

SECTION 15. HELP FEATURES

15.1 Process Help. The process help feature provides information about a specific process. Every process contained on the menus in SARSS1 has a corresponding help screen. These help screens contain detailed descriptions about the process being queried.

a. To obtain help on a specific process, that process screen must be displayed on the monitor. To obtain help information for the Request for Issue Process, begin by entering **ISS** on the action line and pressing <Esc>. The screen shown in figure 15.1-1 appears.

DATE: MM/DD/YY	SARSS1 REQUEST FOR ISSUE	TIME: HH:MM:SS
STOCK NUMBER.....	TYPE.....	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
UNIT OF ISSUE.....	QUANTITY.....	
DOCUMENT NUMBER.....	DEMAND CODE.....	
	DODAAC DATE SER NO	
*SUPPLEMENTARY ADDRESS....	<====OR====>	**FUND CODE.....
*END ITEM CODE.....		*TYPE REQUIREMENT CODE.....
*PROJECT CODE.....		PRIORITY (01-15).....
*REQUIRED DELIVERY DATE....		*ADVICE CODE.....
*CONDITION CODE.....		
*REFERENCE CODE.....		*REFERENCE.....
*REPARABLE CODE.....		*IMMEDIATE MRO PRINT.....
*THESE FIELDS ARE OPTIONAL		**THIS FIELD IS A MANDATORY FOR NGB
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0100
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT	

Figure 15.1-1. SARSS1 Request for Issue Screen

NOTE: When the system has more than one printer assigned, a printer selection screen appears. Enter a printer number and press <Esc> to get to the Request for Issue screen.

b. Press <Home>. The screen changes and provides a detailed explanation of the Request for Issue Process as shown in figure 15.1-2.

<p>REQUEST FOR ISSUE HELP</p>
<p>REQUEST FOR ISSUE- This screen is used to enter customer requests for issue. Enter the following:</p>
<p>Stock Number, Unit of Issue, Qty, Doc Number Demand Code, *Supplementary Address, *Fund Code *END Item Code, *Type Requirement Code *Project Code, Priority, *Required Delivery Date *Advice Code, *Condition Code, *Reference Code *Reference, *Reparable Code, *Immediate MRO Print.</p>
<p>Fields which begin with an * are not mandatory but should be entered if provided by the customer. After all entries have been entered, press <Esc>.</p>
<p>Immediate MRO Print should only be used for unusual conditions such as a customer waiting for issue of a high priority request in lieu of using Post-Post issues.</p>
<p>The system will edit and process the transaction. Errors, if any, will be displayed. After correcting errors, press <Esc> to repeat edits. Errors which are not corrected will be defaulted to an acceptable value, where possible.</p>
<p>Press <END> to dismiss, <Page Down> for more.</p>

Figure 15.1-2. Request for Issue Help Screen

c. After reading the information on the screen, follow the screen prompts to exit the Request for Issue Help screen.

15.2 Data Element Help. The data element help feature provides detailed information about any data element in SARSS1. To receive data element help, the cursor must be on the data element to be queried.

a. To obtain data element help for the Request for Issue Process, enter **ISS** on the action line and press <Esc>. The screen shown in figure 15.1-1 will reappear.

b. Move the cursor to the data element to be queried. With the cursor on the Stock Number data field, press and hold the <Shift> and <?> keys. The screen changes and displays detailed information about stock numbers as shown in figure 15.2-1.

STK-NO - Stock Number - This is a 15-position field using alphanumeric characters.

There are three types of stock numbers:

1. National Stock Number {NSN}: Which is divided in two parts and contains 13 positions. The two parts are: the Federal Supply Class {FSC} and the National Item Identification Number {NIIN}.
2. Management Control Number {MCN}: The MCN is a 13 character number similar to the NSN except for the alpha code in the seventh position, which represents the Army command or activity that made the assignment.
3. Manufacturer's Part Number {MPN}: A two part number which may be up to 15 positions long. It consists of the Commercial and Government Entity (CAGE) {first 5 positions} and is followed by the manufacturer's assigned part number, which varies in length.

Press <END> to dismiss.

Figure 15.2-1. Stock Number Data Element Help Screen

c. After reading the information on the screen, follow the screen prompts to exit the Stock Number Data Element Help screen.

d. Data element help, using the <Shift> and <?> keys, may only be used for data elements onto which you may move the cursor. Some screens, such as the SARSS1 Inquiry, Availability Balance and Catalog File screen (figure 15.2-2), do not allow you to place the cursor anywhere on the screen. The cursor appears and remains on the action line. This is because no changes may be made to these screens.

DATE: MM/DD/YY	SARSS1 INQUIRY	TIME: HH:MM:SS
AVAILABILITY BALANCE AND CATALOG FILE		
STOCK NUMBER 4240001277186	NOMENCLATURE.... CANISTER, FIELD PROTE	
UNIT OF ISSUE..... EA	ACC REQUIRE CD(ARC).. X	ID-NO-CD..... A
UNIT PRICE..... 000018.34	DEGREE OF CONT CD 0	SRC 6
PRICE-SIG-CD..... S	MAINT REP CD Z	RICC..... 0
REORDER POINT 0000195	MAINT-USE-CD..... 0	RC..... A
SAFETY LEVEL..... 0000000	ESSENTIAL CD..... C	ARI-CD
CONTROLLED ITEM INV CD..... U	SPEC CONT ITEM CD..... 1	SUP CLASS..... 9
ITEM-TYPE-STOR-CD B	HAZ MAT CD.....	SCMC-SUB Z
UNIT PACK QTY 001	PREC METAL IND CD A	DEMIL..... F
UNIT PACK WEIGHT..... 00015	SHELF LIFE CD 9	AEC-CD 3
UNIT PACK CUBE..... 0000054	MAT CAT CD..... M22	EL-CD
WTR COMMDTY-CGO-EXCP..... 700Z9	AUTO DATA PROC CD 0	WRTY-CD.....
RIC-RETRO (NON-ISSUE).....	ACQUIS ADVICE CD..... D	AIMI-FL..... 0
CATALOG SOURCE CD..... C	NET-ASSET-FL..... 0	RIC-SOS..... B14
Press <Esc> to Continue or Enter 'Return' to Exit		
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 1502
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT	

Figure 15.2-2. SARSS1 Inquiry, Availability Balance and Catalog File Screen

- (1) To obtain information about data fields contained on these screens, first access the particular screen.
- (2) To look at data fields contained on this screen, press the <Home> key.

(3) An explanation of the screen and all of its data fields appears (figure 15.2-3). Follow the screen prompts at the bottom of the screen to view explanations of all data elements or to dismiss the Inquiry (ABF and Catalog File) Help screen.

INQUIRY {ABF and CATALOG FILE}		SCREEN1502
HELP		
INQUIRY {ABF and CATALOG FILE} : This screen displays information for the specified stock number. The following are definitions of the data fields:		
STOCK NUMBER -	This is a generic field which may contain a 13 digit National Stock Number, a 13 character Management Control Number, a combination CAGE and part number up to 37 characters in length.	
NOMENCLATURE -	The description of the materiel.	
UNIT OF ISSUE -	Indicates the physical measurement, the count, or when neither is applicable, the container or shape of an item for purposes of requisitioning by and issue to the customer.	
ACC REQUIRE CD (ACC) -	The Accounting Requirement Code indicates the record keeping requirements for an item. The codes are:	
Press <End> to dismiss, <Page Down> for more.		

Figure 15.2-3. Inquiry (ABF and Catalog File) Help Screen

(4) To return to the original SARSS1 Inquiry screen, press <End>.

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