Using Inventory Database

I. Purpose:

The purpose of this procedure is to provide guidelines on how to use the inventory database to add new components and change the location of components already logged.

II. Cautions and Hazards:

- None.

III. Requirements:

- Access to the Operations Management System (OMS).

IV. Procedure:

A. Adding a new component

1. Log on to OMS and click on "Systems" in the menu bar. Select "Components" in the drop-down list. A list of all the components in the database should appear.

2. Click the "Add" button at the top of the page.

3. Enter the component name, always beginning with the system it belongs to.

   - Examples: PSP Sensor, WND Anemometer.

4. Select the appropriate parent system for the component. If you are unsure about which parent system the component belongs to, ask the operations manager or refer to the TWP Systems and ECCN list.

5. Enter the location of the component. Refer to the Assigned System Component Guidelines for a list of possible locations.

6. Select a deployment status from the drop-down list. If a component is being shipped, received, stored, or repaired, the deployment status should be "spare." If you have documentation that a component has been installed, select the "installed" status.

7. Select a reason for arrival from the drop-down list. Most new components are being "received."

8. Type arrival notes. Notes should include date of arrival, who received it, where they received it, and intentions for the component.

- Example: 4/4/04 Received at SGP by George Sawyer, to be shipped to Darwin.

9. Enter identification information: serial number, part number, property tag, owner, etc. It is important to be meticulous when entering the identification numbers, as this is the most reliable way of identifying and distinguishing a component.

10. Click the "Save" button to add the new component to the database.

B.   Updating existing records

1. To change the location of a component already logged in the OMS, click the "Find" button at the top of the page.

2. Select a search method/option from the drop-down list and enter the appropriate identification information for the component you are searching for. Serial number and property number searches are most effective when searching for a particular component.

3. If the system finds the component you are searching for, the record will appear. Click on the record to view it. Make sure it is what you originally searched for.

4. Click on the "Move system component…" button to change the location or component. Enter the new location using the Assigned System Component Guidelines (the OMS will only take certain locations).

5. Enter the date the component was moved.

6. Select a deployment status from the drop-down list. If a component is being shipped, received, stored, or repaired, the deployment status should be "spare." If you have documentation that a component has been installed, select the "installed" status. If a component is lost, returned to vendor, or no longer going to be tracked, select the "decommissioned" status.

7. Select the appropriate parent system for the component. If you are unsure about which parent system the component belongs to, ask the operations manager or refer to the TWP Systems and ECCN list.

8. Type in details explaining why the component is being moved, where it is being moved to, and intentions for the component

- Example: Shipped from TWPO to SGP for shipment to Darwin.

9. Click the "OK" button to save the move. The information you entered will be stored in the "Location History" tab. To view the change you made, click on the "Location History" tab. You can also

make corrections to the record by clicking on the history you created in the "Location History" tab.

10. Click on the "Notes" tab and enter the date of move and details about why the component is being moved, where it is being moved to, and intentions for the components. Follow the format used previously.

11. Click the "Save" button at the top of the page.

V. References:

1. Assigned System Component Guidelines
   http://www.twppo.lanl.gov/internal/pdf/locationguidelines.pdf
2. TWP System and ECCN Numbers
   http://www.twppo.lanl.gov/internal/pages/system_eccn_numbers_oct03.htm

VI. Attachments:

None.