

Calibration Program Management Solution

Job Aid

CPMSJA002 – List and Find CPMS EMRs

Purpose

The Equipment List Edit transaction lets a user view a list of Equipment Master Records (EMR's) and branch to individual records to view the data.

Transaction Code

IH08


Contents

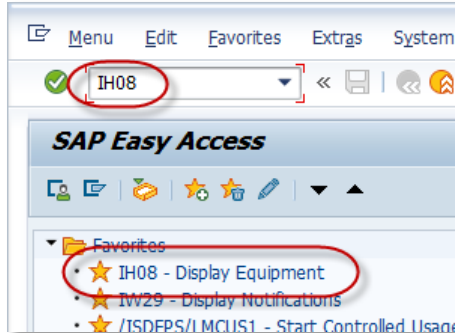
1. Running the Equipment List Edit transaction	2
2. Using a selection variant	4
3. Entering further selection data	6
4. Selecting an EMR based on TEMMIS PIN	8
5. Selecting EMR's using calibration characteristics	10

6.	Saving selection criteria for later use.....	12
7.	Executing the report	14
8.	Changing the layout of the report	15
9.	Including characteristic data in the report	18
10.	Saving the report as a spreadsheet	20
11.	Viewing an individual EMR.....	22
12.	Tips & Tricks	29

Procedure

1. Running the Equipment List Edit transaction

Execute transaction **IH08** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Equipment Selection* screen is shown.

Display Equipment: Equipment Selection

Equipment Selection

Equipment to

Equipment descriptn to

Material to

Serial Number to

Period Frm 2018.08.13 to 2018.08.13

Partner

Selection Profile Address ✕


Classification

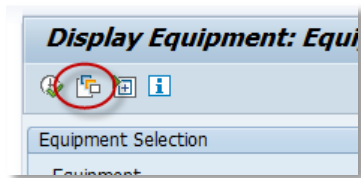
Class Type ☐ Include Subordinate Classes

Class Valuation ✕


By populating some of the fields on this screen, it is possible to control which equipment records will be included on the list. Once the fields are populated, the entries can be saved as a *selection variant*.

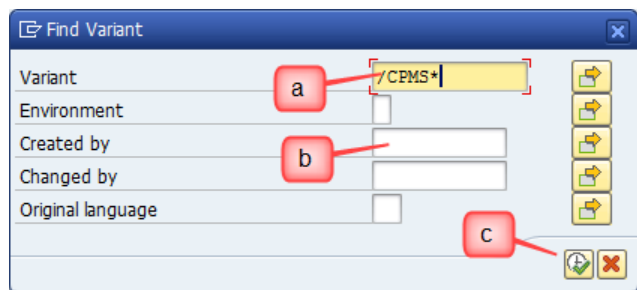
2. Using a selection variant

Several CPMS-related selection variants have been created and are ready to be used. To select one, click on the **Get Variant...** icon: .

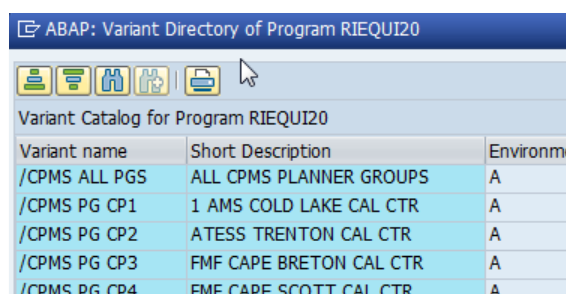


The *Find Variant* window will open. To select from a list of the available CPMS variants, follow these steps:

- Enter “/CPMS*” in the **Variant** field.
- Clear the **Created by** field by removing your login ID.
- Press the **Execute** button () or press F8.

















- A list of the variants will be shown. These filter the equipment by the *planner group*, which represents the calibration centre assigned to each record. Double-click on the desired variant from the list.



Variant name	Short Description	Environment
/CPMS ALL PGS	ALL CPMS PLANNER GROUPS	A
/CPMS PG CP1	1 AMS COLD LAKE CAL CTR	A
/CPMS PG CP2	ATESS TRENTON CAL CTR	A
/CPMS PG CP3	FMF CAPE BRETON CAL CTR	A
/CPMS PG CP4	FMF CAPE SCOTT CAL CTR	A

After selecting a variant, the *Equipment Selection* screen is shown again, this time with several fields populated with data. These can be seen by scrolling down through the selection fields.

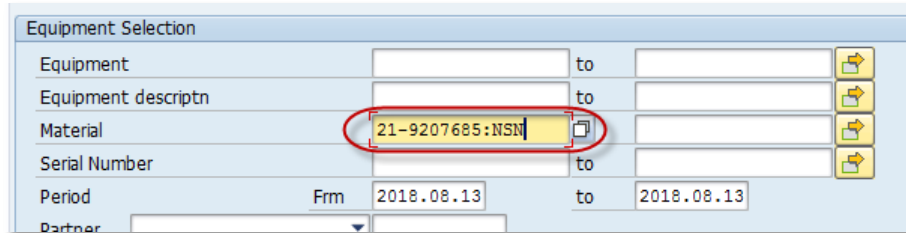
Maintenance Data				
Functional Location	<input type="text"/>	to	<input type="text"/>	
Superord. Equipment	<input type="text"/>	to	<input type="text"/>	
Position	<input type="text"/>	to	<input type="text"/>	
Technical IdentNo.	<input type="text"/>	to	<input type="text"/>	
Construction type	<input type="text"/>	to	<input type="text"/>	
Planning plant	<input type="text"/>	to	<input type="text"/>	
Planner group	<input type="text" value="CP2"/>	to	<input type="text"/>	
Main work center	<input type="text"/>	to	<input type="text"/>	
Catalog profile	<input type="text"/>	to	<input type="text"/>	
Permit	<input type="text"/>	to	<input type="text"/>	

Sales/Administrative Data				
Created on	<input type="text"/>	to	<input type="text"/>	
Created by	<input type="text"/>	to	<input type="text"/>	
Changed on	<input type="text"/>	to	<input type="text"/>	
Changed by	<input type="text"/>	to	<input type="text"/>	

Others	
Layout	<input type="text" value="/CPMS"/>

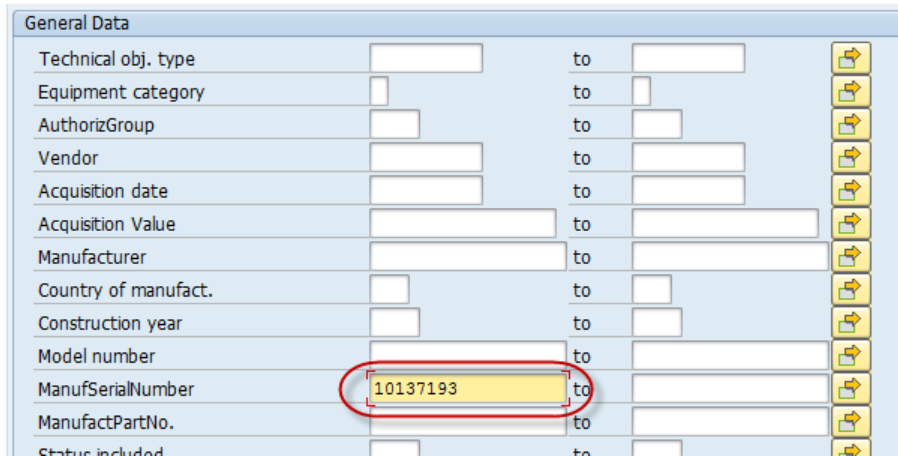
3. Entering further selection data

Further filtering can be done at this time by manually entering selection data in other fields. For example, to only see EMR's with a particular material master record (MMR) number, this can be entered in the **Material** field.



The 'Equipment Selection' dialog box contains several input fields. The 'Material' field is highlighted with a red circle and contains the text '21-9207685: NSN'. Other fields include 'Equipment', 'Equipment descriptn', 'Serial Number', 'Period' (with 'Frm' and 'to' sub-fields containing '2018.08.13'), and 'Partner'.

To find a specific EMR by the manufacturer's serial number, enter this value in the field **ManufSerialNumber**.



The 'General Data' dialog box contains various input fields. The 'ManufSerialNumber' field is highlighted with a red circle and contains the value '10137193'. Other fields include 'Technical obj. type', 'Equipment category', 'AuthorizGroup', 'Vendor', 'Acquisition date', 'Acquisition Value', 'Manufacturer', 'Country of manufact.', 'Construction year', 'Model number', 'ManufactPartNo.', and 'Status included'.

To select EMR's based on the utilizer, select the **ZU** partner function and enter the UIC of the utilizer.

Display Equipment: Equipment Selection

Equipment Selection

Equipment to

Equipment descriptn to

Material to

Serial Number to

Period From 2018.08.22 to 2018.08.22

Partner **ZU UIC - STTE UTILIZER** 2523

Select **ZG Oper Reg Man (ORM)** Address

Classification

Class T ☐ Include Subordinate Classes

Class Valuation

General

Techn to

Equipn to

Author to

Vendor to

ZU UIC - STTE UTILIZER

ZW Person respons.

SA Contact person ISR

SG Approver

SP Pers./process tasks

SS Created by

To use the technician assigned to the EMR as a selection choice, enter all or a portion of the name (using * as a wild card) in the **Sort Field**:

Location Data

Maintenance plant to

Location to

Room to

Plant section to

Work center to

ABC indicator to

Sort field **HARRISON*** to

Asset to

Sub-number to

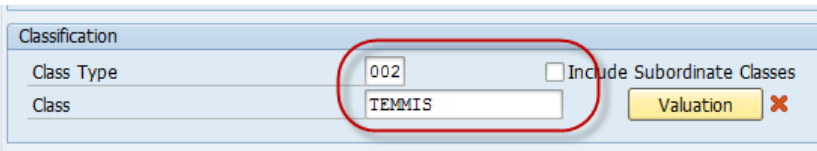
Cost Center to

WBS element to

Standing order to

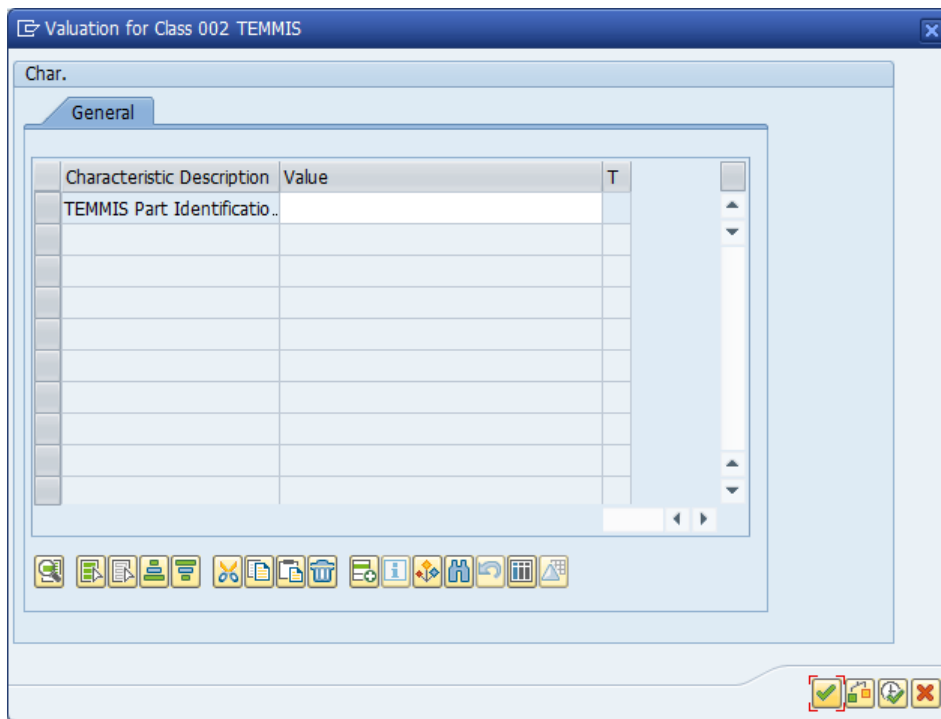
4. Selecting an EMR based on TEMMIS PIN

To select EMR's based on the old TEMMIS PIN, start by entering Class Type **002** and Class **TEMMIS**.



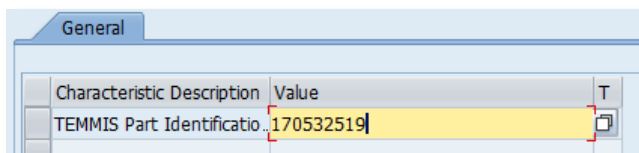
Classification	
Class Type	002
Class	TEMMIS
<input type="checkbox"/> Include Subordinate Classes	
Valuation	

Click on the Valuation button. The *Valuation for Class 002 TEMMIS* window will be shown.



Characteristic Description	Value	T
TEMMIS Part Identificatio...		T


Enter the TEMMIS PIN of the EMR you want to find.



Characteristic Description	Value	T
TEMMIS Part Identificatio...	170532519	T

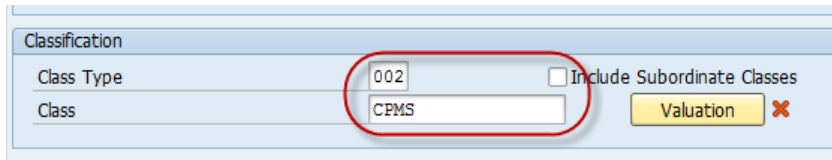
Press  to accept the value and return to the selection screen.

The Valuation button will have a green checkmark next to it, indicating that a characteristic selection is active.

Classification	
Class Type	002
	<input type="checkbox"/> Include Subordinate Classes
Class	TEMMIS
	Valuation 

5. Selecting EMR's using calibration characteristics

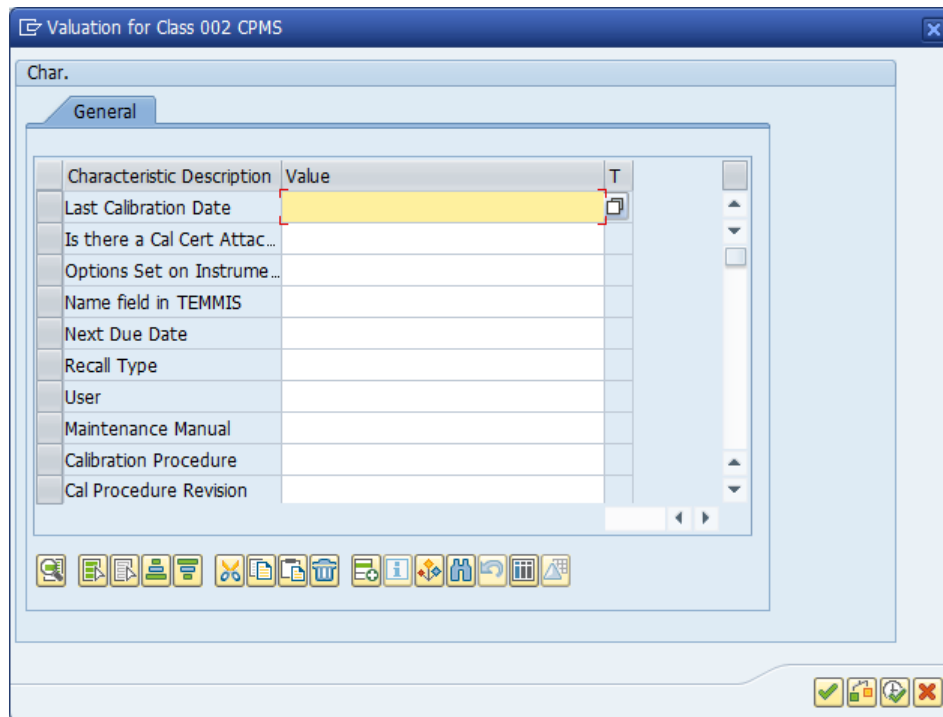
To select EMR's based on calibration-related characteristic data, start by entering Class Type **002** and Class **CPMS**.



Classification

Class Type	002	<input type="checkbox"/> Include Subordinate Classes
Class	CPMS	Valuation X

Click on the **Valuation** button to see the list of characteristics. The *Valuation for Class 002 CPMS* window will be shown.



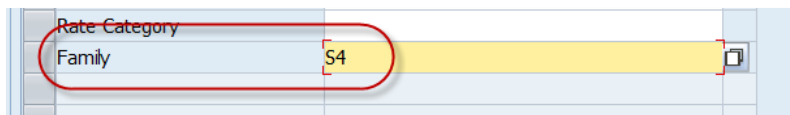
Valuation for Class 002 CPMS

Char.

General

Characteristic Description	Value	T
Last Calibration Date		<input type="checkbox"/>
Is there a Cal Cert Attac...		<input type="checkbox"/>
Options Set on Instrume...		<input type="checkbox"/>
Name field in TEMMIS		<input type="checkbox"/>
Next Due Date		<input type="checkbox"/>
Recall Type		<input type="checkbox"/>
User		<input type="checkbox"/>
Maintenance Manual		<input type="checkbox"/>
Calibration Procedure		<input type="checkbox"/>
Cal Procedure Revision		<input type="checkbox"/>

Enter data in the applicable fields to further filter the report results. For example, to only see EMR's assigned to family S4, enter the value in the **Family** characteristic.




Rate Category


Family	S4
--------	----

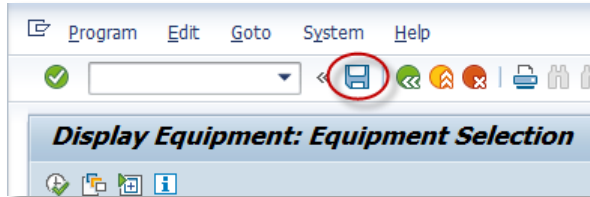
Press  to accept the value and return to the selection screen.

The **Valuation** button will have a green checkmark next to it, indicating that a characteristic selection is active.

Classification	
Class Type	002
<input type="checkbox"/> Include Subordinate Classes	
Class	CPMS
Valuation 	


6. Saving selection criteria for later use

To save the current data as a *selection variant*, click .



The *Variant Attributes* screen is shown.

Variant Attributes

Copy Screen Assignment 

Variant Name: /CPMS ALL PGS
 Description: ALL CPMS PLANNER GROUPS

☐ Only for Background Processing
☒ Protect Variant
☐ Only Display in Catalog
☐ System Variant (Automatic Transport)

Screen Assignment

Created	Selection Screen
<input checked="" type="checkbox"/>	1000

Technical name

Objects for selection screen

Selection Screen	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field Sele
1,000	Equipment	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Equipment descriptn	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Material	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Serial Number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	SO_UII	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	From date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

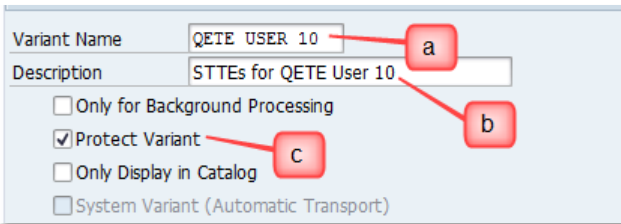
- a) Remove the current text in the **Variant Name** field and enter a name for your variant.



Name your variant using “U_” followed by your SAP login ID to make it your default variant for the transaction.


e.g. U_JSMITH

- b) Enter a description for the variant (maximum 30 characters).
- c) Select the **Protect Variant** option to prevent someone else from changing your variant.



The screenshot shows a form for creating or editing a variant. It has two text input fields at the top: 'Variant Name' containing 'QETE USER 10' and 'Description' containing 'STTEs for QETE User 10'. Below these are four checkboxes: 'Only for Background Processing' (unchecked), 'Protect Variant' (checked), 'Only Display in Catalog' (unchecked), and 'System Variant (Automatic Transport)' (unchecked). Three red callout boxes with letters are present: 'a' points to the 'Variant Name' field, 'b' points to the 'Description' field, and 'c' points to the 'Protect Variant' checkbox.

Variant Name	QETE USER 10
Description	STTEs for QETE User 10
<input type="checkbox"/> Only for Background Processing	
<input checked="" type="checkbox"/> Protect Variant	
<input type="checkbox"/> Only Display in Catalog	
<input type="checkbox"/> System Variant (Automatic Transport)	

Select  again to save the variant. It will now be available to use when first running the transaction.

7. Executing the report

Press  to execute the report.




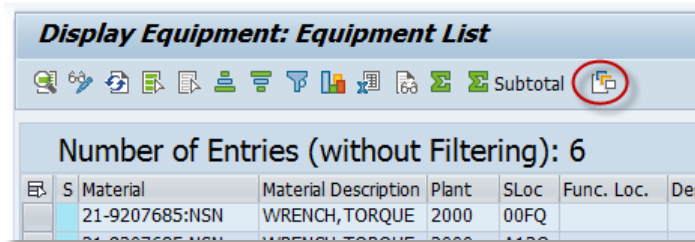
If the selection screen entries result in a single EMR being found (this will be the case if you have entered a manufacturer's serial number, as shown earlier in this document), an individual EMR will be shown immediately; see [Viewing an individual EMR](#) for details of an equipment master record.

Otherwise, a list of equipment will be generated.

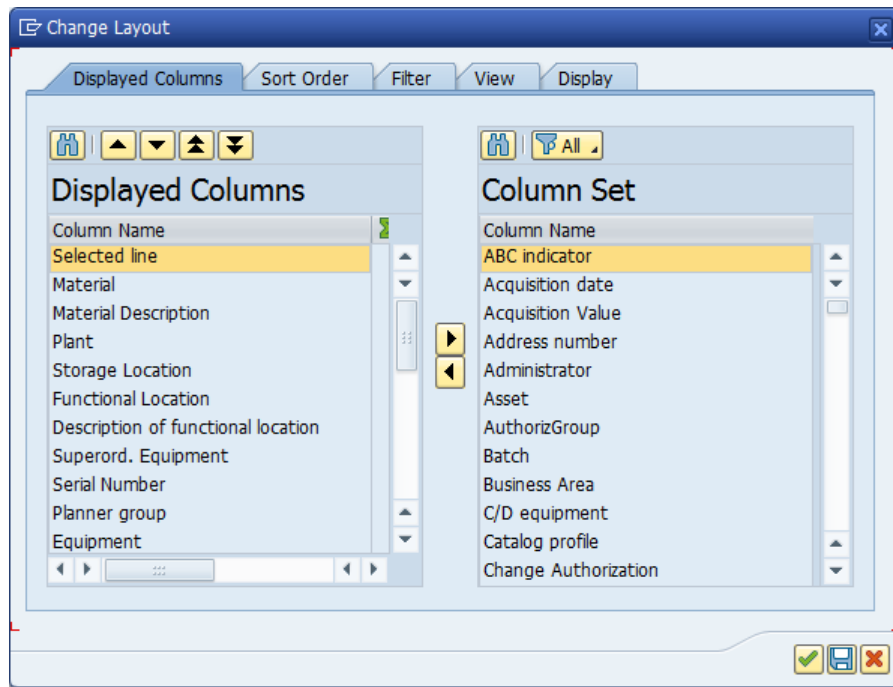
Display Equipment: Equipment List

8. Changing the layout of the report

The fields included in the report are defined in a default *layout* that was assigned automatically based on the *selection variant* chosen earlier. To change the layout, click the Current... icon: .




The *Change Layout* window will be shown.

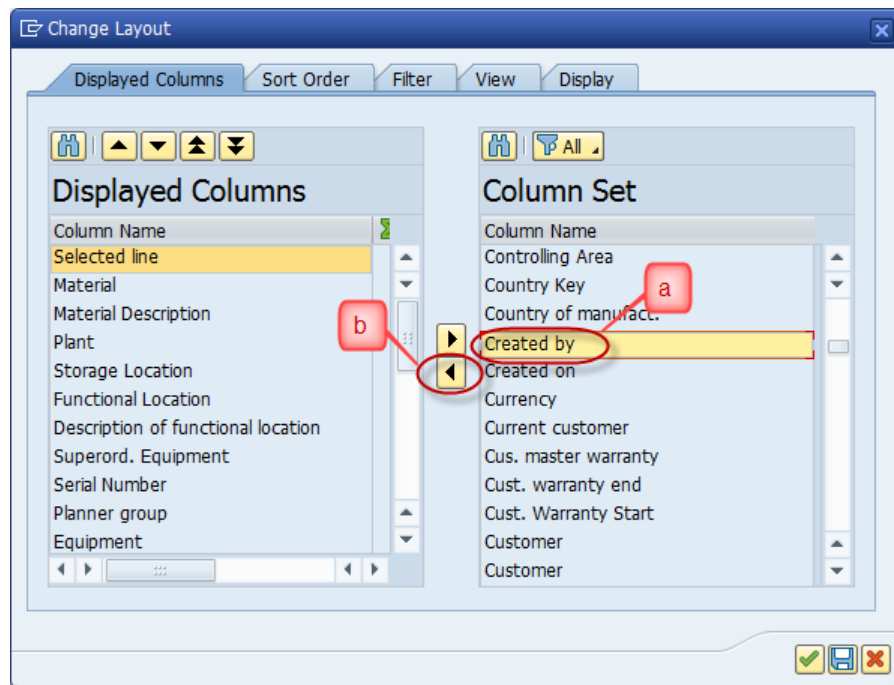


The *Displayed Columns* window on the left lists the fields currently included on the report.

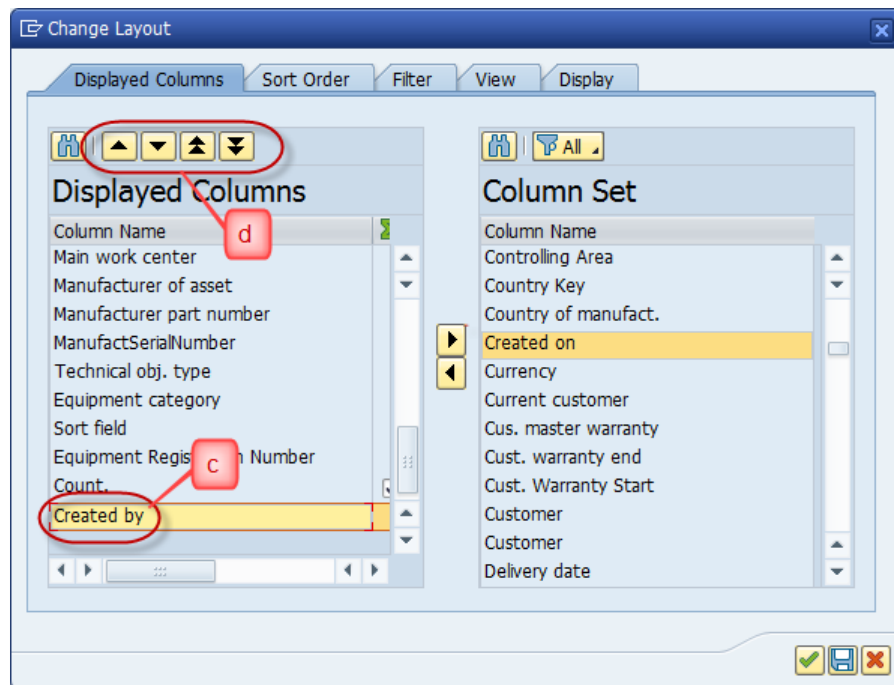
The *Column Set* window on the right shows the fields that can be added to the current layout.



To add a new field to the current layout:

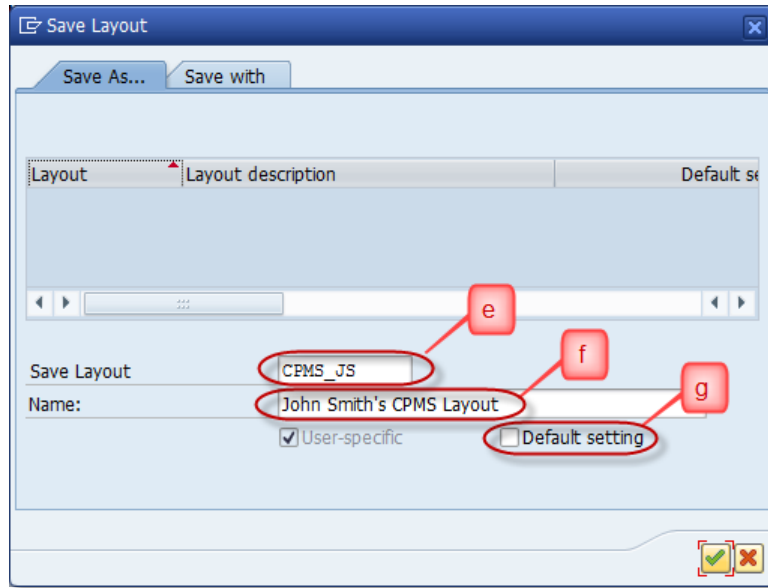
- Select it on the *Column Set* list.
- With the desired field selected, press .




- c) To change the location of the field, select it in the *Displayed Columns* list.
- d) Use the top arrow buttons to move the field to the desired location in the list.




- e) When finished, click  to return to the report or  to save the layout for use later. The *Save Layout* window opens. Enter an ID for the new layout. **Ensure the ID starts with a letter, not a backslash (“/”).**
- f) Enter a descriptive name for the layout.
- g) Select the *Default setting* checkbox to always have this layout proposed whenever you run **IH08**.



Click  to save the layout.

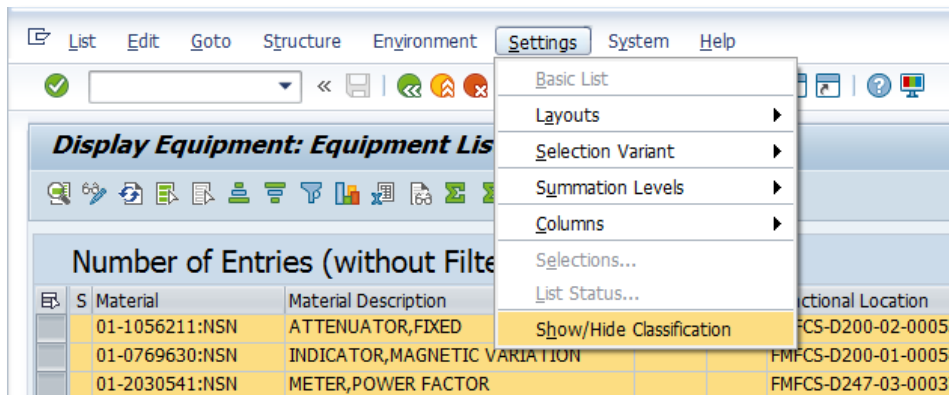
9. Including characteristic data in the report

To include characteristic data in the report, select all of the displayed lines by first using  in the top menu bar...

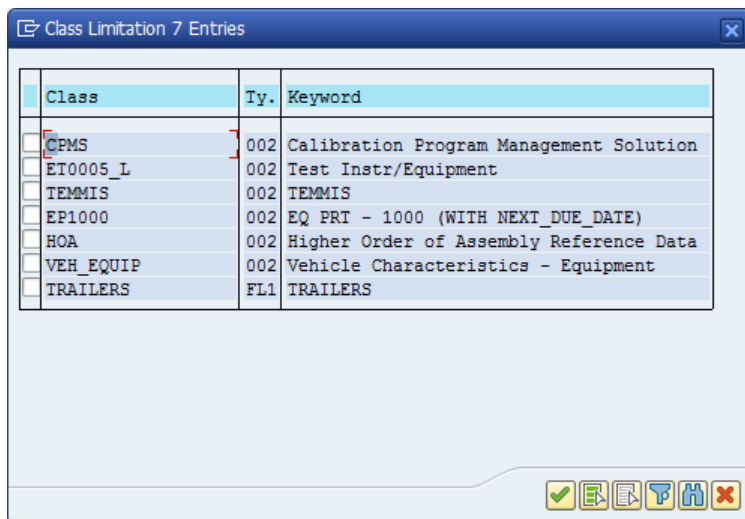



...and then follow menu path:

Settings → Show/Hide Classification



If a class was not specified on the selection screen, a list of classes will be shown:



Select the desired class(es) by using the checkboxes and press  when finished.

	Class	Ty.	Key
<input checked="" type="checkbox"/>	CPMS	002	Cal.
<input type="checkbox"/>	ET0005_L	002	Test
<input checked="" type="checkbox"/>	TEMMIS	002	TEMMIS
<input type="checkbox"/>	EP1000	002	EQ
<input type="checkbox"/>	HOA	002	High

The system will add the classification fields to end of the layout.

Unit	Last Calibration Date	Name field in TEMMIS	Next Due Date	Recall Type	User	Maintenance Manual	Calibration Procedure	Rate Category	Family
	2018.09.17	RESISTANCE STD -100 OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD -1K OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 100K OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 10M OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 10K OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 1 OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 10 OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125	X	S4
	2018.09.17	RESISTANCE STD - 1M OHM	2019.09.16	BASE RECALL	01	MFG MANUAL	CCSI 125		S4
8									


These characteristic fields can be dragged to the left and re-arranged by clicking on the heading of the column, holding in the mouse button, and sliding to the desired location, letting go of the button to place the field.

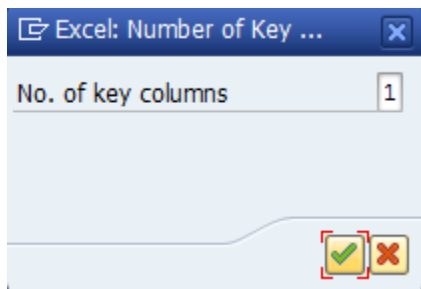
Unfortunately, the characteristic fields will not retain their positions when the layout is saved.


10. Saving the report as a spreadsheet

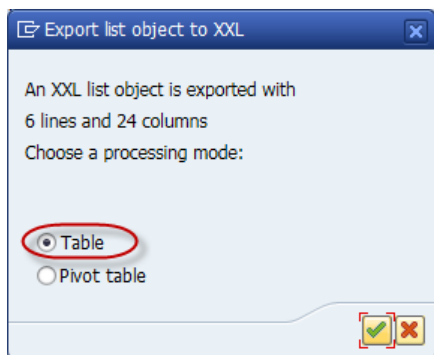
To save the report in spreadsheet format, click  in the toolbar.



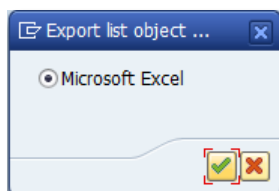
The system will ask for the number of key columns. Accept the default value of “1”. Click  to continue.



The system will ask for a processing mode. Select “Table”. Click  to continue.



Click again to confirm the application (Excel).



A spreadsheet will be created and opened with Excel.

Worksheet in Basis (1) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Paste Font Alignment Number

TESTVKEY Material

	A	B	C	D	E	F	G	H
1	Material	Description	Plant	Stor. Location	Functional Loc.	Description	Superord.Equip.	Serial Numl
2	21-9207685:NSN	WRENCH,TORQUE	2000	00FQ				20971742
3	21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971746
4	21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971747
5	21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971748
6	21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971749
7	21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971752
8								
9								
10								

Ensure that you have saved the spreadsheet to your drive before returning to DRPMIS.


11. Viewing an individual EMR

To view an individual EMR from the list, select the desired line by clicking in the far-left column.

Display Equipment: Equipment List

Number of Entries (without Filtering): 6

	S	Material	Material Description	Plant	SLoc	Func. Loc.	Descriptn	SuperEq.	Serial No.	PG	Equipmer
		21-9207685:NSN	WRENCH,TORQUE	2000	00FQ				20971742	CP2	2097174
		21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971746	CP2	2097174
		21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971747	CP2	2097174
		21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971748	CP2	2097174
		21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971749	CP2	2097174
		21-9207685:NSN	WRENCH,TORQUE	2000	A13Q				20971752	CP2	2097175

Click  to view the master record.

Display Equipment : General Data

Class overview Measuring points/counters

Equipment Category Test/measurement equipment

Description

Status

Valid From Valid To

General Location Organization Structure User/Partner Data PRT...

General data

Class Calibration Program Management Solution

Object type Test/Measure Default

AuthorizGroup

Weight Size/dimension

Start-up date

Reference data

AcquistnValue Acquisition date

Manufacturer data

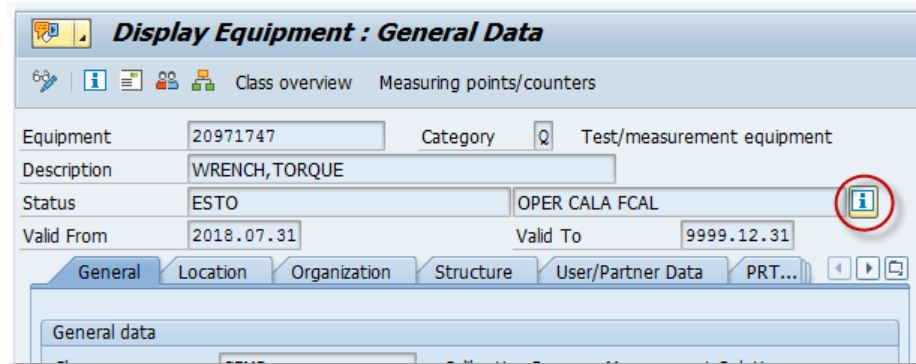
Manufacturer ManufCountry

Model number Constr.yr/mth /

ManufPartNo.

ManufSerialNo.

To view the EMR's status information, click  beside the status fields near the top of the screen.



Display Equipment : General Data

Class overview Measuring points/counters

Equipment: 20971747 Category: Q Test/measurement equipment

Description: WRENCH, TORQUE

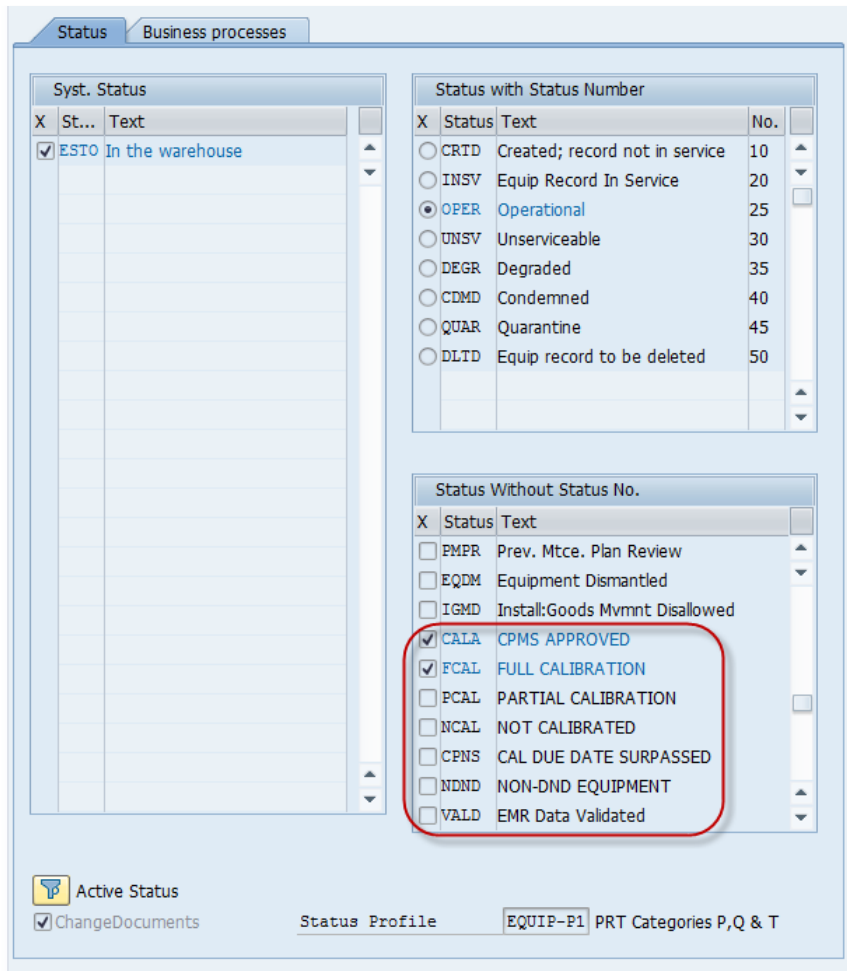
Status: ESTO OPER CALA FCAL

Valid From: 2018.07.31 Valid To: 9999.12.31

General Location Organization Structure User/Partner Data PRT...

General data

Scroll down in the *Status Without Status No.* window to see the calibration-specific statuses.



Status Business processes

Syst. Status

X	St...	Text
<input checked="" type="checkbox"/>	ESTO	In the warehouse

Status with Status Number

X	Status	Text	No.
<input type="radio"/>	CRTD	Created; record not in service	10
<input type="radio"/>	INSV	Equip Record In Service	20
<input checked="" type="radio"/>	OPER	Operational	25
<input type="radio"/>	UNSV	Unserviceable	30
<input type="radio"/>	DEGR	Degraded	35
<input type="radio"/>	CDMD	Condemned	40
<input type="radio"/>	QUAR	Quarantine	45
<input type="radio"/>	DLTD	Equip record to be deleted	50


Status Without Status No.


X	Status	Text
<input type="checkbox"/>	PMFR	Prev. Mtce. Plan Review
<input type="checkbox"/>	EQDM	Equipment Dismantled
<input type="checkbox"/>	IGMD	Install:Goods Mvmnt Disallowed
<input checked="" type="checkbox"/>	CALA	CPMS APPROVED
<input checked="" type="checkbox"/>	FCAL	FULL CALIBRATION
<input type="checkbox"/>	PCAL	PARTIAL CALIBRATION
<input type="checkbox"/>	NCAL	NOT CALIBRATED
<input type="checkbox"/>	CPNS	CAL DUE DATE SURPASSED
<input type="checkbox"/>	NDND	NON-DND EQUIPMENT
<input type="checkbox"/>	VALD	EMR Data Validated

Active Status






☒ ChangeDocuments

Status Profile: EQUIP-P1 PRT Categories P,Q & T

Click  to exit the status display.

To view the partner data, click  in the top toolbar.

Display Equipment : General Data







 Class overview Measuring points/counters

Equipment: 20971747 Category: Q Test/

Description: WRENCH,TORQUE

Status: ESTO OPER CALA F

Display Equipment: Partners



Equipment: 20971747 Category: Q Test/measurement equipment

Description: WRENCH,TORQUE

Status: ESTO OPER CALA FCAL






Partner Overview

Func	Partner	Name	A Address	Name
ZO UTILIZER SUB FE	10006102	LOG TP	LOG TP, , ,	UTILIZER SUB FE
ZU UIC - STTE UTILIZER	2523	436 (T) Sqn	436 (T) SQ, , ,	UIC - STTE UTI...

Click  to exit the partner display.

To see the characteristic data, click **Class overview** in the top toolbar.

Display Equipment : General Data






 Class overview Measuring points/counters

Equipment: 20971747 Category: Q Test/measurement equipment

Description: WRENCH,TORQUE

Status: ESTO OPER CALA FCAL

Valid From: 2018.07.31 Valid To: 9999.12.31

Display Equipment : Classification

Object

Equipment: 20971747 WRENCH,TORQUE

Class Type: 002 Equipment class

Assignments

Class	Description	St...	S...	I...	Itm
TEMMIS	TEMMIS PIN	<input type="checkbox"/>	1	✓	10
CPMS	Calibration Program Management Solution	<input type="checkbox"/>	1	✓	20

Entry 1 / 2


Values for Class TEMMIS - Object 20971747

General

Characteristic Description	Value
TEMMIS Part Identification...	200085065
Last Calibration Date	2018.04.26
Is there a Cal Cert Attac...	
Options Set on Instrume...	
Name field in TEMMIS	TORQUE WRENCH
Next Due Date	2019.01.17
Recall Type	SLIDING RECALL
User	10
Maintenance Manual	MFG MANUAL
Calibration Procedure	33K6-4-2193-1

Inconsistent

Scroll down to see all of the characteristic data. Click  to exit the display.

To view the serial number history for the EMR, follow menu path **Extras → Serial number history** or press Ctrl-F6 or select the **SerData** tab and click the  History button.

Equipment Edit Goto Extras Structure Environment System

Usage list Shift+F9

Serial number history Ctrl+F6

Object info... Ctrl+F10

Action log

Display changes

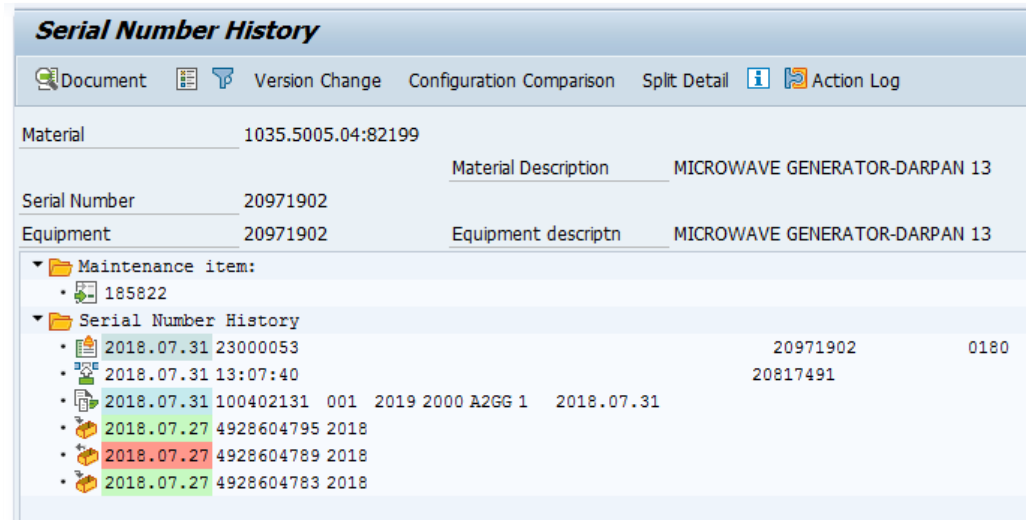
Administrative info...

ETM

Equipment: 20971902

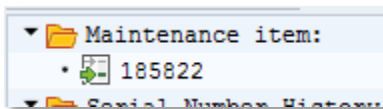
Description: MICROWAVE

Status: ASEQ NPRT OPER IGMD CALA CPN



For details about the Serial Number History display, refer to job aid [CPMSJA016 - EMR Serial Number History Settings](#).

To view the maintenance item(s) for the EMR, check the top of the Serial Number History display.



Double-click on the maintenance item number to view the master record.

Display Maintenance Item: Maintenance item 0000000000185822


Maintenance item: 185822 [EMR 20971902 PIN = 120369145 CP2]
 Maint. plan cat.: C1 CPMS - Calibration

Item | Item location | Customer enhancement item

Reference object

Functional loc.:
 Equipment: 20971902 MICROWAVE GENERATOR-DARPAN 13
 Assembly:

Planning data

Planning plant: 2000 Air Force Planner group: CP2 ATESS TRTN CALCTR
 Notifictn type: C1 Calibration Program Priority:
 Main WorkCtr: 436M / 2000 436 Sqn-Aircraft Maintenance Office
 Sales Document: / 
☐ Determine tasks

Task list

Cat	TL group	GrpCr	Description
A	24629	1	Task list for CPMSATES

Assigned maintenance plan

MaintenancePlan: 6063660 CPMS DAR EMR 20971902

The resulting report should contain a single line item. Double-click on the maintenance plan number (at the bottom of the screen) to view the plan.

Assigned maintenance plan

MaintenancePlan: 6063660 CPMS DAR EMR 20971902

Display Maintenance Plan: Single cycle plan 000006063575











Maintenance plan: 6063575 CPMS OTT EMR 20971812


Maint. plan hea...

Maintenance plan additional data | Maintenance plan schedule calls


Scheduling List

C...	PlanDate	Call date	Completi...	Scheduling Type / Status	Act....	Unit
1	2017.09.25			New start Called		
2	2019.05.06	2019.04.07		Scheduled Hold		

Navigation icons:          

Click  three times to return to the EMR.

Click  again to exit the EMR and return to the list.

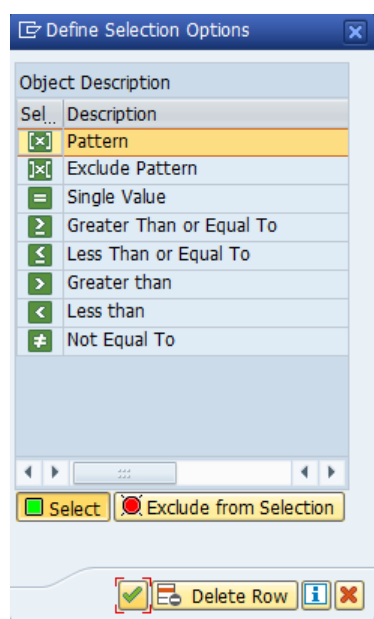
Click  one more time to exit the list.

12. Tips & Tricks

- To only see EMR's that have been approved for entry into the Calibration Program, enter status "CALA" in the **Status included** field on the selection screen. **Note:** all status entries must be in all-caps.
- Use the wildcard symbols ("*" and "+") to broaden the selection options. The following examples revolve around entries in the **Object Description** field on the **IH08** selection screen:

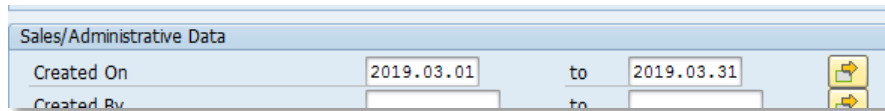
Entry in Object Description field	Results
WRENCH*	All EMR's with the word "WRENCH" or "wrench" or "Wrench" at the beginning of the Description field
*WRENCH	All EMR's with the word "WRENCH" or "wrench" or "Wrench" at the end of the Description field
WRENCH	All EMR's with the word "WRENCH" or "wrench" or "Wrench" anywhere in the Description field
WRENCH*TORQUE	All EMR's with a description that starts with "WRENCH" and ends with "TORQUE"
+A*	All EMR's with the letter "A" in the second position of the Description and anything afterwards
++HV	All EMR's with "HV" in the third and fourth position of the Description and nothing afterwards

- Double-click on most selection fields to bring up the Define Selection Options pop-up:




For example, by selecting **Not Equal To**, you can find all records that do *not* match the value entered into the field.

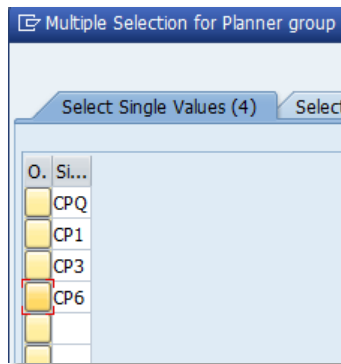
- Most fields allow for a range of data using “from” and “to” entries. For example, entering the following data range...



Sales/Administrative Data			
Created On	2019.03.01	to	2019.03.31
Created By		to	

...will result in a list of EMR's created between March 1 and March 31, 2019.

- Clicking  beside a field will allow you to enter several values for the given field. For example, using this option and entering the following for the Planner group field...



Multiple Selection for Planner group	
Select Single Values (4)	
<input type="checkbox"/>	CPQ
<input type="checkbox"/>	CP1
<input type="checkbox"/>	CP3
<input checked="" type="checkbox"/>	CP6

...will retrieve all records with a planner group value of either “CPQ”, “CP1”, “CP3” or “CP6”.

For assistance with this or any other CPMS process, please contact your regional calibration center.

Record of Changes

PDF Saved Date	Changes
August 13, 2018	New
August 28, 2018	Added logic to look up maintenance plan from EMR
October 25, 2018	Added logic to find EMR from TEMMIS PIN
October 26, 2018	Added instructions for serial number history; changed process to view the maintenance item
October 29, 2018	Added information about saving characteristics as part of a layout
November 1, 2018	Removed information about saving characteristics as part of a layout
November 21, 2018	Re-formatted; added table of contents
February 27, 2019	Added option of selecting EMR's by Sort Field value
July 2, 2019	Added hyperlink to external job aid; added Tips & Tricks section
September 6, 2019	Images scrubbed where required