query (Option Q)

The Query option on the PRIS Primary Menu allows you to find and display index information for documents that exist in the PRIS Index based on data element values you enter into a query screen. Once you locate a document index record(s), you may select to do further query or modification on the document information.

When you select option Q from the PRIS Primary Menu, the following screen will be displayed for you to enter search criteria:

### DOCUMENT QUERY SCREEN

```
---------------------------- DOCUMENT QUERY SCREEN ----------------------------
COMMAND (OPTIONAL):

   Enter values in the following fields and press the ENTER key to search
     for documents.
   Move from field to field by pressing the TAB key.
   Enter the END command to return to the previous screen.


   Doc. No.  : _____        Doc. Type   : __
   Doc. Title:_____

   Revision Code : ___              Sheet Number : ___
   Plant         : ___              Building     : _____

   Document ESO    : _____
   Doc. Proj. No.  : _____

   Originator ID   : ____           Responsible ID: _____
```

You can <TAB> to any of the blank fields on the screen, enter values into the fields, and press <ENTER>. Five fields on this screen will accept partial entries if the whole value is not known: Doc. No., Doc. Title, Bldg Number, Doc. ESO Number, and Doc. Project No. A "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search the database for any documents that fulfill the values you enter and either show you the document information (Detail Document Information Screen) or a list of the documents that are found (Abbreviated Document Information Screen). (These screens are described in the following text.)

If no documents are found that match the entered values, the Document Query screen will be redisplayed with a message stating that no documents meet the search criteria. If you press <ENTER> without entering values in any of the input fields, the screen will be redisplayed with a message requesting entry of search fields. Enter END in the command field and press <ENTER> to cancel this function and return to the Primary Option Menu.

When more than one document satisfies the search criteria you enter, the system will display the partial index information for the documents on the following Abbreviated Document Information Screen in order by document number and revision.

ABBREVIATED DOCUMENT LISTING SCREEN

```
------------------ ABBREVIATED DOCUMENT INFORMATION SCREEN ------ROW  1 OF 2
COMMAND (OPTIONAL):

Enter a valid function code in the select code field and press  ENTER .
Enter a ? to view the list of valid codes.
An * indicates that an electronic copy of the document is stored in EDIS.

SELECT        DOCUMENT       SHEET DOCUMENT DOC.         ISD PROJ.   FOLDER
 CODE          NUMBER         NO.  REVISION TYPE BUILDING  NUMBER     NUMBER
 --    --------------------   -----  --------  ----  --------  -----------  -------
 __ * XXXXXXXXXXXXXX        XXX    XXX    XX  XXXXXXXX XXXXXXXXXXX  XXXX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 __    XXXXXXXXXXXXXX        XXX    XXX    XX  XXXXXXXX XXXXXXXXXXX   XXX
      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
******************************* BOTTOM OF DATA ********************************
```

If more documents are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen.  The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list.

You may select one or more of the listed documents for further query or modification by entering a command in the SELECT CODE field directly beside the document(s) and pressing <ENTER>.  A help screen of valid PRIS codes will be displayed if you type "?" in the COMMAND line and press <ENTER> (see Appendix B).

The Query (Q) and Modify (M) codes are valid entries in the SELECT CODE field of this screen. The Q option displays a screen of more detailed index information, and the M option displays a screen of the document's index information for which you may change the existing values.

NOTE:    You may also select one or more documents from the list using an X instead of a letter in the SELECT CODE field.  Then, enter the Q or M command on the COMMAND line and press <ENTER>.

If multiple documents are selected from this list, the system will process them, one by one, in the order in which they are listed and then return you to the Abbreviated Document Information Screen when finished.

The Query and Modify functions are presented in Sects. 3.3.2.1 and 3.3.2.2 along with the screens that are displayed for each function.

**3.3.2.1 Query (Q)**

When a search from the Document Query Screen finds only one document or when you enter the Q command for a specific document on the Abbreviated Document Information Screen, the following screen is displayed containing detailed index information for the selected document:

DETAIL DOCUMENT INFORMATION SCREEN

```
---------------- DETAIL DOCUMENT INFORMATION SCREEN --------------------
COMMAND (OPTIONAL):

   Enter F in the command field and press ENTER to view additional
      information.
   Enter the END command to end the Detail Query function.

Doc. No.  : XXXXXXXXXXXXX    Rev Code   : XXX       Status      : XXX
Doc. Type : XX               Sheet      : XX of XX  Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Plant         : X            Building   : XXXX      Project Number: XXXXXX
Reserver ID   : XXXXX        Resv. Date : XX/XX/XX  Index Date    : XX/XX/XX
Classifier ID :  _____       Class. Date:  _____  Classification: X

Issue Date    :  _____    Change Date:  _____  Access Date   : XX/XX/XX
Initial Store : XX/XX/XX      Last Store : XX/XX/XX  Orig. Format  : XXXXX

Orig. Disc    : XX           Resp. Disc.  : XXX      Subject Code  : XXX
Originator ID : XXXXX         Responsible ID: XXXXX
Company / Desc : XXXX / XXXXXX XXXXXXXX XXXXXXXXXXX

ESO        : XXXXXX    Vendor Code: XXXXX
```

The information supplied on this screen is standard for all document types in the PRIS Index. If you wish to exit the Detail Query function, enter END on the COMMAND line to return to the previous screen (Abbreviated Document Information Screen or the Document Query Screen).

Two commands can be entered on this screen to further query this document:

M  -  To modify selected information.

F  -  To display more index information.

Selected information for this document may be modified by entering M in the COMMAND line of this screen and pressing <ENTER>. (This function is described in Sect. 3.3.2.2. below.) If the selected document was initially entered by some other system or information about the document was added by some other system, you will receive a message stating that you are not allowed to modify this information.

More information can be displayed for this document by entering an F in the COMMAND line and pressing <ENTER>. Additional screens of information are displayed containing (1) drawing information for design documents (type DD), (2) a list of formats associated with the document, and (3) a list of folders in which the document is filed. (These three screens are described in the following text as numbered.)

1.  If you request additional information and the document is a design drawing (document type DD), the system will display the additional index information for this document on the Detail Document Information Screen 2.

DETAIL DOCUMENT INFORMATION SCREEN 2

```
-------------------- DETAIL DOCUMENT INFORMATION SCREEN 2 ------------------
COMMAND (OPTIONAL):

   Enter B in the command field and press the ENTER key to view the
     previous screen.
   Enter F in the command field and press the ENTER key to view
     additional information.
   Enter the END command to end the Detail Query function.

Doc. No.   : XXXXXX XXXXXX  Rev Code  : XXX       Status     : XXX
Doc. Type  : XX             Sheet     : XX of XX  Status Date : XX/XX/XX
Doc. Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Designer   : XX XXXXX              Draftsman  : XX XXXXX
Design Date: XX/XX/XX              Draft Date : XX/XX/XX

Plant      : X        Building   : XXXX    Floor      : X
Type       : X        Workorder  : XXXXXX  Block 1    : X
Block 48   : X        Block 49   : X       Block 50   : X

Number of Models: X
Configuration Control Number : XXXXXXX            Send to EFM : X
Change Control Number     : XXXXXXX
```

The END command will end the Detail Query function and return you to either the Abbreviated Document Information Screen or the Document Query Screen.

Three commands can be entered on this screen to further query this document:

B - To return to the prior screen of information

M - To modify selected information.

F - To display more index information.

The prior screen of information for this document can be redisplayed by entering B and <ENTER> in the COMMAND line of the screen.

Selected information for this document may be modified by entering M in the COMMAND line of this screen and pressing <ENTER>. (This function is described in Sect. 3.3.2.2. below.) If the selected document was initially entered by some other system or information about the document was added by some other system, you will receive a message stating that you are not allowed to modify this information.

If you enter an F in the COMMAND line and pressing <ENTER>, the system will display the Query Function - Document Format Listing Screen described below.

2. The Query Function - Document Format Listing Screen displays a listing of all the formats in which this document is stored and their associated storage locations. It is displayed when you enter an F on either of the two previous Detail Document Information screens.

QUERY FUNCTION - DOCUMENT FORMAT LISTING SCREEN

```
------------------ QUERY FUNCTION - DOCUMENT FORMAT LISTING ----- ROW 1 OF 2
COMMAND (OPTIONAL):

The following is a list of the formats associated with the selected document
Enter F in the command field and press the ENTER key to list folders.
Enter B in the command field and press the ENTER key to view the
  previous screen.
Enter the END command to end the Detail Query Function.


Doc. No.  : XXXXXXXXXXXXX    Rev Code  : XXX         Status      : XXX

Doc. Type : XX                  Sheet     : XXX of XXX Status Date  : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

     FORMAT    SOFTWARE         STORAGE            STORAGE
     CODE      VERSION          LOCATION           DATE
     ------    --------     ----------------------  ----------
     XXX                    XXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX
     XXX                    XXXXXXXXXXXXXXXXXXXXXX   XX/XX/XX
****************************** BOTTOM OF DATA *********************************
```

If more formats are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list.

The END command will end the Detail Query function and return you to the Abbreviated Document Information Screen.

Two commands can be entered on this screen to further query this document:

B - To return to the prior screen of information

F - To display more index information.

The prior screen of information for this document can be redisplayed by entering B and <ENTER> in the COMMAND line of the screen.

If you enter an F in the COMMAND line and press <ENTER>, the system will display the Query Function - Document Folder Listing Screen described below.

3. If you request additional information on the Document Format Listing Screen, the Document Folder Listing Screen is displayed with a list of the folders in which the selected document has been filed.

## DOCUMENT FOLDER LISTING SCREEN

```
---------------------- DOCUMENT FOLDER LISTING ---------- ROW  1 OF  2
COMMAND (OPTIONAL):

 The following is a list of the folders associated with the selected document
 Enter B in the command field and press the ENTER key to view the
   previous screen.
 Enter the END command to end the Detail Query function.

Doc. No.  : XXXXXXXXXXX     Rev Code  : XXX          Status      : XXX
Doc. Type : XX              Sheet     : XXX of XXX  Status Date : XX/XX/XX
Doc. Title: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  ISD PROJ       FOLDER  TRANSMITTAL            TRAN EMIS  TRAN
    NO                                          PROJECT    ESO
  ----------     ------  --------------------   ---------  -----
  XXXXX-XXXX     XXXX    XXXXXXXXXXXXXX         XXXXXXXX   XXXXXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  XXXXX-XXXX     XXXX    XXXXXXXXXXXXXX         XXXXXXXX   XXXXXXXX
JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
************************** BOTTOM OF DATA ***************************
```

    If more folders are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list.

    The END command will end the Detail Query function and return you to the Abbreviated Document Information Screen. No further document information is available beyond this screen. You may enter a B in the COMMAND line and press <ENTER> to return to the previous screen.

### 3.3.2.2 Modify (M)

The Modify function is available fro.n the abbreviated document listing or detail information screens described in the previous sections. It is requested by entering a M in the COMMAND line of an information screen or in the SELECT CODE field beside the desired document on the Abbreviated Document Information Screen. In either case, the system will respond by displaying the Modify Document Index Screen shown below.

MODIFY DOCUMENT INDEX SCREEN

```
--------------------- MODIFY DOCUMENT INDEX SCREEN ----------------------
COMMAND (OPTIONAL):

  Use the  TAB key to move from field to field.
  Press the ENTER key when all information has been modified.
  Enter the  END command to cancel the MODIFY INDEX function.


  Doc. No.: XXXXXXXXXXXXXXXXXXXX      Doc. Type: XX
  Rev Code: XXX    Sheet Number: XXX     Building : XXXXX


==================================================================================

  Title:XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  Plant Code    : X-XX        Classification    : XXXX
  Originator ID : XXXXX       Responsible ID    : XXXXX
  Issue Date    : XX/XX/XX
```

The iower part of the screen contains data fields with existing document information. You may <TAB> to the input fields, modify any of the indicated values, and press <ENTER>. The fields on the top part of the screen are for display only and cannot be modified.

If you enter END in the COMMAND line of this screen, the system will redisplay the previous screen without making any modifications.

### 3.3.3. Project Query (Option PQ)

The Project Query option on the PRIS Primary Menu allows you to find and display project information that exists in the PRIS Index based on data element values you enter into a query screen. Once you locate a project index record(s), you may select to do further query, addition, or modification on the project information.

When you select option PQ from the PRIS Primary Menu, the following screen will be displayed for you to enter search criteria:

PROJECT QUERY SCREEN

```
-------------------------- PROJECT QUERY SCREEN ------------------------
COMMAND (OPTIONAL) :

   Enter values in the following fields and press the ENTER key to search for
     project information.
   Move from field to field by pressing the TAB key.
   Enter the END command to return to the previous screen.

ISD Proj. No. : _____     Folder No. : _____     Project Engr. : _____

Proj. Title: _____

Project Acronym: _____     Plant     : ___



Transmittal No: _____

Transmittal ESO: _____     Transmittal EMIS Project No.: _____

Principal Engr.: _____     Originator/Recipient     : _____

Job Title: _____
```

You can <TAB> to any of the blank fields on the screen, enter values into the fields, and press <ENTER>. Six fields on this screen will accept partial entries if the whole value is not known: ISD Project No., Proj. Title, Project Acronym, Transmittal ESO, Transmittal EMIS Project No., and Job Title. A "%" sign can be used as a wild-card to represent unknown characters located before, after, or in the middle of a known string of characters. The system will search the database for any projects that fulfill the values you enter and display them on the Project Information Listing screen shown on the next page.

If no projects are found that match the entered values, the Project Query screen will be redisplayed with a message stating that no projects meet the search criteria. If you press <ENTER> without entering values in any of the input fields, the screen will be redisplayed with a message requesting entry of search fields. Enter END in the command field and press <ENTER> to cancel this function and return to the Primary Option Menu.

The Project Information Listing Screen shown below lists all the projects found in the database that match the query values entered on the Project Query Screen.

PROJECT INFORMATION LISTING SCREEN

```
----------------------- PROJECT INFORMATION LISTING --------- ROW  1 OF  3
COMMAND (OPTIONAL):

  Enter a valid function code in the select code field and press ENTER.
  Enter a ? to view the list of valid codes.
  An * indicates that the project is inactive.

SELECT   ISD PROJECT   PROJECT   PLANT   CREATION   PROJECT   RET.
CODE       NUMBER      ACRONYM   CODE      DATE       ENGR.   PERIOD
--       -----------   -------   -----   --------   -------   ------
__       XXXXX-XXXX     XXXXX    X-XX    XX/XX/XX    XXXXX     XXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
__       XXXXX-XXXX     XXXXX    X-XX    XX/XX/XX    XXXXX     XXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
__       XXXXX-XXXX     XXXXX    X-XX    XX/XX/XX    XXXXX     XX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
***************************** BOTTOM OF DATA *****************************
```

If more projects are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list.

You may select one or more of the listed projects for further query, modification, or addition of documents by entering a function code in the SELECT CODE field directly beside the document(s) and pressing <ENTER>. A help screen of valid PRIS codes will be displayed if you type "?" in the COMMAND line and press <ENTER> (see Appendix B).

The Query (Q), Modify (M), and Add (A) codes are valid entries in the SELECT CODE field of this screen. These three codes and their functions are summarized below. The operation of these three functions is described in the indicated section.

| Code | Function |
|------|----------|
| Q | Displays the Abbreviated Document Information Screen, which lists all of the documents in the database for the selected project (see Sect. 3.3.3.1). |
| M | Displays the Modify Project Information Screen, which displays information about the selected project that may be modified (see Sect. 3.3.3.2). |
| A | Displays the Project Folder Selection Screen, which lists all of the folders for the selected project so you may select the folder to which you wish to add a document (see Sect. 3.3.3.3). |

NOTE: You may also select one or more projects from the list using an X instead of a letter in the SELECT CODE field. Then, enter the function code on the COMMAND line and press <ENTER>.

If mu'tiple documents are selected from this list, the system will process them, one by one, in the order in which they are listed and then return you to the Project Information Listing Screen when finished.

### 3.3.3.1 Query (Q)

If you wish more information about one or more of the projects listed on the Project Information Listing Screen, enter a Q in the SELECT CODE field beside each of the projects for which the information is desired. For each project selected, the system will display the Abbreviated Document Information Screen, listing all the documents that exist for the selected project. Additional query and modification of information can be performed for the documents listed on the Abbreviated Document Information Screen using the same functions described in Sect. 3.3.2 for the Query function.

### 3.3.3.2 Modify (M)

If you wish to modify the project information associated with one or more of the projects listed on the Project Information Listing Screen, place an M in the SELECT CODE field beside the projects you wish to select for modification. For each project marked, the system will display the Modify Project Information Screen shown below, which will list the project data element values that may be modified.

### MODIFY PROJECT INFORMATION SCREEN

```
┌─────────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────────────┐ │
│ │                                                                 │ │
│ │ ------------------- MODIFY PROJECT INFORMATION SCREEN -----------│ │
│ │ COMMAND (OPTIONAL) :                                            │ │
│ │                                                                 │ │
│ │    Enter values in the following fields and press the ENTER key to CHANGE │ │
│ │       project information.                                      │ │
│ │    Move from field to field by pressing the TAB key.           │ │
│ │    Enter the END command to return to the previous screen.     │ │
│ │                                                                 │ │
│ │ ISD Proj. No. : XXXXX-XXXX    Create Date: XX/XX/XX   Creator: XXXXX │ │
│ │ ----------------------------------------------------------------│ │
│ │ Project Engr.  : XXXXX                                          │ │
│ │                                                                 │ │
│ │ Project Acronym: XXXXX                                          │ │
│ │                                                                 │ │
│ │ Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX │ │
│ │                                                                 │ │
│ │ Retention Period : XXX                                          │ │
│ │                                                                 │ │
│ │ Add Additional ESOs ? N   (Y=YES, N=NO)                        │ │
│ │                                                                 │ │
│ └───────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

The lower part of the screen contains data fields with existing project information. You may <TAB> to the data fields, modify any of the indicated values, and press <ENTER>. The fields on the top part of the screen are for display only and cannot be modified.

The END command will return you to the Project Information Listing Screen without saving any of the changes entered on the screen.

If you requested the assignment of additional ESOs to the project by entering Y in the field prompt "Add additional ESO Numbers?" the following screen will be displayed, allowing you to add up to 50 additional ESOs. If you did not enter a Y before pressing <ENTER>, the system will return you to the Project Information Listing Screen after making the desired changes to all of the projects you selected.

ADDITIONAL ESO ENTRY SCREEN

```
----------------------- ADDITIONAL ESO ENTRY SCREEN -----------------------
COMMAND (OPTIONAL) :

        Enter the ESO numbers in the entry fields and press  ENTER  to add them
        to the project shown below. Enter  END  in the command field to cancel.
        Notice:  Fields that have been marked "**DONE**" will not be processed.

ISD Proj. No. : XXXXX-XXXX   Project Engr.: XXXXX  Create Date    : XX/XX/XX
Project Number: XXXXXXXX     Plant        : X-XX   Project Acronym: XXXXX
Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Additional ESOs:

_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
_____     _____     _____     _____     _____
```

Enter the ESO numbers in the entry fields and press <ENTER> to add them to the project. Enter END in the command field and press <ENTER> to cancel this function.

Sequentially, each ESO entered will be checked against the list of valid EMIS ESOs to verify that it is valid and has not already been assigned to another project. If any of the ESOs entered fail the verification, the screen will be redisplayed with **DONE*** displayed in the fields for ESOs already checked and the cursor placed on the ESO that failed the verification. You must either correct the invalid entry or use the END command to exit the assignment of additional ESOs.

If you enter an ESO in the last field and press <ENTER>, the screen will be redisplayed with empty fields, allowing you to enter additional ESOs. The entry process will continue until you press <ENTER> without making an entry in the last field or until you enter END in the command field.

### 3.3.3.3 Add (A)

If you wish to add additional documents to an existing folder contained in one of the listed projects, you may enter an A in the SELECT CODE field of the Project Information Listing Screen beside the project for which the addition is to apply. The Project Folder Selection Screen will be displayed, listing all of the available folders currently contained in the selected project.

### PROJECT FOLDER SELECTION SCREEN

```
--------------------- PROJECT FOLDER SELECTION SCREEN ------- ROW  1 OF 3
COMMAND (OPTIONAL):

   Select a project folder from the following list by entering an X in the
    SEL CODE field beside the desired folder and press the ENTER key.
   Enter END in the COMMAND field to cancel the folder selection.


SEL    ISD PROJ      FOLDER  TRANSMITTAL              TRAN EMIS  TRAN
CODE     NO                                           PROJECT    ESO
----   ----------    ------  --------------------     ---------  -----
 _      XXXXX-X       XXXX   XXXXXXXXXXXXX            XXXXXXXX   XXXXXXXX
  JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 _      XXXXX-XX      XXXX   XXXXXXXXXXXXXXX          XXXXXXXX   XXXXXXXX
  JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 _      XXXXX-XXX     XXXX   XXXXXXXX                 XXXXXXXX   XXXXXXXX
  JOB TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*************************** BOTTOM OF DATA *********************************
```

If more folders are listed than can be viewed on one screen, enter UP or DOWN on the COMMAND line and press <ENTER> to scroll the rest of the list onto the screen. The prompt "ROW _ OF _" in the upper right corner of the screen tells you how many rows are included on the list.

Select a folder for which the addition of documents will apply by entering an X in the SEL CODE field beside the desired folder and pressing <ENTER>. Only one folder selection is allowed. If you enter END in the COMMAND line, the system will return to the Project Information Listing Screen.

If a folder has been moved to another project using the Move Folder utility (see Sect. 3.3.4.2), the message "MOVED TO PROJECT __ FOLDER __" will be displayed in the Job Title field of the folder. This folder cannot be selected from this list; if selected, the system will redisplay this screen with an error message.

When you mark a desired folder with an X, the system will display the Document Entry Screen with the project and transmittal information defaulted to that associated with the selected folder.

DOCUMENT ENTRY SCREEN

```
------------------------ DOCUMENT ENTRY SCREEN ------------------------
COMMAND (OPTIONAL) :

   Enter the information in the fields below and press the ENTER key
     to continue.
   Enter the  END command to cancel the Document Entry Function.


============================== Project Information =========================
ESO          : XXXXXXXX  ISD Proj. No.: XXXXX-XXXX  Create Date : XX/XX/XX
Project Number: XXXXXXXX  Plant       : X-XX       Project Acronym: XXXXX
Project Title : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


========================== Transmittal Information =========================
Transmittal    : XXXXXXXXXXXXXXXX             Issue Date  : XX/XX/XX
Principal Engr.: XXXXX                        Orig. / Recip. : XXXXX
Index Date    : XX/XX/XX                      Folder Number  : XXX
Job Title      : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
========================= Document Information =========================

Doc.Type: __  Document Number: _____  Sheet: ___  Rev Code: ___
Classification: _      Plant: ____            Building: _____
Title: _____
Format: _____    Company: _____        Issue Date: _____ (MM/DD/YY)
```

The bottom portion of the screen provides entry fields for adding index information for a new document associated with the selected project and folder. Several conventions for entry of this information are listed below:

1.  A valid document type must be entered. You may obtain a list of valid document types, classifications, plants, buildings, and company codes by entering "?" in the specific code field and pressing <ENTER>, as described in Sect. 3.1.3 (see also Appendix B).

2.  A document number must be entered for documents of type DD, BM, DS, JS, and DC. Document numbers should also be entered for other document types if they are available. If a document number is not known, enter the letters UNKNOWN, and the system will generate a unique number according to the format lyyyy-xxxx-zzzz-nnn (where l is plant, yyyy is year, xxxx is the ISD Project sequence number to which the document is to be associated, zzzz is the folder number in which the document is to be filed, and nnn is the next highest four-digit number sequentially generated by the system for the current project and folder).

3.  A valid entry in the classification field is required. The field will be initially displayed with a code of U. If you enter a classification code other than U and a title, the system will display the following screen, warning you that the title entered must not contain classified information.

## TITLE CLASSIFICATION VERIFICATION SCREEN

```
------------------- Title Classification Verification --------------------
COMMAND (OPTIONAL) ===>

****************************************************************************
****************************************************************************
*******                                                            *******
******* Title should have been declared UNCLASSIFIED by an Authorized *******
******* Derivative Classifier (ADC).                               *******
*******                                                            *******
******* Do not enter Program Number, Process Number, Part Drawing    *******
*******                                                            *******
******* Number, or anything classified in the title of this Drawing. *******
*******                                                            *******
******* Correct Title if necessary and press ENTER to continue.    *******
*******                                                            *******
******* Enter END to cancel the title entry.                       *******
*******                                                            *******
*******                                                            *******
        Title:                                                     *******
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*******                                                            *******
*******                                                            *******
****************************************************************************
```

4. A building code is required only for document types other than DD. If the document does not pertain to a specific building, enter KAREA, YAREA, or XAREA as appropriate in the building field, and a listing of the specified "AREA" will be displayed from which you can identify the correct location.

5. The company code will be defaulted to MMES but may be changed.

6. A revision code is required. If the revision is an original issue or does not apply, enter 0 (zero). If UNKNOWN is entered in the document number field, only revision 0 will be accepted.

When you press <ENTER> upon completion of the document index information, the data will be verified before acceptance into the database. Once accepted, the document will be identified in the system with the transmittal, project, and folder numbers indicated on the screen. The screen will then be redisplayed with blank document index fields, ready for entry of another document. This process will be repeated until you enter END in the command line and press <ENTER>, at which time the Project Information Listing Screen will be redisplayed.

### 3.3.4 Utilities (Option U)

This option provides you with the capability (1) to select from a list of hard-copy reports, (2) to move documents from one project folder to another or move a folder from one project to another, and (3) to archive, deactivate, and change the storage location of an active project (this function is not available for PRIS but will be incorporated into EDIS).

When you select Option U from the Primary Option Menu, the following PRIS Utilities Menu will be displayed:

PROJECT RECORDS UTILITIES MENU SCREEN

```
---------------------- PROJECT RECORDS UTILITIES MENU --------------------
COMMAND:

      Enter desired selection and press ENTER.
      Enter END in the command field and press ENTER to return to
      the PRIS PRIMARY OPTION MENU.

  1  Select a report to be printed

  2  Move Documents or Folders

  3  Select a project to be archived
```

To select a utility you wish to perform, enter the option number on the COMMAND line and press <ENTER>. If you enter END and <ENTER> in the COMMAND line, the Utilities function will be cancelled and you will be returned to the Primary Option Menu.

Instructions for performing these utility functions are given in the next three sections of this manual.

### 3.3.4.1 Select a report to be printed

If you select option 1 from the Project Records Utilities Menu, the following screen will be displayed:

PROJECT RECORDS REPORTS MENU SCREEN

```
------------------------ PROJECT RECORDS REPORTS MENU --------------------
COMMAND :

            Enter a selection from the report options and press the
            ENTER key to proceed.
            Enter END and press the ENTER key to return to the
            PROJECT RECORDS UTILITIES MENU.

CHARGE NUMBER:

            1    List of PRIS Projects by Plant
            2    List of PRIS Projects & Folders by Plant
            3    List of PRIS Project/Folders/Documents by Plant
            4    List of PRIS Projects by Project Engineer
            5    List of PRIS Folders/Documents for a Project


   ***********************************************************************************
```

You must enter a charge number to be used for generating the reports. Then, select one of the five report options listed on this menu by typing the report's number in the COMMAND line and pressing <ENTER>. If no reports are desired, the END command will cancel this function and return you to the Project Record Utility Menu.

For some of the reports listed, you must supply additional information before the report can be generated. The requirements for each report are described in the following text. See Appendix C for an example of the format for each of these reports.

36

## Reports 1, 2, and 3

If you select report options 1, 2, or 3, the following Plant List Screen will be displayed (with only those plants listed that are valid for PRIS) for you to select the desired plant for which to generate the report.

PLANT LIST SCREEN

```
-------------------------------- PLANT LIST ------------------- ROW 1 OF  3
Command:

     Indicate the desired PLANT
     by placing  X  in the  SELECT CODE  and pressing  ENTER
     Use UP and DOWN commands, if necessary, to view entire list.

  SELECT    PLANT        PLANT
   CODE     CODE         DESCRIPTION

     _      K-25         OAK RIDGE GASEOUS DIFFUSION PLANT
     _      X-10         OAK RIDGE NATIONAL LABORATORY
     _      Y-12         Y-12 PLANT
********************************** BOTTOM OF DATA *******************************
```

Place an X in the SELECT CODE field beside the desired plant and press <ENTER>. The report will be generated, printed on the mainframe printer, and will subsequently be delivered to your office. You will be returned to the Project Records Reports Menu.

If you enter END in the COMMAND line of this screen, generation of the report will be cancelled and you will be returned to the Project Records Reports Menu.

## Report 4

If you select report option 4, the system will display the Project Engineer Entry Screen, which will allow you to specify the desired project engineer's EMIS ID.

PROJECT ENGINEER ENTRY SCREEN

```
------------------------ PROJECT ENGINEER ENTRY SCREEN ----------------------

COMMAND (OPTIONAL) : __

  Enter the project engineer below and press the ENTER key to proceed.

  Enter END command to return to the PROJECT RECORDS REPORTS MENU



              Project Engineer   ===>  _____




  ************************************** **********************************************
```

Enter a valid EMIS ID and press <ENTER>. If you do not know the EMIS ID of the project engineer, you may enter "?" in the input field and press <ENTER> to receive the Engineering Personnel Help screen. This screen allows you to enter search criteria consisting of a portion of a person's name and to receive a second screen listing the EMIS IDs and associated names of the persons that meet the search criteria you enter. (These screens are displayed in Appendix B.) When the desired EMIS ID is entered on the screen, the system will generate the report, it will be printed on the mainframe printer, and it will subsequently be delivered to your office. You will be returned to the Project Records Report Menu.

If you enter a project engineer ID for which there are no projects associated, this screen will be redisplayed with an error message.

If you enter END in the command field of this screen, the system will return to the Project Records Report Menu.

## Report 5

If you select report option 5, the ISD Project Number Entry Screen will be displayed, which will allow you to specify the desired ISD Project Number for the report.

### ISD PROJECT NUMBER ENTRY SCREEN

```
---------------------- ISD PROJECT NUMBER ENTRY SCREEN -------------------

COMMAND (OPTIONAL) : ___

   Enter the project number in the field below and press the ENTER key
   to proceed.
   Enter END in the command field to return to the PROJECT RECORDS
   REPORTS MENU.



              Project Number  ======>  _____



   *************************************************************************************
```

Enter a valid ISD Project Number and press <EN .ER>. The report will be generated, printed on the mainframe printer. and subsequently delivered to your office. You will be returned to the Project Records Reports Menu.

If an invalid ISD project number is entered, this screen will be redisplayed with an error message.

If you enter END or X in the COMMAND line, generation of the report will be cancelled, and you will be returned to the Project Records Reports Menu.

### 3.3.4.2 Move documents or folders

Option 2 on the PRIS Utilities Menu will allow you to move a document from one folder to another or move a folder from one project to another. If you select option 2, the following Document/Folder Movement Selection Screen will be displayed.

DOCUMENT/FOLDER MOVEMENT SELECTION SCREEN

```
---------------- DOCUMENT/FOLDER MOVEMENT SELECTION SCREEN ----------------

COMMAND:

        Enter a selection and press the ENTER key to continue.
        Enter END and press the ENTER key to cancel and return to the
        PROJECT RECORDS UTILITIES MENU.

    1  Move a document from one folder to another

    2  Move a folder from one project to another
```

Enter either option 1 or 2 on the COMMAND line and press <ENTER>. These two options are discussed on the following page.

If you wish to cancel this function, type END and <ENTER> on the COMMAND line, and you will be returned to the Project Records Utilities Menu.

1.  Move document from one folder to another

    If you select to move a document from one folder to another, the following Move
    Document Screen will be displayed for you to identify the document to be moved, along
    with the project and folder numbers of the folders involved in the movement.

    MOVE DOCUMENT SCREEN

```
---------------------------- MOVE DOCUMENT SCREEN ------------------------
COMMAND (OPTIONAL) :

Enter  END  in the command field to cancel the document movement.

Enter the document to be moved:

Doc. No.     : _____
Sheet        : __
Revision Code: __
Document Type: __

Enter the Project and Folder Numbers involved in the move:

From Proj. No.  : _____      Folder: ____

To   Proj. No.  : _____      Folder: ____
```

    You can <TAB> to the entry fields to enter the requested information.  The
    document, project, and folder numbers are required.  You can enter "?" and <ENTER>
    in the document type field to receive a help list of types (see Appendix B).  When all
    information is entered, press <ENTER>.  The requested move will be performed, and you
    will be returned to the Document/Folder Movement Selection Screen with a confirmation
    message.

    If the information you enter is not found in the database, you will be returned to
    this screen with an error message to reenter the valid information.  Typing END in the
    COMMAND line will cancel this function and return you to the Document/Folder
    Movement Selection Screen.

2.  Move a folder from one project to another

    If you select to move a folder from one project to another, the following Move
    Folder Screen will be displayed for you to identify the folder and projects involved in the
    move.

MOVE FOLDER SCREEN

```
------------------------------- MOVE FOLDER SCREEN -------------------------------
COMMAND (OPTIONAL) :

Enter  END  in the command field to cancel the folder movement.

Enter the folder to be moved:

     Project Number  : _____     Folder: ____



Enter the Number of the Project to receive the folder:


     Receiving Project Number: _____
```

You may <TAB> to the input fields to enter the project, folder, and receiving project numbers and press <ENTER>. The system will perform the requested move and return you to the Document/Folder Movement Screen with a confirmation message.

When a folder is moved from one project to another, the system will assign the next available folder number in the new project to the folder being moved. The system maintains a record of documents and folders moved.

### 3.3.4.3 Select a project to be archived

This function is not available.

APPENDIX A: PRIS DATA DICTIONARY

## DATA ELEMENT

## DESCRIPTION

| | |
|---|---|
| Access Date | The date on which the document image was last accessed (modified or viewed). Automatically generated at access time. |
| Backup Location | A code indicating the backup storage location of a PRIS project. |
| Block 48 | A code that identifies the Engineering discipline to which the document (design drawing) belongs. |
| Block 50 | A code that signifies a subset of the type of work being performed. |
| Block 1 | A code representing the category of the work contained in the document. |
| Block 49 | A code that identifies the nature of the work contained in the document (applies to design drawing). |
| Building | A code uniquely identifying the building with which the document is associated. (Abbreviated as Bldg.) |
| Change Date | The date on which the document index was last modified. |
| Change Control Number | The identifying number of the project change order for which the revision is made. |
| Classification | A code indicating the classification of the document. (Abbreviated as Class.) |
| Classification Date | The date on which the document's classification was approved. (Abbreviated as Class. Date.) |
| Classifier ID | The EMIS ID of the person who approves the classification of the document. (Abbreviated as Class. ID.) |
| Company | A code indicating the company responsible for the creation of the document. |
| Configuration Control Number | A number that identifies the configuration control plan under which changes to the document are made. |
| Create Date | The date of creation of a PRIS project. |
| Creator | The EMIS ID of the PRIS project creator. |
| Design Date | The date on which the document was designed (applies to design drawings only). |
| Designer | The name of the designer of the original document (pertains to drawings only). |
| Document ESO | The ESO associated with a particular document (see ESO). |

| DATA ELEMENT | DESCRIPTION |
|---|---|
| Document Type | A code that identifies a category of documents to which the document belongs. (Abbreviated as Doc. Type.) |
| Document Number | A number that uniquely identifies all documents referenced in the PRIS index. (Abbreviated as Doc. No.) |
| Document Title | A title that describes the document. (Abbreviated as Doc. Title.) |
| Draft Date | The date on which the document was drafted (applies to design drawings only). |
| Draftsman | The name of the original drafter of the document (pertains to drawings only). |
| Drawing Size | A code describing the size of the document (applies to drawings only). |
| ESO | The Engineering Service Order (ESO) to which specific revision work done on a document is charged. |
| Floor | A code describing the building floor to which the drawing or document refers. |
| Folder Number | The system-generated sequential number of a PRIS folder. |
| Format Code | A code indicating the format of the document: CADAM - CADAM Electronic Format; ANVIL - Anvil Electronic Format; FILM - Aperture Card of Microfilm; MAN - Hard Copy or Manually Generated; UNCAD - Unspecified CAD Generated; OTHER - Unspecified. (Abbreviated as Format.) |
| Format in EDIS | A code indicating if the format of a document is stored in the EDIS repository. |
| Index Date | The date on which the document was entered into the EDIS Index. Automatically generated at index time. |
| Initial Store Date | The date on which an electronic copy of the document was first stored in the EDIS repository. Automatically generated at store time. (Abbreviated as Initial Store.) |
| ISD Project Number | The system-generated ISD project number for a PRIS project. |
| Issue Date | The date on which the document was issued. |
| Job Title | The job title on the transmittal that accompanies the documents sent to project records that describes the work package. |
| Last Store Date | The date on which an electronic copy of the document was last stored in the EDIS Repository. (Abbreviated as Last Store.) |

| DATA ELEMENT | DESCRIPTION |
|---|---|
| Number of Sheets | Indicates the total number of sheets included in a document. This number will be 1 for documents that are not of type DD (design drawing). |
| Number of Models | The number of models associated with a CADAM drawing. |
| Originator ID | The EMIS ID of the originator of the document. (Abbreviated as Orig. ID.) |
| Original Format | The format of the document from which future revisions should be made; the format that is originally approved. All other formats are considered copies. (Abbreviated as Orig. Format.) |
| Originator Discipline | The EMIS discipline code associated with the EMIS ID of the originator of the document. (Abbreviated as Orig. Disc.) |
| Originator's Company | The EMIS company code identifying the company of the originator of the document. |
| Owner | A code indicating the system ownership of the document index record. |

<div>

    1 = PRIS             4 = OTHER

    2 = ISD               5 = OTHER & PRIS

    3 = PRIS & ISD   6 = OTHER & ISD

                          7 = ALL

</div>

| DATA ELEMENT | DESCRIPTION |
|---|---|
| Partfind | The partfind number of a CADAM drawing. |
| Plant | A code indicating the plant to which the drawing pertains. |
| Plant Description | A description of the plant to which the drawing pertains. |
| Principal Engineer | The EMIS ID of the principal engineer identified on the transmittal sent to project records. (Abbreviated as Principal Engr.) |
| Project Acronym | The acronym assigned to a particular PRIS project. (Abbreviated as Proj. Acronym.) |
| Project Creator | The EMIS ID of the project creator. |
| Project Create Date | The date of creation of a PRIS project. |
| Project Engineer | The EMIS ID of a project engineer associated with a PRIS project. (Abbreviated as Project Engr.) |
| Project Number | The EMIS project number with which the document is associated. (Abbreviated as Proj. No.) |
| Project Status | A code indicating the status of a PRIS project. |

| DATA ELEMENT | DESCRIPTION |
|---|---|
| Project Storage Location | A code indicating the default storage location for a PRIS project. |
| Project Title | The title of a PRIS project. (Abbreviated as Proj. Title.) |
| Reserve Date | The date the document number was reserved in EDIS. This is automatically generated at the time of reservation. (Abbreviated as Resv. Date.) |
| Reserver ID | The EMIS ID of the person who last reserved the document. (Abbreviated as Resv. ID.) |
| Responsible ID | The individual (normally the Eng. RED) responsible for the document. (Abbreviated as Resp. ID.) |
| Responsible Discipline | The Engineering design discipline responsible for the document. (Abbreviated as Resp. Disc.) |
| Retention Period | The retention period required for a PRIS project. (Abbreviated as Ret. Period.) |
| Revision Code | A code that indicates the level of the document revision. Codes for revisions made by Martin Marietta are characters beginning at "A"; for architect/engineers, they are numbers beginning at "1." (Abbreviated as Rev. Code.) |
| Revision Date | A date that, in some cases, indicates a document's revision. Some text documents (maybe in a CADAM model) do not have revision codes. This field will be blank if an entry is made in the Revision code. (Abbreviated as Rev. Date.) |
| Send to EFM | A code indicating if a copy of the document is to be sent to the EFM system. |
| Sheet Number | The number of the sheet of a multiple sheet document. This is defaulted to '001' for all single sheet documents or documents that are not design drawings. (Abbreviated as Sheet.) |
| Software Version | A code identifying the version of the software that created a particular electronic format of a document. |
| Status Code | A code indicating the stage of development of the document. (Abbreviated as Status.) |
| Status Date | The date the sheet revision was stored in its current state of development. |
| Storage Date | The date that a particular electronic format of a document was stored. |
| Storage Location | The storage location of a particular format of a document. |

## DATA ELEMENT

## DESCRIPTION

Subject Code

A code indicating the subject of manufacturing or vendor data (document type MD).

Transmittal EMIS Project
Number

The EMIS Project Number with which a particular transmittal or folder is associated (see Project Number).

Transmittal ESO

The ESO associated with a particular transmittal or folder (see ESO).

Transmittal Number

The number identifying the transmittal that accompanies the documents sent to the project record (PRIS) files. (Abbreviated as Transmittal.)

Type

Indicates the type of work to which the document is related (weapons, facilities, etc.). Refer to Eng. Standards for a list.

Vendor Code

A code describing the vendor associated with document type MD (manufacturing or vendor data). A list of valid vendor codes is maintained by ISD.

Vendor Subject

A code describing the subject of document type MD (manufacturing or vendor data). A list of valid vendor codes is maintained by ISD.

Work Order

The EMIS work order number to which the creation of the document is charged.

# APPENDIX B:  HELP AND ERROR SCREENS

# LIST OF VALID PRIS CODES

```
------------------------- LIST OF VALID PRIS CODES -------------------------
COMMAND (OPTIONAL):

  Enter the END command to return to the previous screen.

COMMAND CODES:
  Function    Code    System Action

  END         E       End current screen
  EXIT        X       Exit to PRIS Main Menu
  UP          UP      Scroll up one page
  DOWN        DN      Scroll down one page
  QUERY       Q       Display document information
  MODIFY      M       Modify document or project
  ADD         A       Add documents to existing folder

SELECT CODES:
  Function    Code     System Action
  QUERY       Q       Display document information
  MODIFY      M       Modify document or project
  ADD         A       Add documents to existing folder
  SELECT      X       Select from a list
```

## CLASSIFICATION CODE LIST SCREEN

```
--------------------------- CLASSIFICATION CODE LIST ------------- ROW 1 OF 5
Command:                                                    Scroll: PAGE


   Enter desired Classification Code Designator: ____


        B              BUSINESS SENSITIVE
        C              CONFIDENTIAL
        N              UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
        S              SECRET
        U              UNCLASSIFIED
**************************** BOTTOM OF DATA ****************************
```

SELECT BUILDING NUMBER SCREEN

```
---------------------------- SELECT BUILDING NUMBER ----------- ROW 1 OF 807
COMMAND (OPTIONAL):


     Select desired Building by typing X and pressing ENTER
     Use UP and DOWN commands to view entire list, if necessary.

SEL   BUILDING   EJN       BUILDING NAME

  _   CRBR-PO    720000    CRBR - PROJECT OFFICE                       000
  _   K-1000     710000    CONFERENCE ROOM (PORTAL 2)                  000
  _   K-1001     710010    ADMIN BUILDING                             000
  _   K-1001-A   710010    ADMINISTRATION BUILDING - WING A           000
  _   K-1001-B   710010    ADMINISTRATION BUILDING - WING B           000
  _   K-1001-C   710010    ADMINISTRATION BUILDING - WING C           000
  _   K-1001-D   710010    ADMINISTRATION BUILDING - WING D           000
  _   K-1002     710020    CAFETERIA/LIBRARY/OFFICES                   000
  _   K-1003     710030    DISPENSARY                                 000
  _   K-1003-A   710030    DISPENSARY OFFICE TRAILER                  000
  _   K-1004-A   710040    LABORATORY FACILITIES                      000
  _   K-1004-B   710040    LABORATORY FACILITIES                      000
  _   K-1004-C   710040    LABORATORY FACILITIES                      000
  _   K-1004-D   710040    LABORATORY                                 000
  _   K-1004-E   710041    LABORATORY STORAGE BUILDING                 00
```

## SELECT COMPANY CODE SCREEN

```
-------------------------- SELECT PARTICIPANT CODE ----------- ROW 1 OF 121
Command:

Select appropriate Company by placing X in SELECT and pressing ENTER
Use UP and DOWN commands, if necessary, to view entire list.

    _   AGA        A.G. & ASSOCIATES
    _   ACHW       ADAMS,CRAFT,HERTZ,WALKER(SURVEYING CO.)
    _   ASI        ADVANCED SCIENCES INCORPORATED
    _   ACA        ALERTING COMMUNICATION OF AMERICA
    _   ALLEN      ALLEN & MARSHALL
    _   AMTA       AMERICAN TECHNICAL ASSOCIATION
    _   APCOT      APPLIED COATING
    _   APT        AUTO. PROGRAM TOOL
    _   AVIS       AVISCO INCORPOR.
    _   BD         B & D EQUIPMENT CO.
    _   BWSC       BARGS,WAGGONER,SUMNER & CANNON
    _   BASIC      BASIC CONSTRUCTION CO.
    _   BAYMT      BAYMONT ENGINEERING
    _   BEC        BECHTEL
    _   BVTH       BLACK AND VEATCH
    _   BLAIN      BLAINE HAYS CONSTRUCTION CO.
    _   BOENG      BOEING ENG.
    _   BOUE       BOEING/URANIUM ENRICHMENT
```

PERSONNEL HELP SCREEN

```
----------------------- Personnel HELP-- XXXXXXXXXXX EMIS ID ----------------
COMMAND (OPTIONAL):


   Enter values by which appropriate person may be identified:

   Search by:


      ==>    LAST NAME:        _____
             INITIALS:      __

   or ==>    DISCIPLINE:    _____

   or ==>    COMPANY:       _____


   You may further limit any search by:

             PLANT:         _
```

SELECT EMIS ID SCREEN

```
--------------------------- Select XXXXXXXXXX EMIS ID --------- ROW 1 OF 35
COMMAND (OPTIONAL):

    Indicate correct EMIS ID by placing X in SELECT and pressing Enter.
    Use UP and DOWN commands to view entire list, if necessary.

SELECT      EMIS ID     NAME                                  DISCIPLINE

   _        AWS         AW  SMITH                                 YMD
   _        BGS01       BG  SMITH                                 XFT
   _        CBS         CB  SMITH                                 XPJ
   _        DES         DE  SMITH                                 YCP
   _        GSS01       GS  SMITH                                 XIE
   _        GSS         GS  SMITH                                 YMD
   _        HGS         HG  SMITH                                 EE
   _        JAS01       JA  SMITH                                 EE
   _        JMS         JM  SMITH                                 AD
   _        JPS         JP  SMITH                                 YEE
   _        JWS02       JW  SMITH                                 KDE
   _        KDS01       KD  SMITH                                 YPJ
   _        KES         KE  SMITH                                 EM
   _        KLS         KL  SMITH                                 KCD
   _        MAS01       M   SMITH                                 XDE
   _        MAS02       MA  SMITH                                 EM
```

SELECT DOCUMENT TYPE SCREEN

```
------------------------------ SELECT DOCUMENT TYPE -------------- ROW 1 OF 13
COMMAND:


    Indicate the desired Document type
    by placing  X  in the  SELECT CODE  and pressing  ENTER
    Use  UP  and  DOWN  commands to view entire list.


 SELECT         TYPE         Description of Document Type
  CODE          CODE


    _           DD           Design Drawing
    _           JS           Equipment Specification
    _           ES           Engineering Standard
    _           BM           Bill of Materials
    _           DS           Equipment Data Sheet
    _           DC           Design Analysis & Calculation
    _           MD           Manufacturer/Vendor Data
    _           RP           Report with Report Number Prefix "EN"
    _           CH           Change Notices
    _           SA           Safety Related Document
    _           QA           Quality Related Document
    _           TI           Test or Inspection Data
    _           OT           Other Document (none of the above)
******************************* BOTTOM OF DATA  *******************************
```

PLANT LIST SCREEN

```
-------------------------------- PLANT LIST ------------------- ROW 1 OF 12
Command:

     Enter designator for desired plant: _

DESIGNATOR    PLANT      PLANT DESCRIPTION

      M       MULT       MULTI-PLANT
      K       K-25       OAK RIDGE GASEOUS DIFFUSION PLANT
      X       X-10       OAK RIDGE NATIONAL LABORATORY
      Y       Y-12       Y-12 PLANT
      F       FER        FERNALD
      G       GCEP       GAS CENTRIFUGE ENRICHMENT PLANT
      O       ORO        OAK RIDGE OPERATIONS
      P       PGDP       PADUCAH GASEOUS DIFFUSION PLANT
      R       PORT       PORTSMOUTH GASEOUS DIFFUSION PLANT
      S       SRS        SAVANNAH RIVER SITE
      U       USAF       US AIR FORCE
      W       WMCO       WMCO
****************************** BOTTOM OF DATA ******************************
```

# DATABASE ERROR

```
------------------------------- Database Error ----------------------------
COMMAND ===>

**************************************************************************
**************************************************************************
**************************************************************************
*****                                                              *****
*****                                                              *****
*****  An unrecoverable Database Management System error has       *****
*****                                                              *****
*****  occurred, making it impossible for this program to continue. *****
*****                                                              *****
*****  Please report the condition immediately:                   *****
*****                                                              *****
*****     574-7869                    Error Code:  XXXXXX          *****
*****     574-3590                                                 *****
*****                                                              *****
*****                                                              *****
*****                                                              *****
**************************************************************************
**************************************************************************
**************************************************************************
**************************************************************************
```

# APPENDIX C: PRIS REPORT FORMATS

K-25 PRIS PROJECT LISTING

| ISD PROJECT NUMBER | PROJECT ENGINEER | PROJECT ACRONYM | PROJECT TITLE | RETENTION PERIOD | CREATE DATE | STATUS |
|---|---|---|---|---|---|---|
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ACTIVE |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ACTIVE |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ARCHIVED |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ARCHIVED |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ARCHIVED |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ARCHIVED |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ACTIVE |
| XXXXX-XXXX | XXXXX | XXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXX | XXXX-XX-XX | ACTIVE |

Fig. C-1. PRIS Report 1 - PRIS Project Listing for a Given Plant.

```
ISD PROJECT NUMBER : XXXXX-XXXX          PROJECT ACRONYM   : XXXX    CREATE DATE : XXXX-XX-XX
PROJECT ENGINEER   : XXXXX               RETENTION PERIOD  : XXX     STATUS      : ARCHIVED
PROJECT TITLE      : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

C-2

| FOLDER | TRANSMITTAL | JOB TITLE | PRINCIPAL ENGINEER | ORIGINATOR/ RECIPIENT | EMIS PROJECT | ESO |
|---|---|---|---|---|---|---|
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | XXXXXX | XXXXXXXX |
| XXX | XXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | | XXXXXX | XXXXXXXX |

Fig. C-2. PRIS Report 2 - Project/Folder Listing for a Given Plant.

DATE : XX/XX/XX
PAGE : X

X-XX  PROJECT/FOLDER DOCUMENT LIST          X

ISD PROJECT NUMBER : XXXXX-XXXX      PROJECT ACRONYM  : XXXX      CREATE DATE : XXXX-XX-XX
PROJECT ENGINEER   : XXXXX           RETENTION PERIOD : XXX       STATUS      : ARCHIVED
PROJECT TITLE : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FOLDER NUMBER : XXX                  PRINCIPAL ENGINEER   : XXXXX      PROJECT NUMBER : XXXXXX
TRANSMITTAL   : XXXXXXXX             ORIGINATOR/RECIPIENT : XXXXX      ESO            : XXXXXXXX
JOB TITLE : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

| DOCUMENT NUMBER | DOCUMENT TYPE | REVISION CODE | SHEET NUMBER | BUILDING | ISSUE DATE | STATUS DATE | CLASSIFICATION | ESO |
|---|---|---|---|---|---|---|---|---|
| XXXXX | XX |     | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX |     | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX |     | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |

Fig. C-3. PRIS Report 3 - Project/Folder/Document Listing for a Given Plant.

```
                                    PRIS PROJECT LISTING                        DATE: XX/XX/XX
                                    PROJECT ENGINEER : XXX                       PAGE:        X
                                    PLANT : X-XX
    ISD
    PROJECT    PROJECT                                          RETENTION   CREATE
    NUMBER     ACRONYM    PROJECT TITLE                         PERIOD      DATE          CREATOR   STATUS
    ────────   ───────    ──────────────────────────────       ────────    ──────        ───────   ──────
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX       XXX      XXXX-XX-XX    XXXXX     ACTIVE
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ACTIVE
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ARCHIVED
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ARCHIVED
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ARCHIVED
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ARCHIVED
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ACTIVE
    XXXXX-XXXX  XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXX      XXXX-XX-XX    XXXXX     ACTIVE
```

Fig. C-4. PRIS Report 4 - Project Listing for a Given Project Engineer.

DATE : XX/XX/XX
PAGE : X

FOLDER/DOCUMENT LIST FOR PROJECT X

PLANT            : X-XX           PROJECT ACRONYM  : XXXX      CREATE DATE : XXXX-XX-XX
PROJECT ENGINEER : XXXXX          RETENTION PERIOD : XXX       STATUS      : ARCHIVED
PROJECT TITLE    : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FOLDER NUMBER : XXX               PRINCIPAL ENGINEER   : XXXXX      PROJECT NUMBER : XXXXXX
TRANSMITTAL   : XXXXXXXX          ORIGINATOR/RECIPIENT : XXXXX      ESO            : XXXXXXXX
JOB TITLE     : XXXXXXXXXXXXXXXXXXXXXXX

| DOCUMENT NUMBER | DOCUMENT TYPE | REVISION CODE | SHEET NUMBER | BUILDING | ISSUE DATE | STATUS DATE | CLASSIFICATION | ESO |
|---|---|---|---|---|---|---|---|---|
| XXXXX | XX |     | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX |     | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX |     | XXX | XXXX | XYXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |
| XXXXX | XX | XXX | XXX | XXXX | XXXX-XX-XX | XXXX-XX-XX | U | XXXXXXXX |

Fig. C-5. PRIS Report 5 - Folder/Document List for a Given Project.

# APPENDIX D: PRIS PRIMARY MENU STRUCTURE DIAGRAM

PRI:
OPT:
ir

PROJECT/TRANSMITTAL
ENTRY SCREEN

(1) (2) (3) (4)

DOCUMENT
QUERY
SCREEN

PRO.
QU!
SCR

ADD NEW
PROJECT
INFORMATION

PROJECT
SELECTION
SCREEN

PRO.
INFOR.
LIS!.

ADDITIONAL
ESO ENTRY
SCREEN

ADD ESO
TO
EXISTING PROJECT

ABBREVIATED
DOCUMENT INFORMATION
SCREEN

PROJEC:
SELE:
SCR:

DOCUMENT ENTRY
SCREEN

DETAILED
DOCUMENT INFORMATION
SCREEN I

DD ?

(7)

DETAILED
DOCUMENT INFORMATION
SCREEN 2

(8)

DOCUMENT
FORMAT
LISTING

MODIFY
DOCUMENT INDEX
SCREEN

DOCUMENT
FOLDER
LISTING

NOTES:

(1)   Selected if new ESO entered and
      ISD number blank

(2)   Selected if existing ESO or
      existing ISD project number entered

(3)   Selected if ESO and ISD project
      numbers blank, but project acronym
      or title phrase entered

(4)   Selected if new ESO and existing
      ISD project number entered

(5)   Not available in Interim system

(6)   Not available in interim system

NOTES:

(7)   Selected if document type is DD
      (Design Document)

(8)   Selected if document type is nc

Project Records Infc

PRIMARY ME
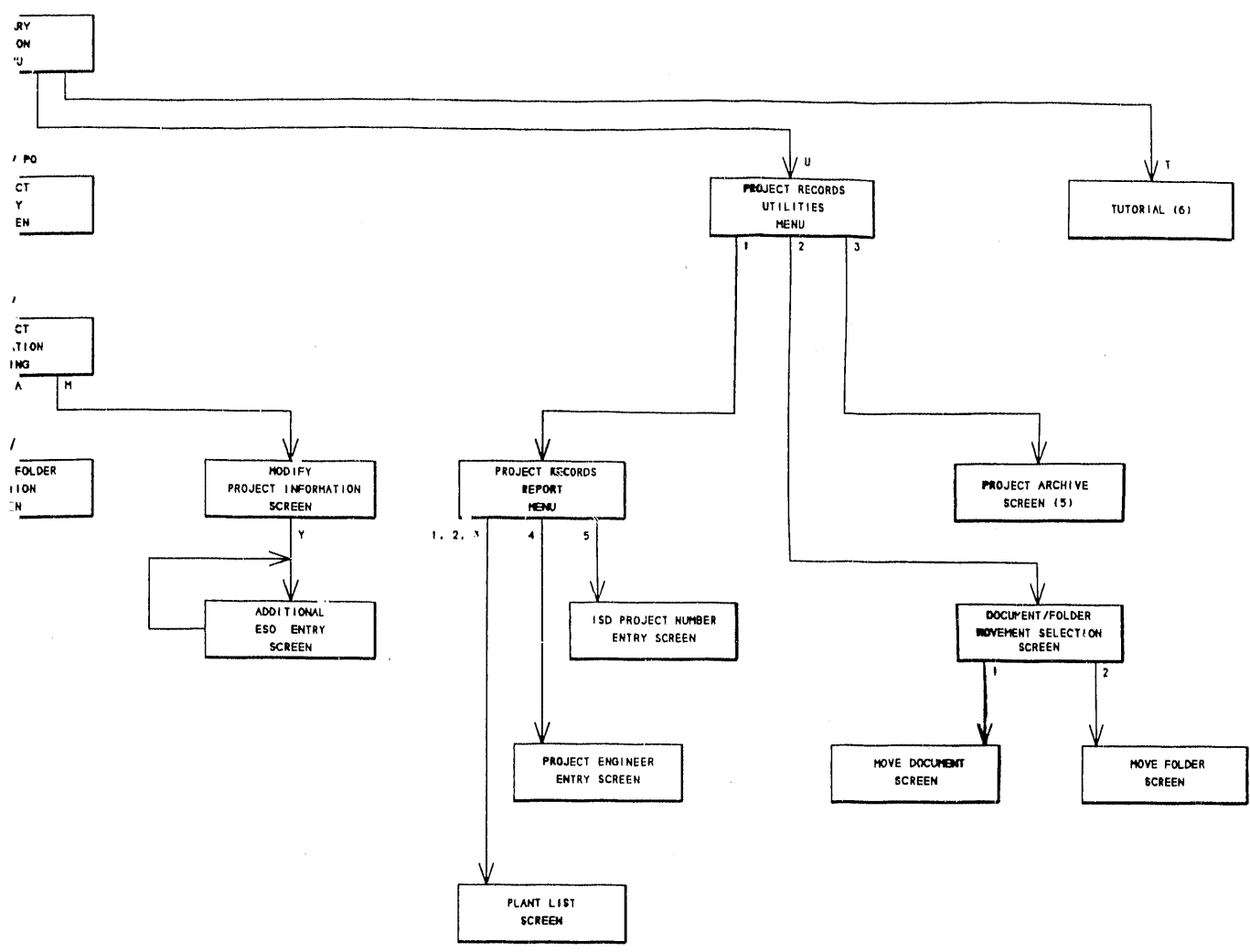
RY
ON
:U

/ PO

CT
Y
EN

/

CT
:TION
ING
A ⎤ M

/

FOLDER
:ION
:N

```
                                    ┌────────────────┐              ┌────────────────┐
                                  U │ PROJECT RECORDS │            T │  TUTORIAL (6)  │
                                    │   UTILITIES     │              └────────────────┘
                                    │     MENU        │
                                    └─┬────┬────┬─────┘
                                      1    2    3
```

```
        ┌──────────────────┐   ┌──────────────────┐      ┌──────────────────┐
        │      MODIFY       │   │  PROJECT RECORDS │      │  PROJECT ARCHIVE │
        │PROJECT INFORMATION│   │     REPORT        │      │    SCREEN (5)    │
        │     SCREEN        │   │     MENU          │      └──────────────────┘
        └─────────┬────────┘   └──┬────┬────┬──────┘
                  Y            1,2,3  4    5
        ┌──────────────────┐   ┌──────────────────┐      ┌──────────────────┐
        │   ADDITIONAL     │   │ISD PROJECT NUMBER│      │ DOCUMENT/FOLDER  │
        │   ESO  ENTRY     │   │   ENTRY SCREEN   │      │MOVEMENT SELECTION│
        │    SCREEN        │   └──────────────────┘      │     SCREEN       │
        └──────────────────┘                            └──┬────────────┬──┘
                                                           1            2
                               ┌──────────────────┐   ┌──────────────────┐  ┌──────────────────┐
                               │ PROJECT ENGINEER │   │  MOVE DOCUMENT   │  │   MOVE FOLDER    │
                               │   ENTRY SCREEN   │   │     SCREEN       │  │     SCREEN       │
                               └──────────────────┘   └──────────────────┘  └──────────────────┘

                               ┌──────────────────┐
                               │   PLANT LIST     │
                               │     SCREEN       │
                               └──────────────────┘
```

⊦ DD

⊸rmation System (PRIS)

⎟U STRUCTURE

# END

DATE FILMED

12 / 31 / 90