



1991

Trainers and Users Guide to Corporate Management Inventory Inquiry

Christopher Dixon
Loyola University Chicago

Follow this and additional works at: https://ecommons.luc.edu/luc_theses



Part of the [Education Commons](#)

Recommended Citation

Dixon, Christopher, "Trainers and Users Guide to Corporate Management Inventory Inquiry" (1991).
Master's Theses. 3650.

https://ecommons.luc.edu/luc_theses/3650

This Thesis is brought to you for free and open access by the Theses and Dissertations at Loyola eCommons. It has been accepted for inclusion in Master's Theses by an authorized administrator of Loyola eCommons. For more information, please contact ecommons@luc.edu.



This work is licensed under a [Creative Commons Attribution-NonCommercial-No Derivative Works 3.0 License](#).
Copyright © 1991 Christopher Dixon

**TRAINERS
AND
USERS GUIDE
TO
CORPORATE MANAGEMENT INVENTORY INQUIRY**

**A THESIS SUBMITTED TO
THE FACULTY OF LOYOLA UNIVERSITY OF CHICAGO
IN CANDIDACY FOR THE DEGREE OF
MASTERS OF ARTS**

DEPARTMENT OF CURRICULUM AND HUMAN RESOURCES DEVELOPMENT

**BY
CHRISTOPHER DIXON**

CHICAGO, ILLINOIS

MAY 1991

**Copyright, 1991, Christopher Dixon
All rights reserved.**

ACKNOWLEDGEMENTS

Thanks are due to the director of the committee, Dr. Todd Hoover, and member of the committee, Dr. Robert Cienkus. Their assistance and guidance were invaluable in the preparation of this thesis. In addition, graduate assistant Lucia Gagnon and the staff members of the Graduate School of Loyola University of Chicago, as well as, the needs analysis criterions of the corporate offices of TC Manufacturing, were essential to the compilation of the enclosed data. Finally, the confidence and support of L.D. Keeling, friends and relatives was highly appreciated.

VITA

The author, Christopher Dixon, was born on August 30, 1959, in Wilson, North Carolina.

In August, 1977, Mr. Dixon entered Atlantic Christian College in Wilson, North Carolina. In 1978, he transferred to Tennessee State University in Nashville, Tennessee to continue his undergraduate education. In 1981, he enrolled in the University of North Carolina, Charlotte, North Carolina, where he received a Bachelor of Arts degree in Orchestral Performance, with a minor in Research Methods, in May of 1983.

Upon graduation from the University of North Carolina, Charlotte, Mr. Dixon auditioned for the United States Marine Corps Bands. He attended the Naval Amphibious Base School of Music, Little Creek, Norfolk, Virginia, where he received certification in Military Music Performance and Office Administration Management. Mr. Dixon was then stationed with the First Marine Division Band, Camp Pendleton, California. This was followed by an extensive performance engagement with the Third Marine Amphibious Force Band, in Okinawa, Japan.

Mr. Dixon enrolled in Loyola University of Chicago, Chicago, Illinois in the fall of 1986. He received the degree of Master of Arts in Adult and Corporate Instructional Management from Loyola University in May of 1991.

CORPORATE MANAGEMENT INVENTORY INQUIRY

TABLE OF CONTENTS

	<u>PAGE</u>
ACKNOWLEDGEMENTS.....	iii
VITA.....	iv
INTRODUCTION.....	7
OVERVIEW, PURPOSE, AND NEED.....	8
MIS REPORTING ORDER.....	9
ORGANIZATIONAL CHART.....	10
PROJECTS DEVELOPMENTAL FACTORS.....	11
TRAINING DOCUMENT DESIGN AND RATIONALE.....	12
DOCUMENTS INTENDED AUDIENCE.....	15

Training Areas

MAJOR AREA 1.0	16
Session 1.1 SYSTEM ACCESS.....	17
Training Session 1.1 Outline.....	17
Training Session 1.1 Module Practice...	17
TRAINERS GUIDE.....	17
USERS GUIDE.....	18
Session 1.2 ITEM MASTER FILE MAINTENANCE.	20
Training Session 1.2 Outline.....	26
Training Session 1.2 Module Practice...	27
TRAINERS GUIDE.....	27
USERS GUIDE.....	28
Major Area 1.0 Conclusion	26
MAJOR AREA 2.0	30
Session 2.1 Stock Status Inquiry.....	31
Field Names and Definitions.....	36
Training Session 2.2 Outline.....	37
Training Session 2.2 Module Practice...	35
TRAINERS GUIDE.....	38
USERS GUIDE.....	39
Major Area 2.0 Conclusion	40
MAJOR AREA 3.0	41
Session 3.1 Twelve Month Usage Tracking..	43
Training Session 3.2 Outline.....	47
Training Session 3.2 Module Practice...	48
TRAINERS GUIDE.....	48
USERS GUIDE.....	49
Major Area 3.0 Conclusion	50

CORPORATE MANAGEMENT INVENTORY INQUIRY

<u>FIGURES</u>	<u>PAGE</u>
1A Username/Password/ID/Password.....	17
1B System Menu.....	19
1C Inventory Control Menu.....	21
1D Inventory Control Menu.....	21
1E Item Master File Maintenance Menu.....	22
1F Item Master File Maintenance Menu.....	22
1G Inventory Master File Inquire.....	23
1H Inventory Master File Inquire (Screen 1).	24
1I Inventory Master File Inquire (Screen 2).	25
2A System Menu.....	32
2B Inventory Control Menu.....	33
2C Inventory Control Menu.....	33
2D Stock Status Inquiry.....	34
2E Stock Status Inquiry.....	34
2F Stock Status Inquiry.....	34
2G Stock Status Inquiry.....	35
3A System Menu.....	42
3B Inventory Control Menu.....	44
3C Inventory Control Menu.....	44
3D Twelve Month Tracking.....	45
3E Twelve Month Tracking.....	45
3F Twelve Month Tracking.....	45
3G Twelve Month Tracking Graph.....	46

Introduction:

The pages which follow address the questions shown below which pertain to the creation and use of this training document.

- 1) Overview, purpose, and need of this project.
- 2) The reporting order of MIS within the corporate structure of TC Manufacturing Company, Inc.
- 3) Developmental factors of this project.
- 4) Trainers/Users guide document design.
- 5) The intended audience for the use of this document.

1) **Overview, purpose, and need of this project.**

Overview:

The Inventory Master maintains manufacturing inventory records for finished goods, sub-assemblies, purchased components, and raw materials. All inventory activity is entered interactively and inventory status is updated on-line. Up to the minute inventory status is available through the display terminal.

Purpose:

The purpose of this training guide is to provide the Shipping/Materials Management offices with a document, which will be used for the following:

- 1) To train management personnel on the use of the Inquiry options of Inventory Control.
- 2) To provide a reference guide for current managers and operators which covers practical user applications interactions of the Inventory Control module.
- 3) To provide a "Train the Trainer" document which will be used as a model for developing other training aids based on TEC software and DEC hardware.

Need:

TC Manufacturing has no documented training materials for the daily user. In order to train new personnel or to re-train users to new options requires either Systems Management or Programmer Analyst interaction. This document will allow management within the designated area to train personnel on specific option interaction and/or on all user Inquiry features.

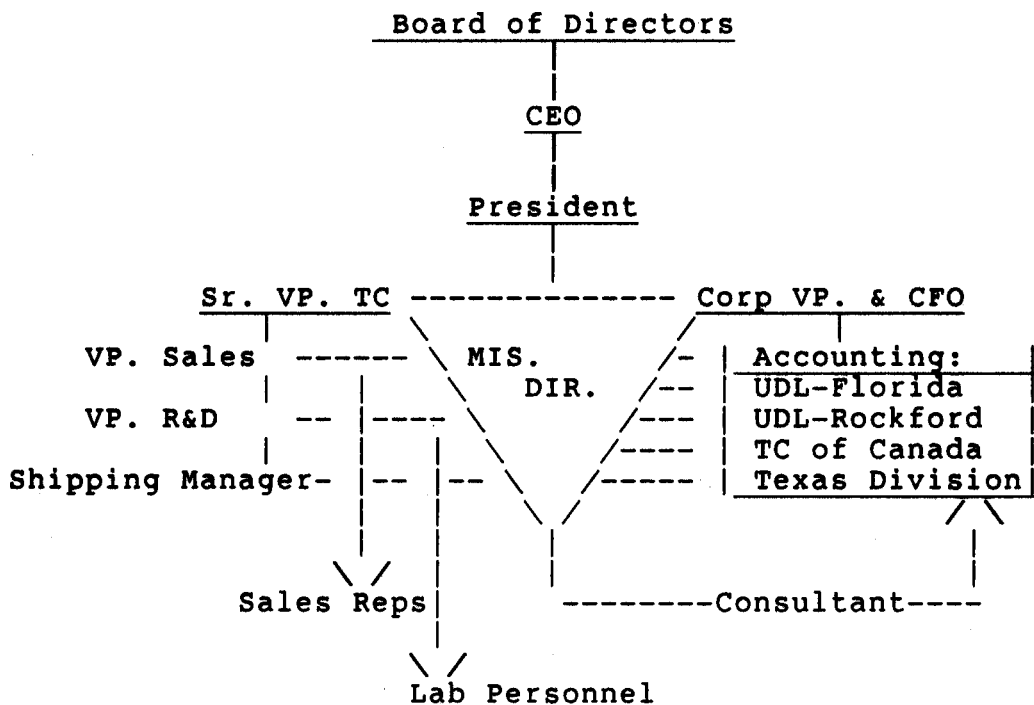
2) The reporting order of MIS within the corporate structure of TC Manufacturing Company, Inc.

TC Manufacturing Company, founded in 1941 is comprised of four distinct divisions. The Unit Dose Laboratories, located in Rockford, Illinois and Tampa, Florida, are pharmaceutical packaging operations. The Paksher Divison, located in Kilgore, Texas, is primarily a plastic bag making/distributing operation. The Canadian Divison, Tapecoat of Canada, located in Rexdale, Ontario, operates as a liason to the Tapecoat Company located in Evanston, Illinois. Both the Tapecoat Company of Canada and the Tapecoat Company of Evanston specialize in corrosive protective coverings.

These divisions have there own operating system(s) and an individual who acts as the onsite Data Processing Supervisor. However, division wide there is only one Manager of Information Systems, (MIS Director). This position is within the corporate offices which are located in Evanston, Illionis. The MIS Director serves multiple roles in the information systems area. The primary duties are to ensure the fit of software/hardware to the needs of each division, to serve as a consultant for contractrual agreements and to effectively monitor projection plans for system(s) expansion/capacity requirements.

The following is an organizational chart of how the MIS Department interacts with the divisions mentioned previously.

Organizational Chart



3) Developmental factors of this project.

The factors involved in the choice of this particular area of information systems software for development, are as follows:

- A) Corporate users of the inventory control module require accurate and concise information as quickly as possible. This information, is most easily discerned through the inquiry applications of the inventory control modules.
- B) A document with the intent of training, either a non-user or an experienced user of other applications within the software did not exist.
- C) System Manuals were/are written for persons with a greater understanding of software development and interaction than the average user would be required to have to perform day to day tasks.
- D) To train each individual on each task involved in using the inventory inquiry modules, would have become overly time consuming for the personnel in the MIS area. Therefore, training strategic individuals to monitor and administer the application practices of this document has the best overall potential for success.

The course work of CHRD 440, taken during the Fall Semester 1987, emphasized the development and creation of Computer Assisted Instruction concepts. This course provided an introduction to authoring tools and tasks logic, as well as needs analysis, which have continually been employed in the development and creation of instructional design documents I have developed to date.

4) Trainers/Users guide document design.

This Users Training Guide has been designed to incorporate the following hierarchical levels of Bloom's Taxonomy.

Major Area 1.0

Evaluation
 Synthesis
 Analysis
 Application *
 Comprehension *
 Knowledge *
 Session 1.1 Module Practice (Application Log-on)

Evaluation
 Synthesis
 Analysis *
 Application *
 Comprehension *
 Knowledge *
 Session 1.2 Module Practice (Accessing Data)

Major Area 2.1

Evaluation
 Synthesis
 Analysis
 Application
 Comprehension *
 Knowledge *
 Session 2.1 Stock Status Inquiry (Terminology)

Evaluation
 Synthesis *
 Analysis *
 Application *
 Comprehension *
 Knowledge *
 Session 2.2 Module Practice
 (Stock Status Inquiry Accessing Data)

Major Area 3.0

Evaluation *
 Synthesis *
 Analysis *
 Application *
 Comprehension *
 Knowledge *
 Session 3.1 & 3.2 Module Practice
 (Twelve Month Usage Tracking)

Bloom's Taxonomy, derived from the course work of CHRD 413, taken during the Fall Semester 1987, emphasized the different methods of effective instructional methodologies. Bloom's Taxonomy was one of the instructional analysis strategies presented during the course. The verbal and visual analogies of Bloom's Taxonomy has been a basis for justification of training levels and effectiveness for all instructional design packages I have developed.

Major Area 1.0 Sessions 1.1 and 1.2 goals are to guide the inexperienced Trainer and/or User through procedures necessary to enter and exit the main menu of the application(s) software discussed. Through the guides inherent nature of application, the most prominent levels of Bloom's Taxonomy would be those of Application and Analysis. Session 1.1 does not, however, assume that knowledge and comprehension has occurred. Rather, through the process of manual application to a task, knowledge and comprehension is hoped to be gained.

Session 1.2 reiterates the basic goals of Session 1.1. However, Session 1.2 takes the Trainer and User to the level of Analysis. This is due to the User(s) having accessed informative data in an online, automated, information processing environment.

Session 2.1 is geared to the lower levels of Bloom's Taxonomy. The goal of Major Area 2.0 Session 2.1 is based in knowledge and a comprehensive reference to the definitions of visual representations. Session 2.2 of Major Area 2.0, however, is based in the based in the application levels of Bloom's Taxonomy. The actual access of informative data through manual interaction with the CRT, will again raise the hierarchical level of Bloom's Taxonomy to Synthesis. The formula, theoretically, would appear as follows:

Application	(repetition of a function)
+ Analysis	(interactive viewing of data)
= Synthesis	(basic processes needed to attain data)
	(representative to the software)
	(applications capabilities.)

Based on the prior levels of the Users Training Guide, Major Area 3.0 should place the User(s) and Trainer at the highest threshold of Bloom's Taxonomy. Prior Knowledge, Comprehension, and Application processes, as well as the Analytical nature of the data as represented, has lead the User(s) and Trainer to the point of Synthesis. Evaluation of the data represented, for whatever historical, current, or long range planning tasks that may be undertaken.

The ultimate goal of any learning process is to give the individual involved a method of assimilating what has been gleaned from an experience which can be applied to other like experiences.

- 5) The intended audience for the use of this document.

The intended audience for the use of this document, are as follows:

- A) Trainers or administrators that have had little if any interaction with the inventory inquiry module applications.
- B) Users of other applications that have had little if any interaction with the inventory inquiry module applications.
- C) MIS/Data Processing personnel tasked with documenting the use of other application(s) modules for training purposes.
- D) Administrators with information requests based on the fields discussed within the inventor inquiry module applictions.

The only pre-requistes for the use of this document is that the user be authorized or has access to an account which will allow the inventory inquiry modules applications to be accessed. The trainer or administrator should also have an account that allows exit from the software applications to VMS. This is necessary due to the tendency of users, in a training session to read and enter commands ahead of the instructors instructions. By allowing the Trainer access to an account which allows him or her to access VMS, if a user becomes locked with- in one of the module practices, the Trainer, may stop the user(s) process, have the user log on again and return to the point where the stall or process lock occured.

MAJOR AREA 1.0

Major Area 1.0	16
Session 1.1 SYSTEM ACCESS.....	17
Training Session 1.1 Outline.....	17
Training Session 1.1 Module Practice..	17
TRAINERS GUIDE.....	17
USERS GUIDE.....	18
Session 1.2 ITEM MASTER FILE MAINTENANCE.	20
Training Session 1.2 Outline.....	26
Training Session 1.2 Module Practice...	27
TRAINERS GUIDE.....	27
USERS GUIDE.....	28
Major Area 1.0 Conclusion	29

MAJOR AREA 1.0

FIGURES

1A Username/Password/ID/Password.....	17
1B System Menu.....	19
1C Inventory Control Menu.....	21
1D Inventory Control Menu.....	21
1E Item Master File Maintenance Menu.....	22
1F Item Master File Maintenance Menu.....	22
1G Inventory Master File Inquire.....	23
1H Inventory Master File Inquire (Screen 1)..	24
1I Inventory Master File Inquire (Screen 2)..	25

Session 1.1 SYSTEM ACCESS

While the inventory control module has several selections that may be used for any number of reasons, the following discusses only those options that are used on a daily informational needs basis by the offices of Shipping/Materials Management.

TRAINING SESSION 1.1 OUTLINE:

The user will do the following:

- 1) Log into the System.
- 2) Access the SYSTEM MENU.
- 3) Log off the System.

Note: For training purposes a generic user id, Figure 1A, has been established.

Figure 1A

Username: TECUSER
Password: TEC

Please enter your id#... 5
Please enter your password...CBD

TRAINING SESSION 1.1 MODULE PRACTICE:

Trainers Guide:

- 1) Ensure power is on to all terminals.
- 2) Have all users press the enter key.
- 3) Ensure all users receive the Username: /Password: /ID#.. /Password.. prompts as shown in Figure 1A above.
- 4) Ensure all users are on the SYSTEM MENU.
Figure 1B (p. 19)
- 5) Have all users enter option #20 from the SYSTEM MENU.
"LOG OFF SYSTEM"

TRAINING SESSION 1.1 MODULE PRACTICE:Users Guide:

- 1) Note the green light, on the bottom right front of the monitor is on.
- 2) Press the enter key.
- 3) Enter Username, password, ID#, password as shown in Figure 1A.(p. 17)
- 4) SYSTEM MENU SYMENU . Figure 1B (p. 19)
- 5) Enter 20, press return.

Figure 1B

SYSTEM MENU

SYMENU

TC Manufacturing Company, Inc

PLEASE ENTER YOUR SELECTION ..

- | | |
|----------------------------|-----------------------------|
| 1. ORDER ENTRY & INVOICING | 11. PRODUCTION CONTROL |
| 2. ACCOUNTS RECEIVABLE | 12. ENGLISH |
| 3. SALES ANALYSIS | 13. PRINT SPOOLED REPORTS |
| 4. ACCOUNTS PAYABLE | 14. UTILITIES |
| 5. GENERAL LEDGER | 15. 20/20 SPREADSHEET |
| 6. PAYROLL | 16. PROSPECT TRACKING |
| 7. INVENTORY CONTROL | 17. MANAGEMENT INQUIRY |
| 8. BILLS OF MATERIAL | 18. SHOP FLOOR DATA |
| 9. PURCHASING | 19. EXIT SYSTEM MENU |
| 10. MATERIAL REQUIREMENTS | 20. LOG OFF SYSTEM |
| | 21. DECTYPE WORD PROCESSING |
-
-

The SYSTEM MENU, shown above, is the main menu for options provided by TEC software. For the purposes of this training guide, option #7 INVENTORY CONTROL, and option #20 LOG OFF SYSTEM, are the only two choices that should be made from this menu.

[ENTER OPTION 7 AT THIS TIME]

Session 1.2 Item Master File Maintenance:

Item Master File Maintenance

Permits material subassembly, and finished goods items to be added, changed, or deleted. The screen displays all the information stored for each item, and any maintenance performed results in flagging that item. Each field of data for the specific item, should be checked as it is entered or revised.

The following pages contain representations of Screens within the Inventory Control module. The answers to prompts to achieve specific results are included along with a brief description of each screen.

Figure 1C

INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION ..

1.ITEM MASTER FILE MAINTENANCE	11.PR ADJ TRAN LIST
2.SORT ITEM MASTER FILE	12.AUTO ITEM REPLACE
3.PRINT ITEM MASTER LIST	13.OPEN PO REPORT
4.POST INVENTORY ACTIVITY	14.REORG ITEM MASTER
5.POST PURCHASE ORDERS	15.CLR MTD SLS & CST
6.STANDARD COST INQUIRY	16 CLR YTD SLS & CST
7.STOCK STATUS INQUIRY	17.PHYS INV
8.PRINT STOCK STATUS REPORT	18.YR END PHYS INV
9.PRINT INVENTORY VALUATION RPT	19. 12-MNT USAGE
10.PRINT INVENTORY ACTIVITY JOURNAL	

Figure 1D

INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION .1.

1.ITEM MASTER FILE MAINTENANCE	11.PR ADJ TRAN LIST
2.SORT ITEM MASTER FILE	12.AUTO ITEM REPLACE
3.PRINT ITEM MASTER LIST	13.OPEN PO REPORT
4.POST INVENTORY ACTIVITY	14.REORG ITEM MASTER
5.POST PURCHASE ORDERS	15.CLR MTD SLS & CST
6.STANDARD COST INQUIRY	16 CLR YTD SLS & CST
7.STOCK STATUS INQUIRY	17.PHYS INV
8.PRINT STOCK STATUS REPORT	18.YR END PHYS INV
9.PRINT INVENTORY VALUATION RPT	19. 12 MNT USAGE
10.PRINT INVENTORY ACTIVITY JOURNAL	

Selection #1, as shown in Figure 1D, accesses the **ITEM MASTER FILE MAINTENANCE** screens. For the purposes of this section of the training guide, OPTION #1 is the only choice that should be made from this particular menu.

[ENTER SELECTION 1 AT THIS TIME]

Figure 1G

```

-----
INVENTORY MASTER FILE MAINTENANCE      INQUIRE  INVMNT

 1. ITEM NUMBER                        .....
 2. DESCRIPTION

 3. PURCH/MFG FLAG                    19. FIRST LOCATION
 4. STOCKED ITEM                      20. PICKING SEQUENCE
 5. PRODUCT CATEGORY                  21. CYCLE COUNT
 6. ITEM GROUP                        22. WEIGHT
 7. INVENTORY CLASS                  23. FIRST VENDOR
 8. DEPARTMENT                       24. SECOND VENDOR
 9. STATUS CODE                      25. REORDER POINT
10. ORDER POLICY CODE                26. REORDER QUANTITY
11. MASTER SCHED CODE                27. SAFETY STOCK
12. TAXABLE ?                        28. LEAD TIME
13. SERIAL USAGE FLAG                29. P.O. UNIT OF MEASURE
14. INSPECTABLE ?                    30. PRICE UNIT OF MEASURE
15. UNIT OF MEASURE                  31. DATE LAST ISSUED
16. DRAWING SIZE                     32. DEMAND TIME FENCE
17. REVISION CODE                    33. PROD GENERATION FLAG
18. EFFECTIVE DATE
-----

```

Figure 1G shows the first screen of **INVENTORY MASTER FILE MAINTENANCE INQUIRE**. The screen appears blank initially because no item number has been selected for inquiry. For the purpose of this section of the training guide, only item number 10302 should be chosen for the screen manipulation exercises that follow.

Figure 1H SCREEN 1

```

-----
INVENTORY MASTER FILE MAINTENANCE      INQUIRE  INVMNT

 1. ITEM NUMBER      10302.....
 2. DESCRIPTION      DICALITE BP-5

 3. PURCH/MFG FLAG   P      19. FIRST LOCATION      TC37
 4. STOCKED ITEM     S      20. PICKING SEQUENCE
 5. PRODUCT CATEGORY R      21. CYCLE COUNT
 6. ITEM GROUP       RR     22. WEIGHT              .0
 7. INVENTORY CLASS  23. FIRST VENDOR      0017
 8. DEPARTMENT       1040  24. SECOND VENDOR      0
 9. STATUS CODE      25. REORDER POINT     0
10. ORDER POLICY CODE L    26. REORDER QUANTITY  0
11. MASTER SCHED CODE N   27. SAFETY STOCK          0
12. TAXABLE ?       N      28. LEAD TIME
13. SERIAL USAGE FLAG  29. P.O. UNIT OF MEASURE
14. INSPECTABLE ? N    30. PRICE UNIT OF MEASURE  LB
15. UNIT OF MEASURE   LB   31. D.L.I.      08/30/90
16. DRAWING SIZE      32. DEMAND TIME FENCE    0
17. REVISION CODE     33. PROD GENERATION FLAG  N
18. EFFECTIVE DATE

```

DO YOU WANT TO SEE THE SECOND SCREEN FOR THIS ITEM ?

Y

Figure 1H shows the first screen of **INVENTORY MASTER FILE MAINTENANCE INQUIRE** after item number 10302 has been selected. The bottom of the first screen also displays a message "DO YOU WANT TO SEE THE SECOND SCREEN FOR THIS ITEM ? Y ". As you can see the response has been filled in with the alpha character Y (YES). For the purpose of this section of the training guide, the alpha character Y should always be chosen for the screen manipulation exercises that follow.

Figure 1I SCREEN 2

```

-----
INVENTORY MASTER FILE MAINTENANCE          INQUIRE  INVMNT

          ITEM NUMBER  10302
          DESCRIPTION  DICALITE  BP-5

*34. TOTAL STANDARD UNIT COST .001  49.ON-HAND QTY  121
 35. MATERIAL COST THIS LEVEL .001  50.QTY SOLD MTD  0
 36. LABOR COST THIS LEVEL    .000  51.QTY SOLD YTD  0
 37. OVRHD COST THIS LEVEL    .000  52.SALES MTD($) .00
*38. TOTAL ACCUMULATED COSTS .000  53.SALES YTD($) .00
 39. LAST COST    .130                54.STD COST MTD    .00
 40. LIFO COST    .040                55.STD COST YTD    .00
 41. LABOR TIME 1 (HRS) .000          56.ACTUAL COST MTD .00
 42. LABOR TIME 2 (HRS) .000          57.ACTUAL COST YTD 00
 43. STD SETUP COST QTY  0           58.UNITS PRODUCED MTD 0
 44. PUR COST PER FACTOR .130        59.UNITS PRODUCED YTD 0
 45. COST CON FACTOR    1,000        60.USAGE YTD      215,443
 46. SLS PRICE PER FACTOR .00        61.PRIOR YEAR USAGE 412
 47. SLS PRICE CONV FACTOR 1.0      62. UPDATE BOOKINGS  Y
 48. UPDATE P/C HISTORY  N           63. UPDATE SALES HST  Y

                                CR TO CONTINUE
-----

```

Figure 1I displays the second screen of INVENTORY MASTER FILE MAINTENANCE INQUIRE after item number 10302 has been selected. For the purposes of this section of the training guide, "CR TO CONTINUE" as shown in the bottom right hand corner of the screen should be adhered to.

NOTE: CR = carriage return.

Session 1.2 Item Master File Maintenance Inquiry**TRAINING SESSION 1.2 OUTLINE:**

The user will do the following:

- 1) Log into the System.
- 2) Access the SYSTEM MENU.
- 3) Select INVENTORY CONTROL (option 7) SYSTEM MENU. See Figure 1B (p. 19)
- 4) Select ITEM MASTER FILE MAINTENANCE (option 1) INVENTORY CONTROL MENU. Figure 1D (p. 21)
- 5) Select INQUIRE ITEM(S) (option 3) INVENTORY MASTER FILE MAINTENANCE MENU. See Figure 1F (p. 22)
- 6) Enter a line item number and view data on primary and secondary screens. See Figures 1H, 1I (p. 24, 25)
- 7) Exit sub menu's and log off system.

TRAINING SESSION 1.2 MODULE PRACTICETrainers Guide:

- 1) Ensure power is on to all terminals.
- 2) Have all users press the enter key.
- 3) Ensure all users receive the Username: /Password:
/ID#../Password.. prompts as shown in
Figure 1A.(p. 17)
- 4) Ensure all users are on the SYSTEM MENU.
Figure 1B (p. 19)
- 5) Have all users enter option #7 SYSTEM
MENU.
- 6) Ensure all users are on the INVENTORY CONTROL MENU.
Figure 1C (p. 21)
- 7) Have all users enter #1 INVENTORY CONTROL MENU.
ITEM MASTER FILE MAINTENANCE. Figure 1D (p. 21)
- 8) Ensure all users are on the INVENTORY MASTER FILE
MAINTENANCE MENU. Figure 1E (p. 22)
- 9) Have all users enter option #3 INVENTORY MASTER FILE
MAINTENANCE MENU. Figure 1F (p. 22)
- 10) Ensure all users are on the INVENTORY MASTER FILE
MAINTENANCE INQUIRE MENU. Figure 1G (p. 23)
- 11) Have all users enter item # 10302 INVENTORY MASTER
FILE MAINTENANCE MENU.
- 12) Ensure all users are on the first INQUIRE screen
with item # 10302 information displayed.
Figure 1H (p. 24)
- 13) Have all users enter "Y" in response to the following
prompt:
"DO YOU WANT TO SEE THE SECOND SCREEN
FOR THIS ITEM ? "
- 14) Ensure all users are on the SECOND INQUIRE screen
with item # 10302 information displayed.
Figure 1I(p. 25)
- 15) Introduce key F12 (Backspace to END).
- 16) Have all users END to SYSTEM MENU, and Logoff the
system option #20.

TRAINING SESSION 1.2 MODULE PRACTICE:**Users Guide:**

- 1) Note the green light, on the bottom right front of the monitor is on.
- 2) Press the enter key.
- 3) Enter Username, password, ID#, password as shown in Figure 1A. (p. 17)
- 4) SYSTEM MENU SYMENU. Figure 1B (p. 19)
- 5) Enter option #7. Press Return
- 6) INVENTORY CONTROL MENU. Figure 1C (p. 21)
- 7) Enter option #1. Figure 1D (p. 21)
- 8) INVENTORY MASTER FILE MAINTENANCE MENU. Figure 1E (p. 22)
- 9) Enter option #3. Press Return Figure 1F (p. 22)
- 10) INVENTORY MASTER FILE MAINTENANCE INQUIRE MENU. Figure 1G (p. 23)
- 11) Enter item # 10302 Press Return.
- 12) View item # 10302. SCREEN 1 Figure 1H (p. 24)
- 13) Enter "Y". Press Return.
- 14) View item # 10302 SCREEN 2. Figure 1I (p. 25)
- 15) Press Key F12 to END.
- 16) Key F12 to System Menu, then logoff the System.

Conclusion:

This concludes Major Area 1.0 of the Trainers and Users Guide to Corporate Management Inventory Inquiry. The sessions may be repeated as often as desired.

It should be understood that Major Area 1.0 Session 1.0 SYSTEM ACCESS, is applicable to all user/module interactions.

Completion of Sessions 1.1, and 1.2 should enable users to perform the following tasks:

1. Log on to the System.
2. From the SYSTEM MENU access INVENTORY CONTROL applications.
3. Access the ITEM MASTER FILE MAINTENANCE applications.
4. Access the INVENTORY MASTER FILE MAINTENANCE INQUIRE feature.
5. Enter an item number and view data on the primary and secondary screens of INVENTORY MASTER FILE MAINTENANCE INQUIRE.
6. Exit the sub screens and menus of INVENTORY CONTROL.
7. Log off the System.

MAJOR AREA 2.0

Major Area 2.0	30
Session 2.1 Stock Status Inquiry.....	31
Field Names and Definitions.....	36
Training Session 2.2 Outline.....	37
Training Session 2.2 Module Practice...	38
TRAINERS GUIDE.....	38
USERS GUIDE.....	39
Major Area 2.0 Conclusion	40

MAJOR AREA 2.0

FIGURES

2A System Menu.....	32
2B Inventory Control Menu.....	33
2C Inventory Control Menu.....	33
2D Stock Status Inquiry.....	34
2E Stock Status Inquiry.....	34
2F Stock Status Inquiry.....	34
2G Stock Status Inquiry.....	35

Session 2.1 Inventory Control Stock Status Inquiry

Stock Status Inquiry - Permits a video display of the status of inventory items. The display includes the beginning quantity balance, issues, adjustments, current on hand balance, allocations, available on order, to be available quantities, work-in-process, year to date and prior year usage statistics, reorder point and quantity, lead time, purchased or manufactured code, status revision code, and date of last issue.

The following pages contain representations of screens within the Inventory Control module. The answers to prompts to achieve specific results are included along with a brief description of the screen discussed.

Figure 2B

INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION ..

- | | |
|-------------------------------------|----------------------|
| 1.ITEM MASTER FILE MAINTENANCE | 11.PR ADJ TRAN LIST |
| 2.SORT ITEM MASTER FILE | 12.AUTO ITEM REPLACE |
| 3.PRINT ITEM MASTER LIST | 13.OPEN PO REPORT |
| 4.POST INVENTORY ACTIVITY | 14.REORG ITEM MASTER |
| 5.POST PURCHASE ORDERS | 15.CLR MTD SLS & CST |
| 6.STANDARD COST INQUIRY | 16.CLR YTD SLS & CST |
| 7.STOCK STATUS INQUIRY | 17.PHYS INV |
| 8.PRINT STOCK STATUS REPORT | 18.YR END PHYS INV |
| 9.PRINT INVENTORY VALUATION RPT | 19. 12-MNT USAGE |
| 10.PRINT INVENTORY ACTIVITY JOURNAL | |

Figure 2C-----
INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION .7.

- | | |
|-------------------------------------|----------------------|
| 1.ITEM MASTER FILE MAINTENANCE | 11.PR ADJ TRAN LIST |
| 2.SORT ITEM MASTER FILE | 12.AUTO ITEM REPLACE |
| 3.PRINT ITEM MASTER LIST | 13.OPEN PO REPORT |
| 4.POST INVENTORY ACTIVITY | 14.REORG ITEM MASTER |
| 5.POST PURCHASE ORDERS | 15.CLR MTD SLS & CST |
| 6.STANDARD COST INQUIRY | 16.CLR YTD SLS & CST |
| 7.STOCK STATUS INQUIRY | 17.PHYS INV |
| 8.PRINT STOCK STATUS REPORT | 18.YR END PHYS INV |
| 9.PRINT INVENTORY VALUATION RPT | 19. 12-MNT USAGE |
| 10.PRINT INVENTORY ACTIVITY JOURNAL | |

Selection #7, as shown in Figure 2C, accesses the **STOCK STATUS INQUIRY** screens. For the purposes of this section of the training guide, OPTION #7 STOCK STATUS INQUIRY is the only choice that should be made from this particular menu.

[ENTER OPTION 7 AT THIS TIME]

 EASTON
 LYOLA
 UNIVERSITY

Figure 2D

```

-----
STOCK STATUS INQUIRY                               MI127
ITEM NUMBER .....
-----

```

Figure 2E

```

-----
STOCK STATUS INQUIRY                               MI127
ITEM NUMBER 10302.....
-----

```

Figure 2F

```

-----
STOCK STATUS INQUIRY                               MI127
ITEM NUMBER 10302          DICALITE  BP-5

BEGIN 19,013 ON HAND 12,161  W-I-P  0   LD TIME  0
RECEIPT 0   ALLOC  0       YTD USG 205,443  PUR/MFG  P
ISSUE 4,989 AVAIL 12,161  PRIOR USG 418,328  STATUS
ADJMT 1,863  IN INSP  0   REORDR PT  0   REV CODE
ON HND 12,161 ON ORDR 1610 REORDR QTY 0   DLI 05/11/90
                TO BE AVL 173,181

```

CR TO CONTINUE

```

-----

```

Figure 2D shows the first screen of **STOCK STATUS INQUIRY**. The screen appears blank initially because no item number has been selected for inquiry. For the purpose of this section of the training guide, only item number 10302 should be chosen for the screen manipulation exercises that follow.

Figure 2E shows the first screen of **STOCK STATUS INQUIRY** with item number 10302 entered for selection.

Figure 2F shows all relevant data pertaining to item number 10302.

Figure 2G shown below, is to be referred to for field explanations. Each field has a definition that appears on the page which follows.

Figure 2G

STOCK STATUS INQUIRY**MI127**

1) ITEM NUMBER	10302	2) DICALITE	BP-5
3) BEGIN	4) ON HAND	5) W-I-P	6) LD TIME
7) RECEIPT	8) ALLOC	9) YTD USG	10) PUR/MFG
11) ISSUE	12) AVAIL	13) PRIOR USG	14) STATUS
15) ADJMNT	16) IN INSP	17) REORDR PT	18) REV CODE
19) ON HAND	20) ON ORDR	21) REORDR QTY	22) DLI
	23) TO BE AVL		

CR TO CONTINUE

<u>FIELD NAME</u>	<u>FIELD DEFINITION</u>
1) ITEM NUMBER	- Part/material id number.
2) DESCRIPTION	- Part/material description.
3) BEGIN	- Beginning monthly quantity.
4) ON HAND	- Actual quantity count.
5) W-I-P	- Work in process.
6) LD TIME	- Lead time.
7) RECEIPT	- Received item quantity.
8) ALLOC	- Allocated item quantity.
9) YTD USG	- Year to date usage.
10) PUR/MFG	- Purchased or manufactured flag.
11) ISSUE	- Quantity of an item sold.
12) AVAIL	- Quantity of an item available.
13) PRIOR USG	- Quantity of an item used in a prior fiscal year.
14) STATUS	- Flag for active or inactive items.
15) ADJMNT	- Item adjustments made to account for damage, waste, etc.
16) IN INSP	- Flag for items needing an inspection seal, ie, hazardous material, flammable, etc.
17) REORDR PT	- Point at which an item should be re-ordered.
18) REV CODE	- Flag that labels any physical changes to a given item.
19) ON HAND	- Actual count quantity of an item.
20) ON ORDER	- Quantity ordered to maintain adequate stock.
21) REORDR QTY	- Suggested quantity to reorder items to maintain adequate stock.
22) DLI	- The date of last issue.
23) TO BE AVL	- The total of the ON HAND field (+) the ON ORDER field.

Session 2.2 Stock Status Inquiry

TRAINING SESSION 2.2 OUTLINE:

The user will do the following:

- 1) Log into the System.
- 2) Access the SYSTEM MENU.
- 3) Select INVENTORY CONTROL (option 7) SYSTEM MENU.
- 4) Select STOCK STATUS INQUIRY (option 7) INVENTORY CONTROL MENU.
- 5) Enter line item 10302 and view data.
- 6) Exit option and sub menu.
- 7) Log off the system.

TRAINING SESSION 2.2 MODULE PRACTICETrainers Guide:

- 1) Ensure power is on to all terminals.
- 2) Have all users press the enter key.
- 3) Ensure all users receive the Username: /Password:
/ID#.. /Password.. prompts as shown in
Figure 1A.(p. 17)
- 4) Ensure all users are on the SYSTEM MENU.
Figure 2A (p. 32)
- 5) Have all users enter option #7 SYSTEM MENU.
- 6) Ensure all users are on the INVENTORY CONTROL MENU.
Figure 2B (p. 33)
- 7) Have all users enter option #7 INVENTORY CONTROL
MENU. STOCK STATUS INQUIRY Figure 2C (p. 33)
- 8) Ensure all users are in the STOCK STATUS INQUIRY
MODULE. Figures 2D,2E (p. 34)
- 9) Have all users enter item # 10302
INVENTORY MASTER FILE MAINTENANCE MENU.
- 10) Ensure all users are on the STOCK STATUS INQUIRY
screen with item # 10302 information displayed.
Figure 2F (p. 34)
- 11) Have users "CR TO CONTINUE"
- 12) Key F12 (Backspace to END).
- 13) Have all users END to SYSTEM MENU, and Logoff the
system option #20.

TRAINING SESSION 2.2 MODULE PRACTICE:Users Guide:

- 1) Note the green light, on the bottom right front of the monitor is on.
- 2) Press the enter key.
- 3) Enter Username, password, ID#, password as shown in Figure 1A.(p. 17)
- 4) SYSTEM MENU SYMENU . Figure 2A (p. 32)
- 5) Enter option #7. Press Return.
- 6) INVENTORY CONTROL MENU. Figure 2B (p. 33)
- 7) Enter option #7. Press Return. Figure 2C (p. 33)
- 8) STOCK STATUS INQUIRY. Figures 2D,2E (p. 34)
- 9) Enter item # 10302 Press Return.
- 10) View item # 10302. Figure 2F (p. 34)
- 11) "CR TO CONTINUE"
- 12) Press Key F12 to END.
- 13) Key F12 to System Menu, then logoff the System.

Conclusion:

This concludes Major Area 2.0 of the Trainers and Users Guide to Corporate Management Inventory Inquiry. The sessions discussed may be repeated as often as desired.

It should be understood that Major Area 1.0, Session 1.1 SYSTEM ACCESS, is applicable to all user/module interactions.

Completion of Major Area 2.0, Sessions 2.1, and 2.2 should enable users to perform the following tasks:

1. Log on to the System.
2. From the SYSTEM MENU access INVENTORY CONTROL applications.
3. Access the STOCK STATUS INQUIRY application.
4. Enter an item number and view data on the primary and secondary screens of STOCK STATUS INQUIRY.
6. Exit the sub screens and menus of INVENTORY CONTROL STOCK STATUS INQUIRY.
7. Log off the System.

MAJOR AREA 3.0

Major Area 3.0	41
Session 3.1 Twelve Month Usage Tracking..	43
Training Session 3.2 Outline.....	47
Training Session 3.2 Module Practice.....	48
TRAINERS GUIDE	48
USERS GUIDE	49
 Major Area 3.0 Conclusion	50

MAJOR AREA 3.0

FIGURES

3A System Menu.....	42
3B Inventory Control Menu.....	44
3C Inventory Control Menu.....	44
3D Twelve Month Tracking.....	45
3E Twelve Month Tracking.....	45
3F Twelve Month Tracking.....	45
3G Twelve Month Tracking Graph.....	46

Section 3.1 Inventory Control Twelve-Month Usage Tracking

Twelve-Month Usage Tracking - Permits a graphic display of the activity of a specific item over a period of twelve months. The option does not allow any changes and/or deletions to occur. The graphic representation is field option selected by one of five choices, which are as follows:

1. QUANTITY USED
2. QUANTITY SOLD
3. SALES \$
4. COST OF SALES
5. PROFIT

The following pages contain representations of screens within the Inventory Control, Twelve-Month Usage Tracking module. The answers to prompts to achieve specific graphic representations are included.

Figure 3B

INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION ..

1.ITEM MASTER FILE MAINTENANCE	11.PR ADJ TRAN LIST
2.SORT ITEM MASTER FILE	12.AUTO ITEM REPLACE
3.PRINT ITEM MASTER LIST	13.OPEN PO REPORT
4.POST INVENTORY ACTIVITY	14.REORG ITEM MASTER
5.POST PURCHASE ORDERS	15.CLR MTD SLS & CST
6.STANDARD COST INQUIRY	16.CLR YTD SLS & CST
7.STOCK STATUS INQUIRY	17.PHYS INV
8.PRINT STOCK STATUS REPORT	18.YR END PHYS INV
9.PRINT INVENTORY VALUATION RPT	19. 12-MNT USAGE
10.PRINT INVENTORY ACTIVITY JOURNAL	

Figure 3C

INVENTORY CONTROL

MIMENU

TC Manufacturing Company, Inc.
PLEASE ENTER YOUR SELECTION .19.

1.ITEM MASTER FILE MAINTENANCE	11.PR ADJ TRAN LIST
2.SORT ITEM MASTER FILE	12.AUTO ITEM REPLACE
3.PRINT ITEM MASTER LIST	13.OPEN PO REPORT
4.POST INVENTORY ACTIVITY	14.REORG ITEM MASTER
5.POST PURCHASE ORDERS	15.CLR MTD SLS & CST
6.STANDARD COST INQUIRY	16.CLR YTD SLS & CST
7.STOCK STATUS INQUIRY	17.PHYS INV
8.PRINT STOCK STATUS REPORT	18.YR END PHYS INV
9.PRINT INVENTORY VALUATION RPT	19. 12-MNT USAGE
10.PRINT INVENTORY ACTIVITY JOURNAL	

Selection #19, as shown in Figure 3C, accesses the **TWELVE-MONTH USAGE TRACKING** screens. For the purposes of this section of the training guide, OPTION #19 is the only choice that should be made from this particular menu.

[ENTER OPTION 19 AT THIS TIME]

Figure 3D

```

-----
TWELVE MONTH TRACKING                INVSTS
ENTER THE ITEM NUMBER  ....
-----

```

Figure 3E

```

-----
TWELVE MONTH TRACKING                INVSTS
ENTER THE ITEM NUMBER 10302.....
-----

```

Figure 3F

```

-----
TWELVE MONTH TRACKING                INVSTS
ENTER THE ITEM NUMBER 10302.....  DICALITE  BP-5
SELECT FIELD OPTION    1                1.  QUANTITY USED
                                           2.  QUANTITY SOLD
                                           3.  SALES $
                                           4.  COST OF SALES
                                           5.  PROFIT
-----

```

Figure 3D shows the first screen of **TWELVE-MONTH USAGE TRACKING**. The screen appears blank initially because no item number has been selected for inquiry. For the purpose of this section of the training guide, only item number 10302 should be chosen for the screen manipulation exercises that follow.

Figure 3E shows the first screen of **TWELVE-MONTH USAGE TRACKING** with item number 10302 entered for selection.

Figure 3F shows item number 10302 with the listing of the **SELECT FIELD OPTIONS** available to users.

[ENTER OPTION 1 AT THIS TIME]

Figure 3G

TWELVE MONTH TRACKING

INVSTS

ENTER THE ITEM NUMBER 10302..... DICALITE BP-5

MONTH	QUANTITY		QUANTITY USED IN PAST TWELVE MONTHS																					
	QUANTITY	53,000																						
		49,000																						
APR.	26,596	46,000																						
MAR.	0	42,000																						
FEB.	27,224	38,000																						
JAN.	51,756	34,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
DEC.	33,968	30,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
NOV.	27,117	27,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
OCT.	33,773	23,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
SEP.	41,250	19,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
AUG.	53,265	15,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
JUL.	42,943	11,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
JUN.	35,458	8,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
MAY.	37,655	4,000	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
		0	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
- PRIOR YTD -																								
227,757			MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR										

CR TO CONTINUE

Figure 3G is the graphic representation for item number 10302 over a twelve month period. Again, there is only one screen, shown in Figure 3H above, available in this module. Note the "CR TO CONTINUE" shown on bottom right hand corner of the screen should be adhered to.

[PRESS THE RETURN KEY TO CONTINUE]

For the purposes of this training guide only item number 10302 has been chosen for all screen manipulation exercises. Item number 10302 is classified as a Raw Material, which is an item that may be used to produce several Finished Goods and/or Work In Process. For the screen manipulation exercises that follow, and in order to see other graphs produced by the other SELECT FIELD OPTION of this module, six item numbers, which represent the major classes of materials, Raw Materials, Finished Goods, and Work In Process are listed below.

<u>Item Numbers</u>		
<u>Raw Materials:</u>	<u>Finish Goods:</u>	<u>Work In Process:</u>
103098C	253QB1	400PT21
21009AA	4137G0	4011WP9

TRAINING SESSION 3.2 OUTLINE:

The user will do the following:

- 1) Log into the System.
- 2) Access the SYSTEM MENU.
- 3) Select INVNETORY CONTROL (option 7) SYSTEM MENU.
- 4) Select STOCK STATUS INQUIRY (option 19) INVENTORY CONTROL MENU.
- 5) Enter line item 10302 and view graph.
- 6) Enter line item numbers provided and view graphs.
- 6) Exit screen option, and sub menus.
- 7) Log off the system.

TRAINING SESSION 3.2 MODULE PRACTICETrainer:

- 1) Ensure power is on to all terminals.
- 2) Have all users press the enter key.
- 3) Ensure all users receive the Username: /Password: /ID#.. /Password.. prompts as shown in Figure 1A.(p. 17)
- 4) Ensure all users are on the SYSTEM MENU.
Figure 3A (p. 42)
- 5) Have all users enter option #7 SYSTEM MENU.
Figures 3B (p. 44)
- 6) Ensure all users are on the INVENTORY CONTROL MENU.
Figure 3C (p. 44)
- 7) Have all users enter option #19 TWELVE- MONTH USAGE TRACKING Figure 3D (p. 45)
- 8) Ensure all users are in the TWELVE MONTH TRACKING MODULE. Figure 3E (p. 45)
- 9) Have all users enter item # 10302 TWELVE MONTH TRACKING MODULE. Figure 3F (p. 45)
- 10) Ensure all users are on the SELECT FIELD OPTION prompt. Figure 3F (p. 45)
- 11) Have all users enter "1" in response to the following prompt:

SELECT FIELD OPTION 1
- 12) Ensure all users receive the Quantity Used graph for item # 10302.
Figure 3G (p. 46)
- 13) Have all user "CR TO CONTINUE"
- 14) Introduce key F12 (Backspace to END).
- 15) Have all users key F12 once to enter a new item number.
- 16) Have all users choose from the item numbers listed, an item from another category to display.
- 17) Have all users END to SYSTEM MENU, and Logoff the system option #20.

TRAINING SESSION 3.2 MODULE PRACTICE:**Users Guide:**

- 1) Note the green light, on the bottom right front of the monitor is on.
- 2) Press the enter key.
- 3) Enter Username, password, ID#, password as shown in Figure 1A(p. 17)
- 4) SYSTEM MENU SYMENU. Figure 3A (p. 42)
- 5) Enter option #7. Press Return.
- 6) INVENTORY CONTROL MENU. Figure 3C (p. 44)
- 7) Enter option #19. Press Return. Figure 3D (p. 45)
- 8) TWELVE MONTH TRACKING MODULE. Figure 3E (p.45)
- 9) Enter item # 10302 Press Return.
Figure 3F (p. 45)
- 10) View SELECT FIELD OPTIONS Figure 3F (p. 45)
- 11) Enter "1" Press Return.
- 12) View item # 10302 Figure 3G (p. 46)
- 13) Press Return to Continue.
- 14) Press Key F12 to END.
- 15) Key F12 once to enter a new item number.
- 16) Choose a new item number from those listed to display information.
- 17) Key F12 to System Menu, then logoff the System.

Conclusion:

This concludes Major Area 3.0 of the Trainers and Users Guide to Corporate Management Inventory Inquiry. The sessions discussed may be repeated as often as desired.

It should be understood that Major Area 1.0, Session 1.1 SYSTEM ACCESS, is applicable to all user/module interactions.

Completion of Major Area 3.0, Sessions 3.1 should enable users to perform the following tasks:

1. Log on to the System.
2. From the SYSTEM MENU access INVENTORY CONTROL applications.
3. Access the TWELVE-MONTH USAGE TRACKING module.
4. Enter an item number and view graphic data on screen.
5. Exit the graph screen and enter new item numbers to view on screen data.
6. Exit the TWELVE MONTH USAGE TRACKING module.
7. Log off the System.

The thesis submitted by Christopher Dixon has been read and approved by the following committee:

Dr. Todd Hoover, Director
Associate Professor
Curriculum and Human Resource Development
Loyola University of Chicago


Dr. Robert Cienkus
Associate Professor
Curriculum and Human Resource Development
Loyola University of Chicago

The final copies have been examined by the director of the thesis and the signature which appears below verifies the fact that any necessary changes have been incorporated and that the thesis is now given final approval by the Committee with reference to content and form.

The thesis is, therefore, accepted in partial fulfillment of the requirements of the degree for Master of Arts.

4-18-91

Date



Director's Signature