

MICAS 2.3



Administration Manual

11-MAY-2004

Mobility Inventory Control and Accountability System (MICAS) Administration Manual Table of Contents

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Commonly Occuring Password Issues

Issue	Manual/Section	Performed by
User desires new password	User 3.2 Change your Password	Anyone who can log in to MICAS
User Locks account	Administrator 3.1.5 Unlocking User Accounts	Any administrator with PAS access to the user
User Forgets Password	Administrator 3.1.6 Password Maintenance	Any Administrator
SA Account Locked	Administrator 3.1.5 Unlocking User Accounts	Any administrator with PAS access to the SA account
SA Password forgotten	Administrator 3.1.6 Password Maintenance	Any Administrator

1.0 First Time Running the MICAS System

1.1 First Time Database Setup

There is data that must be entered prior to your successful use of the MICAS system. This data need only be entered one time as part of the system setup.

The following steps outline what you need to do when first using MICAS:

1. To start micas for the first time go to the "C:\micas" directory and run "micas.exe". The first screen to appear is the logon screen.

Initially the only user in MICAS is the System Administrator. The User Name for the System Administrator Account is 'SA' and the initial password is 'Micas'. Enter 'SA' and 'Micas' when asked for User ID and Password on the login screen (see *Section 3.1* of the *User Manual*).

NOTE: *The password is case sensitive. You must use the exact combination of upper and lower characters specified above.*

2. When you login to MICAS, you will be told your password has expired. The first thing you do is go into the Password Change program (see *Section 3.2* of the *User Manual*) and change the password.
3. Add your **Base** information (see *Section 2.4.1* of this manual)
4. Add **PAS Codes** (see *Section 2.5.1* of this manual).
 - Air Force: Your **PAS Code** is the last three characters of the standard PAS (Personnel Accounting Symbol) code used by orderly rooms for EPRs.

- Army: Your **PAS Code** is positions 2-4 of the UIC. For example, the UIC for 1st CAV Division is "WNCHxx" (where xx varies) and the PAS is "NCH".
- 5. Add at least one **Section** (see *Section 2.6.1* of this manual) for every PAS Code. Typically a section named "all" is created and used. If you choose not to break your PAS codes into sections, simply use "all" for the section.
- 6. Review the default **System Privileges** and decide if you will be using these types or adding new ones (see *Section 2.7* of this manual).

Regardless of whether you are adding new privileges or using the existing ones, you **MUST** update the list of *PAS Codes* available to each privilege using the **Data Access tab** (see *Section 2.7.4* of this manual).

- 7. Review the default **System Parameters** and determine whether you will change any of the system-wide defaults (see *Section 2.17* of this manual).
- 8. In the MICAS system each person is uniquely identified with a Personnel ID. The system initially has one user defined the (System Administrator). The MICAS system has two basic types of users, those users who will be using the software and those users who will be receiving items from the system. For the users who will be using the software the User ID should be set to something that the user can easily remember because they will need to use it to log into the system. For those users who will be receiving items from the system the User ID should be either the data in the bar code on the military ID card or some other random value. If the users don't have a military ID card with a bar code, a bar code should be printed for them when they are entered into the system.

Add your **Personnel** information (see *Section 3.1* of this manual)

- 9. **Locations** are used to indicate where in the warehouse your assets are stored. Add each **Location** (see *Section 3.2* of this manual).
- 10. Add each **Manufacturer** (see *Section 3.3* of this manual)
- 11. Add each **Vendor** (see *Section 3.4* of this manual)
- 12. **Equipment Types** are a way of grouping like assets. The standard **Equipment Types** have been included in the default database. Review this list and add any types not already included (see *Section 3.5* of this manual)
- 13. Each of your assets is defined in MICAS as **Nomenclatures**. The standard **Nomenclatures** have been included in the default database. Review this list and add any nomenclatures not already included (see *Section 3.6* of this manual).

14. Each of your bags is defined in MICAS as a kit. These kits are defined using a **Kit Configuration**. The standard bags have been included in the default database. Review this list and add any bags not already included (see *Section 3.7* of this manual).

1.2 First Time Client Setup

There are configurations that must be entered on each PC.

The following steps outline what you need to do when first setting up MICAS on each client PC:

1. Create a download directory for the MICAS upgrades. It's recommended this directory be C:\MICAS\DOWNLOAD, however, it can be created anywhere on the hard drive. Once the directory is created, update the *Configuration Options Upgrade MICAS tab* updating the **Upgrade Download Dir** (see *Section 2.1.1.3* of this manual).
2. Indicate to the system the type of Handheld Units you will be using in the *Configuration Options Handheld Type tab* (see *Section 2.1.1.4* of this manual).
3. Create a download directory for the MICAS Contract/Lot updates. It's recommended this directory be C:\MICAS\DOWNLOAD\LOTCONTRACT, however, it can be created anywhere on the hard drive. Once this directory is created, update the *Configuration Options Update Contract/Lot tab* updating the **Contract/Lot Download Dir** (see *Section 2.1.1.5* of this manual).
4. If you are using a 2D bar code scanner, indicate its parameters in the *Bar Code Configuration Options Scanner tab* (see *Section 2.1.2.3* of this manual).
5. If you are using bar code printer(s), indicate the printer name(s) in the *Bar Code Configuration Options Wizard Format Labels tab* (see *Section 2.1.2.1* of this manual) and in *Bar Code Configuration Options Fixed Format Labels tab* (see *Section 2.1.2.2* of this manual).
6. If you are using Batch Handheld units, indicate the directories for use in the *Configuration Options Batch Handheld tab* (see *Section 2.1.1.6* of this manual).

1.3 Rollup Database Setup

Before using the Rollup capabilities several things must be done. The Rollup Database is included in the standard installation process but is not automatically attached because most people will not be using it. To use the database do the following:

1. If you installed the Server Utilities in the default directory, you will find the following file:

C:\MICAS\MSDEinstall\Micas_Rollup_Data.MDF

2. Copy this file to the directory that contains your MICAS database. If you installed MSDE in the default directory this will be in the C:\MSSQL7\DATA directory.
3. Once copied, attach this database (see *Section 4.5 Attach Database* in this manual).



NOTE: The Rollup database is intended to be used WITH the MICAS database, not in place of it. Do NOT detach the MICAS database prior to attaching the Rollup database.

2.0 Initial Setup

2.1 Configuration Options

2.1.1 Configuration Options

The Configuration Options function is used to define general configurations. Most of these configurations are specific to the client on which it's run. Some of these configurations will apply to the entire system.

There are two options to access the Configuration Options:

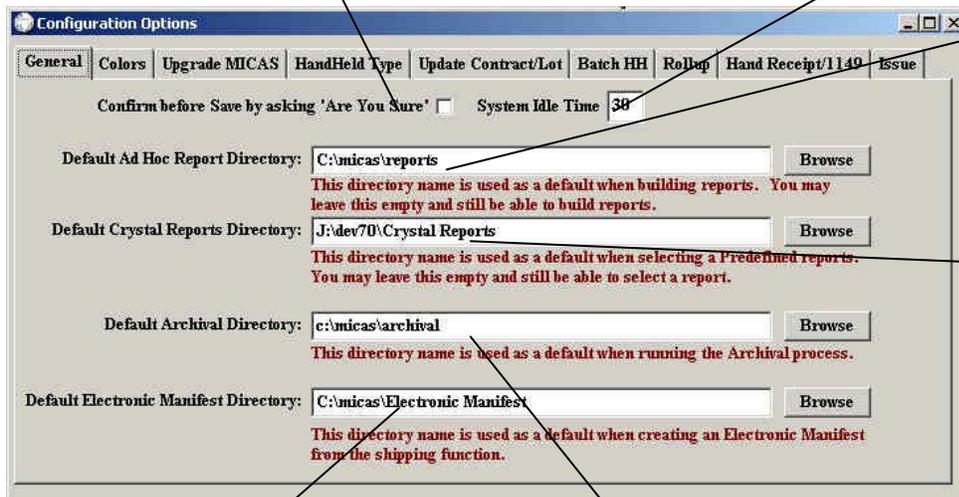
<ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <i>Configuration Options</i>. 	- OR -	Click the  toolbar icon.
--	--------	---

2.1.1.1 General Tab

The *Confirm before Save by asking 'Are you Sure'* is used throughout the MICAS system. This box can be *Checked* or *Not Checked*.

If not *Checked*, MICAS will automatically save data as it's changed or entered. *Checked*, MICAS will not automatically save. Instead a message will pop up asking if you want to save the changed data.

The *System Idle* is a security feature. The number entered here is the number of minutes of idle time (i.e., the system not being used) before MICAS requires a user login.



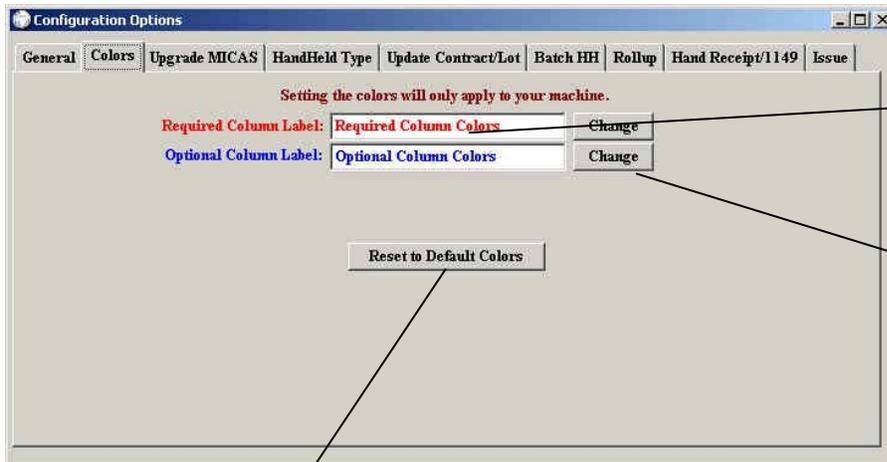
User Defined Reports can be saved anywhere on your computer. Enter the name of the directory here if you want a default directory to appear when saving a report.

All Predefined Reports are now generated using Crystal Reports. The report formats are stored in this directory.

Electronic Manifest files can be saved anywhere on your computer. Enter the name of the directory here if you want a default directory to appear when running the Electronic Manifest functions.

Archival files can be saved anywhere on your computer. Enter the name of the directory here if you want a default directory to appear when running archival.

2.1.1.2 Colors Tab



You have the ability to configure the color of data entry fields. This is done via the color selection fields:

Required Column is used to configure the color of data that is mandatory.

Optional Column is used to configure the color of data that is not required.

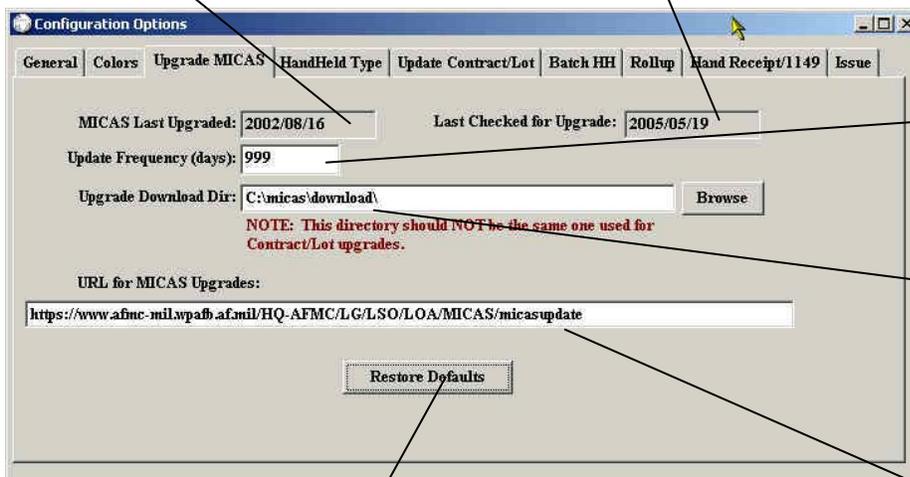
Pressing the *Change* button next to each of these items will generate the *Background/Foreground Color Selection* function.

Press this button to reset all colors back to the originally designed color.

2.1.1.3 Upgrade MICAS Tab

The date of the last MICAS download and upgrade will display. No entry is allowed.

The date MICAS last checked for a MICAS upgrade will display. No entry is allowed.



The frequency is the number of days that will pass from the *Last Check for Upgrade* before the next check will be performed.

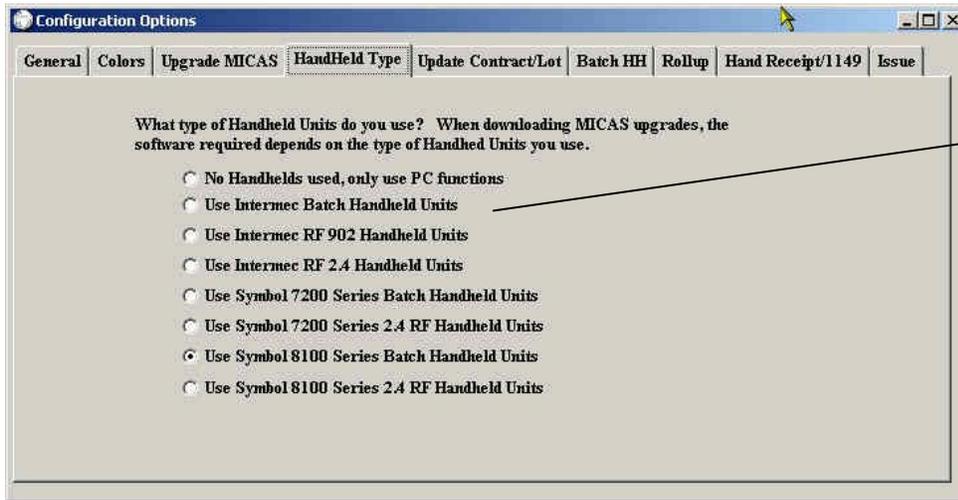
This is the directory on your system where the downloads will be placed. This can be on your PC hard drive, or a network drive.

It is recommended that you use a network drive if you have more than one client accessing your server. This will allow the download to be done once and used by all of the clients.

Click this button and the default frequency (30) and URL will be restored.

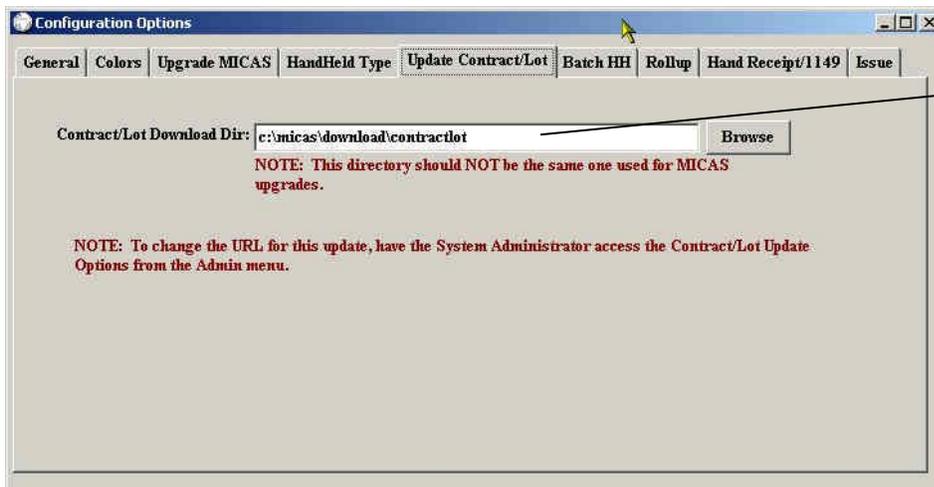
This is the URL where the MICAS upgrades are to be retrieved.

2.1.1.4 Handheld Type Tab



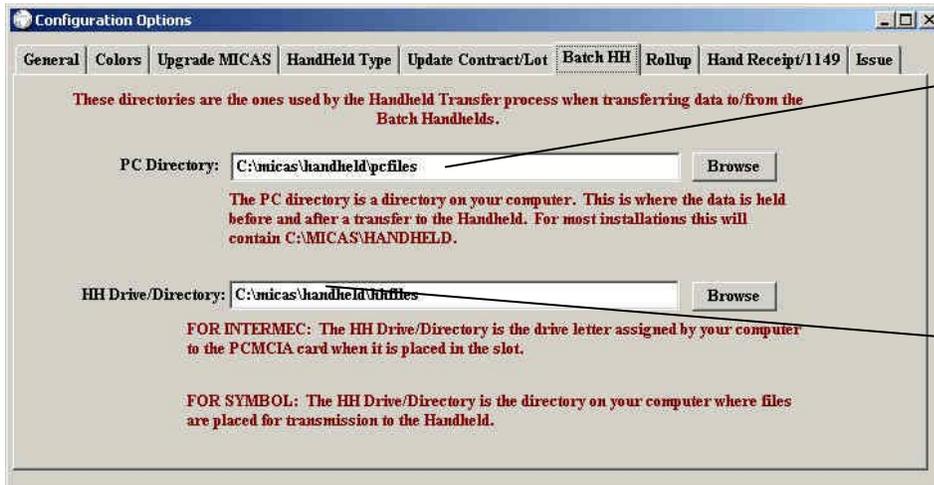
Indicate which type (if any) of handheld units you will be using.

2.1.1.5 Update Contract/Lot Tab



This is the directory on your system where the downloads will be placed. This can be on your PC hard drive, or a network drive.

2.1.1.6 Batch HH Tab

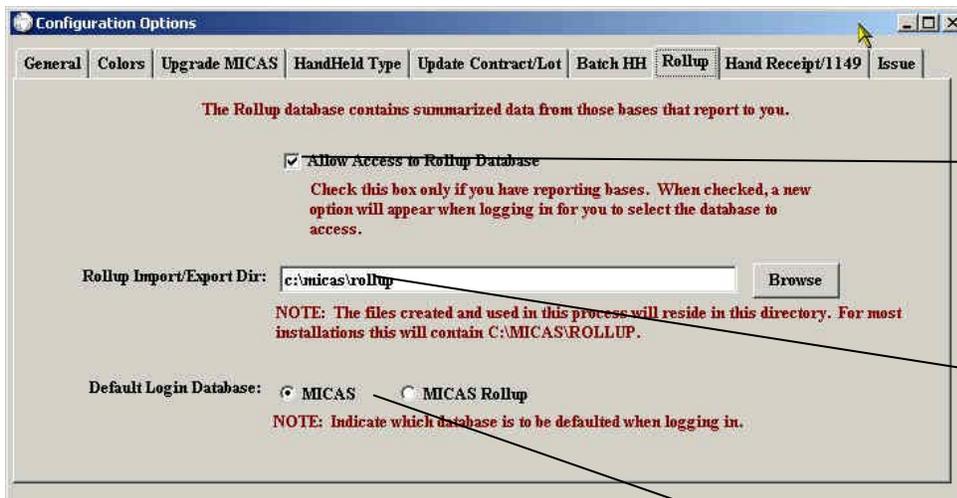


When the Handheld transfer is run, it creates temporary files stored on your hard drive. This is the directory in which those files will be placed.

FOR INTERMEC: A directory can be found on the PCMCIA cards used for the Batch Handheld functions. Because each PC is configured differently, the drive letter pointing to this directory may change from one PC to another. This is the directory on the PCMCIA card as it is referenced by this PC.

FOR SYMBOL: When files are ready to be transferred to the Symbol equipment, they will be placed in a directory. This is the transfer directory.

2.1.1.7 Rollup Tab

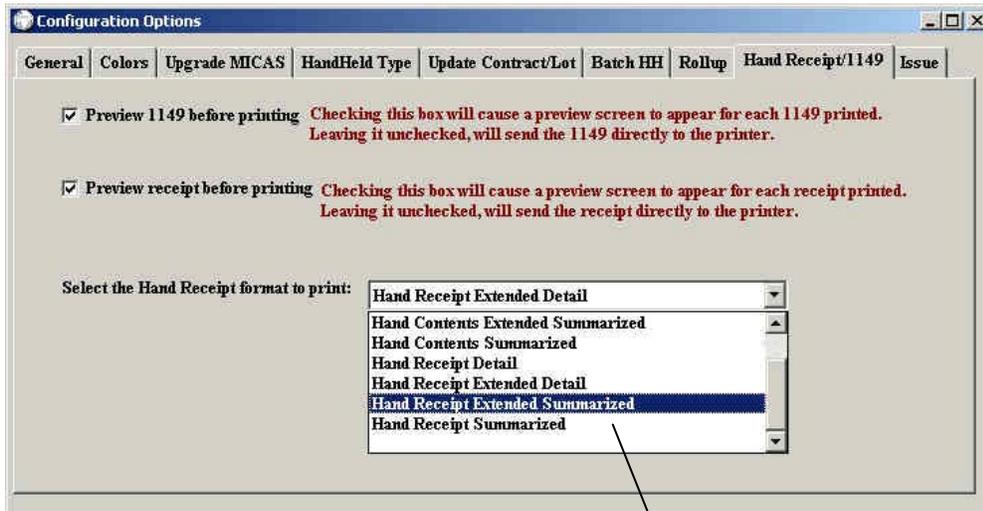


To access the Rollup Database, this field must be checked. When checked, you will be given an option when logging into MICAS to select which database you wish to access.

The Rollup process requires the use of a directory to place either the export or import data files. Enter the name of that directory here.

When logging in, you may select either MICAS or MICAS Rollup database to be the default option.

2.1.1.8 Hand Receipt Tab



When printing the 1149 shipping document, you can either preview it to the screen (and select to send it to the printer from the preview) or send it directly to the printer. Check this box if you want it previewed to the screen. Leave this box empty if you want the document going directly to the printer.

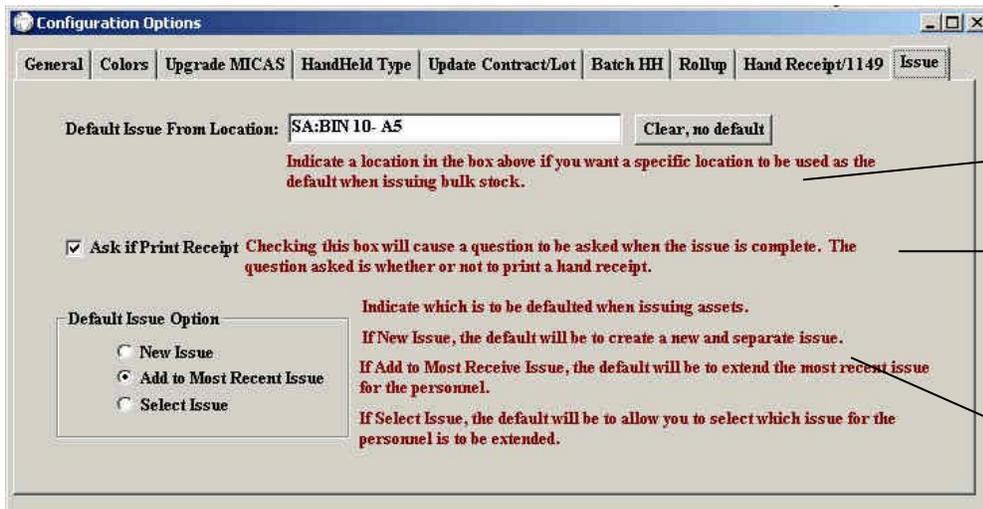
When printing the Hand Receipt, you can either preview it to the screen (or select to send it to the printer from the preview) or send it directly to the printer. Check this box if you want it previewed to the screen. Leave this box empty if you want the document going directly to the printer.

Specify the type of document to produce when issuing.

The contents of this drop-down will vary based upon your branch of service (e.g., Air Force / Army).

2.1.1.9 Issue Tab

The Issue Tab allows the user to select issuing options at the workstation level.



When issuing using 2D Stock Lot labels, use this location as the default source of assets if there is a choice between multiple locations.

Clear this box if you do not want to ever print hand receipts from this workstation when completing an issue.

The Default Issue Option will only show if the System Parameter "Use Extended Issue" is set (see Section 2.17.2).

Check the default method to use when issuing assets

2.1.2 Bar Code Configuration Options

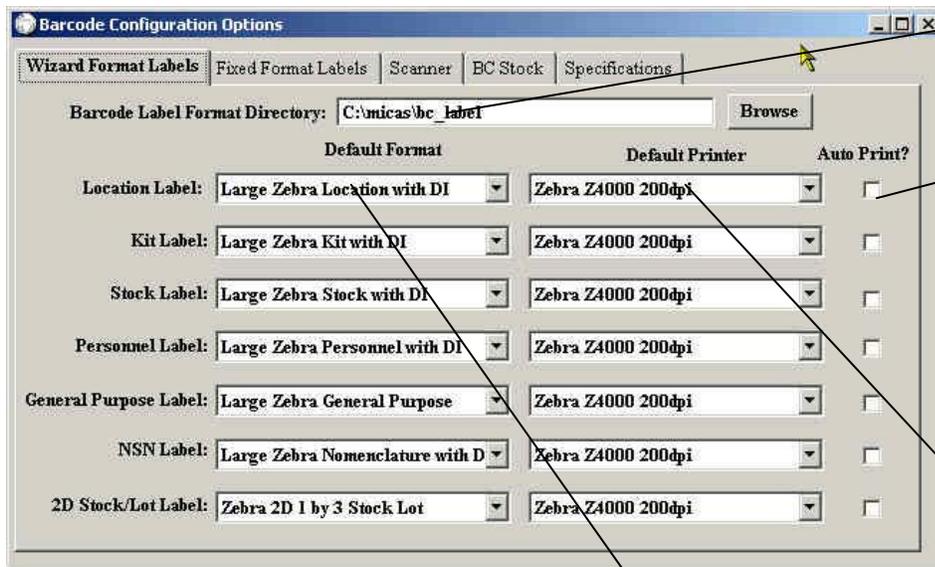
The Bar Code Configuration Options function is used to define configurations for the client PC. Each client installation on the same system will have its own configuration.

There are two options to access the Configuration Options:

<ol style="list-style-type: none"> 1 Select <u>A</u>admin from the MICAS main menu. 2 Select <i>Bar Code Configuration Options</i>. 	- OR -	Click the  toolbar icon.
---	--------	---

2.1.2.1 Wizard Format Labels Tab

There are seven bar code formats that can be customized using the bar code wizard. On this screen, select the default label format and default printer for each label type. You may also select whether you want MICAS to pop up a Bar Code Selection screen or to automatically print when you elect to print a bar code.



Bar Code formats are stored in your MICAS directory. This contains the path to the directory containing those formats.

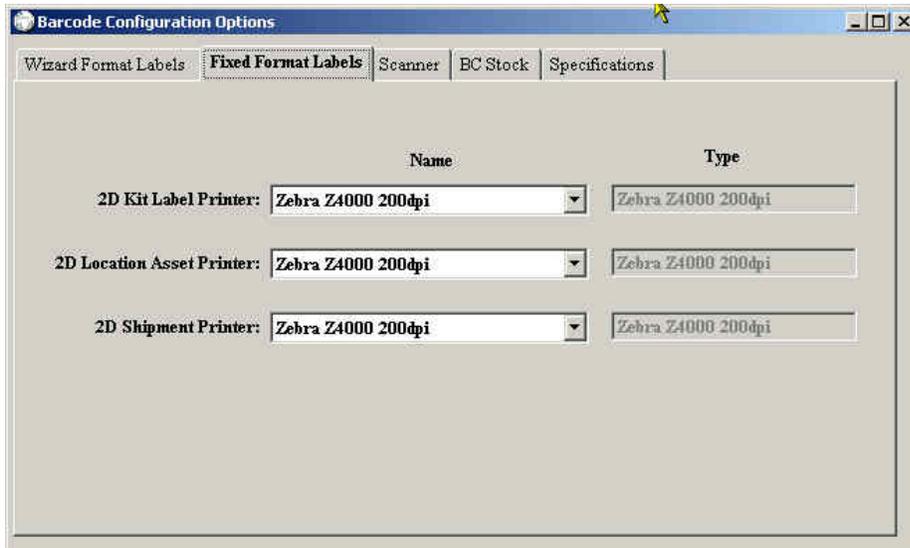
When you select to print a bar code, MICAS will automatically popup the Bar Code Selection screen if and only if this box is not checked. If this box is checked, when you select to print a bar code the bar code will automatically be printed to the *Default Printer* using the *Default Format*.

For each label type, you will specify the printer that is to be used as the default.

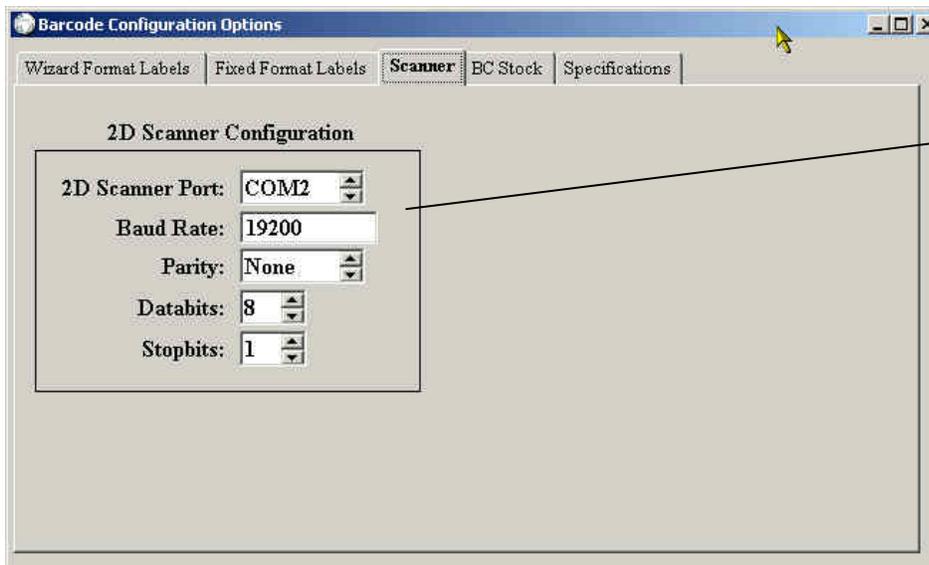
For each label type, you will specify the label format that is to be used as the default.

2.1.2.2 Fixed Format Labels Tab

There are three fixed-format PDF417 labels that may be created by MICAS. Any of these printers may be bar code printers or laser printers.



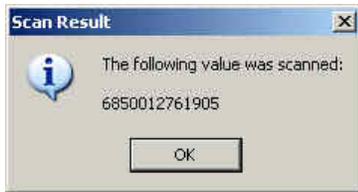
2.1.2.3 Scanner Tab



The communication parameters for the 2D scanner attached to your client PC needs to be entered. These can be obtained using the bar code scanner installation directions.

After saving this data, you can scan any MICAS label. When scanned, a message will appear telling you the type of label.

To test the scanner configuration after saving the settings, you can scan any bar code. If the configuration is correct you will see a message similar to the following:

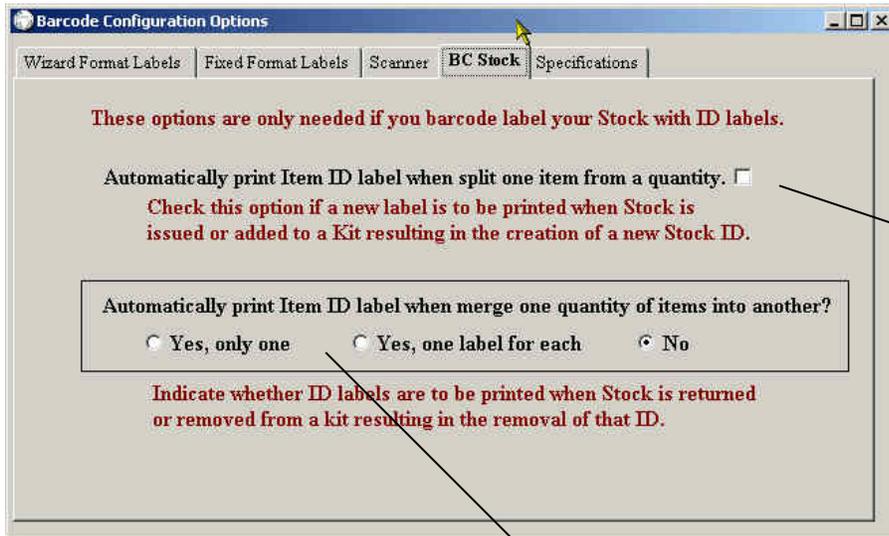


This message displays for you the contents of the scanned bar code. Normally the contents will be standard alphanumeric characters with occasionally a few special characters. You have one of the settings incorrect if the scan result is unreadable such as in the following message:



NOTE: *Receiving this type of message indicates you have the 2D Scanner Port correct but probably have the Baud Rate incorrect (normally the Baud Rate is 19200 but may be different from that based on how your scanner is configured).*

2.1.2.4 BC Stock Tab



MICAS uniquely identifies each row in the stock table by an Item ID. These IDs can be used to label your assets.

When you pull a single asset, such as when building a kit, the Item ID will change. If you are using the Item ID to label your assets, the ID on the asset pulled will no longer be valid. Click this box to force MICAS to automatically produce a new bar code label when a quantity is split.

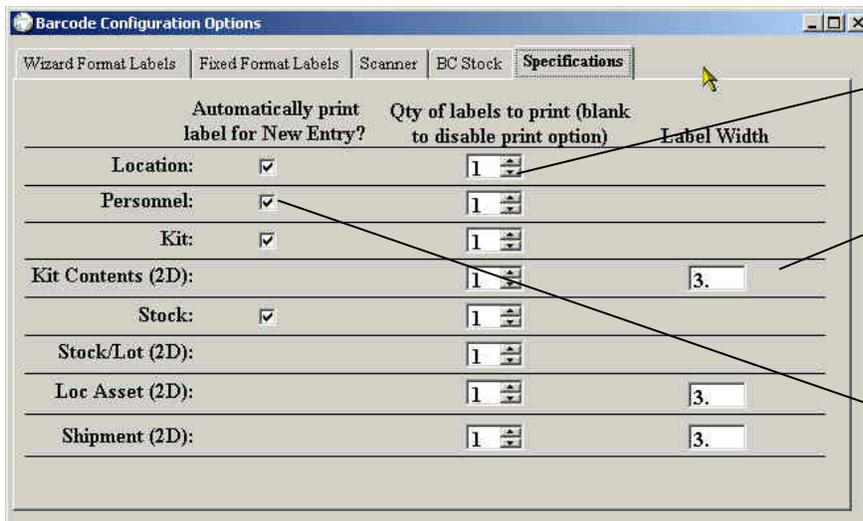
MICAS uniquely identifies each row in the stock table by an Item ID. These IDs can be used to label your assets.

When merging one stock item into a quantity of like assets (such as when removing the asset from a kit), the Item ID will change. If you are using the Item ID to label your assets, the ID on the asset merged will no longer be valid. Click one of the following options:

Yes, *only one* is used to print a single bar code label, regardless of the quantities merged.

Yes, *one label* for each is used to print a bar code label for each of the assets whose number changed.

2.1.2.5 Specifications Tab



Specify the number of labels that are to automatically print.

Specify the width of the label stock.

NOTE This width is only required when using a producing 2D bar codes on a bar code printer.

There are several labels that may be automatically printed when a new entry is made. Check this box if this print is to occur. If this box is not checked, no labels will automatically print.

2.2 Security Options

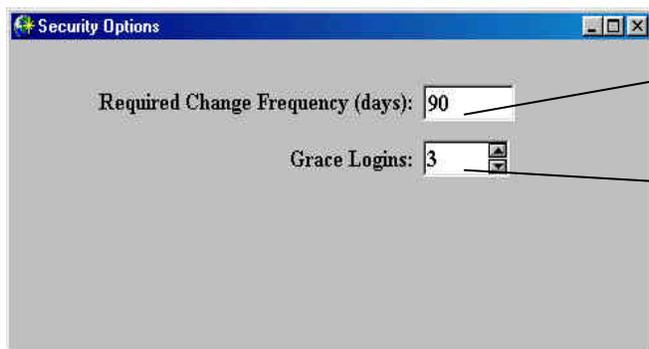
Security options are used to control the required changing of user passwords.

There are two options to access the Security Options:

- 1 Select Admin from the MICAS main menu.
- 2 Select *Security Options*.

- OR -

Click the  toolbar icon.



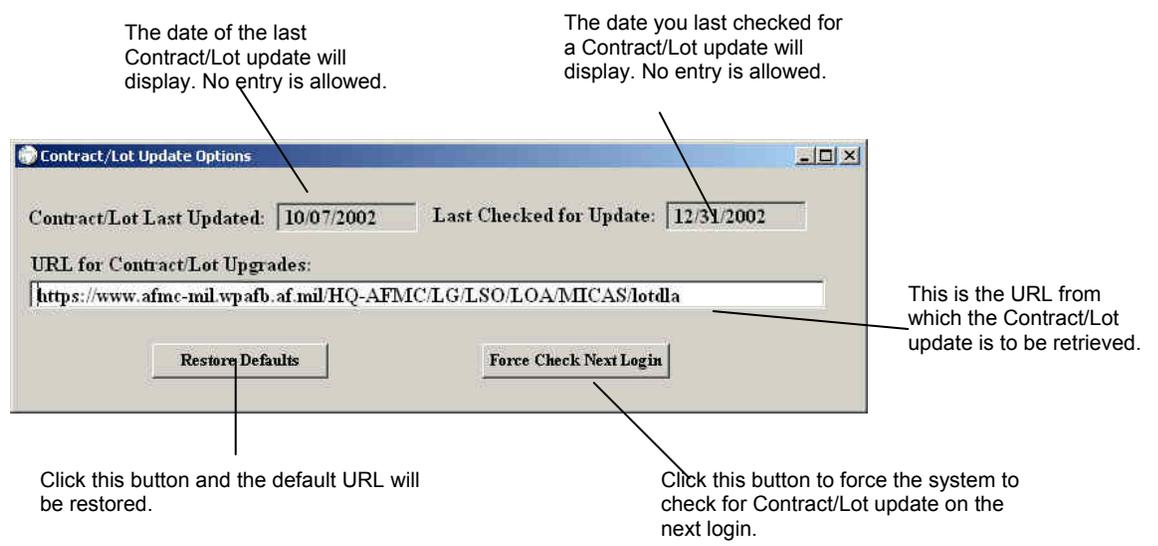
The frequency is used to control how many days pass before a password expires and the user is forced to change it. The minimum is 2 days, maximum is 90 days.

When a password expires, the user is allowed to login a limited number of times. This is referred to as a Grace Login.

2.3 Contract/Lot Update Options

There are two options to access the Security Options:

- 1 Select Admin from the MICAS main menu.
 - 2 Select *Contract/Lot Update Options*.
- OR -
- Click the  toolbar icon.



The date of the last Contract/Lot update will display. No entry is allowed.

The date you last checked for a Contract/Lot update will display. No entry is allowed.

Contract/Lot Last Updated: 10/07/2002 Last Checked for Update: 12/31/2002

URL for Contract/Lot Upgrades:
https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/LOA/MICAS/lotdla

Restore Defaults Force Check Next Login

Click this button and the default URL will be restored.

Click this button to force the system to check for Contract/Lot update on the next login.

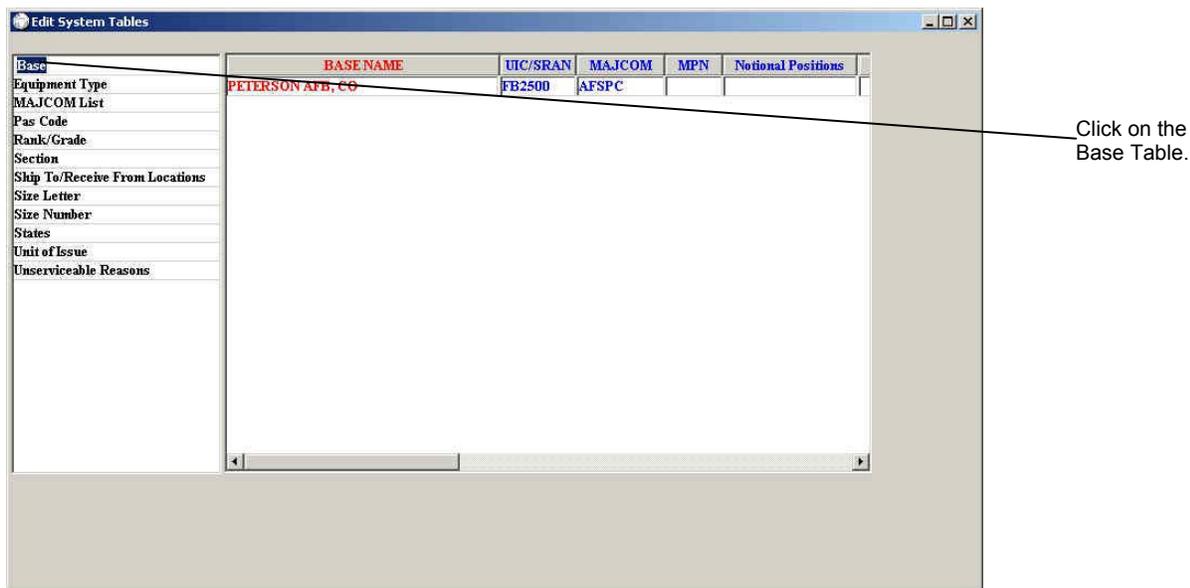
This is the URL from which the Contract/Lot update is to be retrieved.

2.4 Base

There are two options to access the Base data:

- | | | |
|---|---------------|--|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | <p>- OR -</p> | <p>Click the  toolbar icon.</p> |
|---|---------------|--|

The following screen will display:



2.4.1 Adding a New Base

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the base.

2.4.2 Removing a Base

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



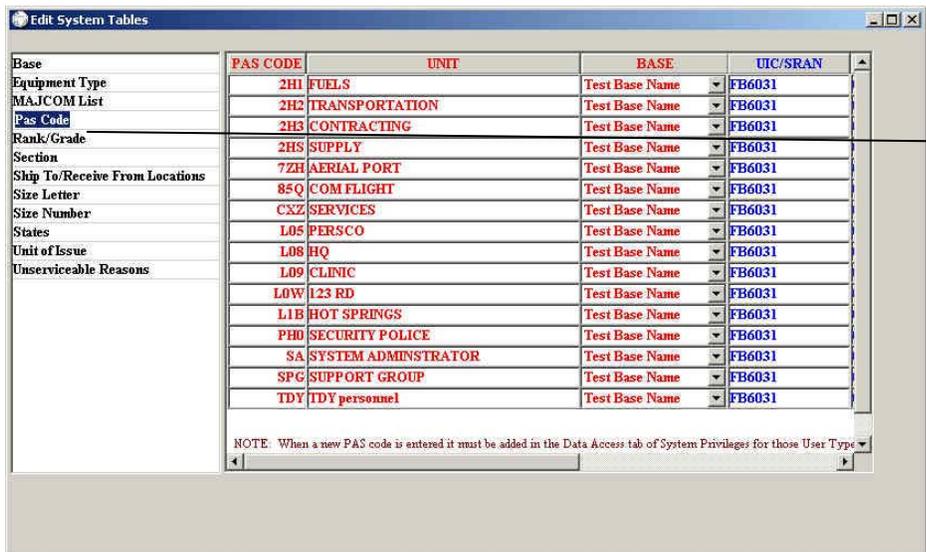
NOTE: A Base cannot be removed if it is referenced anywhere in the database (such as PAS Code list).

2.5 PAS Codes

There are two options to access the PAS Code data:

<ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. 	<p>- OR -</p>	<p>Click the  toolbar icon.</p>
---	---------------	--

The following screen will display:



	PAS CODE	UNIT	BASE	UIC/SRAN
Equipment Type	2H1	FUELS	Test Base Name	FB6031
MAJCOM List	2H2	TRANSPORTATION	Test Base Name	FB6031
Pas Code	2H3	CONTRACTING	Test Base Name	FB6031
Rank/Grade	2HS	SUPPLY	Test Base Name	FB6031
Section	7ZH	AERIAL PORT	Test Base Name	FB6031
Ship To/Receive From Locations	85Q	COM FLIGHT	Test Base Name	FB6031
Size Letter	CXZ	SERVICES	Test Base Name	FB6031
Size Number	L05	PERSCO	Test Base Name	FB6031
States	L08	HQ	Test Base Name	FB6031
Unit of Issue	L09	CLINIC	Test Base Name	FB6031
Unserviceable Reasons	L0W	123 RD	Test Base Name	FB6031
	LIB	HOT SPRINGS	Test Base Name	FB6031
	PH0	SECURITY POLICE	Test Base Name	FB6031
	SA	SYSTEM ADMINSTRATOR	Test Base Name	FB6031
	SPG	SUPPORT GROUP	Test Base Name	FB6031
	IDY	IDY personnel	Test Base Name	FB6031

Click on the PAS Code Table.

2.5.1 Adding a New PAS Code

Click the  icon in the lower toolbar.

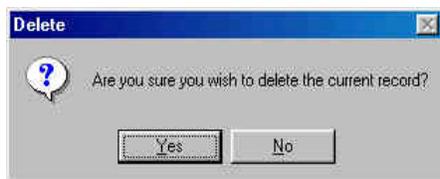
When this is done, a new line will be created for entry of the data.

For each PAS, enter the Unit Name and Base. Optional entries include the UIC/SRAN and Default Issue Menu. The Default Issue Menu is only entered if your site issues assets using a menu.

When you define a PAS code, it is automatically assigned the default section "ALL".

2.5.2 Removing a PAS Code

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



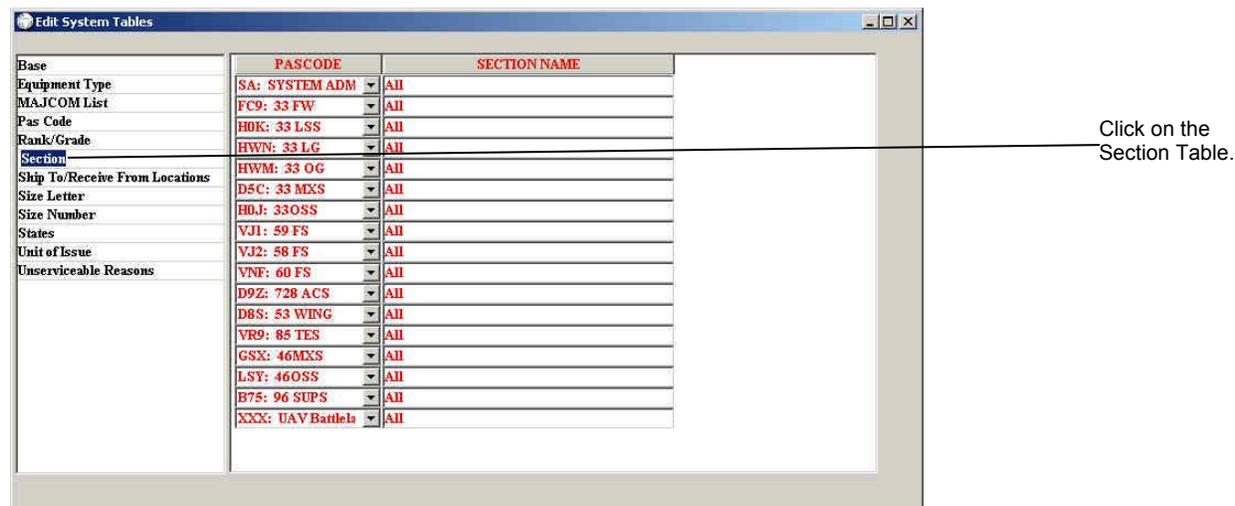
NOTE: A PAS Code cannot be removed if it is referenced anywhere in the database (such as in Personnel, System Privileges, Locations. Kits. Stock. etc).

2.6 Sections

There are two options to access the Section data:

- | | | |
|---|---------------|--|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | <p>- OR -</p> | <p>Click the  toolbar icon.</p> |
|---|---------------|--|

The following screen will display:



2.6.1 Adding a New Section

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data. Select the PAS code for which you want to define the section, then type in the Section Name.

In System Tables, all PAS codes are initially defined with one section named "ALL". If you wish to create additional sections for a PAS code, it is recommended to remove the one named "ALL". System Privileges treats "ALL" as a blank (the equivalent of no section), not a true grouping of the other sections for a PAS code.

2.6.2 Removing a Section

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

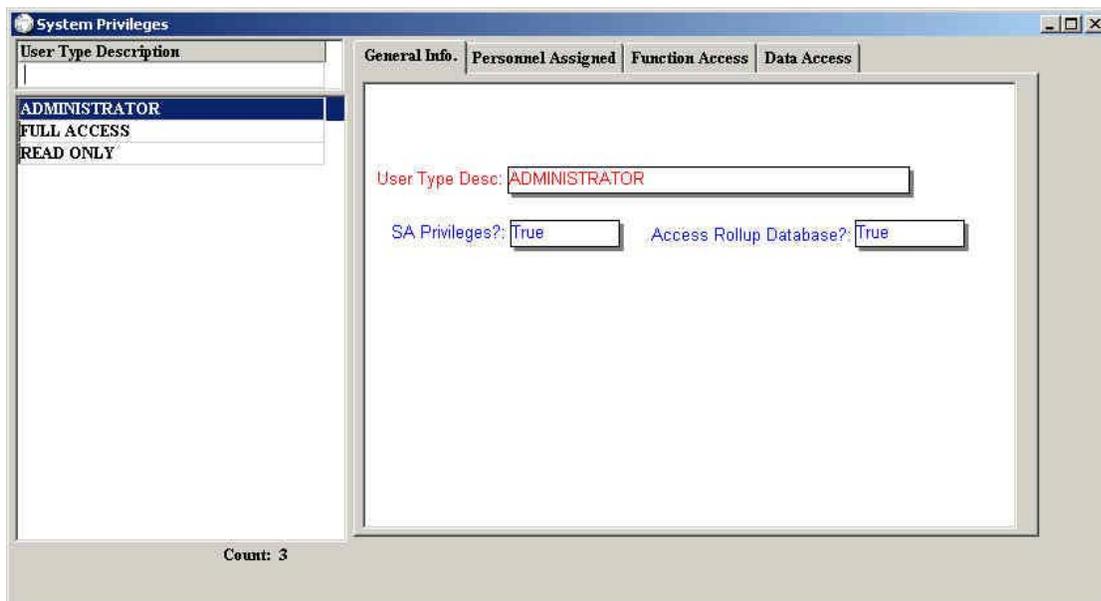
NOTE A Section cannot be removed if it is referenced anywhere in the database (such as in Kits, Locations, Personnel, Stock, etc)

2.7 System Privileges

There are two options to access the System Privileges data:

- 1 Select Adm from the MICAS main menu.
 - 2 Select System Privileges.
- OR -
- Click the  toolbar icon.

The following screen will display:



2.7.1 General Info Tab

This tab is used to define the privilege.

The screenshot shows a window with four tabs: 'General Info.', 'Personnel Assigned', 'Function Access', and 'Data Access'. The 'General Info.' tab is active. It contains three input fields: 'User Type Desc:' with the text 'ADMINISTRATOR', 'SA Privileges?:' with a checked checkbox, and 'Access Rollup Database?:' with a checked checkbox.

Enter the name of the system privilege.

Indicate if this group of users should have access to the Rollup Database.

Indicate if this group of users should have SA Privileges.

If Yes, users of this type will be able to access the Server Utilities, assign user logins, remove user logins, etc.

If No, users of this type will not have access to those administrative functions.

2.7.2 Personnel Assigned Tab

This tab is used to list those users given this privilege.

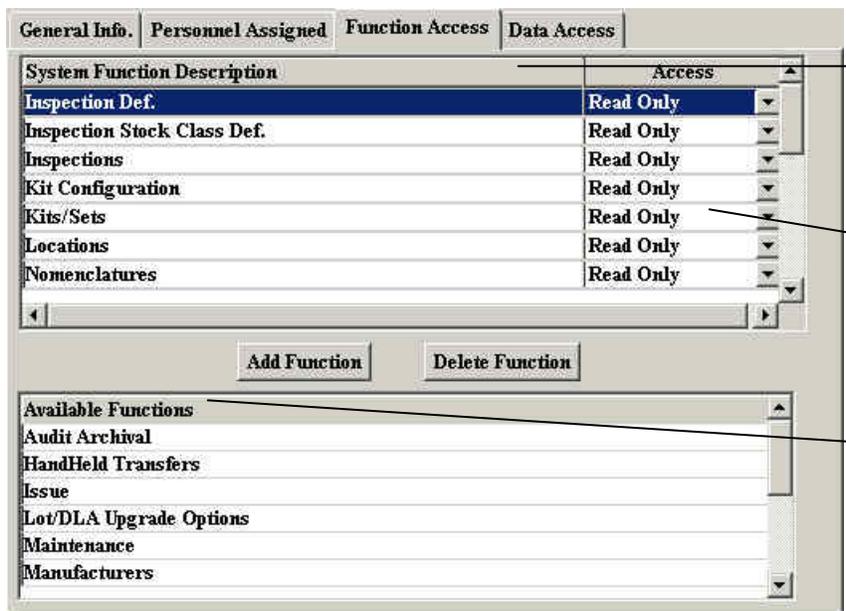
The screenshot shows the same window with the 'Personnel Assigned' tab active. It displays a table with the following data:

USER ID	NAME	LOGIN TO MICAS?
C175348	CALDWELL, GREG .	True
C829145	CRAGG, RANDALL .	True
R514809	ROCHESTER, KARI B	False

NOTE: Users cannot be assigned to this group at this time; the only place where this is allowed is through the Personnel screen.

2.7.3 Function Access Tab

This tab is used to define the functions the User Type can access.



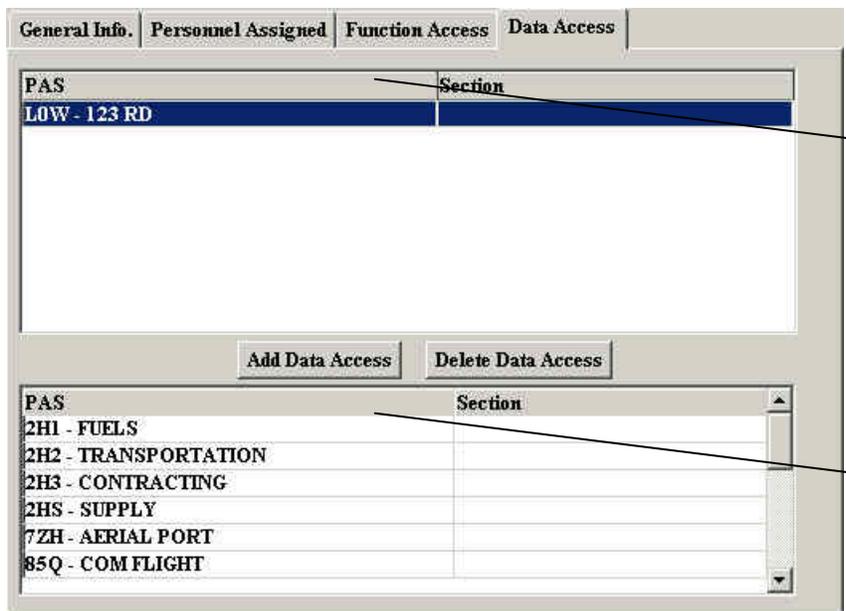
The functions to which access has been defined will appear in the System Function Description box.

The type of access will display for each function

The functions for which NO access has been defined will appear in the Available Function box.

2.7.4 Data Access Tab

This tab is used to define the data the User Type can access.



The PAS Code and Section combinations to which access has been given will appear in the top box.

The PAS Codes and Section combinations for which NO access has been defined will appear in the bottom section.

2.7.5 Adding New Privileges

Click the  icon in the lower toolbar.

Notice that the only tab enabled is the General info tab. All others are disabled until after the new group is saved.

Enter a unique User Type name

Indicate whether or not this group should have administrator privileges.

Click the Save  icon. When saved, access to the other tabs is enabled. Click the Function Access tab.

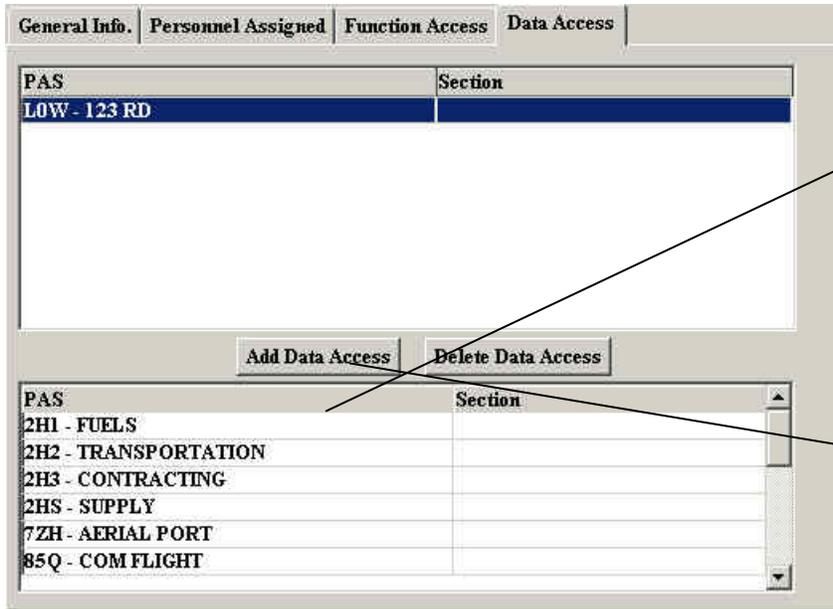
System Function Description	Access
Inspection Def.	Read Only
Inspection Stock Class Def.	Read Only
Inspections	Read Only
Kit Configuration	Read Only
Kits/Sets	Read Only
Locations	Read Only
Nomenclatures	Read Only

Highlight the Function to which access will be given.

Click the <Add> Button.

The entry will be added into the System Function Description box. Click on the arrow to the right of the Access column to define which access will be granted.

When finished indicating the Function Access, select the Data Access tab.



Highlight the PAS and Section combination to which access will be given.

Click the <Add> Button.

2.7.6 Removing Privilege

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

 **NOTE: A User Type cannot be removed if it is referenced anywhere in the Personnel data.**

2.8 Size Letter

There are two options to access the Size Letter:

<ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. 	- OR -	Click the  toolbar icon.
---	--------	---

The following screen will display:

	SIZE GROUP	SIZE LENGTH	LETTER SIZE NAME
Base			
Equipment Type			REG
MAJCOM List			XXLRG
Pas Code			XXSML
Rank/Grade			XXSML
Section			XXSML
Ship To/Receive From Locations	LRG		LARGE
Size Letter	LRG	LONG	LG/LN
Size Number	LRG	REGULAR	LG/RG
States	LRG	SHORT	LG/SH
Unit of Issue	LRG		LONG
Unserviceable Reasons	MED		MD/LG
	MED	LONG	MD/LN
	MED	REGULAR	MD/RG
	MED	SHORT	MD/SH
	MED		MED
	SML		SHORT
	SML	LONG	SM/LN
	SML		SM/MD

Click on the Size Letter Table.

2.8.1 Adding New Size Letter

Click the icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.8.2 Removing Size Letter

Click the icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

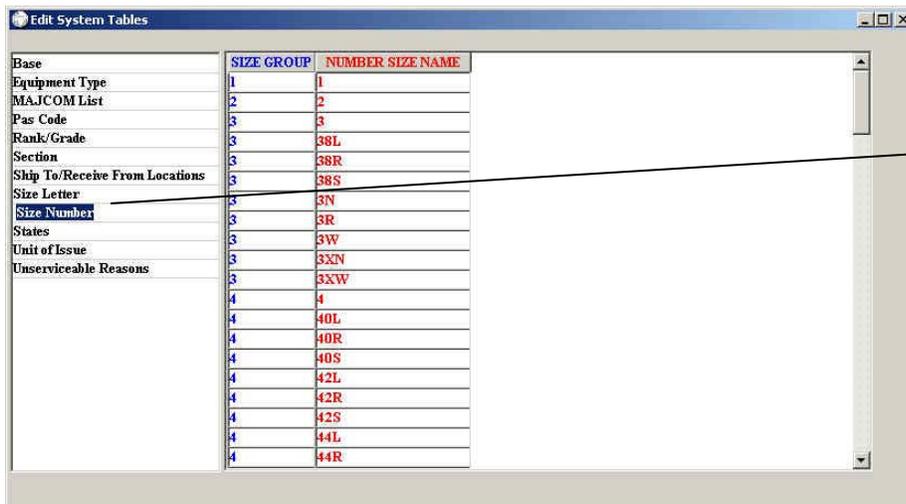
NOTE: A Size Letter cannot be removed if it is referenced anywhere in the database (such as in Nomenclature, Kits, Personnel, etc)

2.9 Size Number

There are two options to access the Size Number data:

- | | | |
|---|---------------|--|
| <ol style="list-style-type: none"> 1 Select <u>A</u> <i>Admin</i> from the MICAS main menu. 2 Select <i>S</i>ystem <u>T</u>ables. | <p>- OR -</p> | <p>Click the  toolbar icon.</p> |
|---|---------------|--|

The following screen will display:



Click on the Size Number Table.

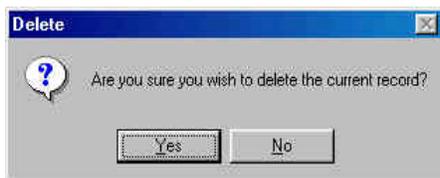
2.9.1 Adding New Size Number

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.9.2 Removing Size Number

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

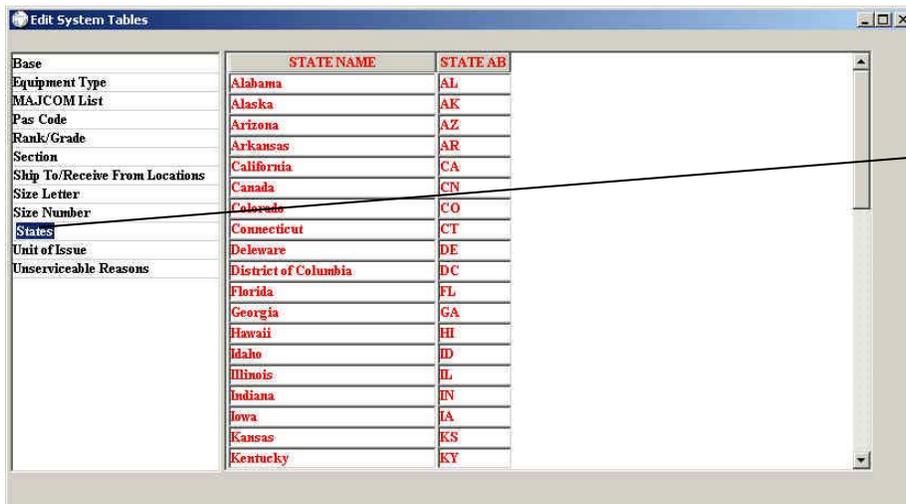
 **NOTE: A Size Number cannot be removed if it is referenced anywhere in the database (such as in Nomenclature, Kits, Personnel, etc)**

2.10 State

There are two options to access the State data:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



Click on the State Table.

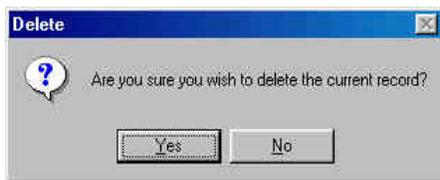
2.10.1 Adding a New State

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.10.2 Removing a State

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

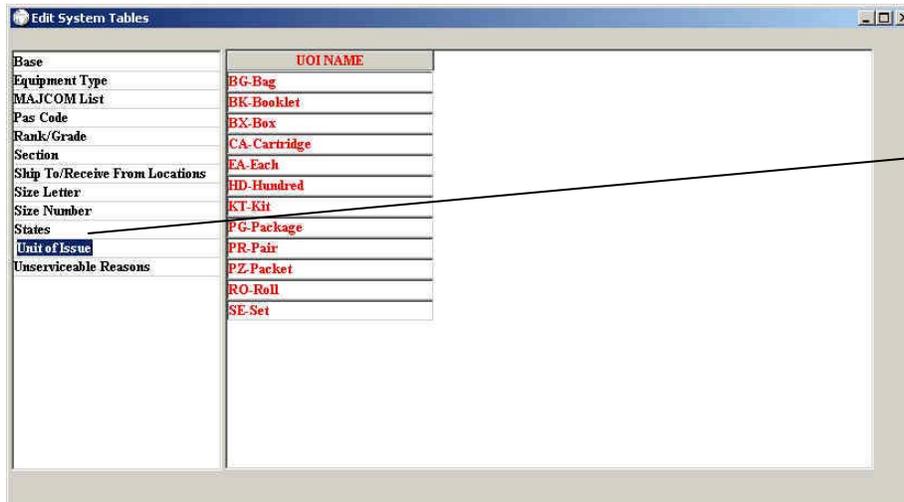
 **NOTE: A State cannot be removed if it is referenced anywhere in the database (such as in Personnel, etc).**

2.11 Unit of Issue

There are two options to access the Unit of Issue data:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



Click on the Unit of Issue Table.

2.11.1 Adding a New Unit of Issue

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.11.2 Removing a Unit of Issue

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



NOTE: A Unit of Issue cannot be removed if it is referenced anywhere in the database (such as in Nomenclatures, etc)

2.12 MAJCOM List

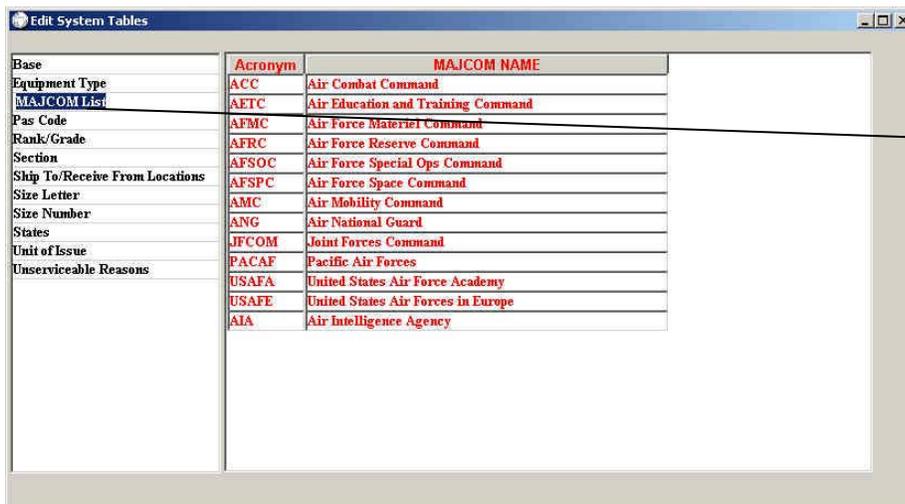
There are two options to access MAJCOM data:

- 1 Select Aadmin from the MICAS main menu.
- 2 Select System Tables.

- OR -

Click the  toolbar icon.

The following screen will display:



	Acronym	MAJCOM NAME
Base	ACC	Air Combat Command
Equipment Type	AETC	Air Education and Training Command
MAJCOM List	AFMC	Air Force Materiel Command
Pas Code	AFRC	Air Force Reserve Command
Rank/Grade	AFSOC	Air Force Special Ops Command
Section	AFSPC	Air Force Space Command
Ship To/Receive From Locations	AMC	Air Mobility Command
Size Letter	ANG	Air National Guard
Size Number	JFCOM	Joint Forces Command
States	PACAF	Pacific Air Forces
Unit of Issue	USAFA	United States Air Force Academy
Unserviceable Reasons	USAFE	United States Air Forces in Europe
	AIA	Air Intelligence Agency

Click on the MAJCOM Table.

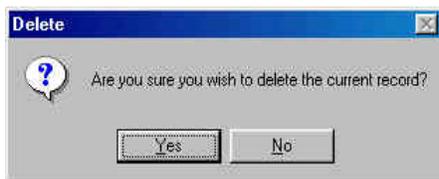
2.12.1 Adding a New MAJCOM

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.12.2 Removing a MAJCOM

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

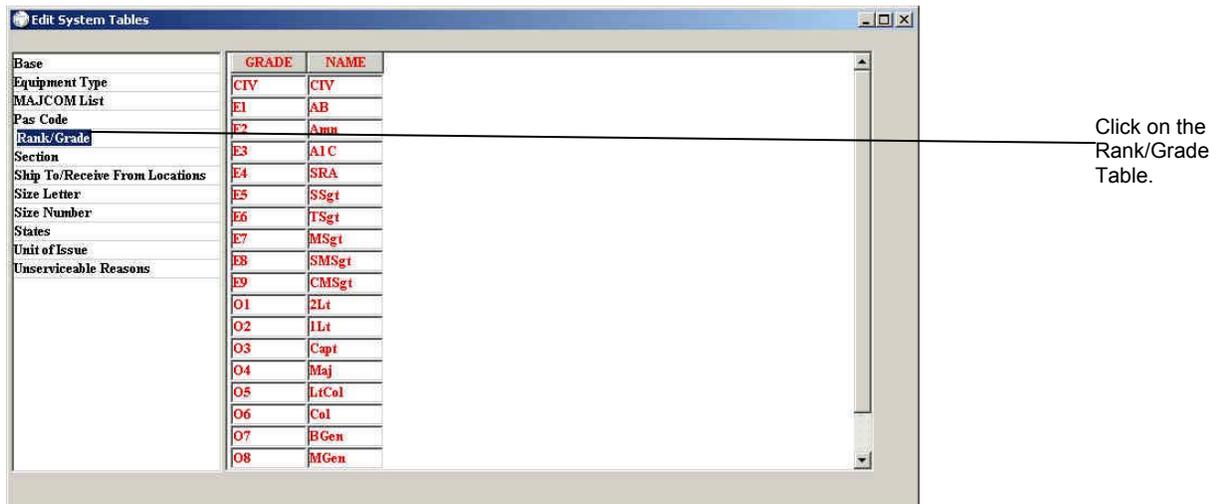
 **NOTE: A MAJCOM cannot be removed if it is referenced anywhere in the database (such as in Base etc)**

2.13 Rank/Grade

There are two options to access the Rank/Grade data:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



	GRADE	NAME
Base		
Equipment Type	CIV	CIV
MAJCOM List	E1	AB
Pas Code	E2	Ann
Rank/Grade	E3	A1 C
Section	E4	SRA
Ship To/Receive From Locations	E5	SSgt
Size Letter	E6	TSgt
Size Number	E7	MSgt
States	E8	SMSgt
Unit of Issue	E9	CMSgt
Unserviceable Reasons	O1	2Lt
	O2	1Lt
	O3	Capt
	O4	Maj
	O5	LtCol
	O6	Col
	O7	BGen
	O8	MGen

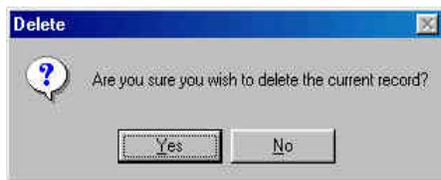
2.13.1 Adding a New Rank/Grade

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.13.2 Removing a Rank/Grade

Click the  icon in the lower toolbar.



After clicking the Delete, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

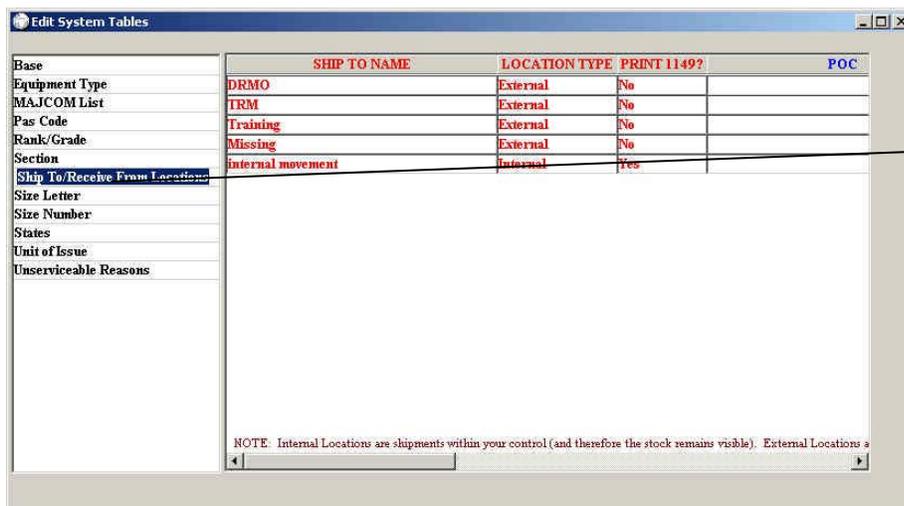
 **NOTE: A Rank/Grade cannot be removed if it is referenced anywhere in the database (such as in Personnel etc)**

2.14 Ship To/Receive From Locations

To access the Ship To/Receive From locations, you have two options:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



Click on the Ship To/Receive From Table.

2.14.1 Adding a New Ship To/Receive From Location

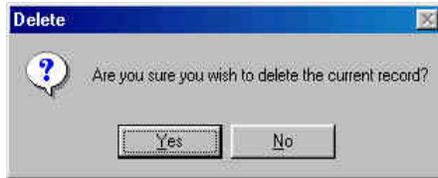
Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

 **NOTE:** Assets shipped to external locations (such as DRMO or TRM) are considered out of MICAS control once shipped and therefore will be removed from the system. Assets shipped to internal locations (such as to another warehouse on your base) are considered still in MICAS control even when shipped so will remain in MICAS with a location indicating that the asset is being shipped.

2.14.2 Removing a Ship To/Receive From Location

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



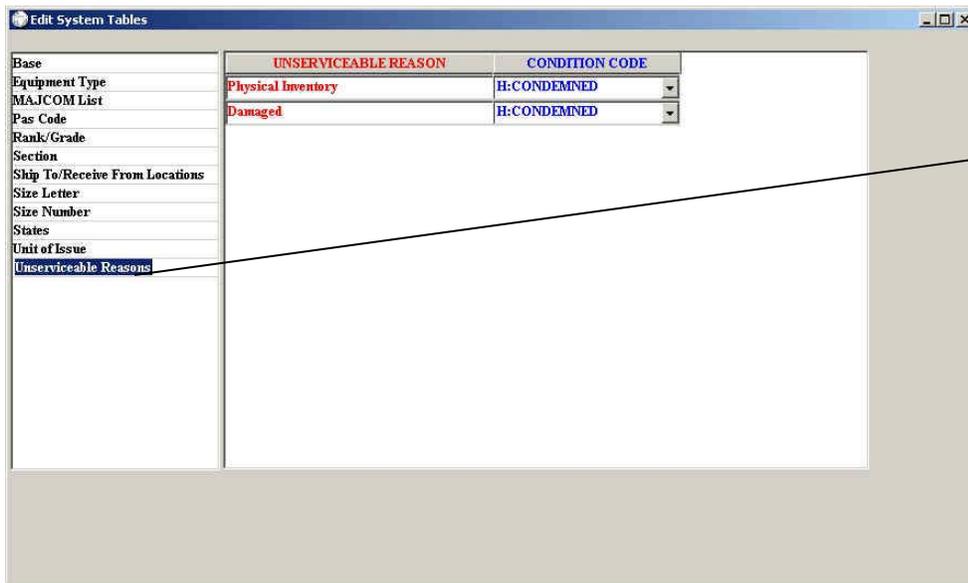
NOTE: A Ship To/Receive From Location cannot be removed if it is referenced anywhere in the database (such as in Shipments)

2.15 Unserviceable Reasons

To access the Unserviceable Reasons, you have two options:

- | | | |
|---|---------------|--|
| <ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. | <p>- OR -</p> | <p>Click the  toolbar icon.</p> |
|---|---------------|--|

The following screen will display:



Click on the Unserviceable Reasons Table.

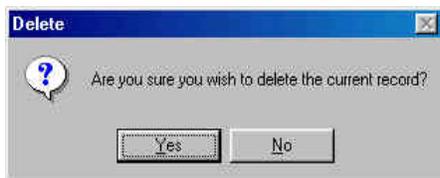
2.15.1 Adding a New Unserviceable Reason

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

2.15.2 Removing an Unserviceable Reason

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

 **NOTE: An Unserviceable Reason cannot be removed if it is referenced anywhere in the database (such as in Stock)**

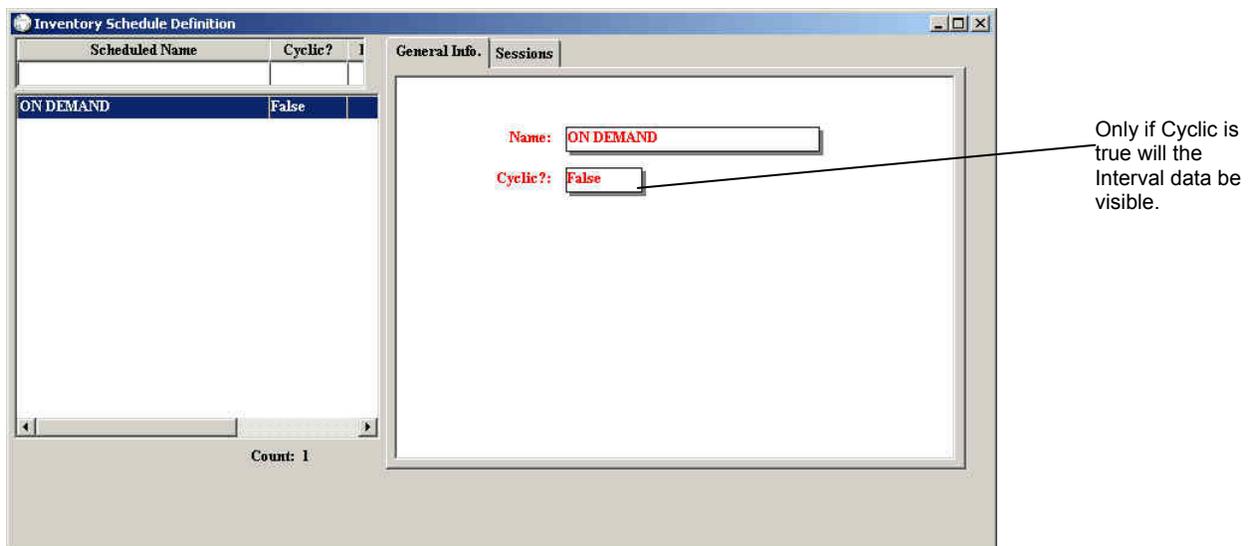
2.16 Inventory Schedules

Inventory schedules are used when defining Physical Inventory sessions to indicate the schedule of the inventory. For example, you may have requirement for a wall-to-wall inventory or a requirement for a monthly inventory of a single location. This is where you define the types of schedules.

To access the Inventory Schedules, you have two options:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <i>Inventory</i> from the MICAS main menu. 2 Select <i>Physical Inventory</i> from the MICAS Inventory menu. 3 Select <i>Inventory Schedule</i>. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



2.16.1 Adding a New Inventory Schedule

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

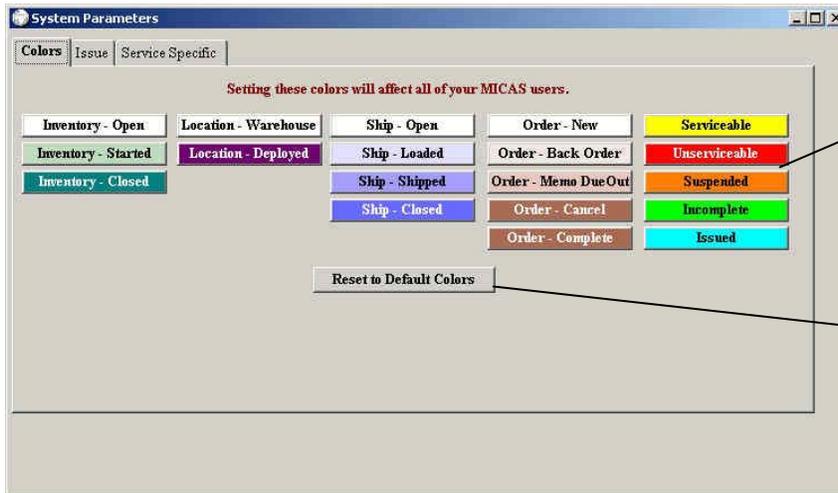
2.16.2 Removing an Inventory Schedule

Click the  icon in the lower toolbar.

2.17 System Parameters

The System Parameters function sets values that affect all users in the MICAS system.

2.17.1 Setting System Colors



You have the ability to configure all colors used in MICAS to indicate status. To change any of these colors, click the color button and the *Color Selection* function will appear.

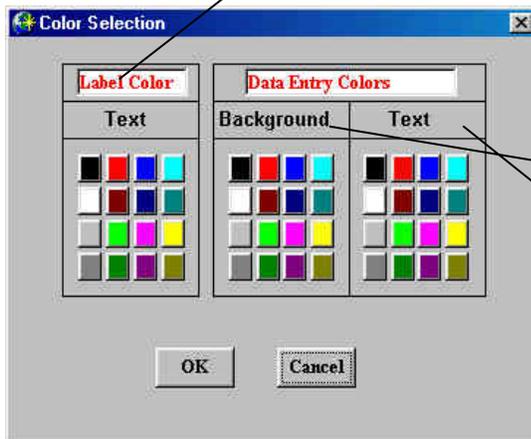
Press this button to reset all colors back to the originally designed color.

2.17.1.1 Background/Foreground Color Selection

Pressing the Change button next to either the *Required Column* or *Optional Column* in the Colors tab will pop up the following screen:

Changing the *Label Color*: The label is the text you see on the screen that identifies a data field.

To change the label color, click one of the color buttons. When this is done you will notice the color of the words 'Label Color' will be changed to the color you selected.



Changing the *Data Entry Colors*: This will affect the color of fields where you type in data.

You have two choices for these types of fields:

Background: The background color is the part of the entry field that is not words. In this example the background color is white.

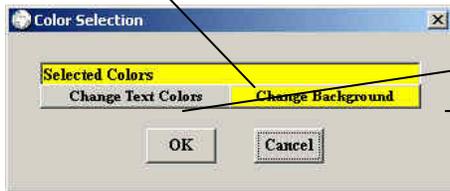
Text: The text color is the part of the entry field that is words. In this example the text color is red.

To change either of these colors, click one of the color buttons. When this is done you will notice the color of the 'Data Entry Colors' will be changed to the color you selected.

2.17.1.2 Color Selection

Pressing any of the color buttons in the Colors tab will pop up the following screen:

An example of how the fields will appear is shown.



Click the Change Text Colors button to change the color of the words.

Click the Change Background button to change the color of the space around the words.

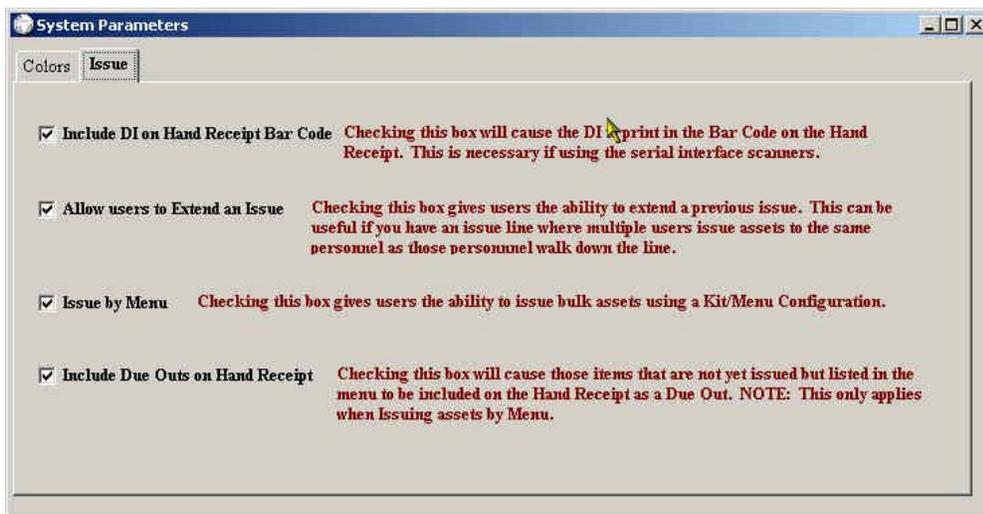
When either of these buttons is pressed the Windows color selector will appear.



Click the color desired and click the <OK> button. When this is done, the Windows color selector will disappear and the Color Selection box will be updated with the selected color.

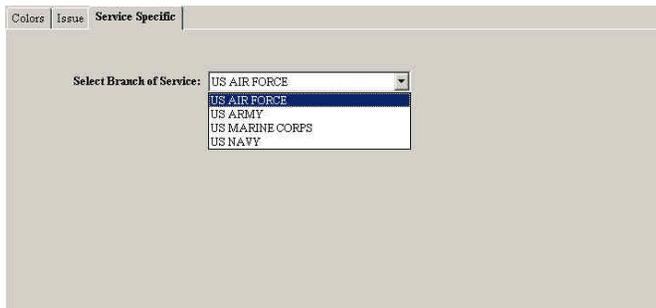
2.17.2 Setting Issue Preferences

There are several options you can set for the way you do issuing. Each of the options is explained on the screen.



2.17.3 Setting Service Specific Parameters

This parameter is set automatically for the pre-packaged Air Force and Army installations. If it is set incorrectly, select the appropriate branch of service from the dropdown menu



3.0 Administration Maintenance

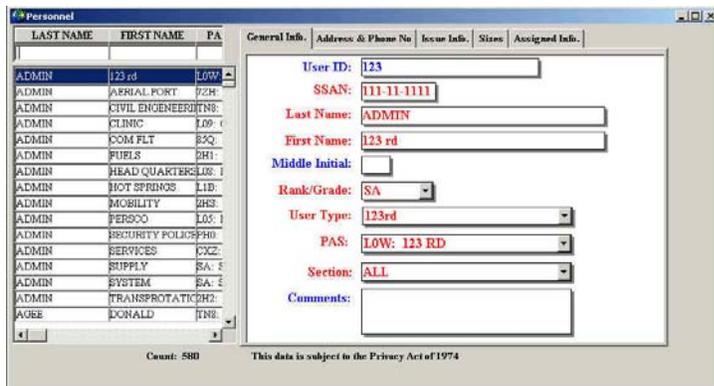
3.1 Personnel

The administrative Personnel functions allow for the loading of personnel, assigning of logins and locking and unlocking of accounts. Assigning of log-ins and locking and unlocking of user accounts require that you be logged into MICAS as a user with System Administrator privileges (see Section 2.7 System Privileges in this document).

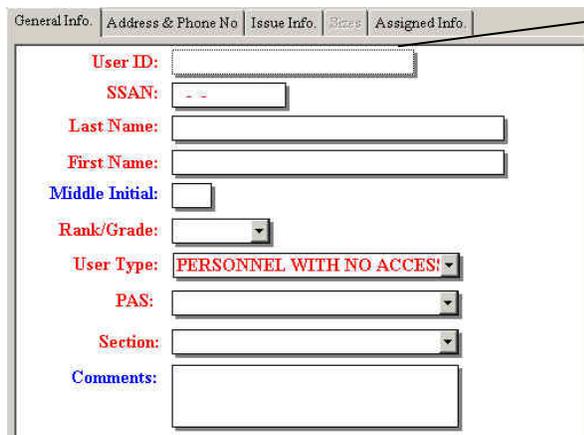
There are two options to access the Personnel data:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>I</u>tems from the MICAS main menu. 2 Select <u>P</u>ersonnel. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



3.1.1 Loading New Personnel



Upon entry, the user ID field will be blank.

If you do not assign a user ID, MICAS will assign one when the user's personnel data is saved.

You may assign your own user ID. This ID must be unique. In other words, no two people can have the same user ID. A commonly used format is first initial of the last name and the last six digits of the social security number.

It is recommended that this ID be known by the individual. For individuals accessing and maintaining MICAS, it is used to log on to the system. For customers, it is one way of processing an issue to that individual.

3.1.1.1 Mandatory Fields



User ID:	C987654
SSAN:	123-45-6789
Last Name:	LAST NAME
First Name:	FIRST NAME
Middle Initial:	
Rank/Grade:	2LT
User Type:	
PAS:	123rd
Section:	223rd
Comments:	ADMINISTRATOR AERIAL PORT CIVIL ENGINEERING CLINIC

Mandatory fields for loading personnel are SSAN, last and first name, rank, user type, PAS and section.

The User Type defines what, if any, function and data access a user has within MICAS. Each user created within MICAS is assigned a User Type. This type determines the functions that are available to the user, as well as the data the user can access. A User Type that has no access is commonly used for users that are issued items, but do not login to MICAS. User types are created and defined in the system privileges function.

Rank, PAS and section are defined in the system tables and available through drop-down menus. If the desired choice is not available it will need to be added to the system tables.

If you attempt to add a new user and enter a User ID that matches another user, you will receive an error message. Click <OK> and choose a different user ID.



If you add a new user and enter a SSAN that is a duplicate of another user, you will receive a warning message. Click <No> to enter another SSAN. Click <Yes> to allow the duplicate entry.



3.1.1.2 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when entering Personnel data (see *Section 2.7* of the *User Manual* for the definition of bar code type):

Bar Code Type	What happens when scanned
ID Card Linear Bar Code	Fills-in the SSN.
2D Personnel	Fills-in SSN, Last Name, First Name, Middle Initial, and Rank Grade.
User ID	Scrolls the list to the entry for the User ID scanned.
Last Name	Fills-in the Last Name.
First Name	Fills-in the First Name.
DONE	Saves, just like if the  icon is pressed.
CANCEL	Cancels, just like if the  icon is pressed.
REFRESH	Refreshes the list of users.

NOTE: These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

3.1.2 Adding a Login

It is necessary to create a login for each user requiring access to MICAS. Select the desired user and click the "Add log-in" icon on the lower toolbar.



The following screen will display:

Designate a temporary password and confirm. It will be necessary for users to change this password within the first three times of accessing MICAS. Failure to do so will lock the user's account

The temporary password must meet the defined password criteria. Recommend using: MICAS1.6



NOTE: *Once a login has been added, you will not be able to change the User ID. To change a User ID for a user with a login, you must first remove the login then the User ID will become accessible.*

If this error window appears, the database server already has an entry for the login you selected.

There are two options:

- 1) *Use the existing Login for this user.* Use this option when there has been a MICAS database restore to a time prior to creating one or more users.

Selecting this option will connect the User ID you just created to the Login that already exists in the server. The password that already existed for that Login will be valid, regardless of what you typed on the Create Login screen.

- 2) *Drop the existing user and re-create.* Use when you want to replace an existing database Login with the one you just created. Use with caution!

Selecting this option will remove the “old” database Login and replace it with the current user’s information. The new password will be in effect. If you have multiple Micas databases, the new password will be in effect for all of them.

3.1.3 Removing Logins

To remove a user’s login, select the desired individual and click the “Remove Login” icon on the lower toolbar.



3.1.4 Locking User Accounts

It may be necessary to lock a user account. Locking accounts may be desired to prevent users from accessing the system.

To lock a user account, select the desired individual and click the “Lock User Account” icon on the lower toolbar.



3.1.5 Unlocking Accounts

3.1.5.1 Unlocking User Accounts

A user account may become locked out after three unsuccessful attempts to access the MICAS system. These accounts may be unlocked once the user access is verified.

Anyone with administrative privileges can unlock a user’s account, as long as they have access to the PAS code to which the user is assigned.

To unlock a user account, select the desired individual and click the “Unlock User Account” icon on the lower toolbar.



3.1.5.2 Unlocking the SA Account

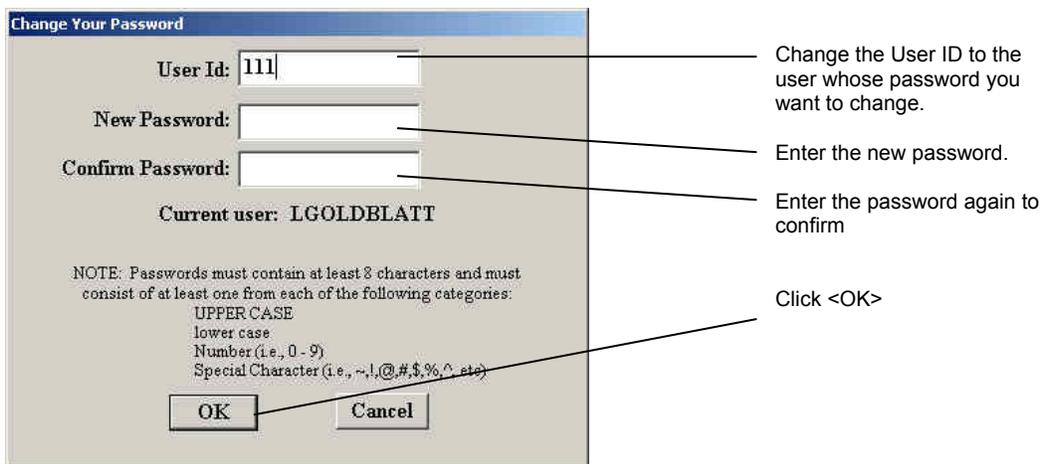
If the System Administrator Account is locked, anyone with administrative privileges can unlock it.

3.1.6 Password Maintenance

3.1.6.1 Changing Another User's Password

A MICAS administrator can change any user's login password, including the System Administrator's. See the warning below about changing the SA Password.

Click the  icon on the UPPER toolbar



You will receive a confirmation message similar to the following if the password change has been accepted.



Note: If the user's account is locked, you will have to unlock it from the Personnel function before the user can log in.

3.1.6.2 Warning about Changing the SA Password

If you followed the standard installation of MICAS and are running MSDE, this section does not apply to you.

This section only applies if you have installed tools such as Microsoft Enterprise Manager to allow you access to the database server OR if you have MICAS installed on a database server that also services other databases.

Starting with version 1.6e of MICAS, the password you assign in MICAS is not the password used to access the database server. Changing the password for the System Administrator user in MICAS will prevent you from connecting to the database server using other tools or accessing other databases serviced by that server.

Before changing your System Administrator password in MICAS versions 1.6e or after, perform the following steps:

1. In Enterprise Manager, create a new User ID and Password for the database server. This user will not be a MICAS user, but rather a database user. The new user must be given the same capabilities as the System Administrator user.
2. Change the System Administrator password in MICAS.
3. Access the database in Enterprise Manager using the new User ID. Once you've accessed the database, change the password for the System Administrator user back to the default.

NOTE: *1.6e provided you the capability to give other users System Administrator privileges. Accordingly, you should rarely (if ever) need to log into MICAS using SA.*

NOTE: *Microsoft Enterprise manager is not a required component of MICAS. The sole purpose of this section is to assist those MICAS users who have purchased the full MSSQL product.*

3.2 Locations

There are two options to access the Location data:

- 1 Select Items from the MICAS main menu.
 - 2 Select Locations.
- OR -
- Click the  toolbar icon.

A screen similar to the following will display:

3.2.1 Adding New location

Click the  icon in the lower toolbar.

When this is done, the General Info tab will be cleared for entry. The required fields are shown in red.

3.2.2 Removing a Location

Click the  icon in the lower toolbar.

After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



NOTE: A location cannot be removed if it is referenced anywhere in the database (such as in Stock, Kit, etc)

3.2.3 Printing 2D Location Asset Bar Codes

Click the  icon in the lower toolbar. When this is done, PDF417 label(s) will be produced containing a summary of all stock stored in that location.

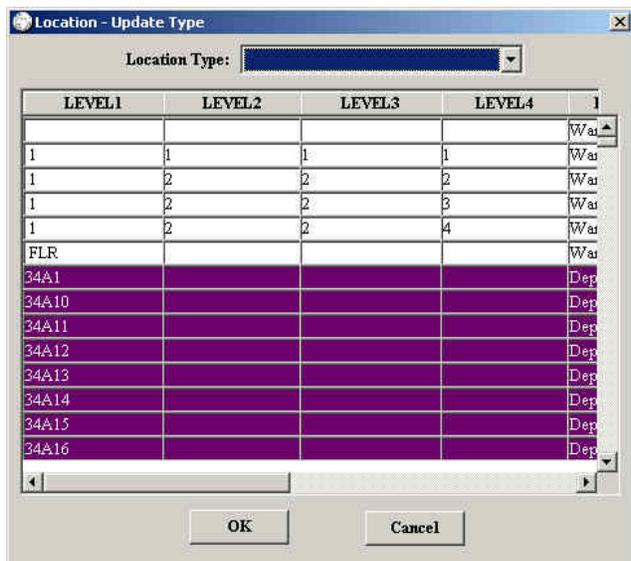
NOTE: You must have specified which printer is to print these labels in the Configuration Options (see Sections 2.1.2.2 Fixed Format Labels in this manual).

NOTE: The following table lists known printer requirements to print PDF417 2D bar codes:

Printer Type	Requirements
Intermec 3400A	PDF417 2D labels NOT SUPPORTED
Intermec 3400B	Firmware version 2.0 or higher
Intermec 4100A	PDF417 2D labels NOT SUPPORTED
Intermec 4100B	Expanded memory version firmware 2.7 or later and expanded RAM in the unit
Zebra Z4000	No know requirements, all printers work
Zebra Z4M	No know requirements, all printers work

3.2.4 Multiple Location Update Type

Click the  icon in the lower toolbar when in the location screen and the screen used to update the type of multiple locations will display.



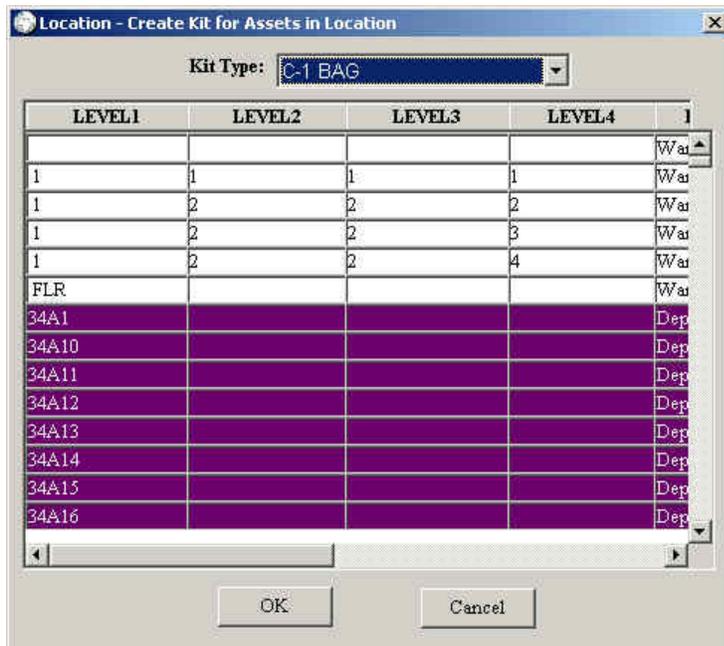
Indicate the desired *Location Type* from the drop-down located at the top of the window

Select the desired Locations from the generated list. You can select multiple sequential locations by highlighting the first location and scrolling down to the last in the sequence and clicking on it while depressing the <Shift> key. You can select multiple non-sequenced locations by depressing the <CTRL> and clicking on each desired bag.

When done, click  and the selected locations will be updated.

3.2.5 Multiple Location Kit Creation

Click the  icon in the lower toolbar when in the location screen and the screen used to bundle all assets in a location into a kit will display.



LEVEL1	LEVEL2	LEVEL3	LEVEL4	1
				Wat
1	1	1	1	Wat
1	2	2	2	Wat
1	2	2	3	Wat
1	2	2	4	Wat
FLR				Wat
34A1				Dep
34A10				Dep
34A11				Dep
34A12				Dep
34A13				Dep
34A14				Dep
34A15				Dep
34A16				Dep

Indicate the *Kit Type* to be created from the drop-down located at the top of the window

Select the desired Locations from the generated list. You can select multiple sequential locations by highlighting the first location and scrolling down to the last in the sequence and clicking on it while depressing the <Shift> key. You can select multiple non-sequenced locations by depressing the <CTRL> key and clicking on each desired bag.

When done, click  and one kit will be created for each location and all assets in the location will be included in the newly created kit.

3.2.6 Multiple Location Update Issue/Shipping/Receiving Flags

You can designate which locations are valid for issuing, receiving or shipping by using the Multiple Location update Issue Flag.

Click the  icon in the lower toolbar when in the location screen and the screen used to update the Issue from Location flag for multiple locations will display.

LEVEL1	LEVEL2	LEVEL3	LEVEL4	I
FLR				Wai
00001	00002			Wai
0001	KLE			Wai
002	kde	test		Wai
1	1	1	1	Wai
123				Wai
124				Wai
125				Wai
126				Wai
34A1				Wai
34A10				Wai
34A11				Wai
34A12				Wai
34A13				Wai

By default, all locations are defined as Issue, Receiving and Shipping Locations.

Select all locations for which you want to change the flags. You can select multiple sequential locations by highlighting the first location and scrolling down to the last in the sequence and clicking on it while depressing the <Shift> key. You can select multiple non-sequenced locations by depressing the <CTRL> and clicking on each desired bag.

Click the appropriate radio button at the top of the screen.

When done, click and the selected locations will be updated.

3.2.7 Bar Codes That May Be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner from the Locations screen (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
Location ID	Scrolls the list to the scanned location.

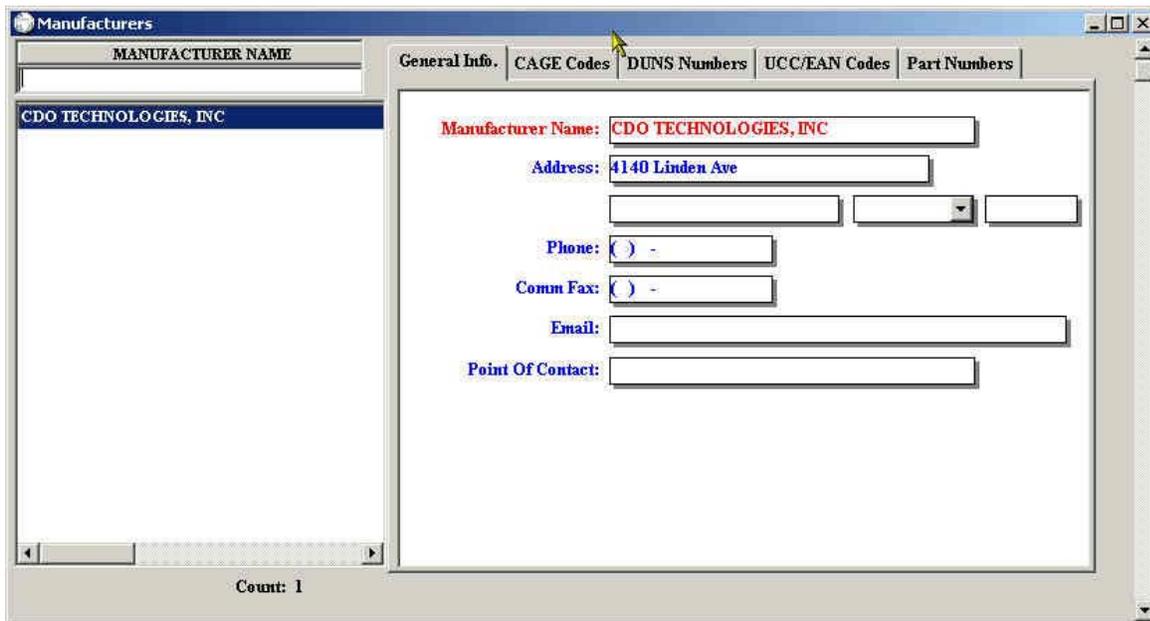
NOTE: These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

3.3 Manufacturers

There are two options to access the Manufacturer data:

- 1 Select Items from the MICAS main menu.
 - 2 Select Manufacturers.
- OR -
- Click the  toolbar icon.

A screen similar to the following will display:



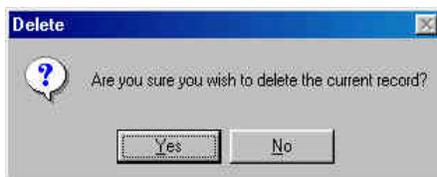
3.3.1 Adding New Manufacturer

Click the  icon in the lower toolbar.

When this is done, the data fields will be cleared for entry.

3.3.2 Removing Manufacturer

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



NOTE: A Manufacturer cannot be removed if it is referenced anywhere in the database (such as in Nomenclature, Stock, etc)

3.3.3 Adding the Manufacturer Identification Codes

As you define manufacturers, enter the identifying codes, such as Commercial and Government Entity (CAGE) Code, Dun & Bradstreet Universal Numbering System (DUNS) Code, or Uniform Code Council (UCC) / EAN International (EAN) Code.

A Manufacturer can have different identifying numbers, based on location, divisions, or other criteria. You can enter multiple identifying numbers for each. There is space to provide addresses that associate with each code, in case they differ from the main Manufacturer address.

You can add, edit, or delete entries with the buttons at the bottom of each tab.

The Cage Tab looks like this:

General Info. CAGE Codes DUNS Numbers UCC/EAN Codes Part Numbers

Primary CAGE Code for this Manufacturer: 04DZI

CAGE	ADDRESS1	ADDRESS2
04DZI		

Add CAGE Code Edit CAGE Code Delete CAGE Code

Select a primary CAGE code for this manufacturer.

If there is only one, it is the primary, by default.

The DUNS tab looks like this:

DUNS Number	ADDRESS1	ADDI
838376630		

Select a primary DUNS code for this manufacturer.
If there is only one, it is the primary, by default.

The UCC/EAN tab looks like this:

UCC/EAN	ADDRESS1	ADDI
123456		

Select a primary UCC/EAN code for this manufacturer.
If there is only one, it is the primary, by default.

3.3.4 Adding Part Number - Nomenclature Associations

It is possible to determine an asset's NSN/Nomenclature based on the combination of the Manufacturer's identifying codes and a part number. Manufacturers are increasingly marking their packaging with bar codes containing this information. This screen allows you to define those associations.

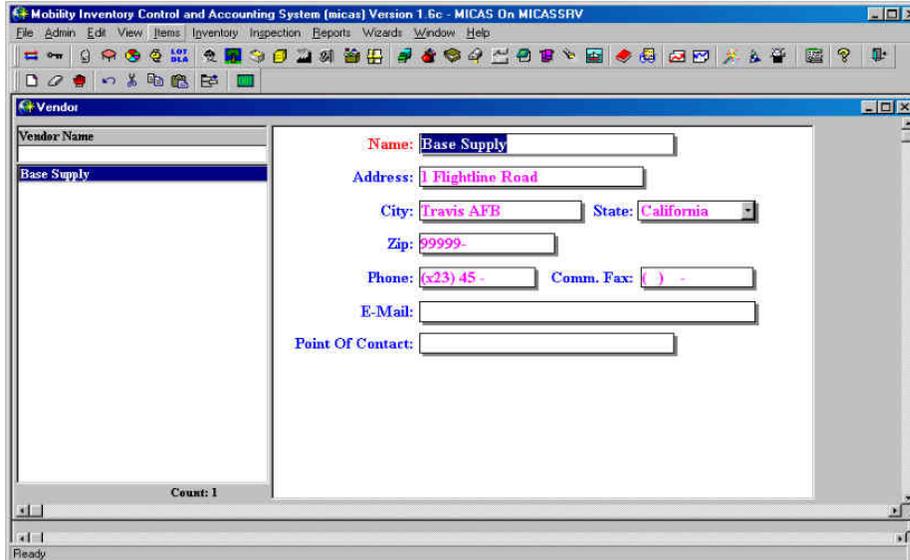
PART NUMBER		NOMENCLATURE	
MIL-C-43830		Artic Field Pack Cover	

3.4 Vendors

There are two options to access the Vendor data:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>I</u>tems from the MICAS main menu. 2 Select <u>V</u>endors. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



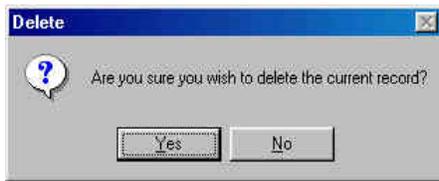
3.4.1 Adding New Vendor

Click the  icon in the lower toolbar.

When this is done, the data fields will be cleared for entry.

3.4.2 Removing Vendor

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.

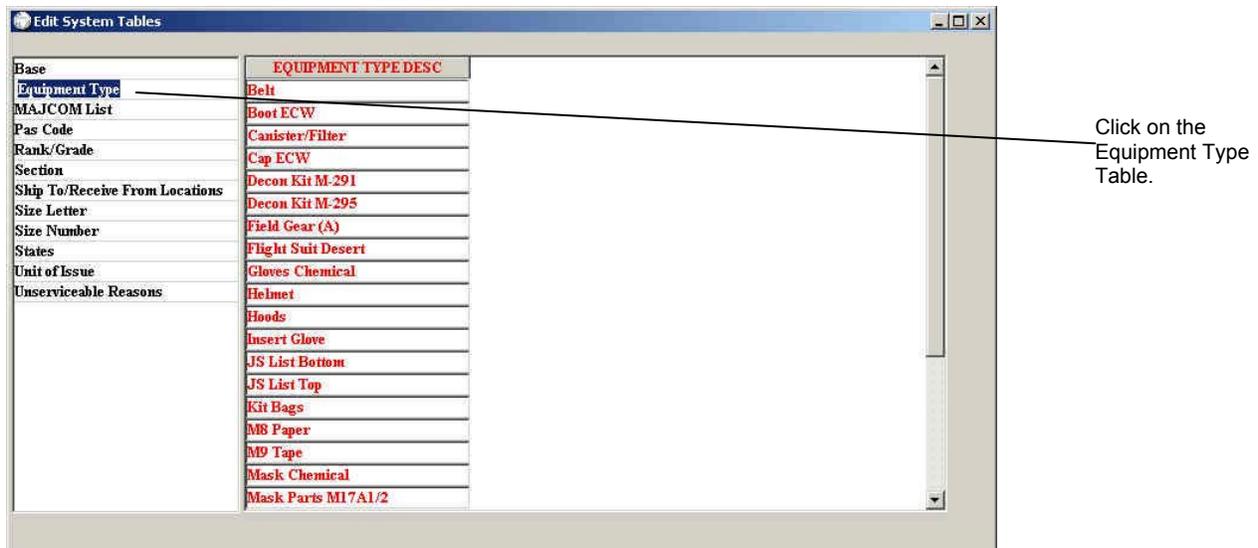
 **NOTE: A Vendor cannot be removed if it is referenced anywhere in the database.**

3.5 Equipment Type

There are two options to access the Equipment Type data:

<ol style="list-style-type: none"> 1 Select <u>A</u>dm<u>i</u>n from the MICAS main menu. 2 Select <u>S</u>ystem <u>T</u>ables. 	- OR -	Click the  toolbar icon.
---	--------	---

The following screen will display:



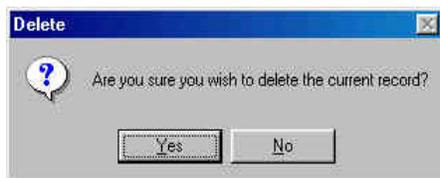
3.5.1 Adding New Equipment Type

Click the  icon in the lower toolbar.

When this is done, a new line will be created for entry of the data.

3.5.2 Removing Equipment Type

Click the  icon in the lower toolbar.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking will terminate the delete operation.

Clicking will remove the definition from the database.



NOTE: *An Equipment Type cannot be removed if it is referenced anywhere in the database (such as in Kit Configuration, Nomenclature, etc)*

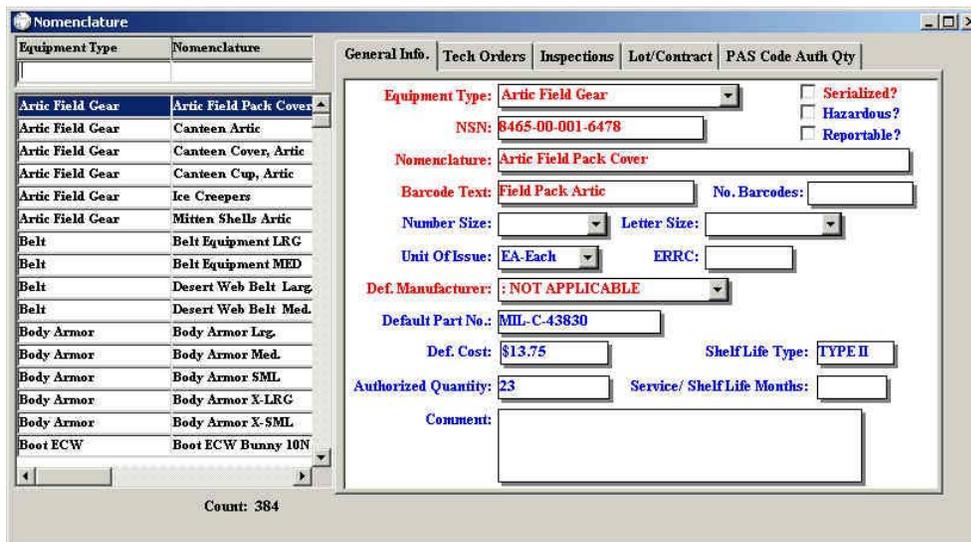
3.6 Nomenclature

This function provides the ability to load detailed information pertaining to mobility equipment assets. National Stock Number (NSN) and other unique data must be entered here before the asset can be used in any MICAS function. Many commonly used assets are already loaded.

There are two options to access the Nomenclature function:

- | | | |
|--|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>I</u>tems from the MICAS main menu. 2 Select <u>N</u>omenclature. | - OR - | Click the  toolbar icon. |
|--|--------|---|

A screen similar to the following will display:



The screenshot shows the 'Nomenclature' application window. On the left is a list of equipment types and their corresponding nomenclatures. The main area is divided into five tabs: 'General Info.', 'Tech Orders', 'Inspections', 'Lot/Contract', and 'PAS Code Auth Qty'. The 'General Info.' tab is active, displaying the following fields:

- Equipment Type: Artic Field Gear
- NSN: 8465-00-001-6478
- Nomenclature: Artic Field Pack Cover
- Barcode Text: Field Pack Artic
- Number Size: [dropdown]
- Letter Size: [dropdown]
- Unit Of Issue: EA-Each
- Def. Manufacturer: NOT APPLICABLE
- Default Part No.: MIL-C-43830
- Def. Cost: \$13.75
- Authorized Quantity: 23
- Comment: [text area]

Additional fields include 'Serialized?', 'Hazardous?', 'Reportable?', 'No. Barcodes:', 'ERRC:', and 'Shelf Life Type: TYPE II'. A 'Count: 384' is displayed at the bottom of the list.

This function is divided into 5 tabs:

- 1.) General Info
- 2.) Tech Orders
- 3.) Inspections
- 4.) Contract/Lot
- 5.) PAS Code Authorized Quantities

3.6.1 General Info

This tab contains all indicative data pertaining to a specific nomenclature (NSN). Federal supply related data (SNUD) as well as MICAS specific data such as bar code text are defined here.

It is important to be very specific with item descriptions. Many areas of MICAS refer to description only. Size and type should be specified. Example: **Glove Chemical 14 Mil Small**

Placing a check mark in any of these indicators identifies the asset for special tracking. Serialized, Hazardous and Reportable assets should be identified here.

The Shelf Life Type and Shelf/Service Life indicator are vital to ensure the proper tracking of shelf/service life assets tracked by MICAS.

The Stock type may be either Type I or Type II. The Shelf/service life are entered here in number of months.

NOTE: Changing either Shelf Life Type or Service/Shelf Life Months will trigger a possible update to your stock. When changed, all stock of this type will be reviewed and changes to Expiration date and/or Condition Code will be automatically made.

3.6.1.1 Update Stock Shelf Life

Occasionally, you may want MICAS to review Stock for the selected Nomenclature to assure the Expiration date is correct. To do this click the  icon from the lower toolbar and the following screen will appear.

Click  and MICAS will review the expiration date for each asset of this type updating the expiration date where need be.

NOTE: Normally, this option will not be needed because of the automatic update done when the nomenclature data is changed.

3.6.2 Tech Order Tab

Current technical order data and references to governing directives may be listed here.

Click to add a new entry.

Click to remove an existing entry.

3.6.3 Inspections Tab

The list of Inspections assigned to assets of this Nomenclature will list in the top box.

Highlight the Inspection in the bottom box that is to be included and click this button.

Highlight the Inspection in the top box that is to be removed and click this button.

Inspection Description	Interval	
Dishonding Inspection		
Gas Mask Fit Test	36	Month
Mask Inspection	6	Month

The list of Inspections not already assigned to assets of this Nomenclature will list in the bottom box.

3.6.4 Contract/Lot Tab

Contract numbers (DLA/SPO) or specific Lot numbers for mobility equipment assets can be listed here. Some numbers previously identified are listed in the basic database. New or not yet listed numbers may be added to these tables or you may select to have them automatically added the first time the lot or Contract is used in any MICAS receiving function.

Contract	Lot	DOE	Condition Code
DLA100-89-C-4169	6	00-0000	A:ISS W/O QUAL
DLA100-89-C-4169	7	00-0000	A:ISS W/O QUAL
DLA100-89-C-4169	8	00-0000	A:ISS W/O QUAL
DLA100-89-C-4169	9	00-0000	A:ISS W/O QUAL
DLA100-89-C-4170		00-0000	H:CONDEMNED
DLA100-90-C-4032		00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	1	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	10	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	11	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	12	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	13	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	14	00-0000	A:ISS W/O QUAL
DLA100-90-C-4032	15	00-0000	A:ISS W/O QUAL

Expiration dates unique to a specific lot or contract should be identified here. Entering an expiration date in this list will override shelf/service life data listed on the *Details* tab.

You may define the Contract/Lot combination one time for this Nomenclature then copy that definition to all NSN's in the same Equipment Type. Press this button to begin the copy.

To add a new Contract/Lot combination click the Add button and the edit box will appear.

To edit an existing row, highlight the row and click the Edit button. You may also double-click the row. When either of these is done the edit box will appear.

To delete a row, highlight the row and click the Delete button.

3.6.4.1 Adding or Editing Contract/Lot

The following screen will appear when either the *<Add Contract/Lot>* or *<Edit Contract/Lot>* button is clicked.

Edit Lot/Contract

Nomenclature:

Contract:

Lot:

Condition Code: Item Status:

DOE:

Comments:

The Condition of specific Contract/Lot combinations should be identified here.

Serviceability for specific Contract/Lot combinations is determined based on the Condition Code entered. No entry to Item Status is allowed.

Do not enter special characters in the lot or contact number fields. The contract number mask will format the number with the proper dashes.

For contract numbers, use the 13-position contract numbers in the format "XXXXXX-YY-T-####", where "XXXXXX" is the 6-position issuing office, "YY" is a 2-position year, "T" is the contract type and "####" is a sequence number. The 4-position order number, if it exists, is not entered.

3.6.4.2 Copying Contract/Lot for NSN

The following message will appear when the *Copy for NSN* button is clicked:



Click and all other Nomenclatures under the Equipment Type will be updated with this Contract/Lot combination.

3.6.5 PAS Code Authorized Quantities

Authorized quantities must be indicated for each PAS Code and each type of asset that you wish to have authorized vs. on hand (or on-station) reporting reflected. This is especially critical on CWDE assets that require MAJCOM and congressional reporting.

Pas Code	Quantity
2H1:FUELS	0
2H2:TRANSPORTATION	0
2H3:CONTRACTING	0
2HS:SUPPLY	0
7ZH:AERIAL PORT	0
85Q:COM FLIGHT	0
CXZ:SERVICES	0
L05:PERSCO	0
L08:HQ	0
L09:CLINIC	0
L0W:123 RD	0
LIB:HOT SPRINGS	0
PH0:SECURITY POLICE	0
SA:SYSTEM ADMINSTRATOR	1022
SPG:SUPPORT GROUP	0
TDY:TDY personnel	0

PAS Codes with a white background are ones for which you have Data Access. You may enter authorizations for these PAS Codes.

PAS Codes with a gray background are ones for which you do not have Data Access and therefore may not update.

All PAS Codes assigned in the system will display. You may only edit those to which you have been given access

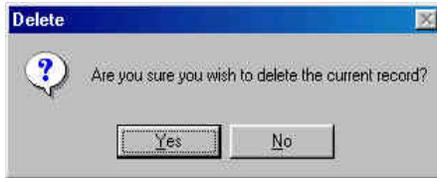
3.6.6 Adding a New Nomenclature

Click the  icon in the lower toolbar when in the Nomenclature screen to add a new nomenclature.

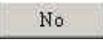
When this is done, the Details tab will be displayed and cleared for entry.

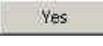
3.6.7 Removing a Nomenclature

Click the  icon in the lower toolbar when in the Nomenclature screen to remove the nomenclature.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking  will terminate the delete operation.

Clicking  will remove the definition from the database.



NOTE: Nomenclatures cannot be removed if there are any assets of this type in the database.

3.6.8 Bar Codes That May Be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Nomenclature screen (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
NSN	Scrolls the list to the scanned NSN.
DONE	Saves, just like if the  icon is clicked.
CANCEL	Cancels, just like if the  icon is clicked.

NOTE: *These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.*

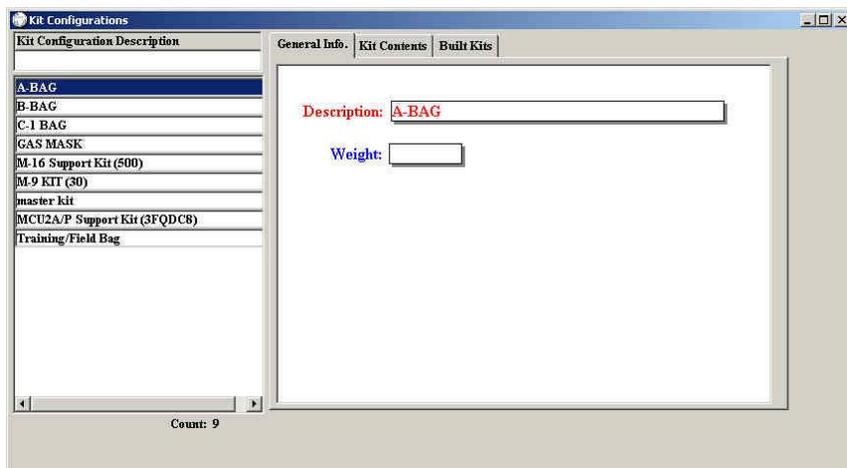
3.7 Kit Configuration

This function allows you to create a configuration or template to be used to build mobility bags or kits. To accomplish this, you must define the type and quantity of assets required for your mobility bags or Kits. Standard mobility bags commonly used are included in the basic MICAS database. These configurations or templates may be modified or deleted to conform to local directives.

There are two options to access the Nomenclature function:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>I</u>tems from the MICAS main menu. 2 Select <u>K</u>it Configuration. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



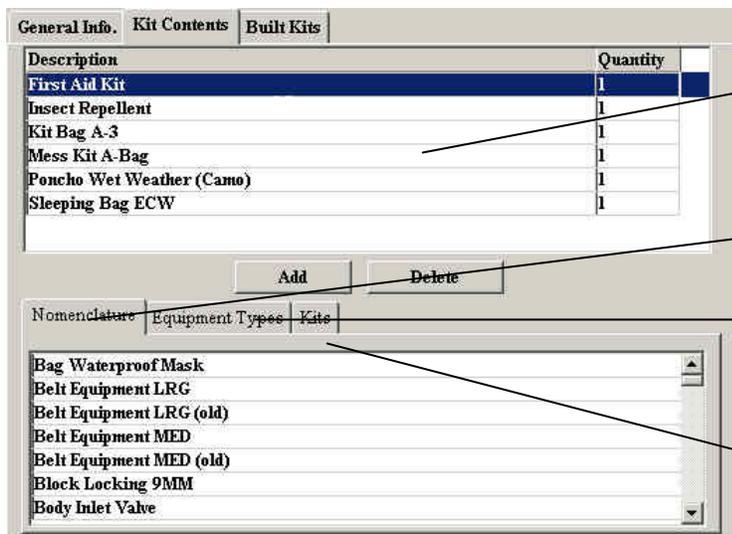
3.7.1 Adding New Kit Configuration

Click the  icon in the lower toolbar when in the Kit Configuration screen to add a new configuration.

<p>Kit Config Description:</p> <p>A-BAG</p> <p>Weight: <input type="text"/></p>

The first step is to name the type of bag or kit. This can be standard type kit such as "A-Bag" or a unit specific designation such as "96th Training Bag". The only restriction is that the name has not already been used.

Now you must choose the type and quantity of the items to be included in your configuration. You may choose an individual nomenclature (NSN), an equipment type, or another kit.



After you have selected the nomenclature, equipment type, or kit you must indicate how many are required to fill the position in the bag or kit.

Choose a nomenclature if just that asset or specific stock number can fill the position in the bag/kit.

If several like or sized items can fill the position such as "Belt Equipment" or "Helmet" choose the Equipment Type. This will allow any of the items listed under that Equipment Type to fill the position in your configuration.

Choose a kit if another kit is to be included in this one.

Once you have created kits or bags based on this template, MICAS will use this information to determine whether or not your kit will reflect "Serviceable" or "Incomplete" status.

3.7.2 Modifying Kit Configuration Data

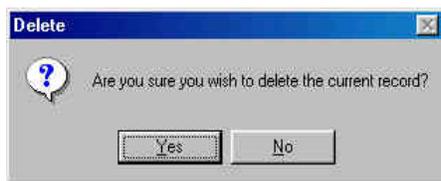
Available configurations will be reflected in the left-hand window. Configurations may be adjusted to reflect any changes in items or quantity for kits or bags. Any quantity increases or additions will affect the status of kits or bags previously created using that configuration. Kits will reflect as incomplete until assets are inserted into the bags/kits.



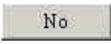
NOTE: Changes made to configurations do not add or delete assets from bags or kits.

3.7.3 Removing Kit Configuration

Click the  icon in the lower toolbar when in the Kit Configuration screen to remove the configuration.



After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking  will terminate the delete operation.

Clicking  will remove the definition from the database.



NOTE: Kit configurations cannot be removed if there are any kits already built using this configuration, or the configuration is the default for a PAS code, or the configuration is assigned as a menu in any issues.

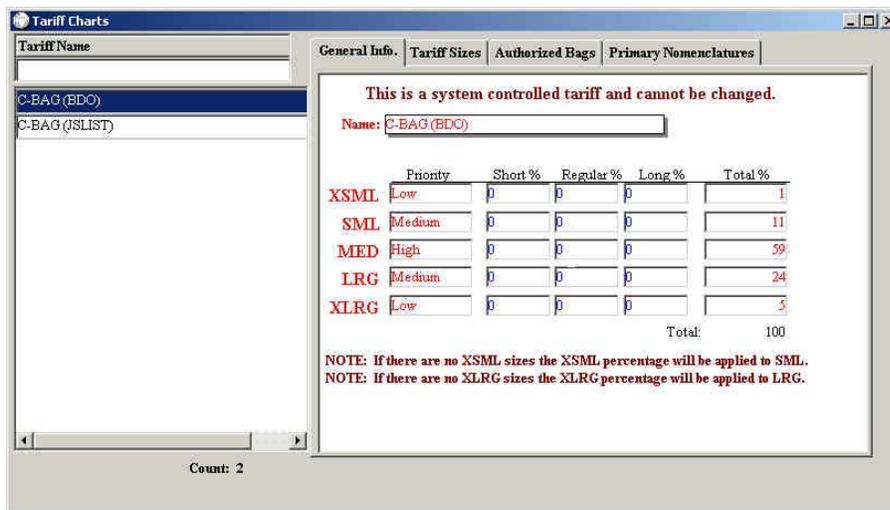
3.8 Tariff Sizing

This function allows you to access the tariff sizing capabilities in MICAS. MICAS provide two tariffs, one for the BDO C-Bags and one for JSLIST C-Bags. These tariffs may not be modified but may be copied to new tariffs you may modify.

There are two options to access the Tariff Sizing function:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <i>Items</i> from the MICAS main menu. 2 Select <i>Tariff Sizing</i>. | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



3.8.1 General Info Tab

This tab contains the percentages of assets for each size. This division of percentages throughout the tariff process is referred to as Size Group.

This tab contains a priority. This priority is used when you don't have enough assets to fill all sizes. Those sizes with a **High** priority are filled first followed by those sizes with a **Medium** priority. Those sizes with a **Low** priority are filled last.

General Info. | **Tariff Sizes** | Authorized Bags | Primary Nomenclatures

This is a system controlled tariff and cannot be changed.

Name:

	Priority	Short %	Regular %	Long %	Total %
XSML	Low	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
SML	Medium	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="11"/>
MED	High	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="59"/>
LRG	Medium	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="24"/>
XLRG	Low	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
Total:					100

NOTE: If there are no XSML sizes the XSML percentage will be applied to SML.
 NOTE: If there are no XLRG sizes the XLRG percentage will be applied to LRG.

The name of the bag will display. This name may be changed for those tariffs you define but may not be changed for the MICAS assigned tariffs.

If your tariff percentages are NOT based on Short, Regular, or Long assets you need only enter the quantities for Total.

General Info. | **Tariff Sizes** | Authorized Bags | Primary Nomenclatures

This is a system controlled tariff and cannot be changed.

Name:

	Priority	Short %	Regular %	Long %	Total %
XSML	Low	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
SML	Medium	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>
MED	High	<input type="text" value="15"/>	<input type="text" value="35"/>	<input type="text" value="20"/>	<input type="text" value="70"/>
LRG	Medium	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15"/>
XLRG	Low	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Total:					100

NOTE: If there are no XSML sizes the XSML percentage will be applied to SML.
 NOTE: If there are no XLRG sizes the XLRG percentage will be applied to LRG.

If your tariff is based on Short, Regular, or Long assets you will complete those percentages and the total will automatically be calculated.

3.8.2 Tariff Sizes Tab

General Info. | **Tariff Sizes** | Authorized Bags | Primary Nomenclatures

Size Letter Group	Within Letter Group:	Size Number	Priority	Percentage
LRG		12	Medium	35
		13	High	55
		14	Low	10
LRG Total: 100				
MED		9	Low	10
		10	Medium	25
		11	High	35
		12	Medium	30
MED Total: 100				
SML		6	Low	15
		7	Low	15
		8	High	40

Add Edit Delete

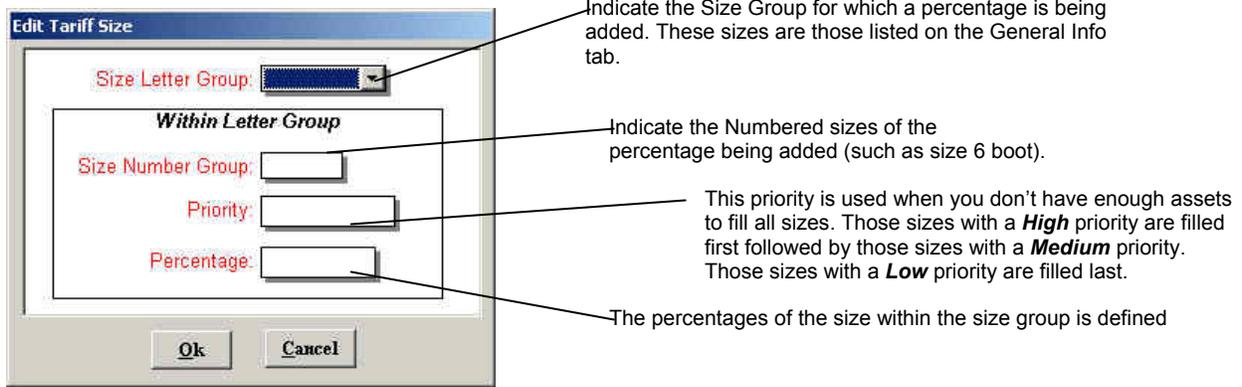
The specific size percentages are listed for each Size Group. These size groups are the same as those shown on the General Info tab.

The specific size numbers are defined. In one example to the right we have LRG bags with sizes 12, 13, and 14.

This priority is used when you don't have enough assets to fill all sizes. Those sizes with a **High** priority are filled first followed by those sizes with a **Medium** priority. Those sizes with a **Low** priority are filled last.

The percentages of these sizes within the size group are defined. Notice that each size group total must be 100%.

When defining your own tariff, you will have access to the Add, Edit, and Delete buttons. When the Add button is pressed, the following screen will display:



3.8.3 Authorized Bags Tab

This tab contains the number of bags of this type authorized for each PAS Code. These quantities are used when calculating the authorized quantities of assets for each PAS Code.

Pas Code	Quantity
B75:96 SUPS	0
D5C:33 MXS	0
D8S:53 WING	0
D9Z:728 ACS	0
FC9:33 FW	0
GSX:46MXS	0
H0J:33OSS	0
H0K:33 LSS	0
HWM:33 OG	0
HWN:33 LG	0
LSY:46OSS	0
SA:SYSTEM ADMINSTRATOR	0
VJ1:59 FS	0
VJ2:58 FS	0
VNF:60 FS	0
VR9:85 TES	0

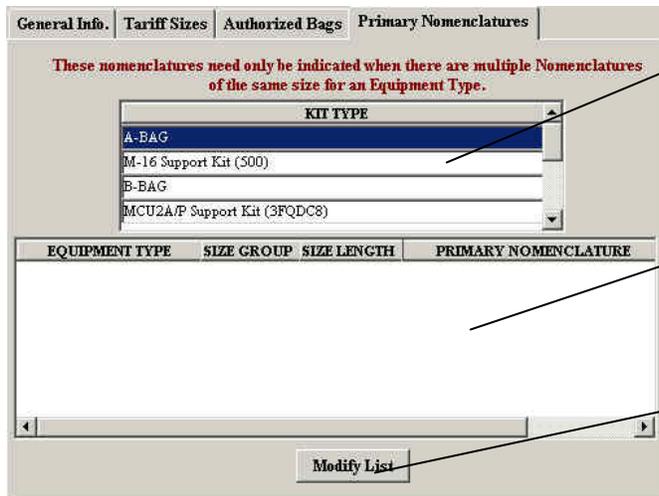
PAS Codes with a white background are ones for which you have Data Access. You may enter authorizations for these PAS Codes.

PAS Codes with a gray background are ones for which you do not have Data Access and therefore may not update.

All PAS Codes assigned in the system will display. You may only edit those to which you have been given access.

3.8.4 Primary Nomenclatures Tab

Occasionally, it will not be clear which Nomenclature should have the authorized quantities applied. This tab will be used to specify which nomenclatures are primary.



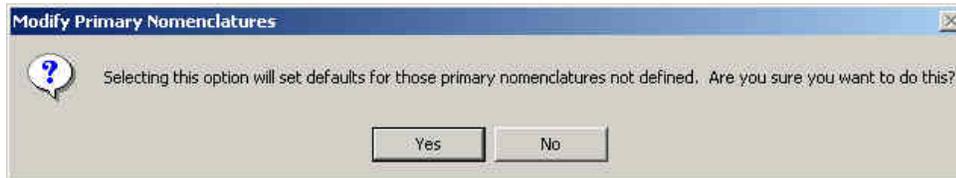
You may apply a tariff to more than one kit definition depending on how you have your system configured.

The top box contains the list of kits defined in your MICAS.

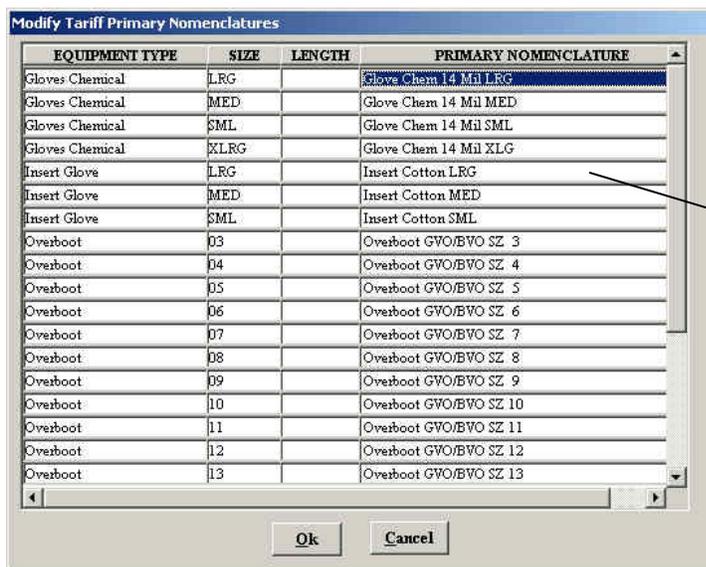
Once a kit is highlighted, the list of primary nomenclatures will display. If you have not yet defined any primaries, the box will be empty.

Press this button to modify the list of primary nomenclatures.

Highlight the Kit Type to be used and press the <Modify List> button. When done, the following message will appear.



Click and a screen similar to the following will display:



The list of sized assets included in the kit will display

The primary nomenclature for each sized asset will be captured.

In this case we highlighted C-Bags for the C-Bag (BDO) tariff. Each asset included in the C-Bag is reviewed and wherever possible the nomenclature is calculated for you and the system updated. Scrolling down this list you will see some entries were not

completed. This is because there was more than one nomenclature that could have fit the needs. In these cases you must select which nomenclature is correct.

Regardless if you click  or , the calculated list is saved. If you click , the changes you made to the calculated list will be applied. If you click , the calculated list will not be changed.

NOTE: After leaving this window, the Primary Nomenclatures tab is updated with the entries from this list.

3.8.5 Adding New Tariff

Click the  icon in the lower toolbar when in the Kit Configuration screen to add a new configuration.

You will be asked to enter data for the General Info tab. Remember when filling in the percentages they must total 100%. When this is done, click the  icon.

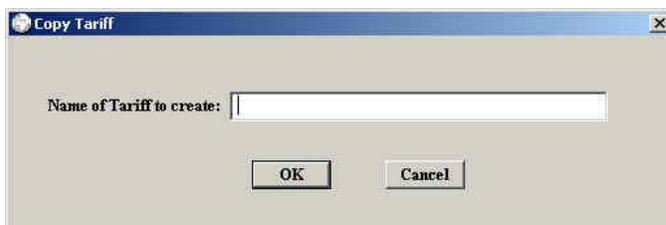
Next, access the Tariff Sizes tab and define the division of sizes for each group. Remember when filling in the percentages, the total for each group must total 100%.

Next, access the Authorized bags tab and define the quantity of bags authorized. NOTICE: this is the number of bags, not the number of assets.

Next, access the Primary Nomenclatures tab and define for the bag the nomenclatures for which authorized quantities may be applied.

3.8.6 Copying an Existing Tariff

Highlight the tariff to be copied and click the  icon in the lower toolbar. The following screen will appear:

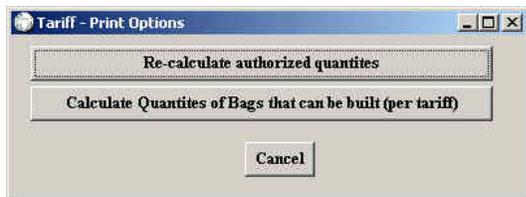


The image shows a dialog box titled "Copy Tariff". It has a text input field labeled "Name of Tariff to create:" and two buttons at the bottom: "OK" and "Cancel".

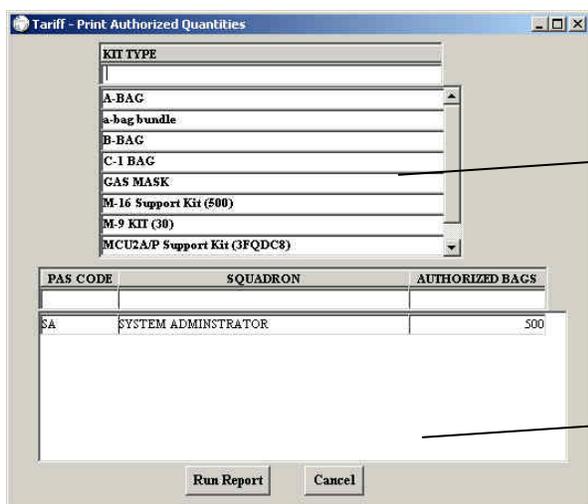
Enter the name of the new tariff to be created and click . When this is done, a new tariff entry will be made and will contain a copy of all data about the original tariff except for Primary Nomenclatures.

3.8.7 Calculating Authorized Quantities

Highlight the tariff for which authorized quantities should be calculated and click the icon in the lower toolbar. The print options screen will display:



Click the <Re-calculate authorized quantities> button and the following screen will appear:



The list of Kit Configurations will display. Highlight the one for which the authorized quantities is to be calculated.

The list of PAS Code for which a number of authorized bags was defined will display. Highlight those for which the authorized quantities are to be calculated. You may select more than one.

When the Kit Type and PAS Code(s) have been selected, click the <Run Report> button and the authorized quantities will be calculated. Please be patient, this may take a few minutes to process. When done a screen similar to the following will display:

Press this button to update MICAS with the calculated authorized

This report consists of two sections:

Tariff Items: these are assets that are sized and therefore the tariff was applied.

Non-Tariff Items: These are non-sized assets; therefore the tariff need not be applied.

These sections consist of the following data:

The size group and that group's percentage as defined on the General Info tab are included.

If the asset is sized numerically (such as size 6 boots) the size and that size's percentage as defined on the Tariff Sizes tab are included.

The quantity of serviceable assets on-hand in bulk storage will be calculated.

The quantity of serviceable assets on-hand but in a built up kit will be calculated.

The serviceable assets on-hand in bulk storage and in built up kits will be summed. This is the total number of assets you have available to fill this tariff.

For additional information the number of serviceable assets issued out will be calculated. This is here in case you need to call assets back to fill a tasking.

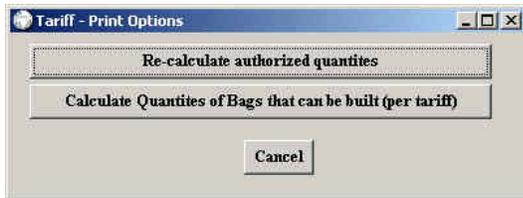
Auth Qty is the number of this type of bags needed to fill this tariff.

Multiple is the quantity of these assets in a single bag.

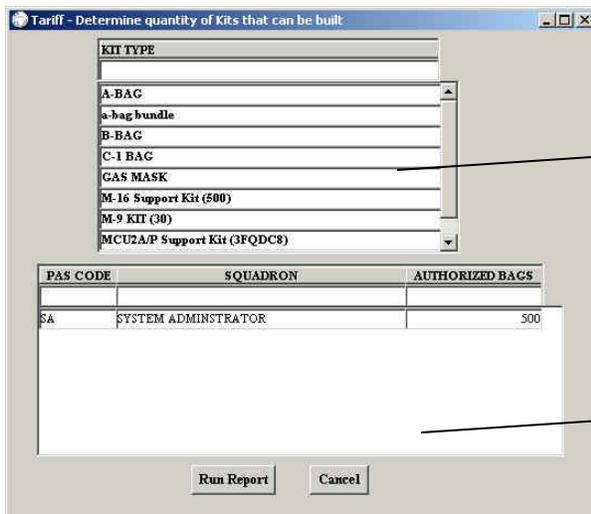
Requirement is the quantity of these assets required to fill the tariff.

3.8.8 Calculating Number of Bags That can be Built

Highlight the tariff in question and click the  icon in the lower toolbar. The print options screen will display:



Click the *<Calculate Quantities of Bags that can be built (per tariff)>* button and the following screen will appear:



The list of Kit Configurations will display. Highlight the one for which the calculations are to be done.

The list of PAS Code for which a number of authorized bags was defined will display. Highlight those for which the calculations are to be done. You may select more than one.

When the Kit Type and PAS Code(s) have been selected, click the *<Run Report>* button and the report will be generated. Please be patient, this may take a few minutes to process. When done a screen similar to the following will display:

Kits that can be built based on Serviceable On-Hand assets
C-1 BAG

For Base: SA:SYSTEM ADMINISTRATOR
Base MPN: 500

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Tariff			Auth Qty * Multiple = Requirement			From Bulk:		From Bulk and Kits	
						Can Build	Still Need	Can Build	Still Need
Tariff Items									
Gloves Chemical	Sml	12%	60	4	240	0	(60)	60	
Gloves Chemical	Med	59%	295	4	1180	295		295	
Gloves Chemical	Lrg	24%	120	4	480	3	(117)	120	
Gloves Chemical	X-Lrg	5%	25	4	100	14	(11)	25	
			500		2000				
Insert Glove	Sml	12%	60	4	240	0	(60)	60	
Insert Glove	Med	59%	295	4	1180	0	(295)	295	
Insert Glove	Lrg	29%	145	4	580	0	(145)	145	
			500		2000				
Overboot	X-Sml	1%	Size 05 10%	1	2	2	0	(1)	1
			Size 06 90%	5	2	10	0	(5)	5
Overboot	Sml	11%	Size 06 15%	8	2	16	0	(8)	8
			Size 07 15%	8	2	16	0	(8)	8
			Size 08 40%	22	2	44	15	(7)	22
			Size 09 30%	17	2	34	9	(8)	17
Overboot	Med	59%	Size 09 10%	29	2	58	29		29
			Size 10 25%	73	2	146	25	(48)	73
			Size 11 35%	103	2	206	31	(72)	103
			Size 12 30%	88	2	176	55	(33)	88
Overboot	Lrg	24%	Size 12 35%	42	2	84	0	(42)	42
			Size 13 55%	66	2	132	54	(12)	66
			Size 14 10%	12	2	24	12		12
Overboot	X-Lrg	5%	Size 12 15%	4	2	8	0	(4)	4
			Size 13 35%	9	2	18	0	(9)	9
			Size 14 50%	18	2	36	2	(11)	13

This report consists of two sections:

Tariff Items: these are assets that are sized and therefore the tariff was applied.

Non-Tariff Items: These are non-sized assets; therefore the tariff need not be applied.

These sections consist of the following data:

Kits that can be built based on Serviceable On-Hand assets
C-1 BAG

For Base: SA:SYSTEM ADMINISTRATOR
Base MPN: 500

5/15/2002
Page 1 of 2

Tariff			Auth Qty * Multiple = Requirement			From Bulk:		From Bulk and Kits	
						Can Build	Still Need	Can Build	Still Need
Tariff Items									
Gloves Chemical	Sml	12%	60	4	240	0	(60)	60	
Gloves Chemical	Med	59%	295	4	1180	295		295	
Gloves Chemical	Lrg	24%	120	4	480	3	(117)	120	
Gloves Chemical	X-Lrg	5%	25	4	100	14	(11)	25	
			500		2000				
Insert Glove	Sml	12%	60	4	240	0	(60)	60	
Insert Glove	Med	59%	295	4	1180	0	(295)	295	
Insert Glove	Lrg	29%	145	4	580	0	(145)	145	
			500		2000				
Overboot	X-Sml	1%	Size 05 10%	1	2	2	0	(1)	1
			Size 06 90%	5	2	10	0	(5)	5
Overboot	Sml	11%	Size 06 15%	8	2	16	0	(8)	8
			Size 07 15%	8	2	16	0	(8)	8
			Size 08 40%	22	2	44	15	(7)	22
			Size 09 30%	17	2	34	9	(8)	17
Overboot	Med	59%	Size 09 10%	29	2	58	29		29
			Size 10 25%	73	2	146	25	(48)	73
			Size 11 35%	103	2	206	31	(72)	103
			Size 12 30%	88	2	176	55	(33)	88
Overboot	Lrg	24%	Size 12 35%	42	2	84	0	(42)	42
			Size 13 55%	66	2	132	54	(12)	66
			Size 14 10%	12	2	24	12		12
Overboot	X-Lrg	5%	Size 12 15%	4	2	8	0	(4)	4
			Size 13 35%	9	2	18	0	(9)	9
			Size 14 50%	18	2	36	2	(11)	13

The size group and that group's percentage as defined on the General Info tab are included.

If the asset is sized numerically (such as size 6 boots) the size and that size's percentage as defined on the Tariff Sizes tab are included.

The number of bags that can be built from Bulk storage will be calculated and shown in the left column. If this fills the tariff, nothing will print in the second column. If it does not fill the need, the number of bags that cannot be built are displayed in parentheses.

The number of bags that can be built from Bulk storage and built up Kits will be calculated and shown in the left column. If this fills the tariff, nothing will print in the second column. If does not fill the need, the number of bags that cannot be built are displayed in parentheses.

Auth Qty is the number of this type of bags needed to fill this tariff.

Multiple is the quantity of these assets in a single bag.

Requirement is the quantity of these assets required to fill the tariff.

The end of this report tells you the quantity of bags that may be built for this tariff.

M9 Tape	100%	500	1	500	95 (405)	500
		500		500		

Using assets already stored in bulk, you can Build 0 Small kits, 0 Medium kits, and 0 Large kits for a total of 0 kits.

Using assets stored in bulk as well as those stored in kits, you can Build 60 Small kits, 293 Medium kits, and 145 Large kits for a total of 498 kits.

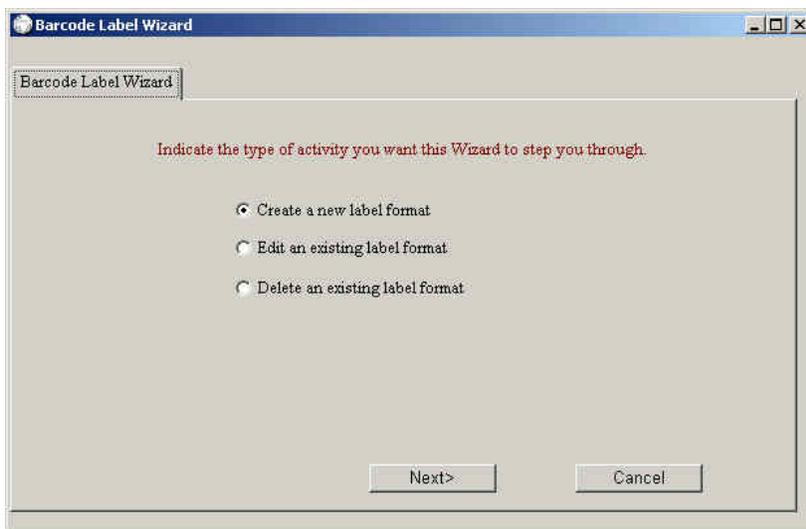
3.9 Bar Code Label Creation

This function allows you to create new bar code label formats.

To access the *Bar Code Label Wizard* function, you have two options:

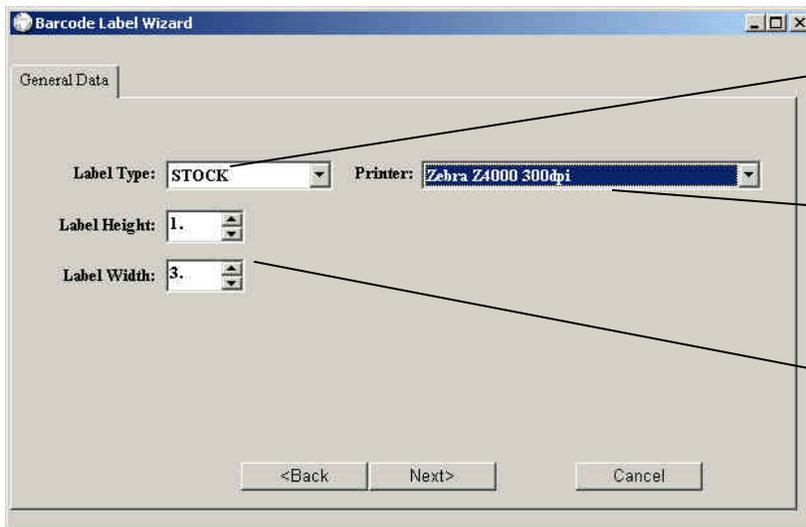
<p>1 Select <u>Wizards</u> from the MICAS main menu. 2 Select <u>Bar Code Label Wizard</u>.</p>	<p>- OR -</p>	<p>Click the  toolbar icon.</p>
---	---------------	--

The following screen will display:



3.9.1 Creating a New Label Format

Select the 'Create a new label format' option and click .



The types of labels that may be produced by MICAS will be available in the list. Select the type of label you are creating

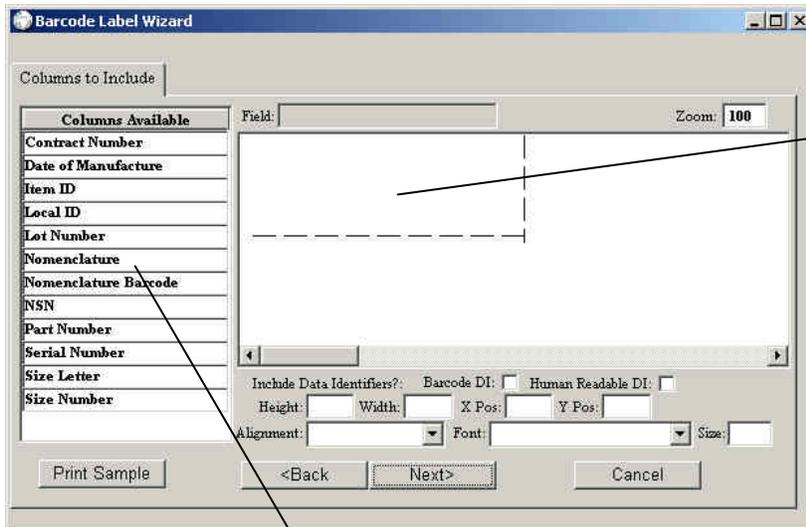
The list of windows printers you've defined on the computer will be available in the list. Select the label printer for which you want to create a new label format

Indicate the height and width of the labels this format will be using.

Click .

3.9.1.1 1D Bar Codes

If you have chosen a label type that creates a 1D bar code, you will see a screen similar to this:

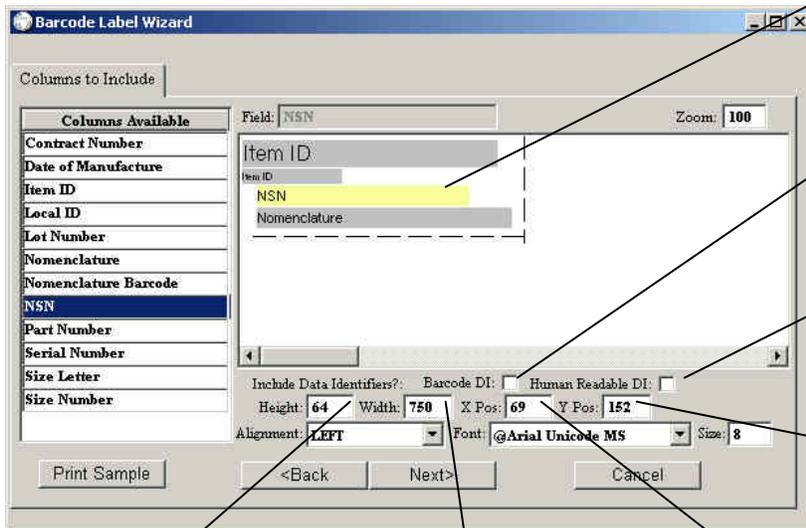


The What You See Is What You Get (WYSIWYG) format of the label is shown.

The list of columns that may be included on the label will display. The columns listed will vary depending on the type of label you are creating. You have two ways of indicating that a column is to be included on the label:

1. Double click the column.
2. Drag and Drop the column on the label.

Once you've placed columns on the label, clicking the left mouse button on that column will display the column specifications.



When the column is clicked in the label format, its color will be changed to yellow to let you know the column whose specifications are shown.

To indicate that the Data Identifier should be included in the bar code, check this box.

To indicate that the Data Identifier should print in the human readable text, check this box.

The distance of the column from the top will display. To move the column down, increase the number. To move the column up, decrease the number. **(Note: The column may also be moved by drag and drop)**

The height of the column will display. To make the column taller, increase the number. To make the column smaller, decrease the number.

The width of the column will display. To make the column wider, increase the number. To make the column narrower, decrease the number.

The distance of the column from the left border will display. To move the column to the right, increase the number. To move the column to the left, decrease the number. **(NOTE: The column may also be moved by drag and drop)**

The Bar Code DI checkbox is used to indicate whether or not a Data Identifier is to be included in the bar code. Check the box to include the Data Identifiers. Leave the box unchecked to not include the Data Identifiers. The Data Identifiers must be used when you plan on scanning bar codes using a serial scanner. If you plan on using a keyboard scanner, do not include the Data Identifiers.

The Human Readable DI checkbox is used to indicate whether or not a Data Identifier is to be included in the human readable text. Check the box to include the Data Identifiers. Leave the box unchecked to not include the Data Identifiers.

The alignment of the column will display but may be changed.

The font of the column will display but may be changed. This font is used to indicate the type of characters as well as whether or not the column prints as a bar code.

The font size of the column will display. To make the letters larger, increase the number. To make the letters smaller, decrease the number.

Once you have the label in the format you want, you can print a sample label by clicking .

NOTE: *It is recommended you print a sample label. The WYSIWYG capability is helpful, but not an exact match to how the different printers produce labels.*

When the label has the format you want, click .

The folder defined in the Configuration Options will display but may be changed.

The list of labels already stored in the folder will display.

Enter the name of the Bar Code Format. This cannot duplicate one already stored (unless you want to replace it).

To save the format, click **Finish**. If this name has already been used for another format the following message will appear.



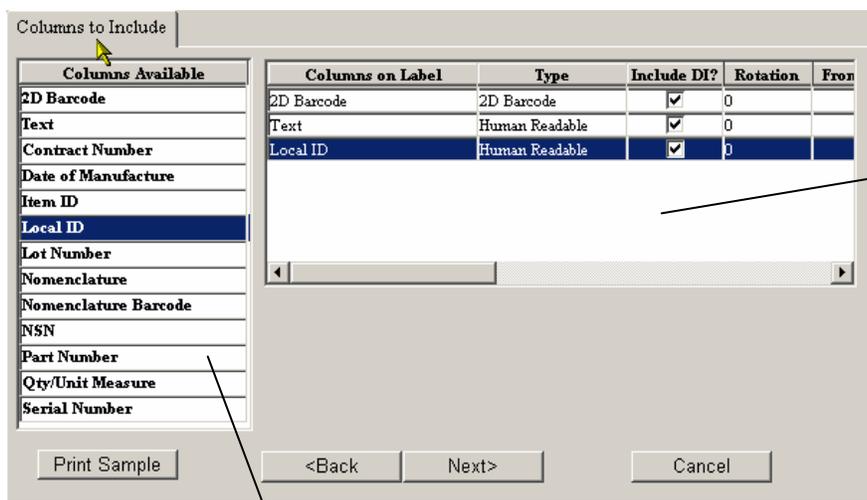
Click **Yes** to replace the old format with the new one. Click **No** to not replace.

When the format has been saved, the following message will appear.



3.9.1.2 2D Bar Codes

If you have chosen a label type that creates a 2D bar code, you will see a screen similar to this:



As you select columns to display on the label, they will appear in this box.

The list of columns that may be included on the label will display. The columns listed will vary depending on the type of label you are creating. You have two ways of indicating that a column is to be included on the label:

1. Double click the column.
2. Drag and Drop the column on the label.

There are several columns in the right window that affect how the bar code will look when printed.

1. Columns on Label – the name of a selected column

2. Type –
- 2D Bar Code – Clicking this box will provide a list of fields that can be included in the 2D bar code on the label. Select one or more of these fields:

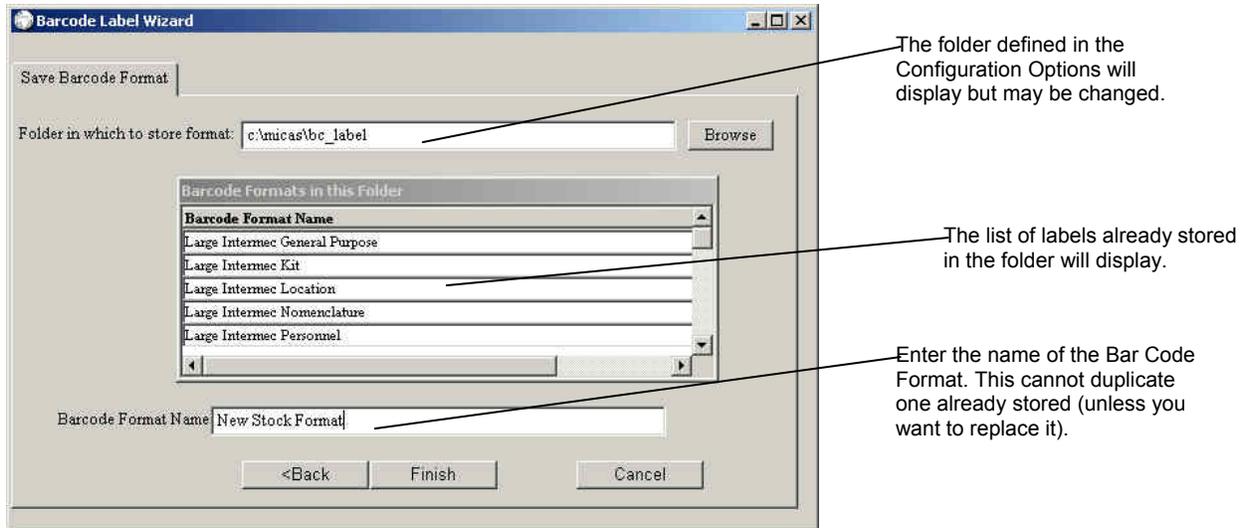
Possible Data	Include In Barcode?
Contract Number	<input type="checkbox"/>
Date of Manufacture	<input checked="" type="checkbox"/>
Item ID	<input checked="" type="checkbox"/>
Local ID	<input type="checkbox"/>

- Human Readable – Selecting this type provides a human readable text field.
 - Code 39 – Selecting this type provides the data in a Code 3 of 9 bar code font.
 - Code 128 – Selecting this type provides the data in a Code 128 bar code font.
- Include DI? – Checking the box will include Data Identifiers in the bar code. If you have chosen 2D Bar Code, this will remain checked at all times.
 - Rotation – You can rotate the output of the field 90, 180, or 270 degrees from the original upright position.
 - From Left – The distance from the left of the label, for this field to print
 - From Top – The distance from the top of the label, for this field to print
 - Height – The height of this field on the label
 - Width – The width of this field on the label
 - Font – Select one of the applicable bar code fonts.
 - 2D BC Encode Columns – Number of columns that are included in the 2D bar code. This allows you to change the dimensions of the printed bar code.

Once you have the label in the format you want, you can print a sample label by clicking

NOTE: *It is recommended you print a sample label. The WYSIWYG capability is helpful, but not an exact match to how the different printers produce labels.*

When the label has the format you want, click .



To save the format, click **Finish**. If this name has already been used for another format the following message will appear.



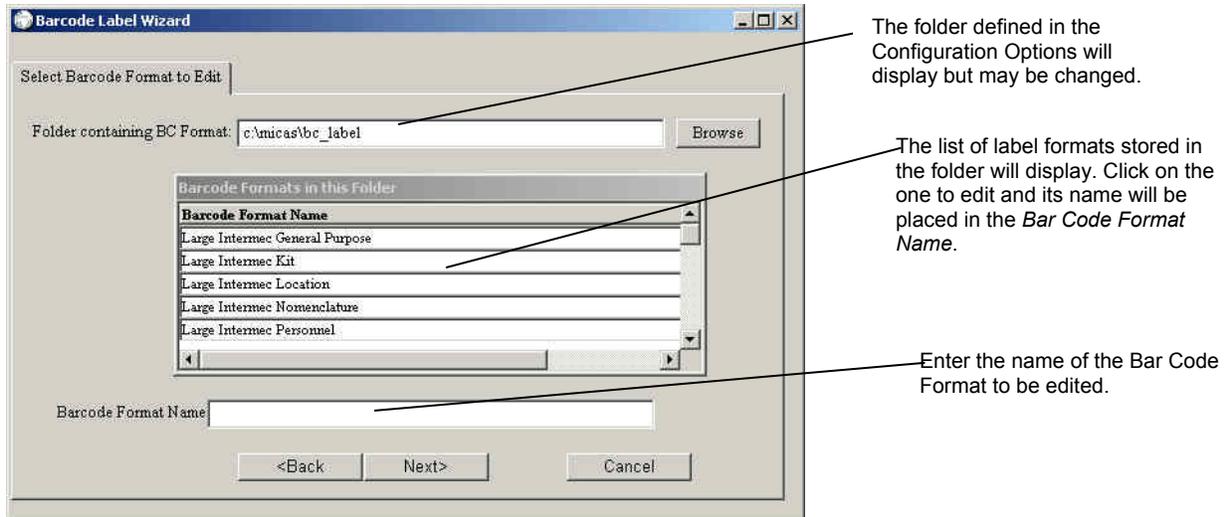
Click **Yes** to replace the old format with the new one. Click **No** to not replace.

When the format has been saved, the following message will appear.

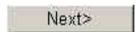


3.9.2 Editing a Label Format

Select the 'Edit an exiting label format' option and click .



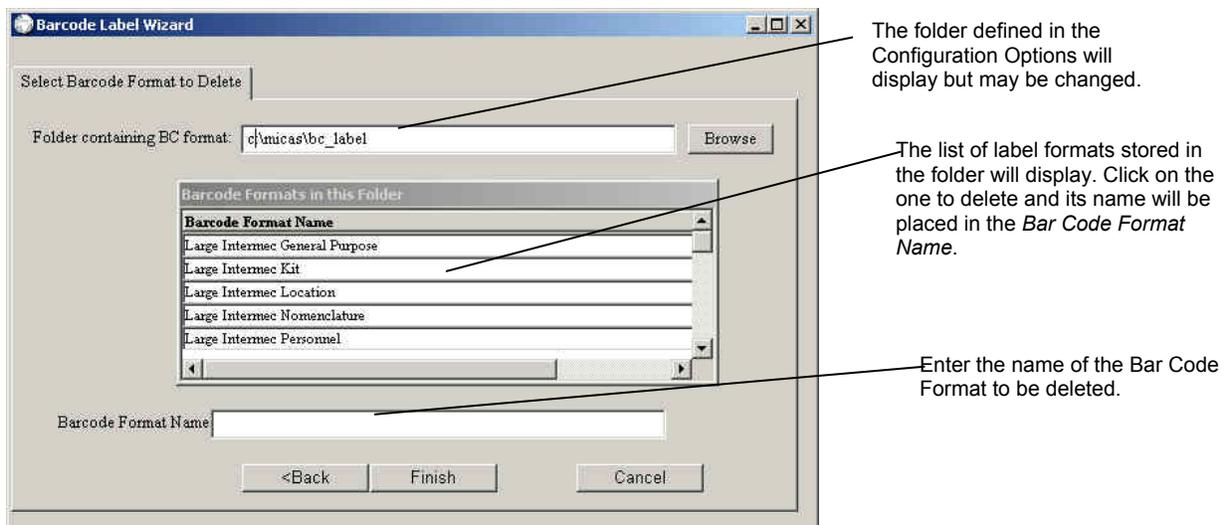
When the *Bar Code Format Name* contains the name of the format to edit, click



The section for creating a new bar code format explains the editing screens. Refer to that section for details.

3.9.3 Deleting a Label Format

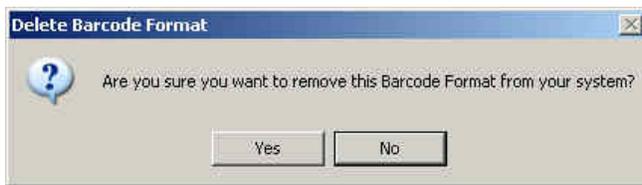
Select the 'Delete an exiting label format' option and click .



When the *Bar Code Format Name* contains the name of the format to delete, click



. Before deleting, the following message will appear:



Click to delete the old format. Click to not delete.

4.0 Database Administration - Server Utilities

4.1 Logging into Server Utilities

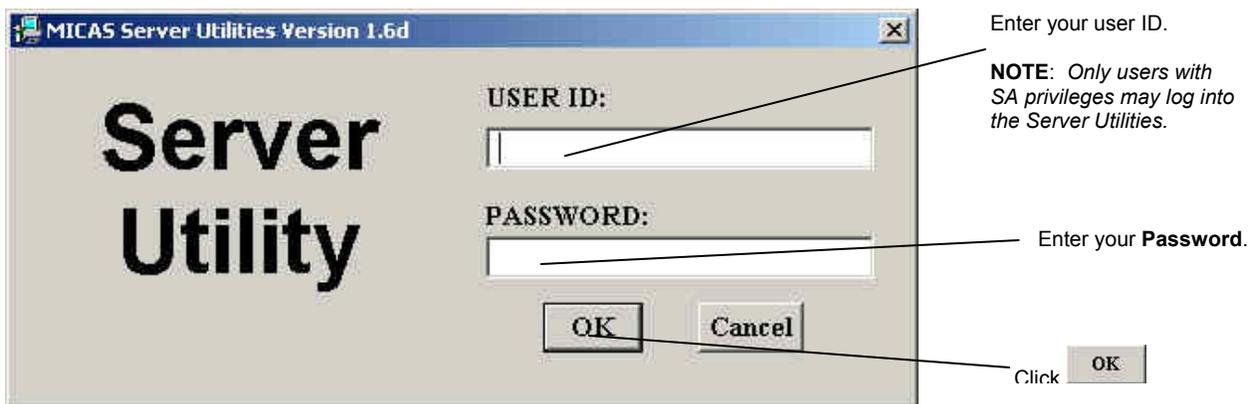
There are several options to access the MICAS Server Utilities:

- ◆ Select MICAS Server Utilities from the Start/Programs menu.

-OR -

- ◆ Double-click the MICAS_UTILITY.EXE file. This file can be found in the C:\MICAS\SERVUTILITY directory if your installation was standard.

When run, the following screen will display:



After clicking , the MICAS Server Utilities main window will display.

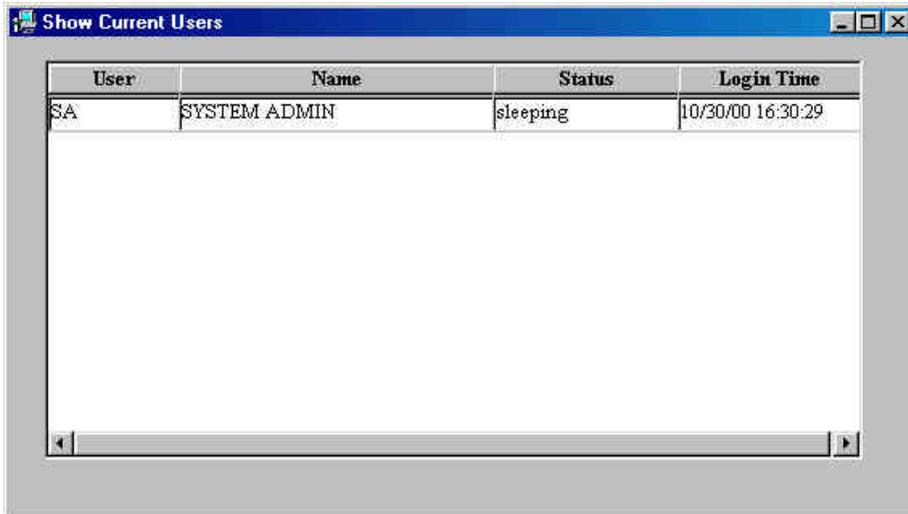
4.2 Show Current Users

This function lists all users currently logged into the MICAS system.

There are two options to access the Show Users function:

- | | | |
|--|--------|---|
| 1 Select <i>Utilities</i> from the MICAS Server Utilities main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <i>Show Current Users</i> . | | |

The following screen will display:



The screenshot shows a window titled "Show Current Users" with a table containing the following data:

User	Name	Status	Login Time
SA	SYSTEM ADMIN	sleeping	10/30/00 16:30:29

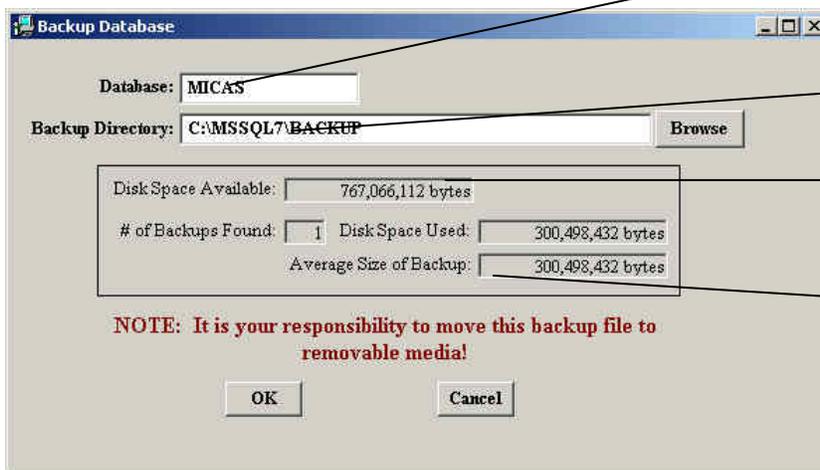
4.3 Backup

This function is used to backup the MICAS database.

There are two options to access the Backup function:

- | | | |
|---|---------------|--|
| <ol style="list-style-type: none"> 1 Select <u>Utilities</u> from the MICAS Server Utilities main menu. 2 Select <i>Backup</i>. | <p>- OR -</p> | <p>Click the  toolbar icon.</p> |
|---|---------------|--|

The following screen will display:



For standard installations this will either be MICAS or MICAS_ROLLUP, but can be any database attached to the server.

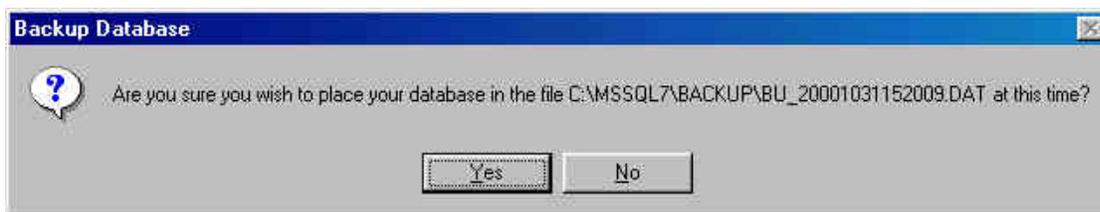
The default folder for backups will display. You may specify an alternate drive or folder to copy your backup.

The amount of space available on the drive you indicated for Backup Directory will be displayed.

MICAS reviews those backups already stored in the directory specified and gives various statistics about them. These statistics taken with the amount of space available should tell you if you have enough disk space to do the backup.



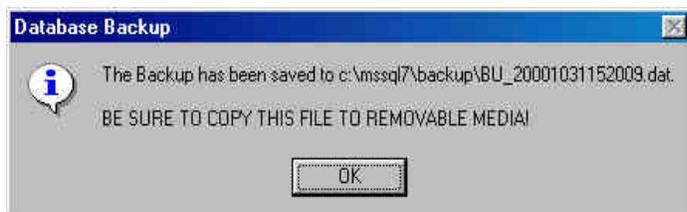
WARNING: When the backup is placed on the same drive as the primary database, disk space may become an issue. Running out of space on this drive could result in the loss of all data. Backup files must be moved to a shared resource or removable media.



The filename is automatically created by the backup process. It's a long filename but very straightforward once you know what it is. The example above has a filename of BU_20001031152009.DAT. In this case, the filename consists of the following all concatenated together:

Part of name	Description
BU_	A way of designating BackUp
2000	The year
10	The month
31	The day
15	The hour
20	The minute
06	The second

Click and the backup will be done. Depending on the size of your database, this process can take a little time. When the backup is complete, a message similar to the following will display:



When done, be sure to copy the backup file named in this message to removable media.



NOTES:

- ◆ **Subsequent backups will not overwrite files already created.**
- ◆ **Local procedures should be established to determine how long backups are maintained and how many will be maintained at any given time.**
- ◆ **Failure to remove old backups could result in the rapid filling of available hard drive space and loss of operability.**
- ◆ **The backup procedures to a shared resource (Network Drive) outlined in this document may not work on all systems. In this case, it will be necessary to backup to the default directory and then copy the file to your shared resource or removable media such as a zip or tape drive.**

- All output shall be properly marked with the appropriate sensitivity (i.e., classification) and markings (e.g., Privacy Act, FOUO).
- It is recommended that sites electronically or manually mark storage media when the media contains sensitive unclassified and/or Privacy Act data.

- It is recommended that sites mark storage media when the media contains sensitive unclassified and/or Privacy Act data.
- It is recommended that sites mark storage output products when the products contain sensitive unclassified and/or Privacy Act data.
- It is recommended that sites mark storage peripheral devices when such devices contain sensitive unclassified and/or Privacy Act data (for example: PCMCIA card, HHT, Backup Tapes).

4.3.1 Suggested Backup Schedules

We suggest you implement a schedule similar to the following backup schedule:

- Run the Backup daily.
- Once a week, copy the 5 backups done that week to removable media (tape, zip drive, CD ROM, etc). Once copied, they can be removed from the MICAS system.
- The removable media should be saved for a period of time. We suggest that the media be saved for at least 1 month.

NOTE: *Depending on the size of your database and your available disk space, you may need to move the backups to removable media more often than once a week.*



NOTES:

- ♦ **Depending on the size of your database and your available disk space, you may need to move the backups to removable media more often than once a week.**

WARNING!!

- ♦ **There is a good chance that backing up MICAS using an icon placed on your desktop by your computer personnel will NOT backup the MICAS database correctly!!!! The MICAS database is a part of the MS SQL Server and is continuously in use by that server. Simply putting the MICAS_Data.MDF to tape while the server is running will result in a *CORRUPT BACKUP*. You must use the Backup process available from the Server Utilities or for those users who one the full MS SQL, use MS SQL Manager to get a valid backup.**

4.3.2 Backup Warning Screen

A message similar to the following will display if more than seven calendar days have passed since the last backup was done.

WARNING!!

You last did a backup on 10-Dec-2002. It's been 29 days since you last backed up the data.

Ask an administrator to follow section 4.3 of your Administration Manual to backup the data. You will continue to get this message until a new backup is done.

Click anywhere on this message to continue.

This message will appear when attempting to run several of the MICAS programs. These programs include (but are not limited to) Kits, Stock, Personnel, Receive, and Receive Bags.

The only way to make this message stop being displayed is to do a backup of MICAS using the Server Utilities menu.



NOTES:

- ◆ If you are using an approved tool other than the MICAS Server Utilities to backup your data, this message will still appear. The only way this message will not appear is if you are routinely backing up your data using the Server Utilities.
- ◆ If you are using an alternate backup tool, we suggest that once a week you use the MICAS Server Utilities to backup the data to keep this message from appearing.

4.4 Restore

This function is used to restore a MICAS database.



WARNING: Restoring from a backup will overwrite all data in your currently active database. This feature should only be used if the primary database has become corrupt or is not accessible!

There are two options to access the Restore function:

- 1 Select *Utilities* from the MICAS Server Utilities main menu.
 - OR -
 - 2 Select *Restore*.
- Click the  toolbar icon.

The screen similar to the following will display:

Database Name	Backup Name	Backup of Data file	Backup Date	Found?
Not Named				No

NOTE: This process will replace the database with the backup file. All changes made to the database since this backup will be LOST!

OK Cancel

This will normally be MICAS or MICAS_ROLLUP but may be any database you are restoring.

The names of both the database and log files will default.

A list of available backup files will be displayed. The first row is titled 'Not Named' and is always included in the restore list.

4.4.1 Restoring a Backup Included in the List with File Found = YES

The simplest restore will be those sessions where there is a "YES" in the *File Found* column. In these cases, the backup file is still on the system in the original location and therefore no data entry will be required.

Highlight the line containing the backup to be restored and click . A message similar to the following will display:



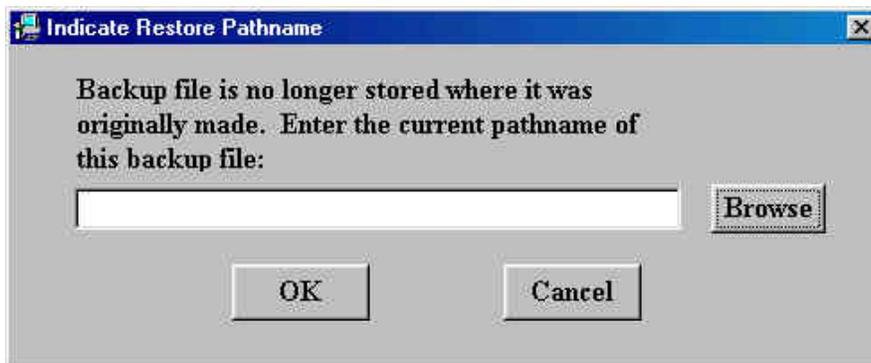
When you are sure this is the correct backup to restore, click . The backup will be restored. Depending on the size of your database, this process can take a little time. When the restore is complete, a message similar to the following will display:



4.4.2 Restoring a Backup Included in the List with File Found = NO

When the backup file has been removed from the system, it must be placed back on the system prior to being restored. If it is not placed in its original location, the *File Found* column will contain a *NO*.

To restore files under these conditions, highlight the line containing the backup to be restored and click . The following screen will display:



Enter the full pathname of the moved backup file. If need be the <Browse> button may be pressed to search for the file. After entry of the filename, click . A message similar to the following will display:



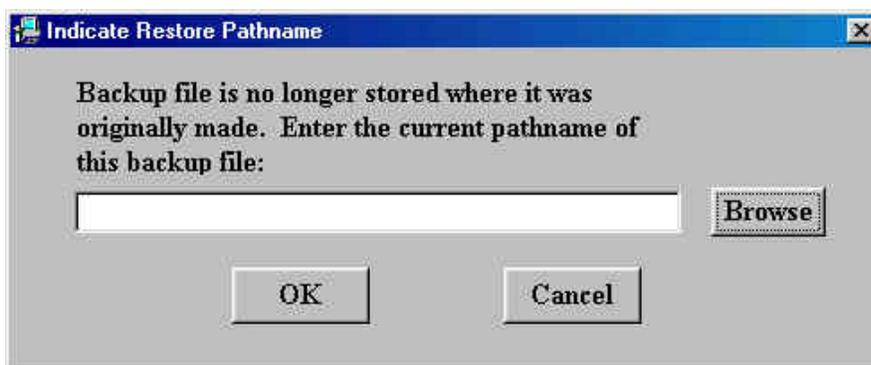
When you are sure this is the correct backup to restore, click . The backup will be restored. Depending on the size of your database, this process can take a little time. When the restore is complete, a message similar to the following will display:



4.4.3 Restoring a Backup Not Included In List

Only under certain situations will you restore a file that is not in the list of backups. The primary situation that comes to mind is when you are moving the database server from one machine to another. After installation of MSDE, there will be no backups in the list. To get your database loaded on this new machine requires selecting this option.

Highlight the *Not Named* session and click . The following screen will display:



Enter the full pathname of the copied backup file. If need be, click the <Browse> button to search for the file. After entry of the filename, click . A message similar to the following will display:



When you are sure this is the correct backup to restore, click . The backup will be restored. Depending on the size of your database, this process can take a little time. When the restore is complete, a message similar to the following will display:



4.4.4 Error Messages Encountered When Restoring a Backup

4.4.4.1 Restore Database 3154 Error

Occasionally, when restoring a backup, the following error message will appear.



This error indicates that the server is not sure the database being restored matches the database being replaced. This can occur for a number of reasons and is not that unusual.

Do the following to successfully restore the backup when this error occurs:

1. Close out this message and get out of the Restore option.
2. Detach the MICAS database (see *Section 4.6 Detach Database* in this manual).
3. Delete the database files. If you used the defaults when installing the database server the files to delete are:

C:\MSSQL7\DATA\MICAS_Data.MDF
C:\MSSQL7\DATA\MICAS_Log.LDF

4. Run the restore process again.

4.4.5 Restoring to a New Computer

Normally when you restore a backup, the Passwords for your users are restored as well. The major exception to this rule is when restoring your database to a new computer. A good way to remember if your passwords will be restored is to determine if the User ID was already defined prior to the restore. If the User ID was not there before the restore, it won't be there after. If the User ID was there before the restore, its password will be reset to the password contained on the backup.

4.5 Attach Database

This function is used to attach a MICAS database to your database server.

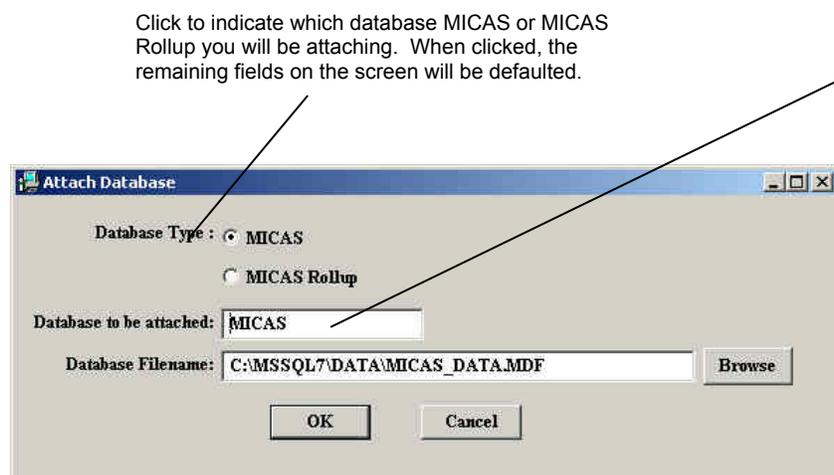


WARNING: This function should only be run when instructed. Improper execution could result in a corrupted and unusable database.

There are two options to access the Attach Database function:

- | | | |
|--|--------|--|
| <ol style="list-style-type: none"> 1 Select <i>Utilities</i> from the MICAS Server Utilities main menu. 2 Select <i>Attach Database</i>. | - OR - | Click the  toolbar icon. |
|--|--------|--|

A screen similar to the following will display:



For standard installations this will either be MICAS or MICAS_ROLLUP. If you have more than one MICAS database attached to the same server you may need to change this to a name specific to each database (such as MICAS_DB1 and MICAS_DB2). If you do rename your database to something other than MICAS and intend on using the rollup database, the rollup database must be named the same as the MICAS database with '_ROLLUP' added to the end (such as (MICAS_DB1_ROLLUP and MICAS_DB2_ROLLUP).

The physical name of the database will default but may be changed.

When the correct data has been entered, click  and the following screen will appear:



Clicking will attach the database. When done, the following message will appear:



4.6 Detach Database

This function is used to detach a MICAS database from your database server.



WARNING: This function should only be run when instructed. Detaching the database separates the database from the database server and makes the database unusable until it's re-attached. Improper execution of this function could result in a corrupted and unusable database.

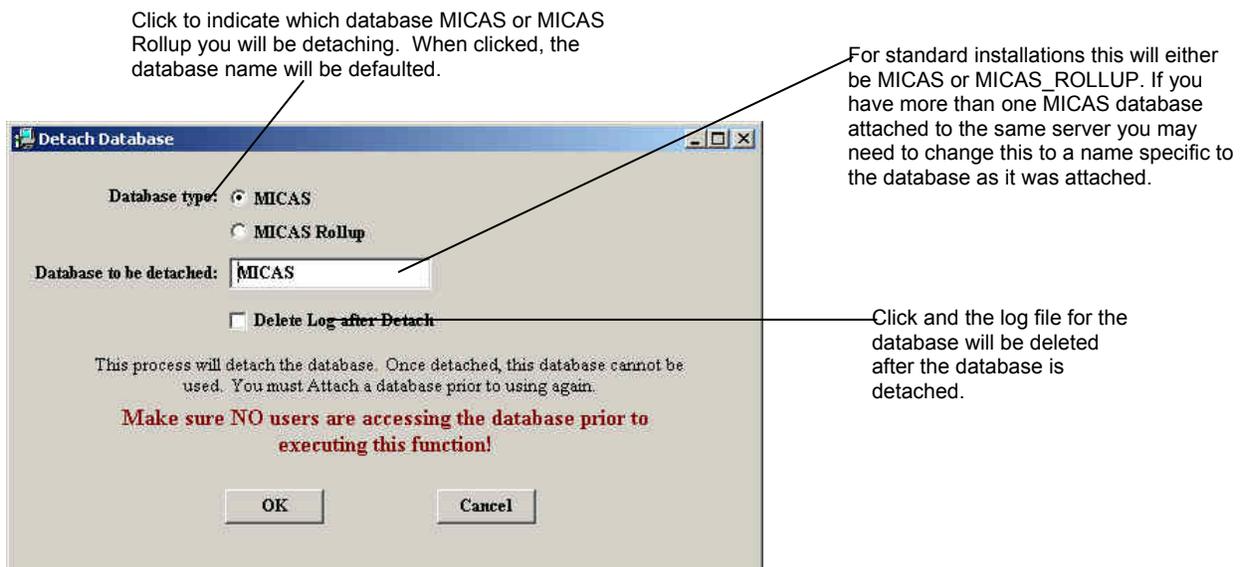
There are two options to access the Detach Database function:

- 1 Select *Utilities* from the MICAS Server Utilities main menu.
- 2 Select *Detach Database*.

- OR -

Click the  toolbar icon.

A screen similar to the following will display:



When the correct data has been entered click . When this is done a message similar to the following will display:



Clicking  will detach the database. When done, the following message will appear:



4.7 Configure Server Memory

This function may be used to modify the memory usage of the database server.



WARNING: This function should only be run when instructed. Improperly adjusting the server memory may result in very inefficient execution or even loss of data due to system lock-up.

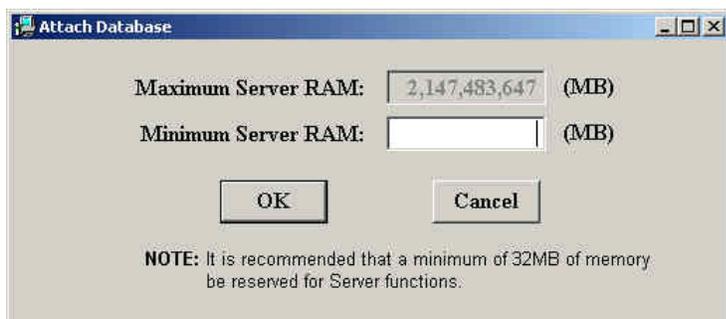
NOTES:

- ◆ MSDE automatically adjusts memory as needed so changing the allocated memory is normally not required through this function.
- ◆ Entry of a number too small will result in very slow operation of MICAS
- ◆ Entry of a number too big will result in possible system locks (because you've taken memory away from other Windows tasks).

There are two options to access the Detach Database function:

- | | | |
|---|--------|---|
| 1 Select <i>Utilities</i> from the MICAS Server Utilities main menu.
2 Select <i>Configure Server Memory</i> . | - OR - | Click the  toolbar icon. |
|---|--------|---|

The screen similar to the following will display:



You do not have the opportunity to adjust the Maximum Server RAM. For Minimum Server RAM, enter the number as instructed and click .



NOTES:

- ◆ MSDE automatically adjusts memory as needed so changing the allocated memory is normally not required through this function.
- ◆ Entry of a number too small will result in very slow operation of MICAS
- ◆ Entry of a number too big will result in possible system locks (because you've taken memory away from other Windows tasks).

4.8 Re-installing the Database

Occasionally, you may need to re-install the server software. This may happen for a variety of reasons, one of which will be if you change the PC that's hosting the server.

You have two options available to complete this task:

1. Use Detach/Attach
2. Use Backup/Restore

You will be successful re-installing your database using either of these options. The main difference you will see is in the user's ability to log into the MICAS system. Detach/Attach will **NOT** carry your user logins into the new installation where using Backup/Restore will.

If you do not want to re-assign all user logins, you will want to use the Backup/Restore option.

NOTE: *Because of the important nature of the data, you may choose to Detach and copy the data as well as backup the data. This way you have two copies of the data so if any problems occur when restoring the backup, you will have the option to attach the data instead.*

4.8.1 Using Detach/Attach

Do the following to save and re-install the database using the Detach/Attach option:

1. While the current server is running, detach the database (see *Section 4.6* in this manual).
2. Save the file C:\MSSQL7\DATA\MICAS_DATA.MDF.

NOTE: *If you did not use the defaults when installing MSDE, the path to this file will need to be changed to where you installed.*

3. Follow the directions in the Installation Guild for installing the Server.
4. After the Server Installation process is complete, detach the newly installed database (see *Section 4.6* in this manual). This is necessary because the Server Installation process installs an empty database for use in new installations.
5. After the empty database is detached, delete the following files:

C:\MSSQL7\DATA\MICAS_DATA.MDF
C:\MSSQL7\DATA\MICAS_LOG.LDF

NOTE: *If you did not use the defaults when installing MSDE, the path of these files will need to be changed to where you installed.*

6. Copy the file saved in step 2 above into the C:\MSSQL7\DATA directory.
7. Attach the database (see *Section 4.5* in this manual).

When all these steps have been successfully completed, your database will be up and running for the new installation.

4.8.2 Using Backup/Restore

Do the following to save and re-install the database using the Backup/Restore option:

1. While the current server is running, back up the database (see *Section 4.3* in this manual).
2. The backup file name will be displayed. Save this file.
3. Follow the directions in the Installation Guild for installing the Server.
4. After the Server Installation process is complete, copy the saved backup file into the C:\MSSQL7\BACKUP directory.
5. Restore the database. This will require that you use the option to restore a database not contained in the list of files (see *Section 4.4.3* in this manual).

When all these steps have been successfully completed, your database will be up and running for the new installation.

4.9 Changing IP Address

Changing a machine's IP address, particularly in a client/server environment, can prevent communication between one PC and another. How MICAS is affected by an IP address change depends on which system was changed.

4.9.1 Changing IP Address on Client PC

Changing the IP address of a client PC will not adversely affect the operation of MICAS.

NOTE: *This statement is not true of a system running both MICAS and Server Utilities. In this case, the system should be treated as though it were a server.*

4.9.2 Changing the IP Address on Server PC

If you change your IP Address or Computer Name after MSDE has been installed, your MICAS database will no longer work.

Do the following to change your IP Address or Computer Name after MSDE is installed:

1. Backup the MICAS database (see *Section 4.3* of this document).
2. Uninstall MICAS Server Utilities and MSDE (see *Section 2.5* in the MICAS Installation Manual).
3. Change the IP address or Computer Name
4. Install MICAS Server Utilities and MSDE (see *Section 3.0* in the MICAS Installation Manual).
5. Restore the database backed up in step 1 (see *Section 4.4* of this document).

After the IP address has been changed on the server, the Client Database Configuration application will need to be run on each client machine.

4.9.3 Client Database Configuration

From the desktop, select Start/Programs/MICAS/Client Database Configuration.

The following screen will come up:



Enter the IP address of the database server.

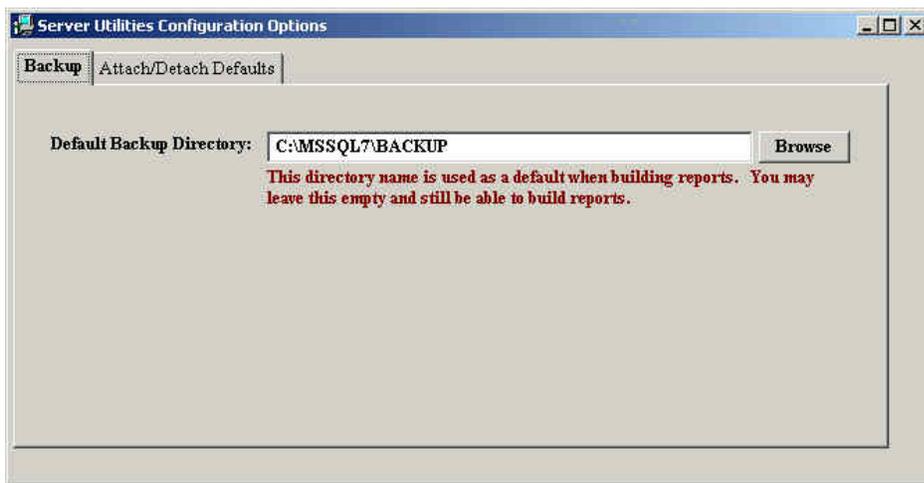
Click .

4.10 Server Utilities Configuration Options

There are two options to access the Server Utility Configuration Options function:

- | | | |
|--|--------|---|
| <ol style="list-style-type: none"> 1 Select <i>Utilities</i> from the MICAS main menu. 2 Select <i>Server Utilities Configuration Options</i>. | - OR - | Click the  toolbar icon. |
|--|--------|---|

The screen similar to the following will display:

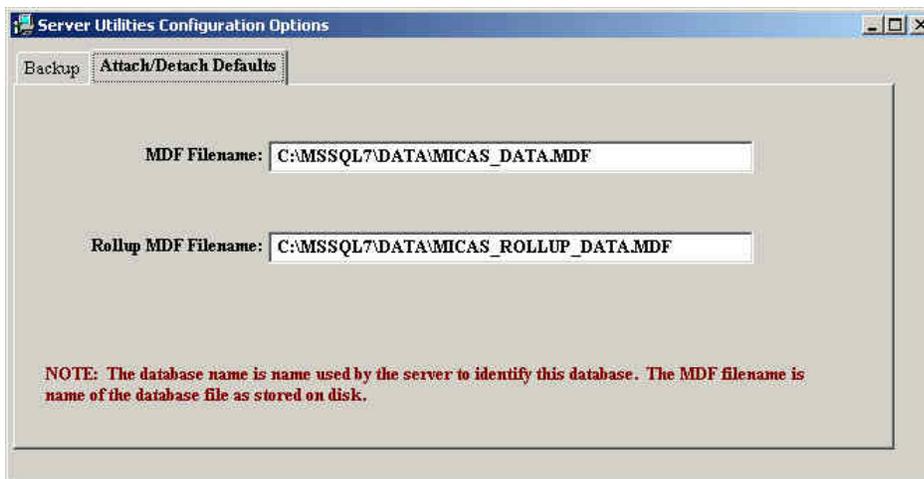


4.10.1 Backup Tab

This tab is used to define the directory to be used as a default for the backup process.

4.10.2 Attach/Detach Defaults

This tab is used to define the directories to be used as defaults for the attaching/detaching process.



4.11 Check/Update Database Integrity

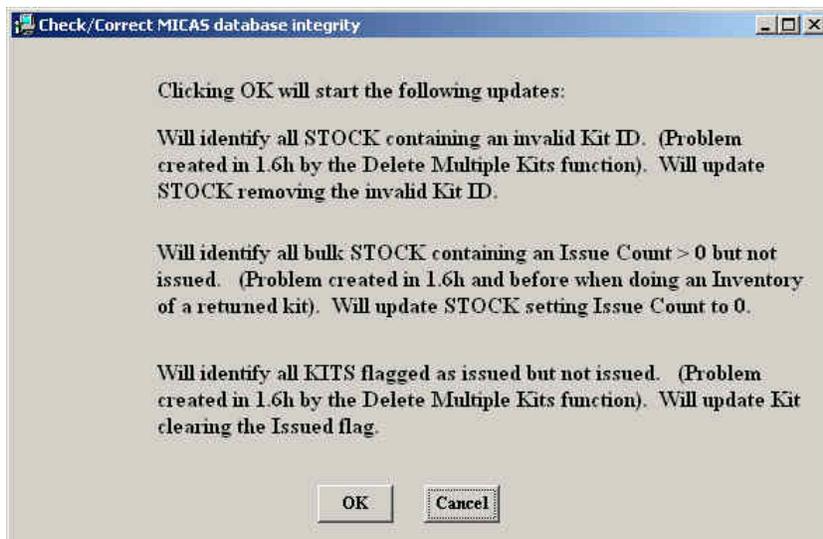
There are times when problems are identified in the database and need to be corrected. In the past, the process for correcting these problems was to send to database away for correction. To eliminate the need for sending the database for correction, this process was added. This process corrects those problems most commonly reported.

NOTE: *Running this process only corrects problems; it makes no other changes. If your database does not have one of the problems to be fixed, no changes will be made when this process is run. Running this process is very safe.*

There are two options to access the Check/Update Database Integrity function:

- | | | |
|--|--------|---|
| 1 Select <i>Utilities</i> from the MICAS Server Utilities main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <i>Check/Update Database Integrity</i> . | | |

The screen similar to the following will display:



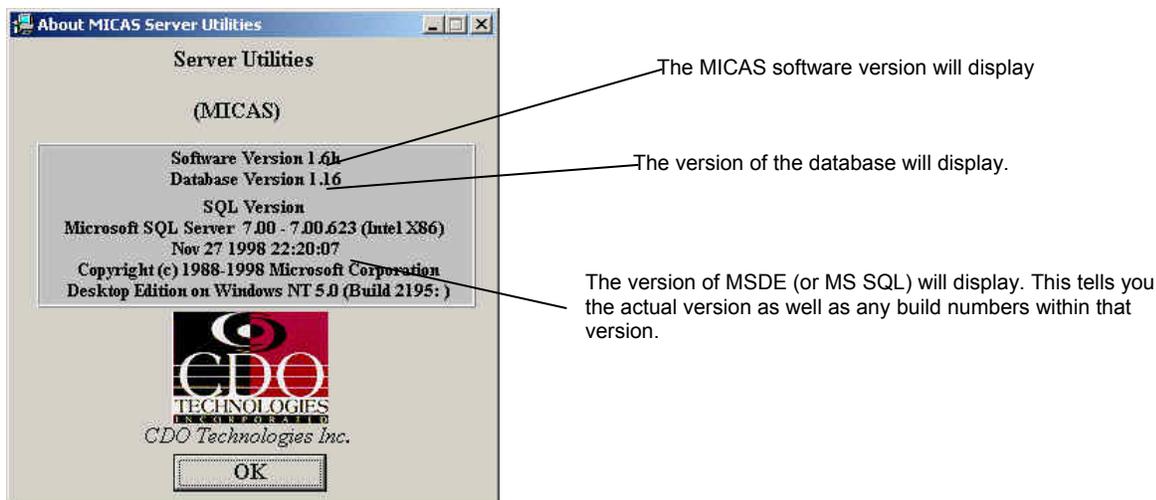
Click  .

4.12 Server Utilities Help About

Do the following to run the Server Utility About function:

1. Select Help from the MICAS Server Utilities main menu.
2. Select About from the Help menu.

A screen similar to the following will display:



Microsoft periodically distributes Service Packs and patches to the MSDE. MICAS is distributed with MS SQL Server Version 7.00.623, the initial Release to Manufacturing. MICAS can produce unpredictable results when running without current service levels.

The following table shows the various service pack versions of the MSDE certified for use with MICAS. You should download service packs to the current certified level from the Microsoft Download Center (www.microsoft.com/downloads) website and install them before using MICAS.

Version Number	Service Pack/Patch
7.00.1094	SQL Server 7.0 Security Patch MS03-031
7.00.1063	SQL Server 7.0 Service Pack 4 (SP4)
7.00.961	SQL Server 7.0 Service Pack 3 (SP3)
7.00.842	SQL Server 7.0 Service Pack 2 (SP2)
7.00.699	SQL Server 7.0 Service Pack 1 (SP1)
7.00.623	SQL Server 7.0 RTM (Release to Manufacturing)

5.0 Rollup Reporting

5.1 Purpose

Rollup Reporting is sometimes referred to as *Consolidate Data for Rollup Reporting*. Consolidating the MICAS data gives you the ability to summarize your stock quantities into a file that can be sent to the organization to which you report. They can then take your summarized data along with all other bases for which they are responsible and load it into their system, giving them a picture of all assets under their control.

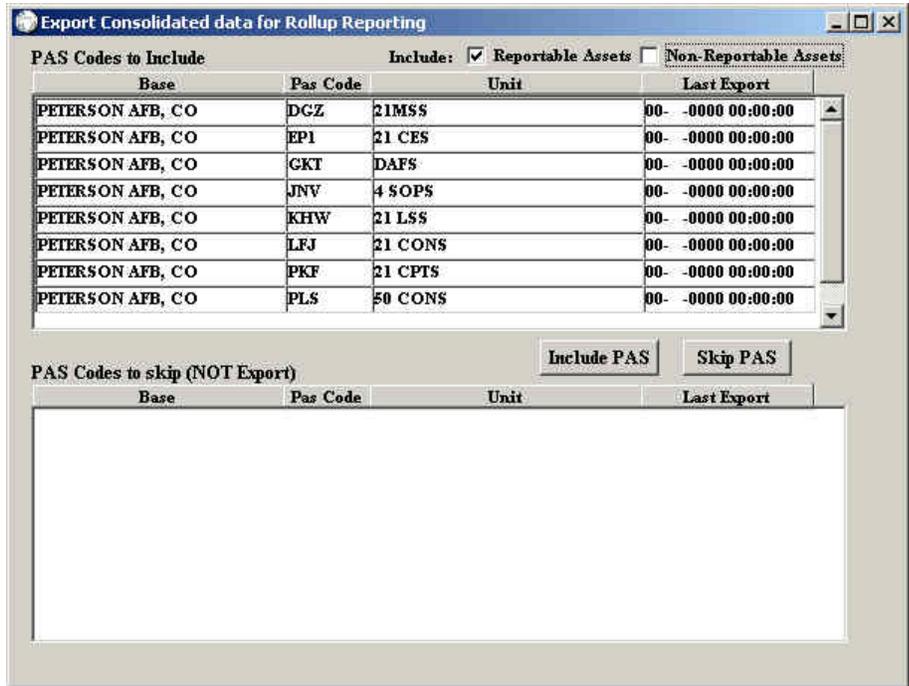
5.2 Exporting Rollup Data

This function may be used to extract the consolidated data for rollup reporting.

There are two options to access the Rollup Export function:

<ol style="list-style-type: none"> 1 Select <i>Admin</i> from the MICAS main menu. 2 Select <i>Export Consolidated Data for Rollup Reporting</i>. 	- OR -	Click the  toolbar icon.
---	--------	---

A screen similar to the following will display:



All the bases and PAS Codes to which you have access will display in the top box. Data for those bases and PAS Codes listed in the top box will be summarized and exported. To remove an entry from the top box, highlight the entry and click the <Skip PAS>

button. When clicked, the entry will be moved from the top box to the bottom box. All bases and PAS Codes in the bottom box will be skipped.

When ready to create the export file, click the  icon in the lower toolbar. When done, a message will appear telling you the process is complete and where the output file can be found.



The file specified in this message is the one that will be sent to the organization to which you report. This file is encrypted and can only be decrypted by MICAS.

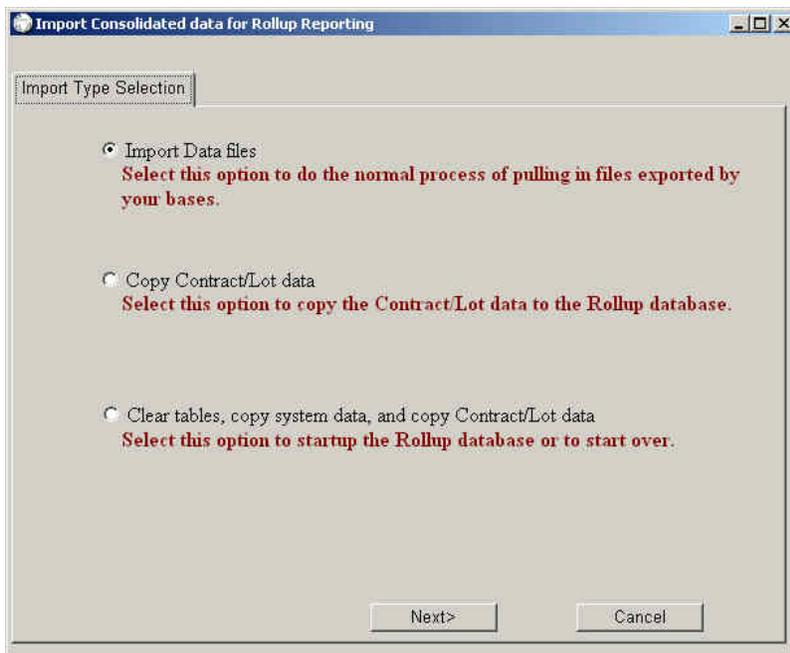
5.3 Importing Rollup Data

This function may be used to import the consolidated data for rollup reporting.

There are two options to access the Rollup Import function:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <i>Admin</i> from the MICAS main menu. 2 Select <i>Import Consolidated Data for Rollup Reporting</i>. | - OR - | Click the  toolbar icon. |
|---|--------|---|

A screen similar to the following will display:



You have three options:

1. Import Data
2. Copy Contract/Lot data from MICAS
3. Clear tables, copy system data, and copy Contract/Lot data.

5.3.1 Import Data

This option will be selected most of the time. It is the default option so you need only press . When pressed a screen similar to the following will display:

Import Consolidated data for Rollup Reporting

File/Base Selection

Files to Import

Filename	Base	Date of Base
Your Base Here.cdo	MAXWELL/ 42 ABW	10/9/2001
Your Base Here.cdo	MAXWELL/ 42 CES	10/9/2001
Your Base Here.cdo	MAXWELL/ 42 CONS	10/9/2001
Your Base Here.cdo	MAXWELL/ 42 CS	10/9/2001
Your Base Here.cdo	MAXWELL/ 42 LG	10/9/2001
Your Base Here.cdo	MAXWELL/ 42 MG	10/9/2001

Files to skip (NOT Export)

Filename	Base	Date of Base
----------	------	--------------

Include File Skip File

<Back Next> Cancel

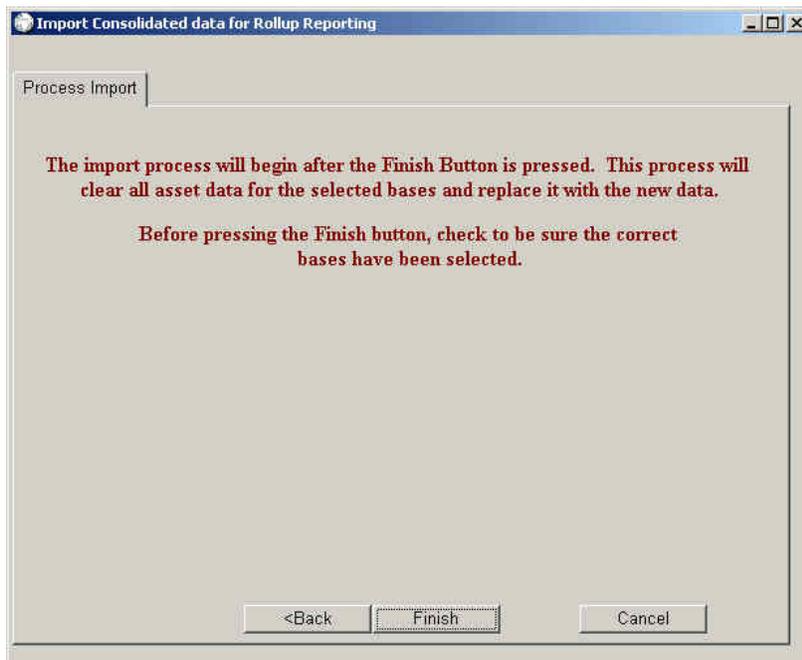
When data is exported for Rollup reporting, it is placed in a file with a .cdo extension. The file is then sent to you. When you receive these files, place them in the Rollup Directory defined in the Configuration Options (see *Section 2.1.1.7 Rollup Tab* in this manual).

Before this screen is displayed, the system will look in the Rollup Directory looking for files with the cdo extension. Those files found are retrieved, decrypted, and the bases included obtained. This data will display in the top box. Data for those bases listed in the top box will be imported into your Rollup database. To remove an entry from the top box, highlight the entry and press the <Skip File> button. When pressed, the entry will be moved from the top box to the bottom box. All bases in the bottom box will be skipped.

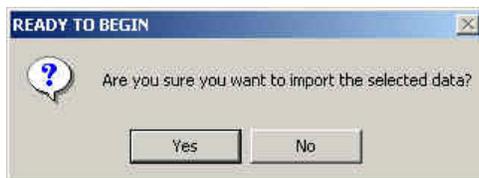


NOTE: Entries for those files received from bases running a different version of MICAS will immediately be placed in the bottom box and highlighted red. You cannot import data from a base running a different version of MICAS.

When ready to import data from the selected bases, click . The following screen will display:



This screen tells you what will be done. When ready, click and a message will display asking if you are sure you want to do this process.



If you're sure you want to import the data, click and the process will begin. As the process runs, information about what is being done will display on the screen. When the process is complete, the following message will display:

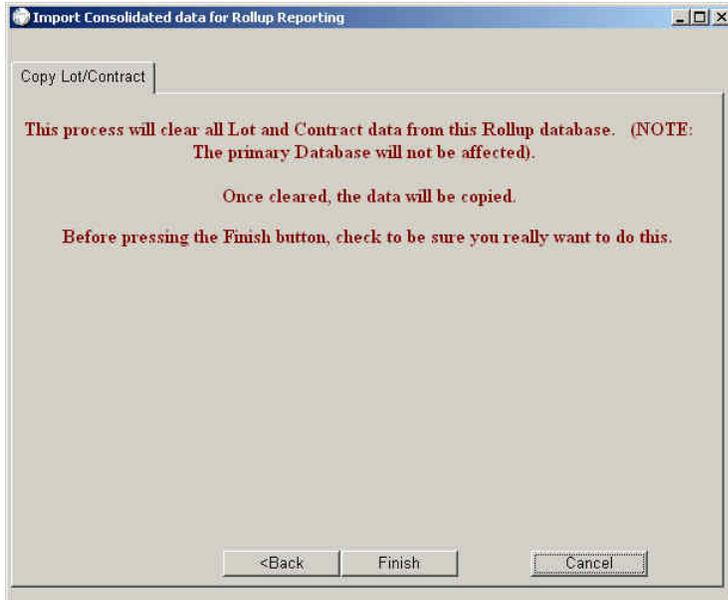


Click **OK**. When done, a report similar to the following will display listing any errors or messages received during the import process.

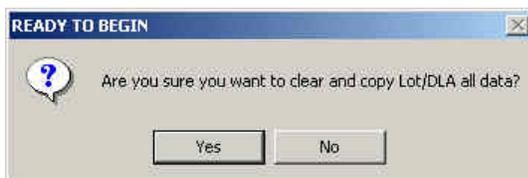
Type	Date	NSN	Contract	Lot	DOE	Message
Art/Obj		8425011382500				ERROR: NSN Notfound in Homeclimate List
Base						ImportComplete
Stock		112				ERROR: NSN Notfound in Homeclimate List
Stock		1211				ERROR: NSN Notfound in Homeclimate List
Stock		344				ERROR: NSN Notfound in Homeclimate List
Stock		34534				ERROR: NSN Notfound in Homeclimate List
Stock		4353454				ERROR: NSN Notfound in Homeclimate List
Stock		45453				ERROR: NSN Notfound in Homeclimate List
Stock		455344				ERROR: NSN Notfound in Homeclimate List
Stock		54634				ERROR: NSN Notfound in Homeclimate List
Stock		567456				ERROR: NSN Notfound in Homeclimate List
Stock		76453				ERROR: NSN Notfound in Homeclimate List
Stock		8425011382500	100-90-C-4032	29	01-Oct-2005	ERROR: NSN Notfound in Homeclimate List
Stock		8425011382500	100-93-C-4056	02	01-Apr-2008	ERROR: NSN Notfound in Homeclimate List
Stock		8425011382500	100-93-C-4056	05	01-May-2008	ERROR: NSN Notfound in Homeclimate List
Stock		8425011382500	100-93-C-4056	14	01-Apr-2008	ERROR: NSN Notfound in Homeclimate List
Stock		w454				ERROR: NSN Notfound in Homeclimate List
Stock	Decos FIRM-291	6890012761905		PE4006001-006	01-Feb-2005	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		PE4006001-010	01-Feb-2005	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		RH491C030-045	01-Mar-1996	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		RH491C030-046	01-Mar-1996	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		RH491C030046	01-Mar-1996	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		RH491C030046	01-Mar-1996	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-291	6890012761905		RH491B021-008	01-Jan-1996	WARNING: Contract/Lot Notdefined for NSN
Stock	Decos FIRM-295	6890013578456		CCPOOD330-0090	01-Apr-2005	WARNING: Contract/Lot Notdefined for NSN
Stock	Older Client 7 MILLPG	8415011382503	100-88-C-4009	12	01-Dec-2004	WARNING: Contract/Lot Notdefined for NSN

5.3.2 Copy Contract/Lot Data from MICAS

Contract/Lot data will be continually updated in MICAS using the Contract/Lot update function. This function is only available in MICAS; it is not available when you login to the Rollup database. This option is used to copy the upgraded data from MICAS into the Rollup database. To do this copy, select this option and click **Next>**. The following screen will display:



This screen tells you what will be done. When ready, click and a message will display asking if you are sure you want to do this process.



If you're sure you want to copy the Contract/Lot data from the MICAS database into the Rollup database, click and the process will begin. As the process runs, information about what is being done will display on the screen. When the process is complete, the following message will display:



5.3.3 Clear Tables, Copy System Data, and Copy Contract/Lot Data.

When you first begin using the Rollup database, you will notice that it is completely empty. There is no data such as Equipment Types or Nomenclatures defined. You may manually define this data in the Rollup database or you may copy it from your MICAS database. This option is used to copy the data.

Also, over time you will be adding or changing nomenclature data in MICAS. You may choose to make these changes separately to the MICAS database and the Rollup

database or you can make these changes to MICAS and then copy the data using this function.



WARNING: When this option is selected, all data (INCLUDING STOCK) in the Rollup database will be deleted, only using this option when you are sure you want to start over with the Rollup database.

The data in the MICAS database is not be affected by the execution of this option.

To setup the Rollup database, select this option and click and the following screen will display:

Reporting Name

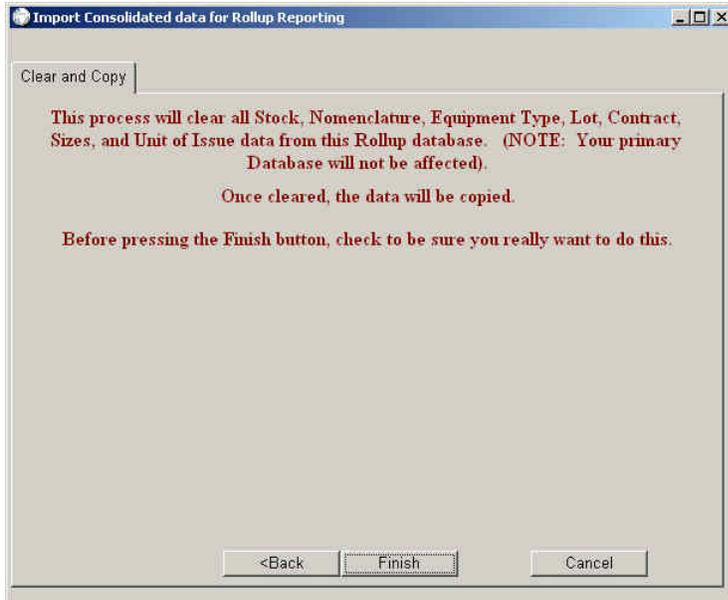
This base information is used to reflect the name used for Rollup Reporting.

Base Name:

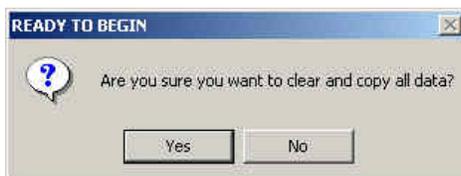
MAJCOM:

<Back Next> Cancel

The information captured on this screen is used for reporting purposes. You may enter any data that fits your need. When done, click and the following screen will display:



This screen tells you what will be done. When ready, click and a message will display asking if you are sure you want to do this process.



If you're sure you want to clear all data in the Rollup database and then copy the setup data from the MICAS database, click and the process will begin. As the process runs, information about what is being done will display on the screen. When the process is complete, the following message will display:



6.0 Database Administration –Microsoft SQL7 Uses

NOTE: *This section only applies to those users who have the full version of Microsoft SQL 7 installed.*

6.1 Shrinking a Large Database

Some users have extremely large databases. There are many reasons to keep these databases as small as possible, the primary being the amount of disk space used. For these reasons, those users with large databases may want to use the MSSQL7 tool for shrinking the database.

6.1.1 Things to Consider Before Shrinking a Database

Before shrinking your database, consider running as many processes as possible that will reduce the amount of space required. These processes include Merging Stock and Shipping Condemned assets. The final step of reducing disk space should be the Archival of History files.

Immediately prior to Shrinking the database, create a backup. While the shrinking process is very stable, a problem may occur that could result in your needing to restore from a backup.

6.1.2 Shrinking a Database

NOTE: *These directions are written for users already familiar with Enterprise Manager and do not go into detail of each step. Refer to the Enterprise Manager documentation (Help and Books On-line) for specific directions.*

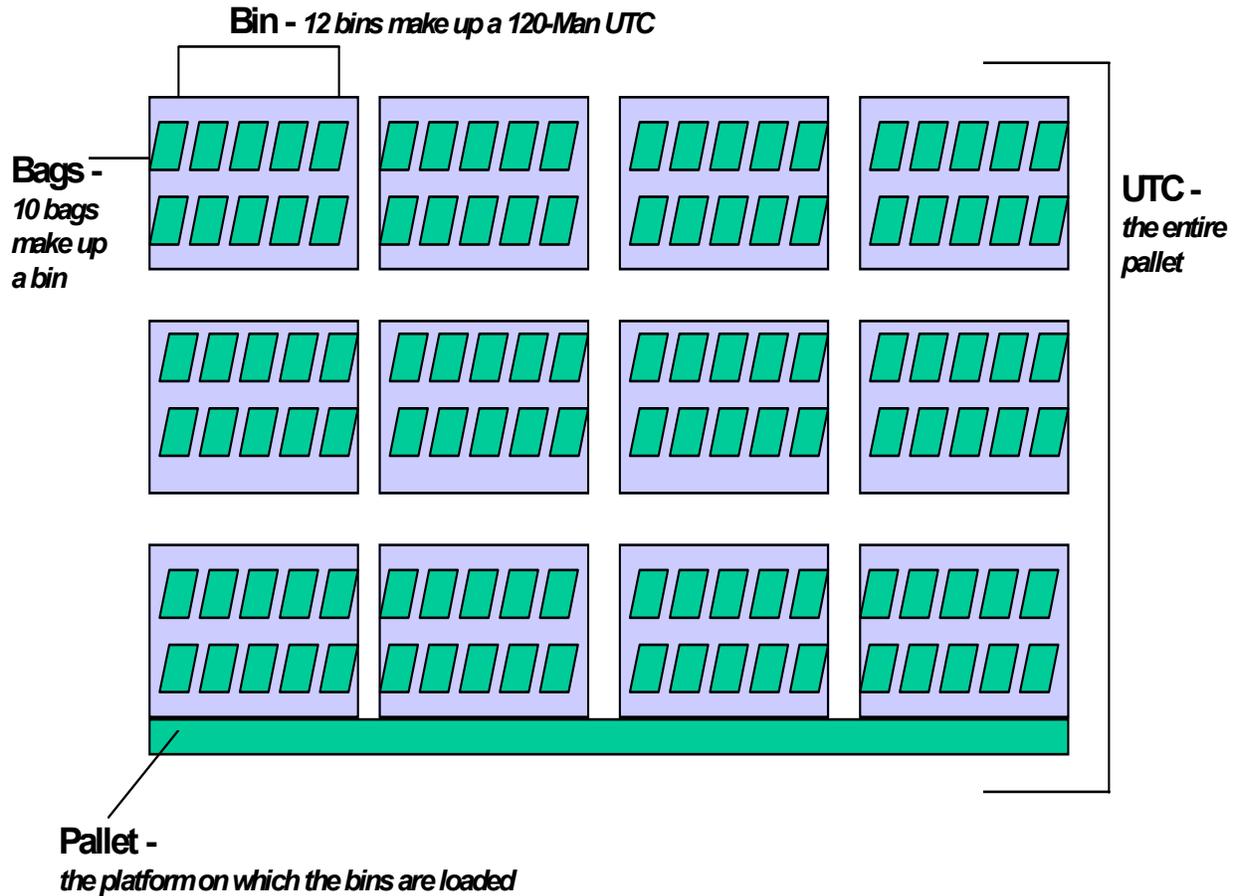
1. Backup the database.
2. Execute *Enterprise Manager*.
3. Highlight the MICAS database. When this is done, the right side of the screen will contain options that may be run.
4. Click the *Shrink Database* option.

Appendix A – Glossary of Terms**A.1 General MICAS Terms Used**

Term	Description
Users	Each individual who accesses the system is referred to as a User. A User ID is assigned by the system administrator for each person who will access the system. Only after the user is defined in the system will they be able to access the system.
Groups	A Group is a way of classifying functions. Groups are defined by the system administrator to classify (or group) users. Each user will be included in one and only one group.
Security	Security is used to determine which functions a group of users have permission to access. When a group is first defined, no system access is allowed for the users in that group. The only way to allow access is via the Security function.
Nomenclature	A field used to describe the stock item.
Item	Another term for stock (identified by NSN).
UTC Kit	The built UTC. Throughout the MICAS system, any stock created by combining one or more items is referred to as a kit. For example, bag kit, bin kit, UTC kit.
Unserviceable	Stock that can no longer be used.
NSN	National Stock Number.
SBSS	Standard Base Supply System.
Quantity On-Hand	The On-Hand quantity is the quantity of assets for which you are responsible. This includes all assets issued as well as those deployed.
Quantity On-Station	The On-Station quantity is the quantity of serviceable assets available to you. This does NOT include any assets issued or deployed.

A.2 Base Level MICAS Terms

A.3 Center Level MICAS Terms



A.4 Condition Codes

Code	Status	Title	Explanation
A	Serviceable	ISSUABLE WITHOUT QUALIFICATION	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction.
B	Serviceable	ISSUABLE WITH QUALIFICATION (3 TO 6 MONTHS)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
C	Serviceable	ISSUABLE WITH QUALIFICATION (LESS THAN 3 MONTHS)	Items which are serviceable and issuable to selected customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset.
D	Serviceable	TEST/ MODIFICATION	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	Unserviceable	LIMITED RESTORATION	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.

Code	Status	Title	Explanation
F	Unserviceable	REPARABLE	Economically repairable materiel which requires repair, overhaul, or reconditioning; includes repairable items which are radioactively contaminated.
G	Unserviceable	INCOMPLETE	Materiel requiring additional parts or components to complete the end time prior to issue.
H	Unserviceable	CONDEMNED	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned Items which are radioactively contaminated NOTE <i>Classify obsolete and excess materiel to its proper condition before consigning to the DRMO. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.</i>)
J	Suspended	IN STOCK	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known.
K	Suspended	RETURNS	Materiel returned from customers or users and awaiting condition classification.
L	Suspended	LITIGATION	Materiel held pending litigation or negotiation with contractors or common carriers.
M	Suspended	IN WORK	Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended	AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY	Ammunition stocks suspended from issue except for emergency combat use.
P	Unserviceable	RECLAMATION	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspection, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	Suspended	QUALITY DEFICIENT EXHIBITS	This code is for intra-Air Force use only. Quality deficient exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by Quality Deficiency Report. Exhibit requires technical or engineering analysis to determine cause of failure to perform in accordance with specifications.
R	Suspended	RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	Unserviceable	SCRAP	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.

Appendix B – Database Structure

Table	Description	Included in Diagram
ARCHIVE AUDIT TRAIL	Audit trail logging each archival process run.	B-1 Audit Tables
BASE	List of all bases included in this MICAS database.	B-2 Control Tables
EQUIPMENT TYPE	Used to group Nomenclatures. For example: you may have a <i>Boot Size 10</i> as one of your nomenclatures, the equipment type for that nomenclatures would be <i>Boots</i> .	B-3 Nomenclature Tables
HISTORICAL INSPECTION	List of all past inspections.	B-4 Inspection Tables
INSPECTION DEF	Definition of the type of inspections to be done. (Including frequency of inspection)	B-4 Inspection Tables
INSPECTION SCHEDULE	List of all items scheduled for inspection.	B-4 Inspection Tables
INVENTORY READINGS	List of readings done for a physical inventory.	B-5 Physical Inventory Tables
INVENTORY SCHEDULE	Schedules used to perform physical inventories.	B-5 Physical Inventory Tables
INVENTORY SESSION	Sessions defined for physical inventories	B-5 Physical Inventory Tables
INVENTORY SESSION LOC	Locations defined to be inventoried for a session.	B-5 Physical Inventory Tables
ISSUE DETAIL	Specific data about what has been issued to personnel. This contains data about the items issued.	B-6 Issue Tables
ISSUE HEADER	General data about a specific issue. This contains data about the issuance such as <i>To Whom, Date, Expected Return Date</i> .	B-6 Issue Tables
ISSUE KIT AUDIT	Audit trail of all issue/return data for kits.	B-1 Audit Tables B-6 Issue Tables
ISSUE STOCK AUDIT	Audit trail of all issue/return data for individual assets (stock).	B-1 Audit Tables B-6 Issue Tables
ITEM STATUS	Control table. Used to define each status available for Stock and Kits.	B-7 Kit Tables B-11 Stock Tables
KIT	List of all kits.	B-6 Issue Tables B-7 Kit Tables
KIT CONFIG DETAIL	Configuration used to define specifically what is placed in a defined kit.	B-7 Kit Tables
KIT CONFIG HEADER	Configuration used to define the types of kits that can be built.	B-7 Kit Tables
LOCATION	List of all warehouse locations available to MICAS.	B-2 Control Tables B-7 Kit Tables B-10 Shipping Tables B-11 Stock Tables
LOGIN LOGOUT AUDIT TRAIL	Audit trail logging all access into and out of MICAS.	B-1 Audit Tables B-9 Personnel Tables
LOT DLA	List of all Lot and Contract numbers.	B-3 Nomenclature Tables
MAJCOM	Control table. List of all MAJCOMs.	B-2 Control Tables
MANUFACTURER	List of all manufactures.	B-3 Nomenclature Tables

Table	Description	Included in Diagram
NOMENCLATURE	List of all nomenclatures available to MICAS.	B-3 Nomenclature Tables
ORDER STATUS	Control table. Used to define each status available for stock orders	B-8 Order Tables
PAS	List of all PAS Codes. This is used to limit access to the MICAS data.	B-2 Control Tables B-3 Nomenclature Tables B-7 Kit Tables B-11 Stock Tables
PERSONNEL	Contains two types of entries: 1. List of all Users of the MICAS system. 2. List of all Personnel to whom assets may be issued.	B-9 Personnel Tables
PERSONNEL ACCESS	List of all PAS Codes and Sections that may be accessed by Personnel assigned to a specific User Type.	B-9 Personnel Tables
PERSONNEL AUDIT	Audit trail logging changes made to the personnel table.	B-1 Audit Tables B-9 Personnel Tables
PERSONNEL SIZES	List of all clothing sizes defined for personnel.	B-9 Personnel Tables
RANK GRADE	Control table. List of all personnel ranks/grades available to MICAS.	B-9 Personnel Tables
SC INSP DEF	List of all inspections that should be done for each nomenclature.	B-4 Inspection Tables
SECTION	List of all Sections within the defined PAS Codes.	B-2 Control Tables B-7 Kit Tables B-11 Stock Tables
SHIP HEADER	General data about a specific shipment.	B-10 Shipping Tables
SHIP LINE	General data about a type of asset that is to be shipped	B-10 Shipping Tables
SHIP LINE ASSET	Specific data about a shipped asset	B-10 Shipping Tables
SHIP RCV LOCATION	Control table. Used to define each location that is either shipping or receiving asset in a shipment	B-10 Shipping Tables
SIZE LETTER	Control table. Used to define each size in a letter format (such as LARGE, SMALL).	B-3 Nomenclature Tables B-7 Kit Tables
SIZE NUMBER	Control table. Used to define each size in a number format (such as Size 10, 12).	B-3 Nomenclature Tables B-7 Kit Tables
STATES	Control table. Contains a list of all states.	B-9 Personnel Tables B-11 Stock Tables
STOCK	List of all assets stored in the MICAS system.	B-6 Issue Tables B-11 Stock Tables
STOCK AUDIT TRAIL	List of all changes to the valuation of inventory.	B-1 Audit Tables B-11 Stock Tables
STOCK CLASS	See Nomenclature	
STOCK CLASS PAS	List of authorized quantities for each PAS Code Nomenclature combination	B-3 Nomenclature Tables
STOCK ORD DETAIL	Specific data about what assets have been ordered.	B-8 Order Tables
STOCK ORDER HDR	General data about a specific order. This contains data about the order such as <i>Order Status, Expected Receipt Date</i> .	B-8 Order Tables
STOCK Type	See as Equipment Type.	
SUBSTITUTIONS	List of stock items added to a kit as a substitute for another item.	B-7 Kit Tables
TARIFF	Breakdown of overall tariff percentages.	B-12 Tariff Tables

Table	Description	Included in Diagram
TARIFF NOMEN	List of primary nomenclatures used when updating authorized quantities	B-12 Tariff Tables
TARIFF PAS	List of authorized bags for each PAS code.	B-12 Tariff Tables
TARIFF SIZE	Breakdown of tariff percentages for each size group.	B-12 Tariff Tables
UNIT OF ISSUE	Control Table. Contains a list of all unit of issue abbreviations.	B-3 Nomenclature Tables
UNSERVICEABLE REASONS	List of reasons an asset may become unserviceable (such as DAMAGED)	B-11 Stock Tables
UPGRADE AUDIT TRAIL	Audit trail containing log of when upgrades are applied.	B-1 Audit Tables
USER RIGHTS	List of all functions that may be accessed as well as the level of access for Personnel assigned to a specific User Type.	B-9 Personnel Tables
USER TYPE	List of all User Types. These User Types are used to determine function and data access throughout the MICAS system	B-9 Personnel Tables
VENDOR	List of all vendors.	B-11 Stock Tables

ISSUE_KIT_AUDIT	
<u>ISSUE_KIT_AUDIT_ID</u>	int
KIT_ID	varchar(13)
LOCAL_ID	varchar(20)
PAS_ID	varchar(13)
SECTION_ID	varchar(13)
IN_KIT_ID	varchar(13)
IN_KIT_LOCAL_ID	varchar(13)
KIT_CONFIG	varchar(50)
ISSUE_TO	varchar(50)
ISSUE_RETURN_TYPE	varchar(1)
ISSUE_RETURN_BY	varchar(50)
ISSUE_RETURN_DATE	datetime

ISSUE_STOCK_AUDIT	
<u>ISSUE_STOCK_AUDIT_ID</u>	int
ITEM_ID	varchar(13)
LOCAL_ID	varchar(20)
PAS_ID	varchar(13)
SECTION_ID	varchar(13)
IN_KIT_ID	varchar(13)
IN_KIT_LOCAL_ID	varchar(13)
NSN	varchar(15)
LOT	varchar(20)
DLA	varchar(20)
DOM	datetime
ISSUE_TO	varchar(50)
ISSUE_RETURN_TYPE	varchar(1)
ISSUE_RETURN_BY	varchar(50)
ISSUE_RETURN_DATE	datetime

UPGRADE_AUDIT_TRAIL	
<u>UPGRADE_AUDIT_TRAIL_ID</u>	int
UPGRADE_VERSION	varchar(20)
UPGRADE_DB_VERSION	numeric(5,3)
UPGRADE_DATE	datetime

ARCHIVE_AUDIT_TRAIL	
<u>ARCHIVE_AUDIT_TRAIL_ID</u>	int
ARCHIVE_DATE	datetime
ARCHIVE_FOR_DATE	datetime
ARCHIVE_USER	varchar(50)
ARCHIVE_TYPE	varchar(5)
ARCHIVE_FILENAME	varchar(100)
ARCHIVE_MESSAGE	varchar(100)

PERSONNEL_AUDIT	
<u>PERSONNEL_AUDIT_ID</u>	int
USER_NAME	varchar(40)
USER_ID	varchar(20)
CHANGE_MESSAGE	varchar(40)
CHANGE_BY	varchar(50)
CHANGE_DATE	datetime

LOGIN_LOGOUT_AUDIT_TRAIL	
<u>LOGIN_LOGOUT_AUDIT_TRAIL_ID</u>	int
PERSONNEL_ID	varchar(13)
USER_ID	varchar(30)
FULL_NAME	varchar(40)
LOGIN_LOGOUT_FLAG	varchar(1)
LOGIN_SUCCESSFUL	varchar(1)
LOGIN_LOGOUT_DATE	datetime
ERROR_MESSAGE	varchar(30)
COMPUTER_NAME	varchar(25)

STOCK_AUDIT_TRAIL	
<u>STOCK_AUDIT_TRAIL_ID</u>	int
PAS_ID	varchar(13)
UPDATE_USER	varchar(30)
UPDATE_TIME	datetime
UPDATE_TYPE	varchar(7)
UPDATE_SCREEN	varchar(20)
UPDATE_COMMENTS	varchar(50)
ITEM_ID	varchar(13)
NOMENCLATURE	varchar(50)
BEFORE_ITEM_STATUS_ID	varchar(13)
BEFORE_LOT	varchar(20)
BEFORE_DOE	datetime
BEFORE_DLA	varchar(20)
BEFORE_PASCODE	varchar(3)
BEFORE_SQUADRON	varchar(40)
BEFORE_SECTION	varchar(40)
BEFORE_QUANTITY	int
AFTER_ITEM_STATUS_ID	varchar(13)
AFTER_LOT	varchar(20)
AFTER_DOE	datetime
AFTER_DLA	varchar(20)
AFTER_PASCODE	varchar(3)
AFTER_SQUADRON	varchar(40)
AFTER_SECTION	varchar(40)
AFTER_QUANTITY	int
BEFORE_NOMENCLATURE	varchar(50)
AFTER_NOMENCLATURE	varchar(50)

Diagram B-1 Audit Tables

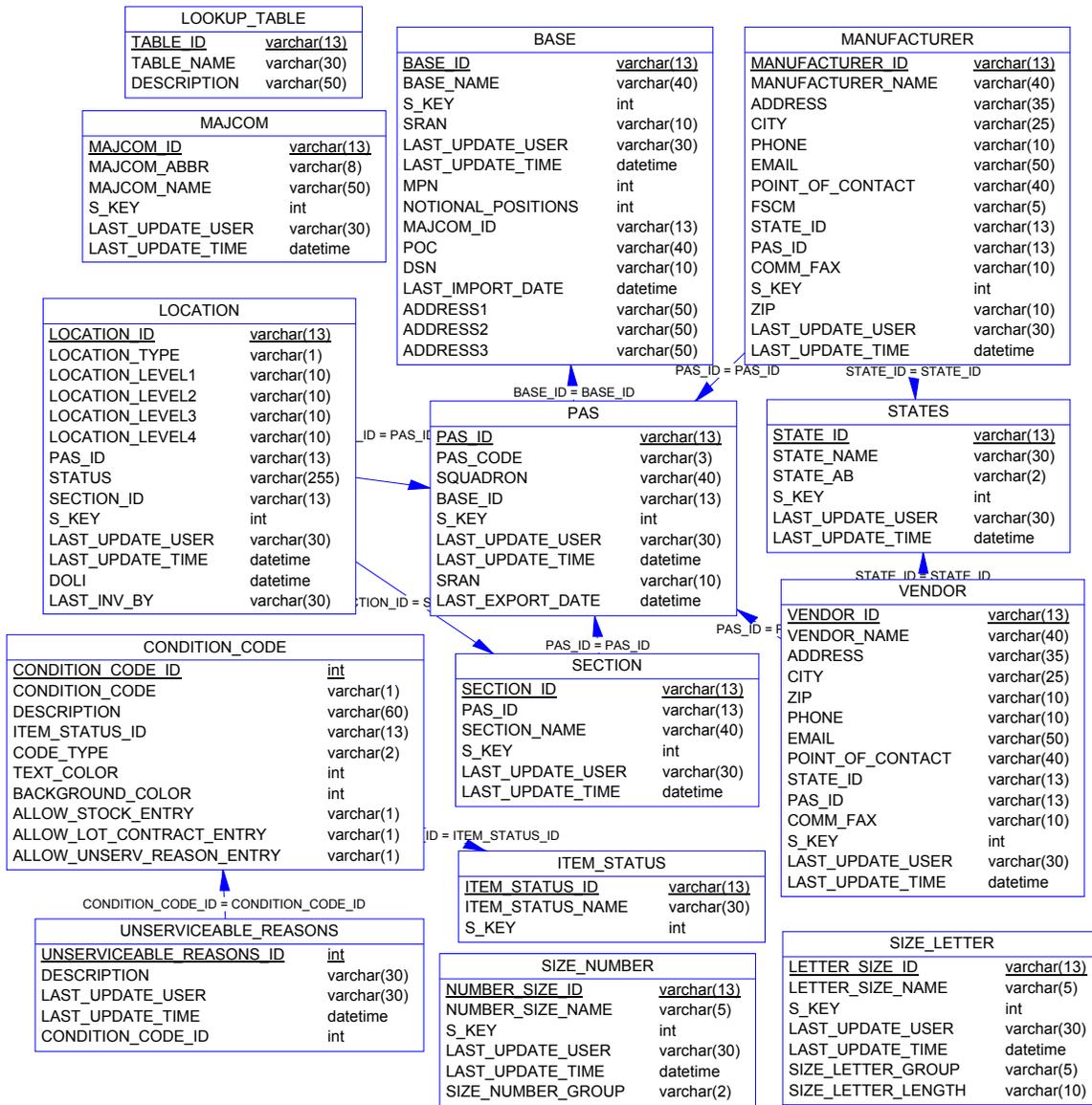


Diagram B-2 Lookups/Control Tables

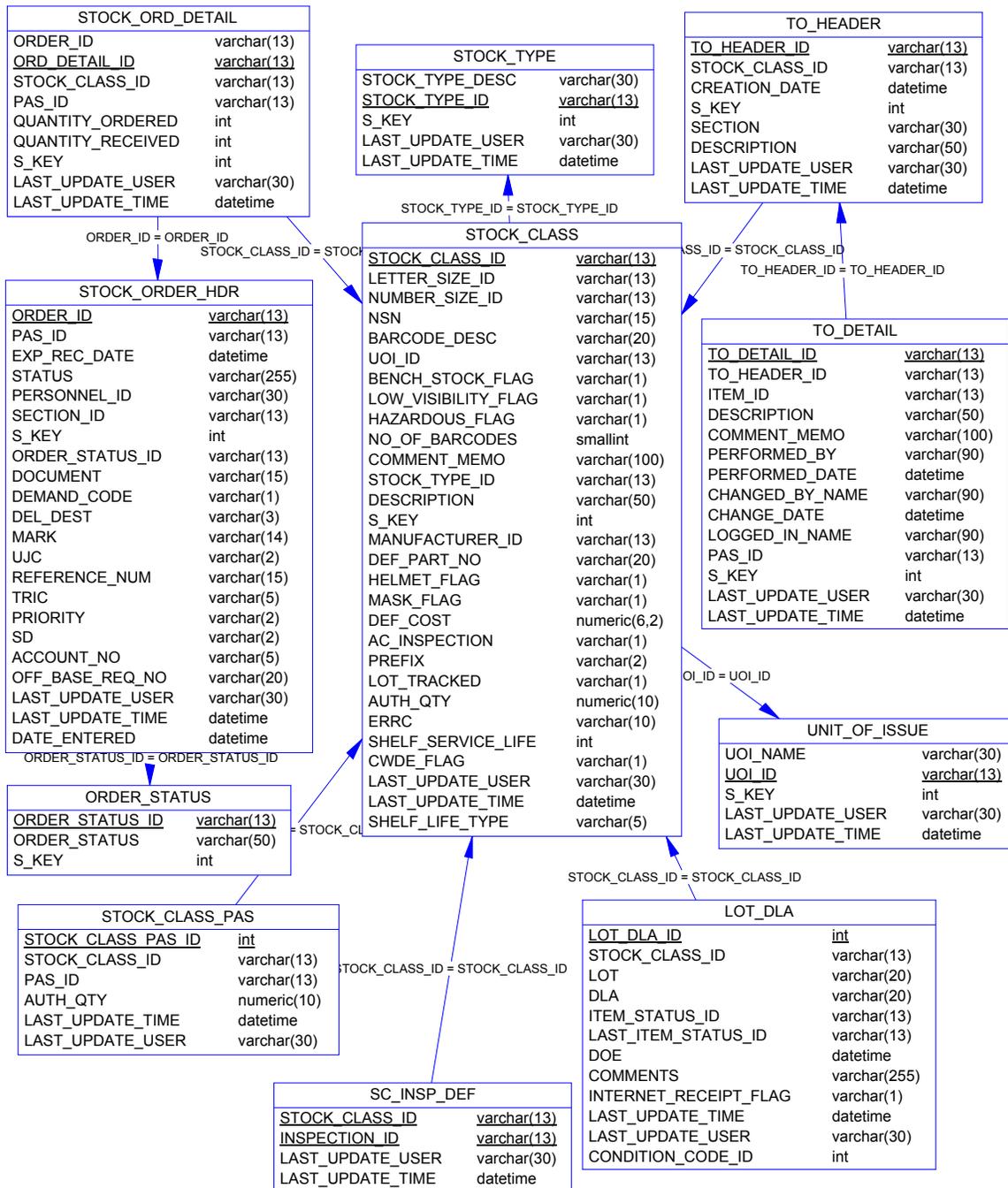


Diagram B-3 Nomenclature Tables

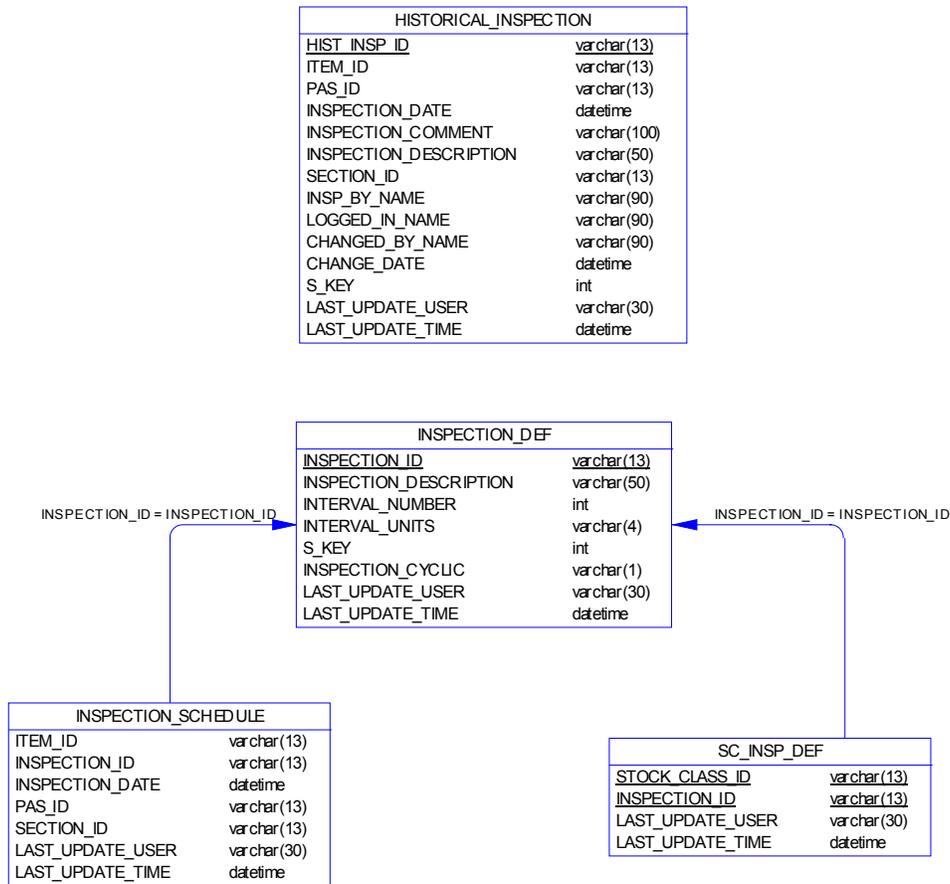


Diagram B-4 Inspection Tables

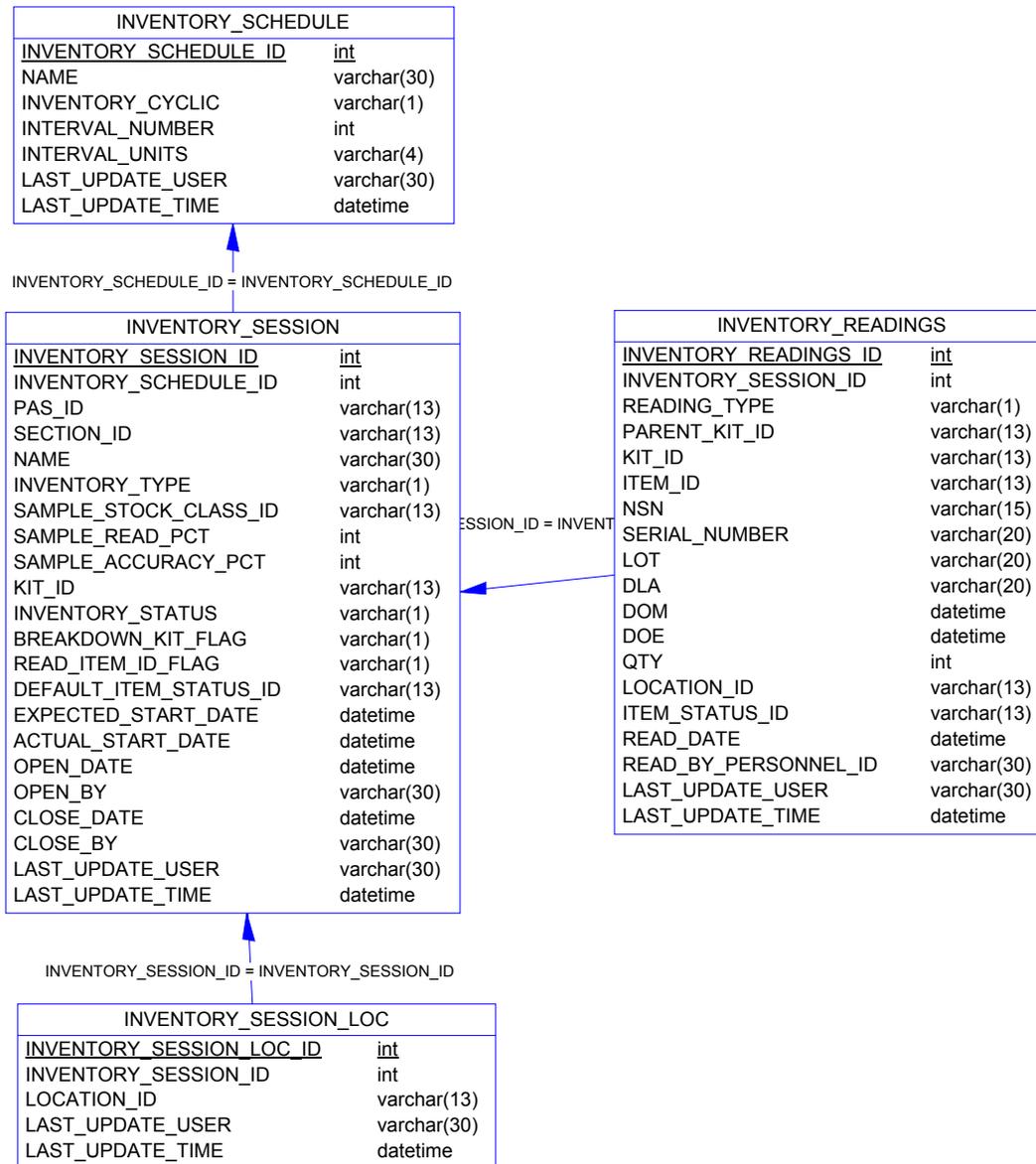


Diagram B-5 Physical Inventory Tables

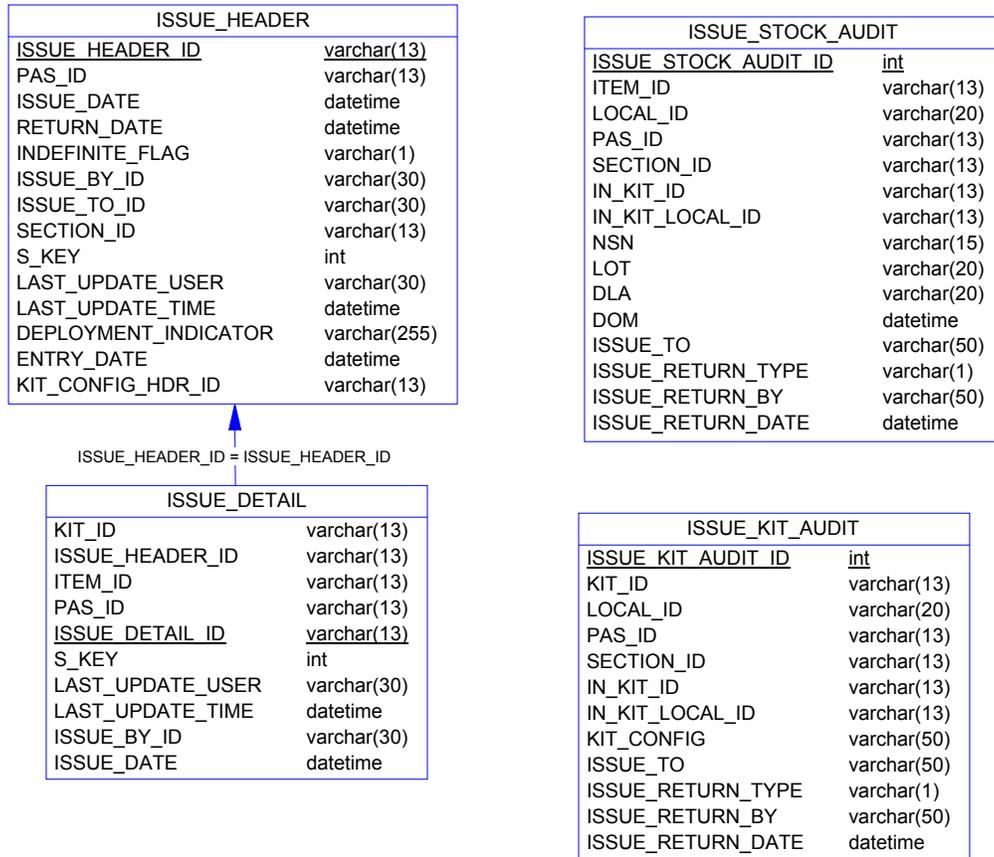


Diagram B-6 Issue Tables

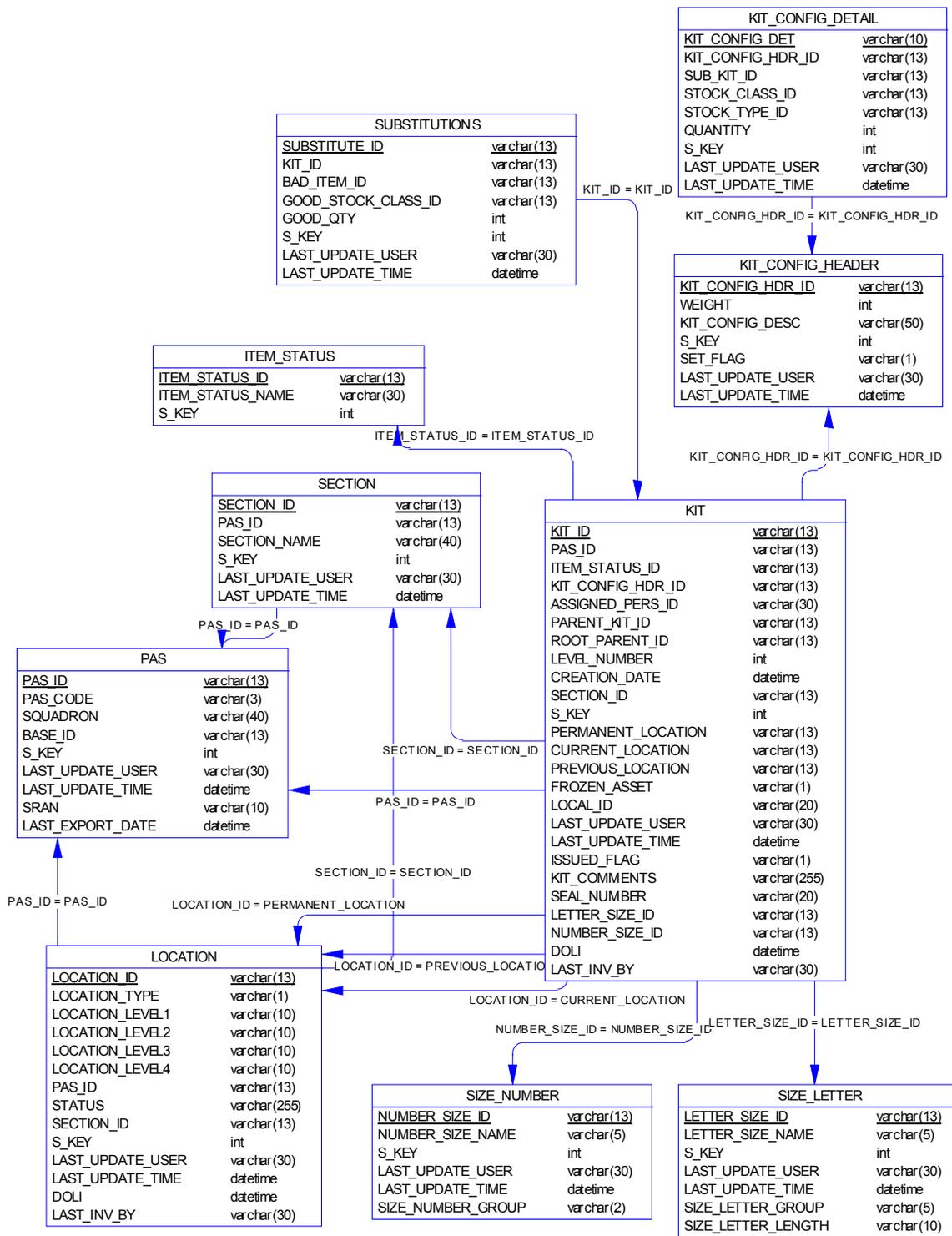


Diagram B-7 Kit Tables

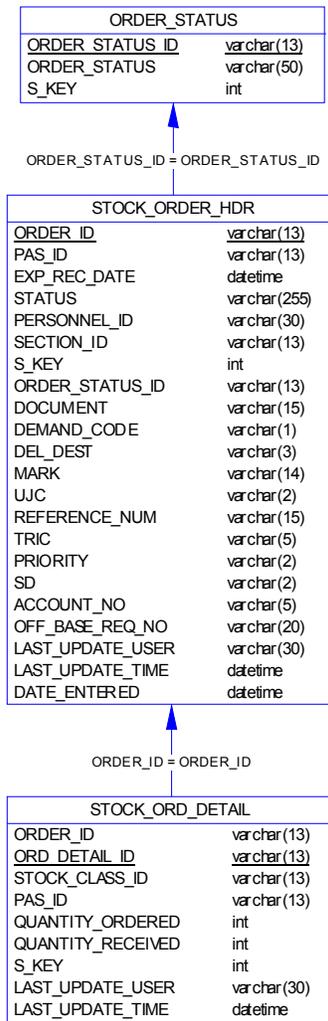


Diagram B-8 Order Tables

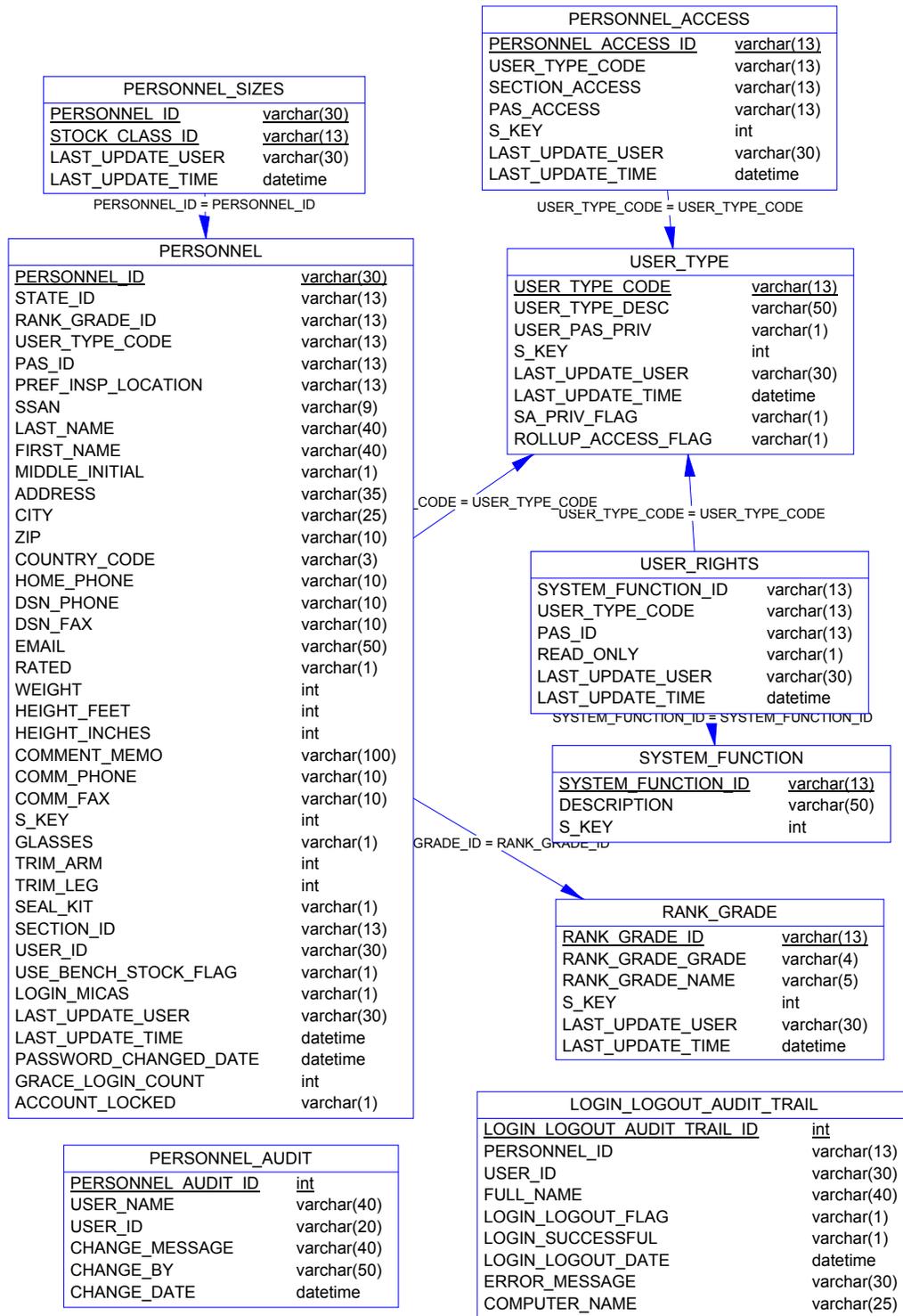


Diagram B-9 Personnel Tables

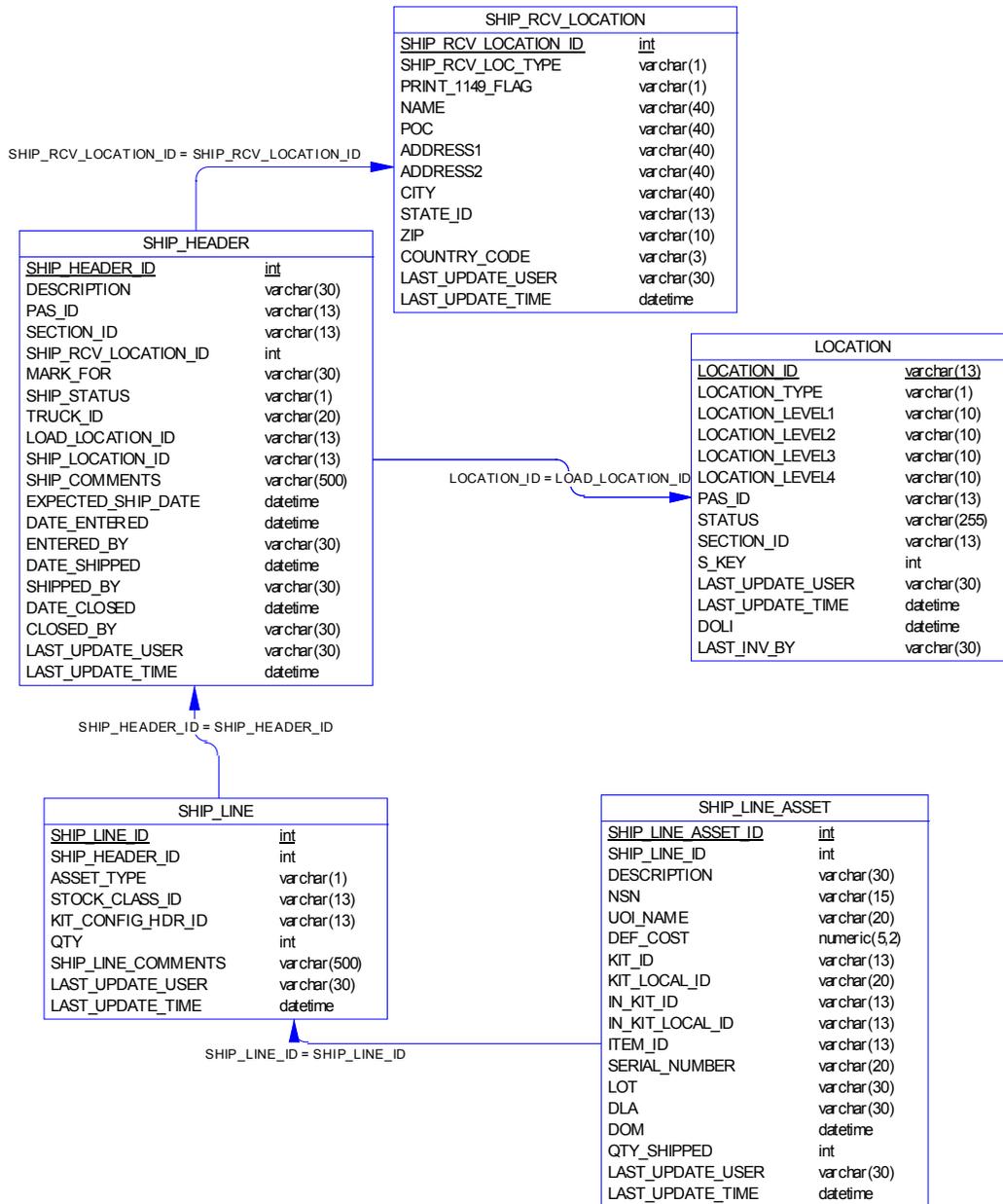


Diagram B-10 Shipping Tables

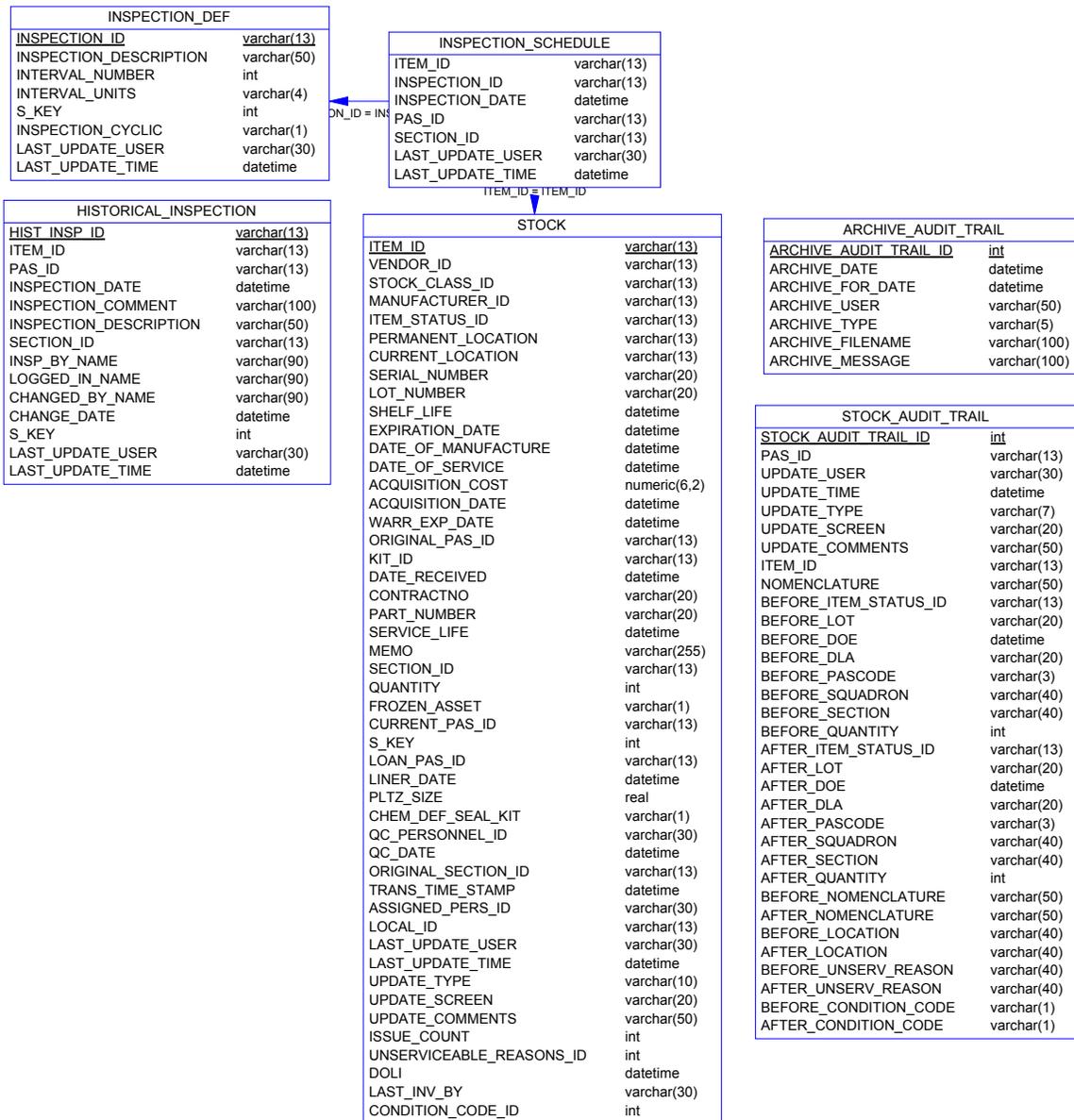


Diagram B-11 Stock Tables

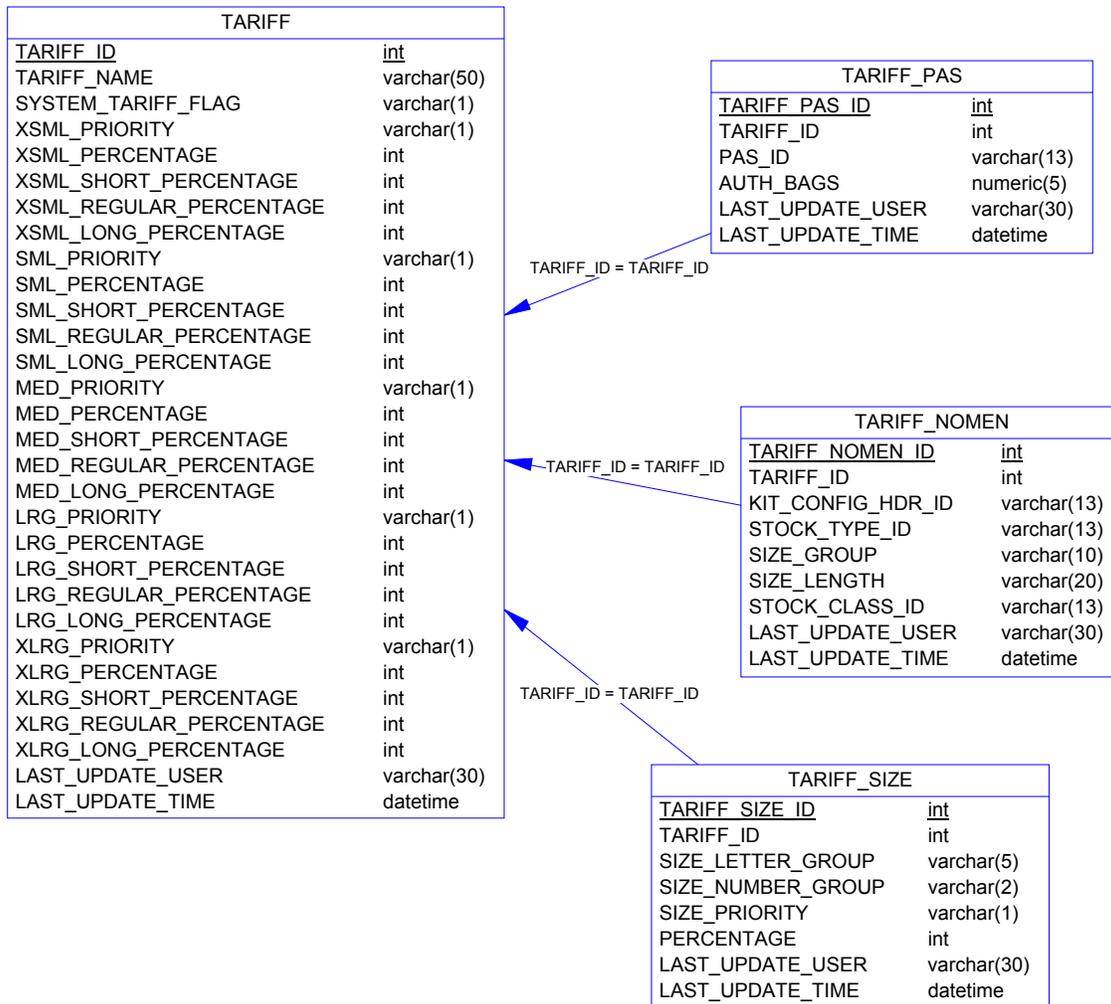


Diagram B-12 Tariff Tables

Appendix C – Error Messages

Appendix D – Security (Air Force Regulations)**D.1 Passwords****D.1.1 Password Do's and Don't's**

Below is a list of no-cost/low-cost measures that can be implemented to increase the overall level of security on the computer system.

1. *Do not* use your login name as your password.
2. *Do not* use your first, middle, or last name as your password.
3. *Do not* use the names of your family members as your password.
4. *Do not* use license plate numbers, phone numbers, social security numbers, makes of cars, or street names as your password.
5. *Do not* use a single number or letter in a series (11111 or aaaaa) as your password
6. *Do not* use consecutive numbers or letters (123456 or abcdef) as your password.
7. *Do not* allow “keyboard progression” passwords (i.e., qwertyui or lkjhgfds)
8. *Do not* use numbers at the beginning or end of passwords.
9. *Do not* create your password using a word from an English or foreign-language dictionary.
10. *Do not* use a password shorter than six characters. A minimum of eight characters would be more secure.
11. *Do not* share passwords with anyone.
12. *Do not* allow group accounts with a common password.
13. *Do* use a password with mixed-case alphabetic characters, numbers, and symbols.
14. *Do* use an easy-to-remember password, but *do not* write it down. As a mnemonic device, use the initial letters in a phrase. (for example: IL2PgitS – I love to play golf in the summer!)
15. *Do* change passwords every 90 to 120 days, but *do not* reuse old passwords.
16. *Never* use passwords in the clear over modems.
17. Have the system administrator run a “password cracker” program at least every three months, preferably more often, and require users to immediately change any easily cracked passwords.

D.1.2 Password Protection

- Sites (local units, wings, CMBCCs, and MAJCOMs) are responsible for password destruction. See AFSSI 5020 (for magnetic media) and AFI 31-401 (for paper)
- Each user is responsible and accountable for their own password. MICAS relies on the SQL Server to protect passwords as sensitive information.

- Never leave the information system unprotected while logged in. Logout before leaving computer and/or employ physical measures (e.g. keyboard locks) before leaving the information system unattended.

NOTE: *User IDs are unclassified reference to a user that can be displayed on printouts and in audit trails without compromising the password (AMAN 33-223).*

- All passwords must be protected based on the sensitivity of the information they protect. MICAS relies on the user and the operational system to protect all passwords based on the sensitivity of the operation.
- Users must memorize their passwords
- Passwords will not be placed on desks, walls, sides of terminals, or stored in a function key, or in the communication software.
- If documentation is necessary for mission accomplishment (i.e., pre-established accounts for contingency or exercise), passwords shall be placed in a safe.

D.2 Access and Clearance

- The system shall limit system administrator privileges to the least possible number of users.
- Sites are responsible for remote/dial-up access in accordance with AFI 33-202).
- It is the site's responsibility to ensure that all MICAS users have the clearance and access approval for all information in the system.
- It is the site's responsibility to establish and monitor need-to-know. The local CSSO shall verify each user's need for access to information system resources and information in accordance with AFMAN 33-223, *Identification and Authentication*, and AFI 33-202, *Computer Security*.
- Sites are responsible for entry control to computer facilities. The policies governing physical security are prescribed in DoDD 5200.28, *Security of DoD Installations*, and AFI 31-101, Volume 1, *The Air Force Physical Security Program*.
- Sites are responsible for entry control to remote terminals. The policies governing physical security are prescribed in DoDD 5200.28, *Security of DoD Installations*, and AFI 31-101, Volume 1, *The Air Force Physical Security Program*.

D.3 Resource Protection

- Resource protection is a site responsibility. See AFI 31-209, *The Air Force Resource Protection Program*. This instruction gives the requirements for the Resource Protection Program (RPP) and addresses the physical security of Air Force personnel, installations, operations and assets.
- Physical resource protection is a site responsibility. The policies governing physical security are prescribed in DoDD 5200.28, *Security of DoD Installations*, and AFI 31-101 Volume 1, *The Air Force Physical Security Program*.
- Data will be protected as determined by individual sites from theft in accordance with AFI 31-209, *The Air Force Resource Protection Program*.
- Developing and administering a policy for the protection of supports systems is a site responsibility. See OMB A-130, *Management of Federal Information Resources*, for policies and guidance in protecting support system.

D.4 Hardware/Software

- Before releasing any information system component containing nonvolatile storage media (i.e., the HHT, radio and print buffers) to uncleared maintenance activities, sanitize the component of sensitive information in accordance with AFSSI 5021, AFI 33-202, and AFMC AFI 33-202 Supplement 1.
- Individual sites are responsible for components storing sensitive information shall be sanitized.
- Each site should document their system architecture to include security features.
- MICAS relies on the operational system to have countermeasures in place to correct the Y2000 vulnerability.
- The results of the MICAS ST&E are documented in *Section 8* of the *MICAS System Security Authorization Agreement (SSAA)*.
- Each site is responsible for maintenance on MICAS hardware devices. See *AFI 33-202, Computer Security*, for a discussion on controlling maintenance activities.
- Purging and clearing of storage media is a site responsibility. See AFSSI 5020, *Remanence Security* (AFM 33-224, when published) for guidance on

sanitizing. Also see NCSC-TG-025, Version – 2, *A guide to Understanding Data Remanence in Automated Information Systems*.

- Declassification and destruction of storage media is a site responsibility. For further information see AFSSI 5020, *Remanence Security* (AFM 33-224, when published) for guidance on sanitizing. Also see NCSC-TG-025, Version – 2, *A Guide to Understanding Data Remanence in Automated Information Systems*.
- Declassification and destruction of output products is a site responsibility. For further information see AFSSI 5020, *Remanence Security* (AFM 33-224, when published) for guidance on sanitizing. Also see NCSC-TG-025, Version – 2, *A Guide to Understanding Data Remanence in Automated Information Systems*.
- COMSEC is the responsibility of individual sites.
- EMSEC is the responsibility of individual sites. See AFI 33-202, *Emission Security*, for further information for guidance on implementing EMSEC.
- Each site must contact their local base frequency manager prior to purchasing or installing RF equipment.

D.5 Contingency Planning

- Sites are responsible for contingency planning. See AFMAN 10-401 and AFPAM 10-219V1, *Contingency and Disaster Planning*.
- Emergency response is a site responsibility. As a minimum adequate backup functions shall be in place to ensure that security functions are maintained continuously during interrupted service.
- It is the site responsibility for using MICAS in an exercise and shall be performed IAW local (site) policy and procedures.

D.6 Marking and Labeling

- All output shall be properly marked with the appropriate sensitivity (i.e., classification) and markings (e.g., Privacy Act, FOUO).
- It is recommended that sites electronically or manually mark storage media when the media contains sensitive unclassified and/or Privacy Act data.
- It is recommended that sites mark storage media when the media contains sensitive unclassified and/or Privacy Act data.

- It is recommended that sites mark storage output products when the products contain sensitive unclassified and/or Privacy Act data.
- It is recommended that sites mark storage peripheral devices when such devices contain sensitive unclassified and/or Privacy Act data (for example: PCMCIA card, HHT, Backup Tapes).

D.7 Incident Handling

- Incident reporting will be done in accordance with AFM 33-25, *Vulnerability and Incident Reporting*, and AFSI 5021, *Time Compliance Network Order (TCNO) Management and Vulnerability and Incident Reporting*.
- System sanitization will be done in accordance with AFSSI 5020, *Remanence Security* (AFM 33-224, when published). Also see NCSC-TG-025, Version – 2, *A Guide to Understanding Data Remanence in Automated Information Systems*, for guidance on system sanitization.

Appendix E – Audit Trails**E.1 Air Force Regulations**

- Users must ensure the MICAS computers' audit trail function (when) present is enabled as directed in AFSSI 5102.
- MICAS audit trails cannot be modified (even by administrators). Once data is in the table, it is permanent until archived.
- Audit records, such as changes to the valuation of inventory/changes to stock tables, created by MICAS are maintained permanently. Audit records generated by network servers and workstations are the responsibility of the operational unit.
- Purging and clearing of storage media is a site responsibility. See AFSSI 5020, *Remanence Security* (AFM 33-224, when published) for guidance on sanitizing. Also see NCSC-TG-025, Version – 2, *A guide to Understanding Data Remanence in Automated Information Systems*.

E.2 Stock Audit Trail**E.2.1 Definition of Stock Audit Trail**

Every change to the valuation of inventory will be logged. In MICAS the table titled STOCK is what stores the inventory data, so most changes to this table will be logged. Those changes that do not affect the valuation of inventory (such as a change to the storage location) will not be logged. Those changes that do affect the valuation (such as a change to the quantity) will be logged.

Every addition to the table is logged.

Every deletion (including condemning stock) will be logged.

Changes to the following fields will be logged:

- Item Status
- Lot Number
- Date of Expiration (DOE)
- Contract Number
- PAS Code
- Section
- Location
- Nomenclature
- Condition Code
- Unserviceable Reasons
- Quantity
- Serial Number
- Part Number

E.2.2 Data logged As Part of the Stock Audit Trail

The following will be logged as stock is added, changed, deleted, or condemned:

- *Item ID* – The ID assigned to the item in MICAS
- *Nomenclature* – The type of asset.
- *Update Date* – This includes both date and time of the transaction.
- *Update User* – The full name of the user entering the transaction.
- *Type* – Will be ADD, DELETE, CONDEMN, UPDATE.

- **Screen** – The name of the screen (such as RECEIVE) through with the transaction was made.
- **Comments** – These are user defined comments. Usually, these will only contain an entry when stock is condemned.
- **A before and after** ‘picture’ of the data. These two sets of data are used to show how the data looked before and after the transaction. For additions, the before data will be empty. For deletions, the after data will be empty. For modifications, the before and after data will both contain values.

E.2.3 Reviewing Stock Audit Trail

The Stock Audit Trail Report may be run from the Predefined Reports (see *Section 2.3.36 Stock Audit Trail* in the *Reports Manual*). When run, a report similar to the following will display.

Item ID	Update User/Date/Screen Type/Comments	Before	After	Before	After
SAZ200090961	edwards, karen 2003-02-21 2:49:02PM D B CHANGE 122 R	Itemendature: K11 Bag A-C Lot: Contract: DOE: Serial Number: Part Number:	K11 Bag A-C	PAS Code: SA Location: FLR Item Reason: Condition Code: Status: Seizable Quantity: 1	SA BIN 5-C1 A Seizable 1
SAZ200042501	edwards, karen 2003-02-21 2:49:02PM D B CHANGE 122 R	Itemendature: Glouc Chem 14 MI MED Lot: 02 Contract: 100-SP-C-4039 DOE: 01-May-2002 Serial Number: Part Number:	Glouc Chem 14 MI MED 02 100-SP-C-4039 01-May-2002	PAS Code: SA Location: BIN 5-C4 Item Reason: Condition Code: Status: Seizable Quantity: 1	SA BIN 5-C4 J Suspended 1
SAZ200090961	edwards, karen 2003-02-21 2:49:14PM D B CHANGE 122 R	Itemendature: MRS PAPER Lot: Contract: DOE: Serial Number: Part Number:	MRS PAPER	PAS Code: SA Location: FLR Item Reason: Condition Code: Status: Seizable Quantity: 1	SA BIN 5-C1 A Seizable 1
SAZ200042501	edwards, karen 2003-02-21 2:49:16PM D B CHANGE 122 R	Itemendature: Glouc Chem 14 MI MED Lot: 02 Contract: 100-SP-C-4039 DOE: 01-May-2002 Serial Number: Part Number:	Glouc Chem 14 MI MED 02 100-SP-C-4039 01-May-2002	PAS Code: SA Location: BIN 5-C4 Item Reason: Condition Code: Status: Seizable Quantity: 1	SA BIN 5-C4 J Suspended 1
SAZ200042511	edwards, karen 2003-02-21 2:49:22PM D B CHANGE 122 R	Itemendature: Glouc Chem 14 MI MED Lot: 02 Contract: 100-SP-C-4039 DOE: 01-May-2002 Serial Number: Part Number:	Glouc Chem 14 MI MED 02 100-SP-C-4039 01-May-2002	PAS Code: SA Location: BIN 5-C4 Item Reason: Condition Code: Status: Seizable Quantity: 1	SA BIN 5-C4 J Suspended 1
SAZ200042521	edwards, karen 2003-02-21 2:49:25PM D B CHANGE 122 R	Itemendature: Glouc Chem 14 MI MED Lot: 02 Contract: 100-SP-C-4039	Glouc Chem 14 MI MED 02 100-SP-C-4039	PAS Code: SA Location: BIN 5-C4 Item Reason:	SA BIN 5-C4

E.3 Login/Logout Audit Trail

E.3.1 Definition of Login/Logout Audit Trail

This audit trail is used to monitor MICAS system access. Any access to/from MICAS is logged.

Every attempted login into the MICAS system will be logged. This includes both successful logins as well as unsuccessful ones.

Every logout of the MICAS system will be logged.

E.3.2 Data Logged As Part of the Login/Logout Audit Trail

The following will be logged as system access is logged:

- *User ID* – The ID assigned to the user accessing MICAS.
- *Full Name* – The full name of the user accessing MICAS.
- *Login/Logout flag* – A flag indicating if the record relates to a log into MICAS or a log out.
- *Successful flag* – An indication if the login/logout was successful.
- *Date/Time* – The date and time of the login or logout.
- *Message* – Usually empty for successful login/logout except those cases where warnings are generated. For unsuccessful login/logout will contain a description of the problem.

The following lists messages that may be received.

Type	Successful?	Description	Message in Audit
Login	Successful	Normal login.	None
Login	Unsuccessful	1 st or 2 nd time an incorrect login is entered.	INVALID LOGIN ATTEMPT
Login	Unsuccessful	3 rd time an incorrect login is entered, and therefore the account is changed to locked.	INVALID FINAL LOGIN ATTEMPT
Login	Unsuccessful	Attempt to login to a locked account.	ACCOUNT LOCKED
Login	Successful	The One Day password was used with the SA account.	ONE DAY PASSWORD
Login	Successful	Warning message displayed during login indicating that the password has expired.	PASSWORD EXPIRED – WARNING
Login	Successful	Warning message displayed during login indicating that the password has expired and if not changed this time,	PASSWORD EXPIRED – LAST

		access will be denied for future logins.	
Login	Unsuccessful	Error indicating that the password has expired and was not updated in the allocated number of logins.	PASSWORD EXPIRED
Login	Successful	The MICAS system timed out and therefore required a re-login. When re-logged in, the same user ID was used.	TIMEOUT LOGIN SAME
Login	Successful	The MICAS system timed out and therefore required a re-login. When re-logged in, a different user ID was used.	TIMEOUT LOGIN DIFFERENT
Logout	Successful	The MICAS system was exited	None
Logout	Successful	The MICAS system timed out.	TIMEOUT

Note: Any of these messages preceded by a HH indicates the message was received on the Handheld terminal.

E.3.3 Reviewing Login/Logout Audit Trail

There are two ways in which this Audit Trail can be reviewed. See Section 3.1.6 *Viewing User Logins* of this manual for directions on accessing this log from within the Personnel screen.

The Login/Logout Audit Trail Report may also be run from the Predefined Security Reports (see Section 3.3.1 *Login/Logout Audit Trail* in the *Reports Manual*). When run, a report similar to the following will display.

User ID	Full Name	Login	Logout	Status	Date/Time	Computer Name	Messages
SA	ADMIN; SYSTEM		Logout	Successful	05-Jun-2003 11:13	DEVELOPER7	
SA	ADMIN; SYSTEM	Login		Successful	05-Jun-2003 11:13	DEVELOPER7	
S394854	SMITH, DAVID	Login		Unsuccessful	05-Jun-2003 11:13		INVALID FINAL LOGIN ATTEMPT
S394854	SMITH, DAVID	Login		Unsuccessful	05-Jun-2003 11:13		INVALID LOGIN ATTEMPT
S394854	SMITH, DAVID	Login		Unsuccessful	05-Jun-2003 11:13		INVALID LOGIN ATTEMPT
J965717	JONES, JAMES		Logout	Successful	05-Jun-2003 11:13	DEVELOPER7	
J965717	JONES, JAMES	Login		Successful	05-Jun-2003 11:12	DEVELOPER7	PASSWORD EXPIRING - WARNING
7zH	7ZH; 7ZH	Login		Unsuccessful	05-Jun-2003 11:12		INVALID LOGIN ATTEMPT
SA	ADMIN; SYSTEM	Login		Unsuccessful	05-Jun-2003 11:05		INVALID LOGIN ATTEMPT

9 Login/Logout Entries

E.4 Issue Stock Audit Trail**E.3.1 Definition of Login/Logout Audit Trail**

This audit trail is used to monitor the issuance and return of MICAS assets.

Each time an asset or kit is issued an entry is made in this audit trail. Each time an asset or kit is returned an entry is made in this audit trail.

E.3.2 Data Logged As Part of the Login/Logout Audit Trail

The following will be logged as system access is logged:

- *Type* – Indicator of whether the issue/return was a kit or stock item.
- *ID* –ID of the asset or kit.
- *NSN, Lot, Contract, DOM* – For stock, this consists of details about the asset issued.
- *Description* – For stock, this is the nomenclature. For kits, this is the kit configuration name.
- *Issued To* – Name of the individual to which the asset was issued.
- *By* – Name of the individual recording the issue/return of the asset.
- *Date* – Date of the issue/return.

E.3.3 Reviewing Login/Logout Audit Trail

There are several ways in which this Audit Trail can be reviewed.

See *Section 3.3.3.2.11 Issue History tab* of the *User Manual* for directions on accessing the stock issue history.

See *Section 3.4.3.1.4 Issue Data tab* of the *User Manual* for directions on accessing the kit issue history.

The Issue Kit Audit Report may also be run from the Predefined Reports (see *Section 2.3.16 Issue Kit Audit Trail* in the *Reports Manual*). When run, a report similar to the following will display.

Predefined Reports : Issue Kit Audit Report

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powered by crystal

Preview

MICAS

Issue Kit Audit Report Page 1 of 1

For Asset Issued/Retired: 03-Jun-2003 through 03-Jun-2003
PAS Codes: 2H1, 2H2, 2H3, 2HS, 7ZH, 8SQ, LDS, LDB, LD9, LDW, L1B, PHD, SA, SPG, TDY, TN8

Kit Local ID	Issued In Kit	Kit Configuration	Issue Type	Issue To	Date	Issue/Return By
123-A03		A-BAG	Issue	JONES, JAMES	03-Jun-2003	Goldblatt, Usa
123-A04		A-BAG	Issue	JONES, JAMES	03-Jun-2003	Goldblatt, Usa
123-A04		A-BAG	Return	JONES, JAMES	03-Jun-2003	Goldblatt, Usa
123-A11		A-BAG	Issue	ADMIN, FUELS	03-Jun-2003	Goldblatt, Usa
123-A19		A-BAG	Issue	ADMIN, HEAD QUARTERS	03-Jun-2003	Goldblatt, Usa
SP-B01		SP - B BAG	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa

9 Kits Issued

The Issue Stock Audit Report may also be run from the Predefined Reports (see *Section 2.3.17 Issue Stock Audit Report* in the *Reports Manual*). When run, a report similar to the following will display.

Predefined Reports : Issue Stock Audit Report

70% 2 of 2

powered by crystal

Preview

MICAS

Issue Stock Audit Report

For Asset Issued/Retired: 03-Jun-2003 through 03-Jun-2003
PAS Codes: 2H1, 2H2, 2H3, 2HS, 7ZH, 8SQ, LDS, LDB, LD9, LDW, L1B, PHD, SA, SPG, TDY, TN8

Item ID	Issued In Kit	Nomenclature	NSN	Issue Type	Issue To	Date	Issue/Return By
PH022001S404	SP-B01	Canteen Cover, Arlic	8465007536490	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4051	SP-B01	Canteen Cover, Arlic	8465007536490	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4051	SP-B01	Canteen Cup, Arlic	8465007536492	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4071	SP-B01	Canteen Cup, Arlic	8465007536492	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4081	SP-B01	Ice Creepers	8465002402963	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4081	SP-B01	Wool Sweater, LRG	8405012249096	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4101	SP-B01	Arlic Field Pack Cover	8465000016478	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4111	SP-B01	Face Painl	6820001616204	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
PH022001S4121	SP-B01	Sleeping Bag BCW	8465010038057	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa
SA2200296561		Arlic Field Pack Cover	8465000016478	Issue	ADMIN, CIVIL ENGINEERING	03-Jun-2003	Goldblatt, Usa

52 Asset Issued

E.5 User Account Audit Trail

E.5.1 Definition of User Account Audit Trail

This audit trail is used to changes to a users account.

An entry is made into this audit trail under the following conditions:

1. User account is locked
2. User account is unlocked
3. User password is changed
4. Login access is given to a user
5. Login access is removed from a user

E.5.2 Data Logged As Part of the Login/Logout Audit Trail

The following will be logged as system access is logged:

- *User Name* – Name of the user being changed.
- *User ID* –ID of the user.
- *Message* – Message indicating the type of change being made.
- *Change by* – Name of the user recording the change.
- *Change Date* – Date of the change.

E.5.3 Reviewing Login/Logout Audit Trail

There are several ways in which this Audit Trail can be reviewed.

The User Account Audit Report may also be run from the Predefined Security Reports (see *Section 3.3.2 User Account Audit Report* in the *Reports Manual*). When run, a report similar to the following will display.

Security Reports : User Account Audit

90% 1 of 1

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Preview

micas **User Account Audit** Page 1 of 1

For Changes made to Personnel: 05-Jun-2003 through 05-Jun-2003

PAS Codes: 2H1, 2H2, 2H3, 2H3, 7ZH, 85Q, L05, L08, L09, L0W, L1B, PH0, SA, SPG, TDY, TN8

User ID	File Name	Change Date	Change Type	Change Made By
S394854	SMITH, DAVID	05-Jun-2003 11:13	Account Locked	
S394854	SMITH, DAVID	05-Jun-2003 11:13	Account Unlocked	ADMIN, SYSTEM

2 Changes Made

E.6 Audit Trail Archival

E.6.1 Archiving the Audit Trails

The audit trails provide quite a bit of information about what changes have been made to the database and who has had access to it, but they also take up quite a bit of disk space. For these reasons, we wanted to retain the audit data but not in the MICAS database. This is why the Archival process was implemented.

The archival process pulls the audit data out of the MICAS database and places it into flat files that can be moved off to removable media. This reduces the amount of disk space needed for the MICAS database but allows you to continue the audits.

Archiving security related audit trails can only be done by administrative users. For this reason, the archival process is divided into two parts, one of which general users can access, another one that only the administrator can access.

E.6.1.1 Archiving the General Audit Trails

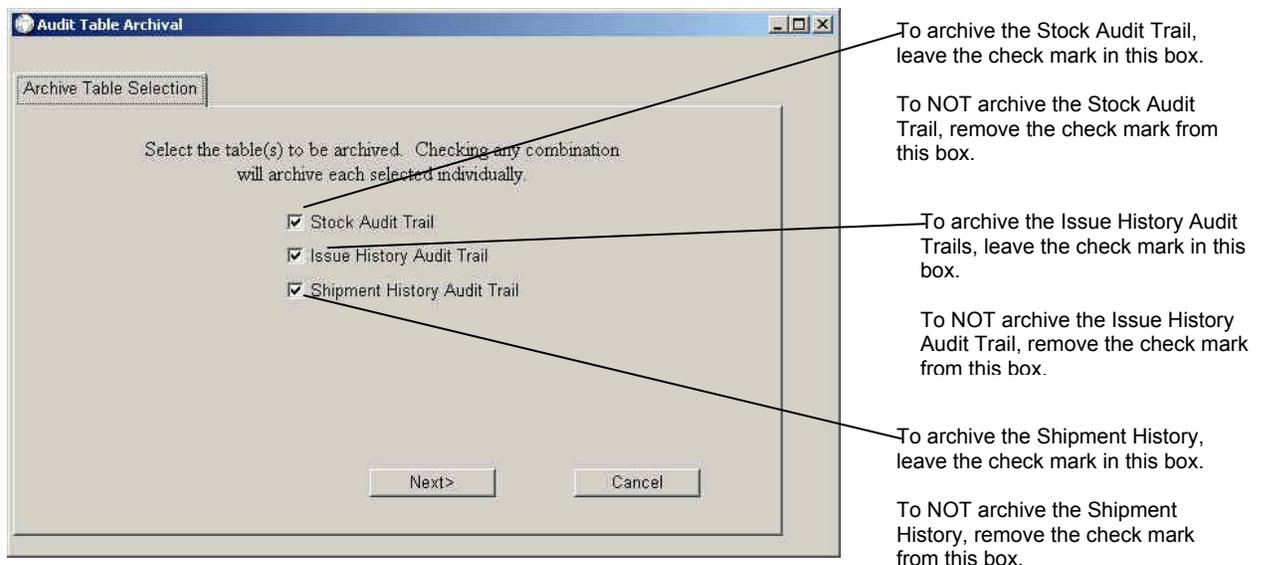
There are two ways to access the Archive History process:

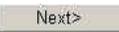
- 1 Select *Audit Archival* from the MICAS main menu.
- 2 Select *Archive History Files*.

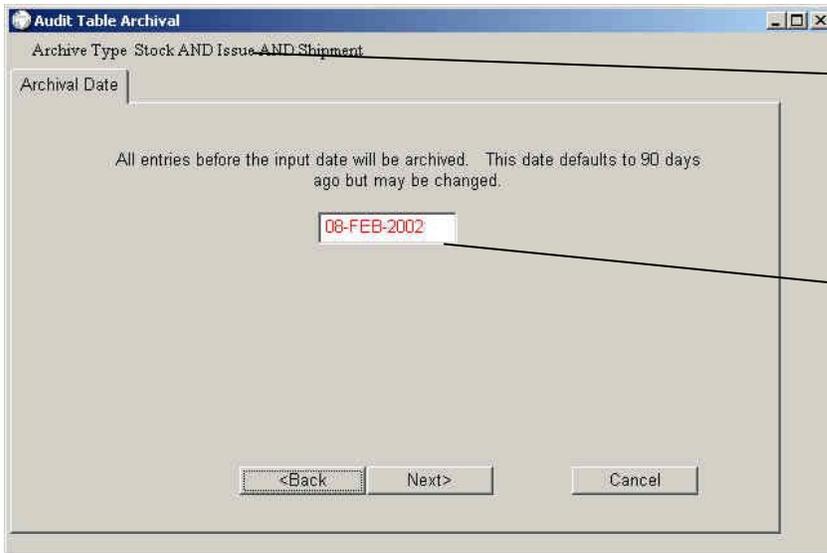
- OR -

Click the  toolbar icon.

The following screen will display:



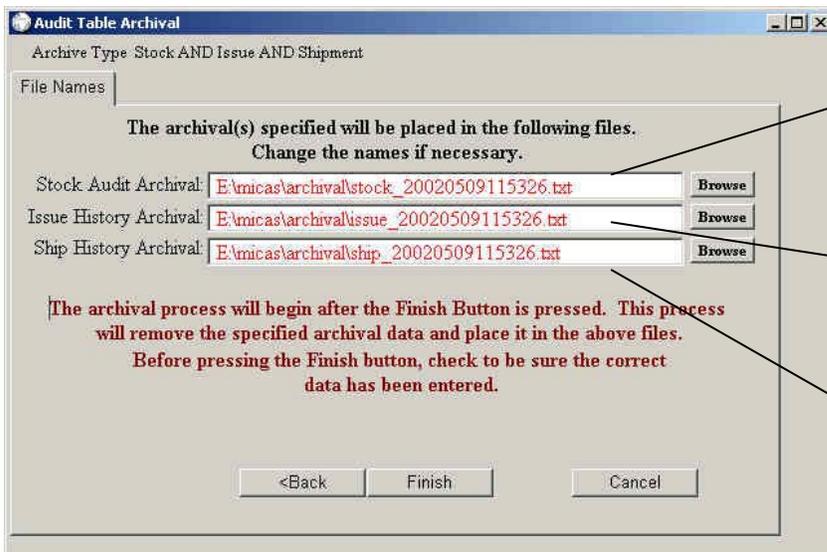
Click  and the following screen will display:



The options selected on the previous screen will display.

Enter the date to be used to control the archival process.

Click **Next>** and the following screen will display:



The filename for the stock archival will display but can be changed. Notice the numbers are part of this name. The set of numbers 20020509115326 indicate the year (2002), month (05), day (09), hour (11), minute (53), and seconds (26).

The filename for the Issue archival will display but can be changed.

The filename for the Issue archival will display but can be changed.

Click **Finish** and the archival process will begin. When done, a message similar to the following will display:



This message lists the counts of items archived. The data archived is placed in the specified files and removed from MICAS. These archival files can be copied to removable media or left on the system.

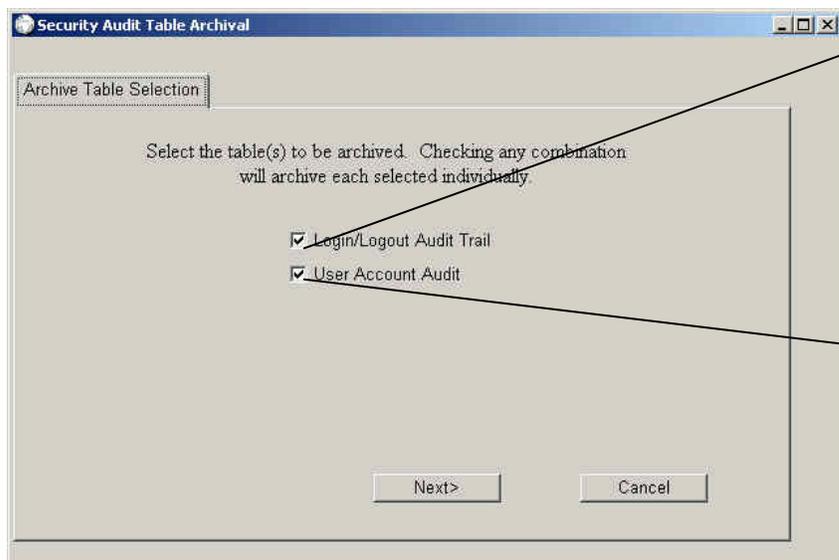
NOTE: It is recommended that these archival files be saved for a least one year.

E.6.1.2 Archiving the Security Audit Trails

There are two ways to access the Archive Security process:

<p>1 Select <i>Audit Archival</i> from the MICAS main menu. 2 Select <i>Archive History Files</i>.</p>	<p>- OR -</p>	<p>Click the  toolbar icon.</p>
---	---------------	--

The following screen will display:

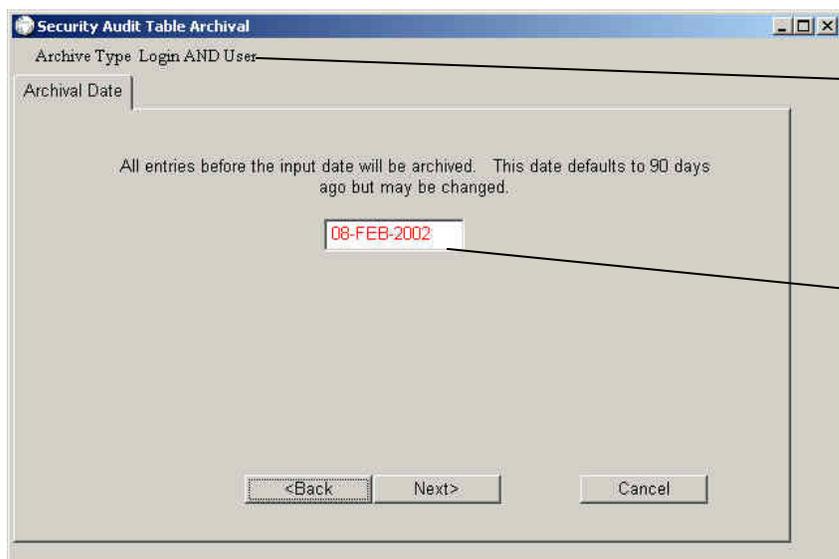


The screenshot shows a dialog box titled "Security Audit Table Archival" with a section "Archive Table Selection". It contains the text: "Select the table(s) to be archived. Checking any combination will archive each selected individually." Below this text are two checked checkboxes: "Login/Logout Audit Trail" and "User Account Audit". At the bottom are "Next>" and "Cancel" buttons.

Annotations on the right side of the dialog box:

- To archive the Login/Logout Audit Trail, leave the check mark in this box.
- To NOT archive the Login/Logout Audit Trail, remove the check mark from this box.
- To archive the User Account Trail, leave the check mark in this box.
- To NOT archive the User Account Audit Trail, remove the check mark from this box.

Click  and the following screen will display:

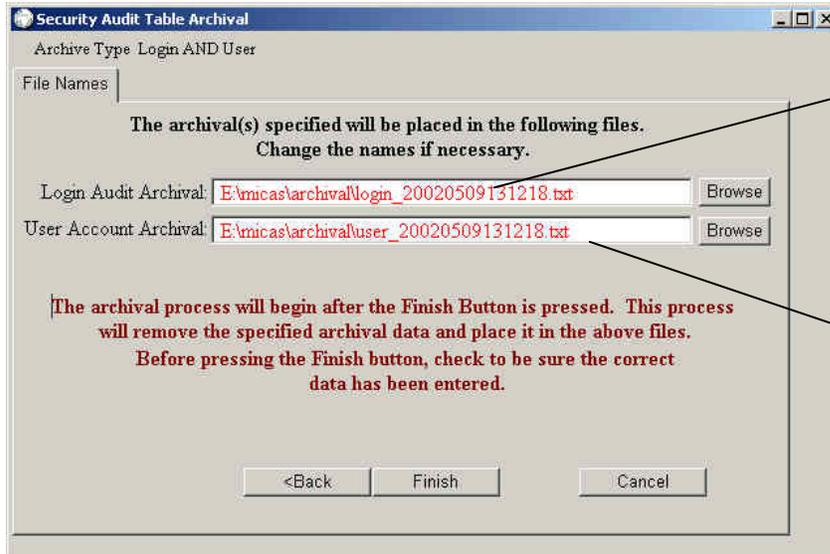


The screenshot shows the same dialog box, but now the "Archive Type" is set to "Login AND User" and the "Archival Date" is set to "08-FEB-2002". The text below the date field reads: "All entries before the input date will be archived. This date defaults to 90 days ago but may be changed." At the bottom are "<Back", "Next>", and "Cancel" buttons.

Annotations on the right side of the dialog box:

- The options selected on the previous screen will display.
- Enter the date to be used to control the archival process.

Click **Next>** and the following screen will display:



The filename for the Login/Logout archival will display but can be changed. Notice the numbers are part of this name. The set of numbers 20020509131218 indicate the year (2002), month (05), day (09), hour (13), minute (12), and seconds (18).

The filename for the User Account archival will display but can be changed.

Click **Finish** and the archival process will begin. When done, a message similar to the following will display:



This message lists the counts of items archived. The data archived is placed in the specified files and removed from MICAS. These archival files can be copied to removable media or left on the system.

NOTE: It is recommended that these archival files be saved for a least one year.

E.6.2 Reviewing Archived Data

You may still need to review archived data even after it has been removed from the system.

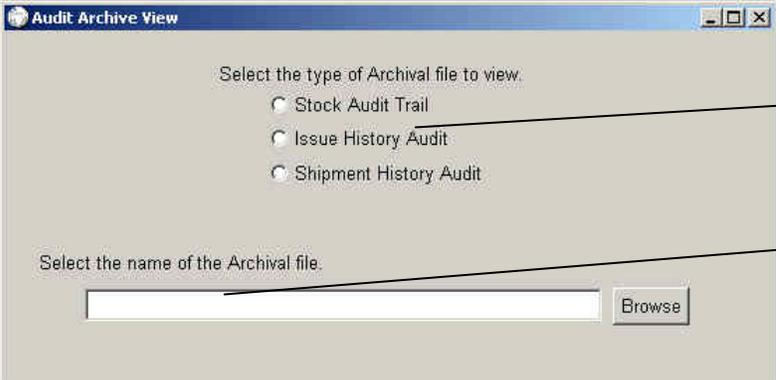
Viewing archived security related audit trails can only be done by administrative users. For this reason, the archival view process is divided into two parts, one of which general users can access, another one that only the administrator can access.

E.6.2.1 Reviewing the Archived General Data

There are two ways to access the View Archived Audits process:

<ol style="list-style-type: none"> 1 Select <i>Audit Archival</i> from the MICAS main menu. 2 Select <i>View Archived History Files</i>. 	- OR -	Click the  toolbar icon.
--	--------	---

The following screen will display:



Click on the type of audit to be reviewed.

Enter the name of the file containing the data to be viewed.

If you don't know the exact file name, click the Browse button and you will be able to find the file.

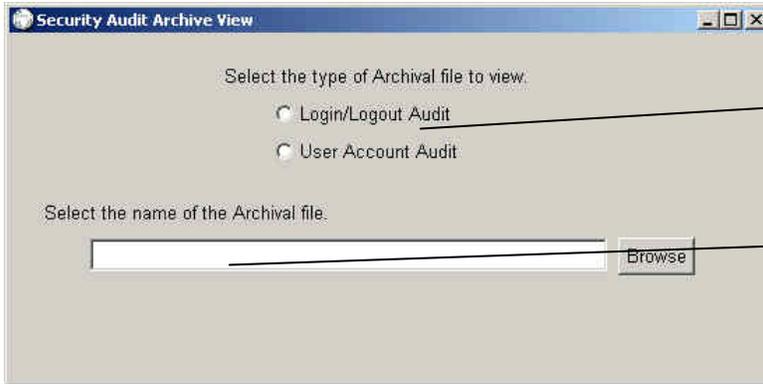
When ready, click the  icon and the report of data will display.

E.6.2.2 Reviewing the Archived Security Data

There are two ways to access the View Archived Audits process:

<ol style="list-style-type: none"> 1 Select <i>Audit Archival</i> from the MICAS main menu. 2 Select <i>View Archived Security History Files</i>. 	- OR -	Click the  toolbar icon.
---	--------	---

The following view screen will display:



Click on the type of audit to be reviewed.

Enter the name of the file containing the data to be viewed.

If you don't know the exact file name, click the Browse button and you will be able to find the file.

When ready, click the  icon and the report of data will display.

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1D Bar code 5, 83	Date of Manufacture 150
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2D Bar code .. 4, 5, 10, 20, 49, 55, 85, 86	DLA Contract Number 66, 124
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Condemn..... 146	L
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146, 150
NSN. 4, 61, 64, 67, 69, 70, 121, 123, 150

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On Station 68

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