

Section 6: MISCELLANEOUS

READ: All screens are available to all user roles. Design Problem Reports (DPRs) are for the user to report a problem they experience while using ACPINS. User must keep track of the DPR Control Number for future reference. Passwords expire every 60 days. Users can access “Password Change Screen” to change their password.

DPR Screen

READ: Design Problem Reports are used to assist the CPIN System Section Office to identify problems. DPRs are input to the system for the CPIN System Section Office to review and track.

DO: From “Forms & Reports” menu select “Misc”
Select “Design Problem Report (DPR)”

- a. Enter “Originator” name, organization and phone number
- b. The Date field is automatically populated by the system.
- c. The Control Number field will be populated by the system after the DPR is saved.
- d. Tab once and the cursor will display in the “Screen” field. The maximum number of characters that can be entered in this field is 40. Enter “Screen” name or title.
- f. Press TAB.
- g. Enter “Page” number, press TAB. You may enter N/A in this field.
- h. Enter a detailed description of the problem, what happens when, step by step.
 - (1) If the problem qualifies as an emergency situation (critical work stoppage), enter the word “EMERGENCY” in caps as the first word of the description.
 - (2) Call the CPINS office and notify them that an “Emergency” DPR has been entered. Hit TAB.
- i. Enter “Recommendation” for solving problem.
- j. Select “Save”.

Select “Exit”. This will return you to the “Forms & Reports” menu

NOTE: Once the record is saved, the “Problem” and “Recommendation” fields Can not be edited. Data cannot be entered or changed in these fields.

READ: Page 2 of DPR Screen. All concerned parties use the disposition field for further notes and communication. When adding to or altering the original “Problem” or “Recommendation” be sure to enter your name and the date of the entry with your notes. LGLUC is responsible for entering the “Close Date” at the appropriate time.

DPR Status Screen

READ: User will access the DPR Status Screen to find what actions are being taken against their DPR.

DO: From “Forms & Reports” menu select “Misc”

- a. Select “DPR Status Screen”
- b. To view a particular DPR from this screen, double-click on the DPR Cntrl # field.

READ: The ACPINS DBA makes entries in the following fields on the DPR Status Screen:

1. “Problem Area” - Current problem areas are defined as follows:

- 1 = Request Screens
- 2 = Order Screens
- 3 = Compendium
- 4 = Reports
- 5 = Other

2. “Initiator Initials” - Initiator’s initials

3. “Status Type” - Current status types are:

- A = Future Versions
- C = Close
- D = Development
- 2 = Phase 2

Note: When a DPR is assigned an “A” status type or a “2” status type, the record will drop off the DPR Status Screen and display on the DPR Status Future Versions screen or the DPR Status Phase 2 screen.

4. “LGLUC Operations POC” - Initials of LGLUC Operations POC

5. The LGLUC operations POC makes entries in the following fields:

- a. “PRI” - Priorities are assigned by the LGLUC operations POC. Current priority codes are:

- 0 = EMERGENCY - (Immediate Response)
- 1 = Critical (24 Hr Response)
- 2 = Urgent (5 day Response)
- 3 = Routine

- b. The LGLUC operations POC enters date in the “Date to SAIC” field when they are ready for SAIC to look at the DPR.

6. SAIC will enter the “Contr Initials”, “Time EST Hours”, any

comments/questions for LGLUC response and/or when work is complete and ready to test, the "Date to LGLUC" field.

When the contractors have completed the update/changes they will notify LGLUC the DPR is ready for testing.

7. The LGLUC operations POC tests the modification then makes entries in the following fields:
 - a. "LGLUC Test Initials" - Initials of operations POC performing the test
 - b. "LGLUC Test Status" - S for satisfactory or U for unsatisfactory
 - (1) If test is satisfactory, LGLUC enters "S" and notifies the appropriate field person to test from the field.
 - (2) If test is unsatisfactory and a "U" is entered, the date in the Date to LGLUC field is removed automatically by the system.
 - c. "LGLUC Test Status Date" - This field populates automatically when a LGLUC Test Status of S or U is entered and user leaves that field (by selecting the tab or enter key)
8. After LGLUC tests successfully, if needed, they will notify the appropriate person in the field to test.
9. The field POC will complete the following fields:
 - a. "Field Test Initials" - Initials of field POC performing the test
 - b. "Field Test Status" - Enter S for satisfactory or U for unsatisfactory.
 - (1) If test is satisfactory, field POC enters "S" and notifies LGLUC operations POC test is complete.
 - (2) If "U" is entered, the system will automatically remove the entries in Date to LGLUC, LGLUC Test Status and LGLUC Test Status Date.
 - (3) "Field Test Status Date" - This field populates automatically when the Field Test Status of S or U is entered and user leaves that field (by selecting the tab or the enter key)
10. After any or all of the above entries, select "Save" to save the changes.
11. The date the DPR is closed is entered by the LGLUC operations POC in the "Close Date" field.
12. Select "Exit" to exit the screen.

Note: If the status type is changed by LGLUC, the record will drop off this screen and display on the appropriate screen.

DPR Status Future Versions

READ: This screen is query only. It is similar to the other status screens. It contains DPRs that will be addressed in Future Versions as one (or more) blocks. When a status type of "A" is entered on any other status screen, the record will drop off that screen and display on this screen automatically.

DO: From "Forms & Reports" menu select "Misc".

- a. Select "DPR Status Future Versions Screen"
- b. To view a particular DPR from this screen, double-click on the DPR Cntl # field.

NOTE: NULL VERSION button is used by LGLUC for Management Reports.

DPR Status History Screen

READ: This screen is query only. When a DPR is closed on the DPR Status screen, the record will drop off that screen and display on the DPR Status History screen.

DO: From "Forms & Reports" menu select "Misc"

- a. Select "DPR Status History Screen"
- b. To view a particular DPR from this screen, double-click on the DPR Cntl # field. Or if you know the Cntl # you may type it in and click query.

NOTE: NULL VERSION button is used by LGLUC for Management Reports.

Print DPR

READ: This screen is available for any user to print a hardcopy of a DPR.

DO: From the "Forms & Reports" menu select "Misc"

- a. Select "Print DPR Request"
- b. Place cursor in "DPR Cntl #", DPR Status, DPR Status Phase 2, DPR Status Future Versions or DPR Status History, enter DPR Cntl # or click on list and select the applicable DPR.

- c. Select "Report"
- d. DPR will display in PDF. Select print function.
- e. Close the screen. This will return you to the "Print DPR Request" screen.
- f. Select "Exit". This will return you to the "Forms & Reports" menu.

READ: This screen is available for any user to print a hardcopy of a DPR that has been placed in history.

NOTE: NULL VERSION and NULL HISTORY buttons are used by LGLUC for Management Reports.

Search DPR

READ: The Search DPR screen may be used to locate which DPR status screen your DPR may be found on.

DO: From the "Forms and Reports" menu select "Misc".

- a. Select "Search DPR"
- b. Place cursor in DPR Cntl #, enter DPR #.
- c. Select Report.
- d. DPR will display in PDF format. At the top of the report the status screen where the DPR may be found will be displayed. Select print function.
- e. Select "Exit". This will return you to the "DPR Search" screen.
- f. Select "Exit". This will return you to the "Forms and Reports" menu screen.

Password Change Screen

READ: The Password Change screen can only be used to change the password of the user who is logged in. Password must be a minimum of 9 alphanumeric characters with at least two uppercase characters, two lowercase characters, 2 numbers and 2 special characters. The password is not case sensitive. The new password cannot be the same as any of your old passwords. The new password should be at least three (3) characters different than the old password. The new password will go into effect immediately. Your password will expire every 60 days.

DO: From "Forms & Reports" menu select "Misc"

- a. Select "Password Change"
- b. Enter "Old Password"
- c. Enter "New Password"
- d. Confirm "New Password"
- e. Select "Change"