

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

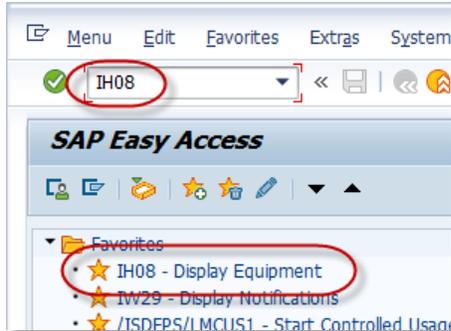
1. Running the Equipment List Edit transaction	2
2. Using a selection variant	4
3. Entering further selection data	6
4. Selecting an EMR based on TEMMIS PIN	8
5. Selecting EMR's using calibration characteristics	10

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

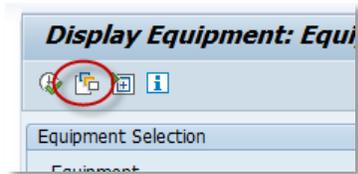
Class Type Include Subordinate Classes

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*.

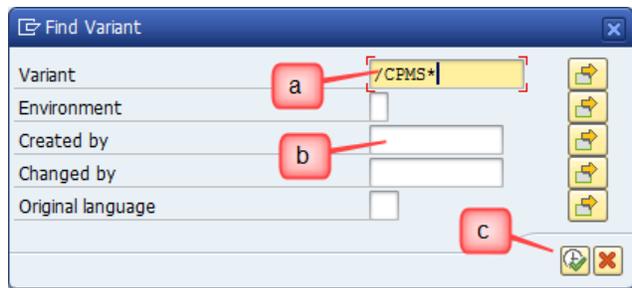
2. Using a selection variant

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

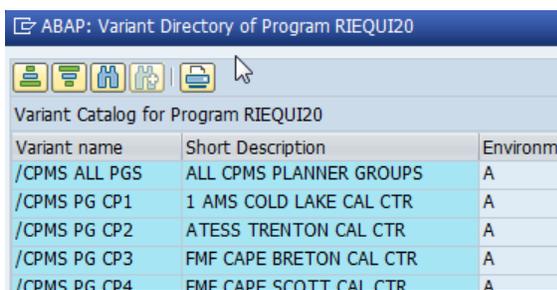


The *Find Variant* window will open. To select from a list of the available CPMS variants, follow these steps:

- 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	FME 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.

Equipment Selection			
Equipment	<input type="text"/>	to	<input type="text"/>
Equipment descriptn	<input type="text"/>	to	<input type="text"/>
Material	21-9207685:NSN		<input type="text"/>
Serial Number	<input type="text"/>	to	<input type="text"/>
Period	Frm 2018.08.13	to	2018.08.13
Partner	<input type="text"/>		

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

General Data			
Technical obj. type	<input type="text"/>	to	<input type="text"/>
Equipment category	<input type="text"/>	to	<input type="text"/>
AuthorizGroup	<input type="text"/>	to	<input type="text"/>
Vendor	<input type="text"/>	to	<input type="text"/>
Acquisition date	<input type="text"/>	to	<input type="text"/>
Acquisition Value	<input type="text"/>	to	<input type="text"/>
Manufacturer	<input type="text"/>	to	<input type="text"/>
Country of manufact.	<input type="text"/>	to	<input type="text"/>
Construction year	<input type="text"/>	to	<input type="text"/>
Model number	<input type="text"/>	to	<input type="text"/>
ManufSerialNumber	10137193	to	<input type="text"/>
ManufactPartNo.	<input type="text"/>	to	<input type="text"/>
Status included	<input type="text"/>	to	<input type="text"/>

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 2010.08.22 to 2018.08.22

Partner **ZU UIC - STTE UTILIZER** 2523

Select ZG Oper Req Man (ORM) Address X

ZH Inf Sys Secur Office

ZJ Maintenance Facility

ZK Extern Inst Facility

ZL DCAAO

ZO UTILIZER SUB FE

ZS User responsible

ZU UIC - STTE UTILIZER

ZW Person respons.

SA Contact person ISR

SG Approver

SP Pers./process tasks

SS Created by

Class T [] Include Subordinate Classes

Class [] Valuation X

General []

Techn [] to []

Equipn [] to []

Author [] to []

Vendor [] to []

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**.

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

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

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 <input type="button" value="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**.

The screenshot shows a 'Classification' form with two input fields: 'Class Type' containing '002' and 'Class' containing 'CPMS'. A red circle highlights both fields. To the right of the 'Class Type' field is a checkbox labeled 'Include Subordinate Classes' which is unchecked. Below the 'Class' field is a yellow button labeled 'Valuation' with a red 'X' icon to its right.

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

The screenshot shows a window titled 'Valuation for Class 002 CPMS'. Inside, there is a 'Char.' section with a 'General' tab. Below the tab is a table with the following columns: 'Characteristic Description', 'Value', and 'T'. The first row is highlighted in yellow and contains 'Last Calibration Date' in the description column, an empty cell in the 'Value' column, and a small square icon in the 'T' column. Other rows in the table include 'Is there a Cal Cert Attac...', 'Options Set on Instrume...', 'Name field in TEMMIS', 'Next Due Date', 'Recall Type', 'User', 'Maintenance Manual', 'Calibration Procedure', and 'Cal Procedure Revision'. At the bottom of the window is a toolbar with various icons and a status bar with a green checkmark, a yellow document icon, a green circular arrow icon, and a red 'X' icon.

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.

This is a close-up screenshot of the 'Valuation for Class 002 CPMS' window, focusing on the 'Family' characteristic row. The 'Characteristic Description' is 'Family' and the 'Value' is 'S4'. A red circle highlights the 'Family' and 'S4' cells. The 'T' column contains a small square icon.

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

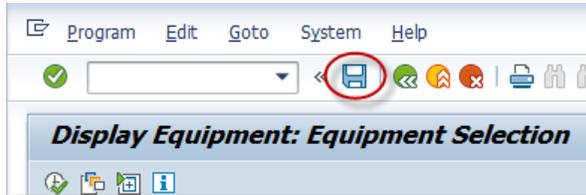
The **Valuation** button will have a green checkmark next to it, indicating that a characteristic selection is active.

The screenshot shows a 'Classification' form with the following fields and controls:

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

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.

Variant Name **a**

Description **b**

Only for Background Processing

Protect Variant **c**

Only Display in Catalog

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.

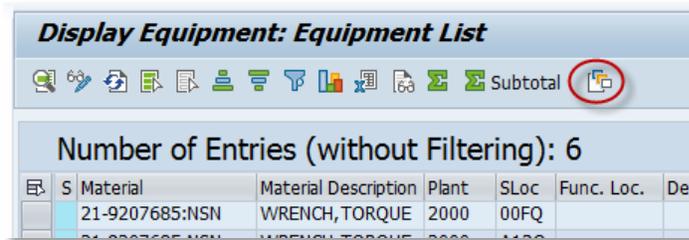
Display Equipment: Equipment List

Number of Entries (without Filtering): 6

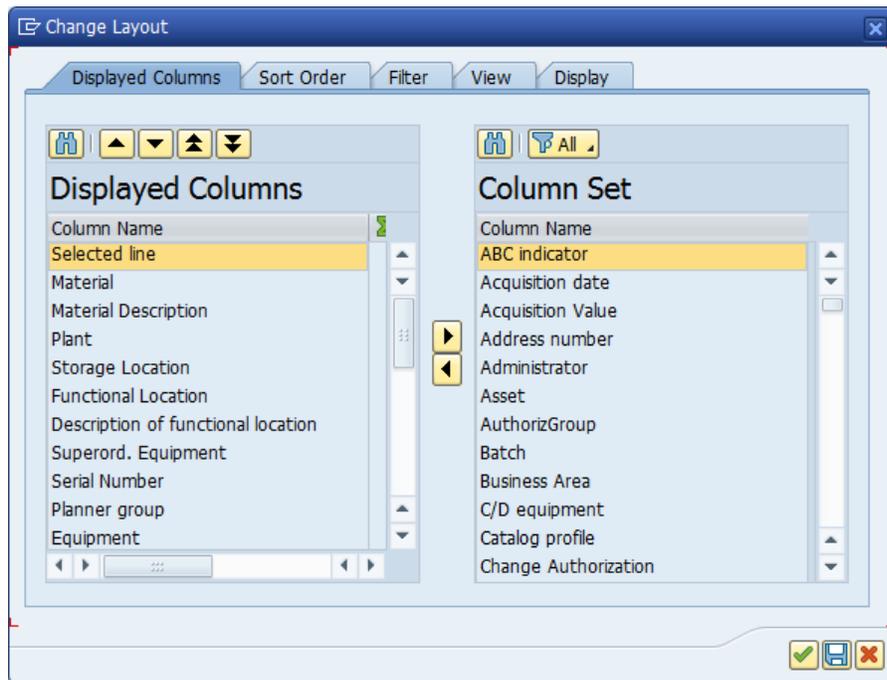
Material	Material Description	Plant	Sloc	Func. Loc.	Description	SuperEq.	Serial No.	PG	Equipment	Description	SysStatus	User Status	Cost Ctr	Plnt	PPI	Mn.wk.ctr	Mfr	ManParNo	SerialNo.	Object type	C	Sort fld	ERN	Count.
21-9207685-NSN	WRENCH,TORQUE	2000	00FQ				20971742	CP2	20971742	WRENCH,TORQUE	ESTO	OPER CALA NCAL	3474AA	2000	2000	CPMSATES	37523	MFR250HD	915505211	EQ0001	Q			
21-9207685-NSN	WRENCH,TORQUE	2000	A13Q				20971746	CP2	20971746	WRENCH,TORQUE	ESTO	OPER CALA FCAL	2523AA	2000	2000	LWC-2523	37523	MFR250HD	915505212	EQ0001	Q			
21-9207685-NSN	WRENCH,TORQUE	2000	A13Q				20971747	CP2	20971747	WRENCH,TORQUE	ESTO	OPER CALA FCAL	2523AA	2000	2000	LWC-2523	37523	MFR250HD	915505213	EQ0001	Q			
21-9207685-NSN	WRENCH,TORQUE	2000	A13Q				20971748	CP2	20971748	WRENCH,TORQUE	ESTO	OPER CALA FCAL	2523AA	2000	2000	LWC-2523	37523	MFR250HD	915505214	EQ0001	Q			
21-9207685-NSN	WRENCH,TORQUE	2000	A13Q				20971749	CP2	20971749	WRENCH,TORQUE	ESTO	OPER CALA FCAL	2523AA	2000	2000	LWC-2523	37523	MFR250HD	915505215	EQ0001	Q			
21-9207685-NSN	WRENCH,TORQUE	2000	A13Q				20971752	CP2	20971752	WRENCH,TORQUE	ESTO	OPER CALA FCAL	2523AA	2000	2000	LWC-2523	37523	MFR250HD	915505216	EQ0001	Q			

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.

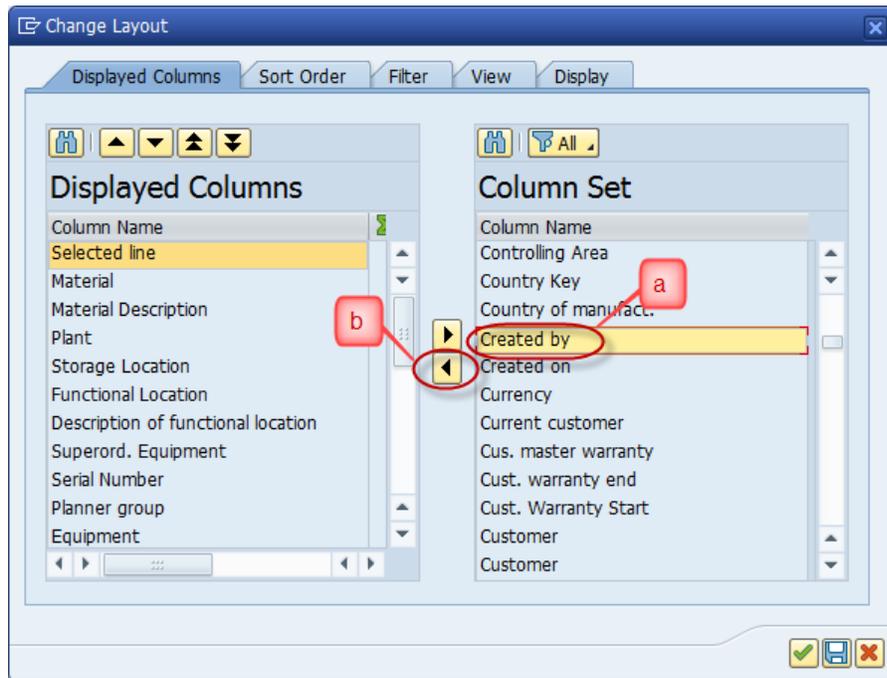


The *Displayed Columns* window on the left lists the fields currently included on the report.

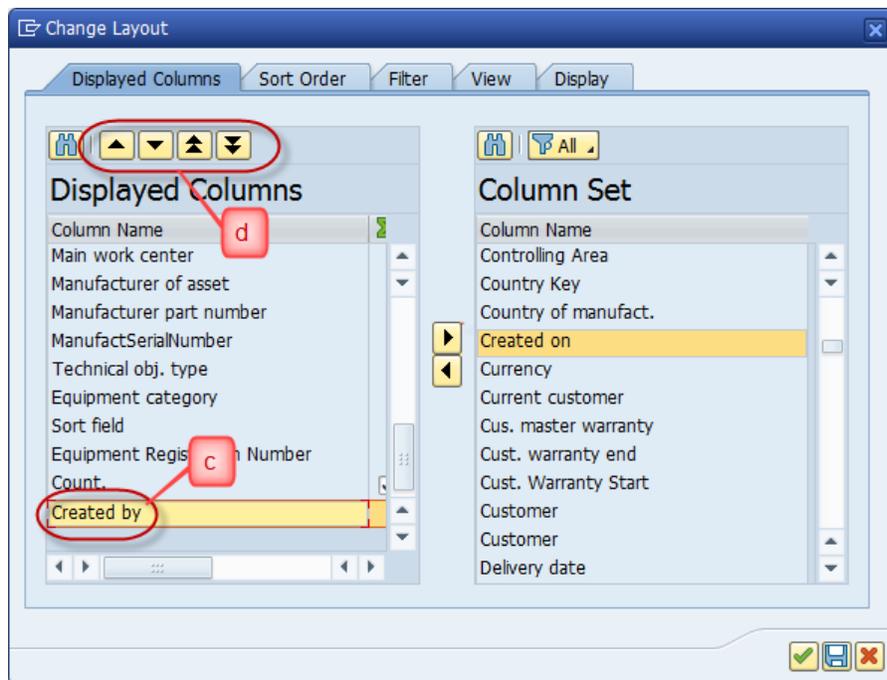
The *Column Set* window on the right shows the fields that can be added to the current layout.

To add a new field to the current layout:

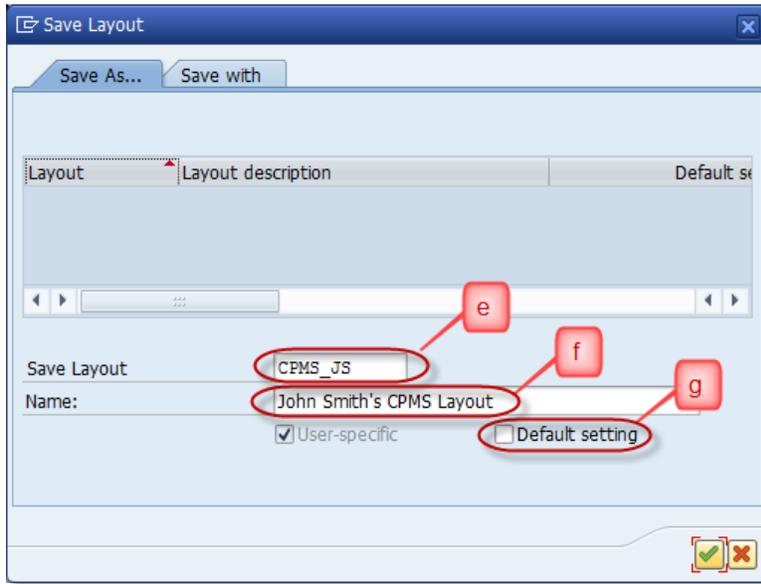
- a) Select it on the *Column Set* list.
- b) With the desired field selected, press .



- 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.

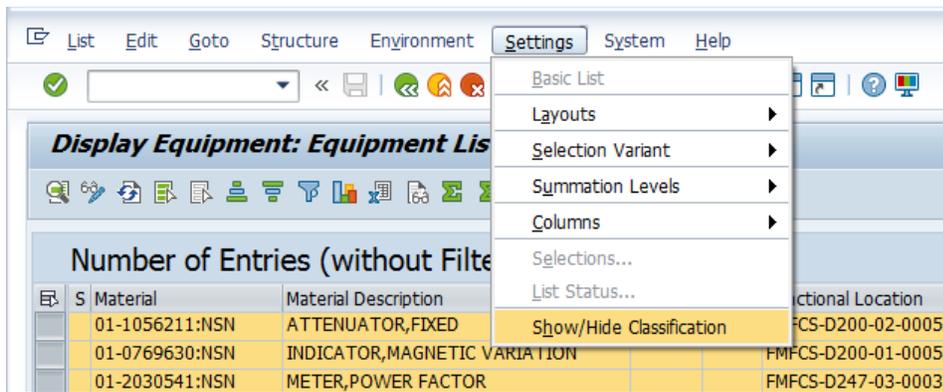
9. Including characteristic data in the report

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

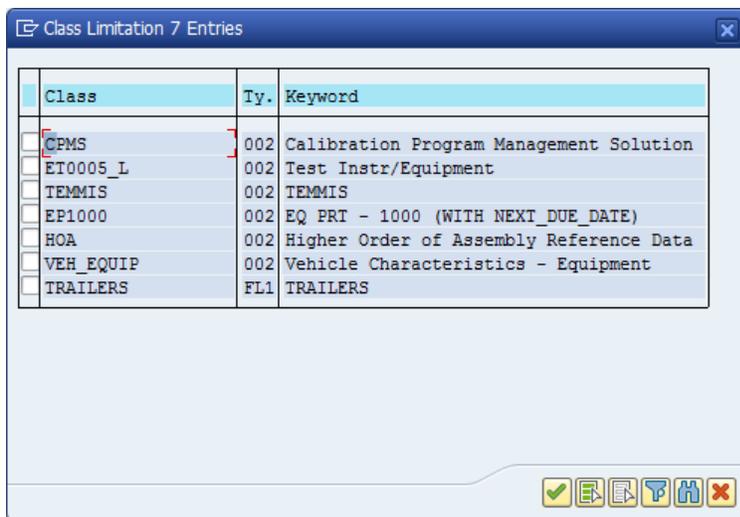


...and then follow menu path:

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.

<input type="checkbox"/>	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.

Item	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.

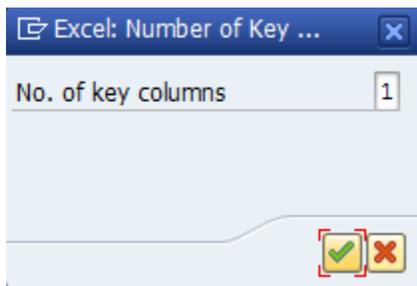
Unfortunately, the characteristic fields will not retain their positions when the layout is saved.

10. Saving the report as a spreadsheet

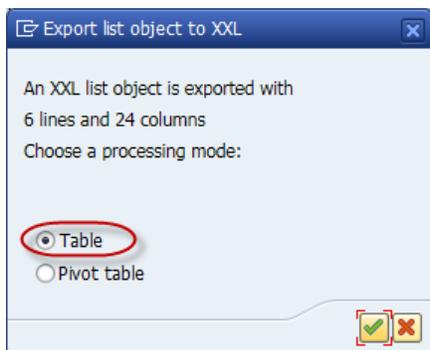
To save the report in spreadsheet format, click  in the toolbar.



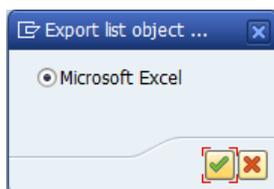
The system will ask for the number of key columns. Accept the default value of “1”. Click  to continue.



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.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Material	Description	Plant	Stor. Location	Functional Loc.	Description	Superord.Equip.	Serial Num
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 DRMIS.

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

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: 20971747 Category: 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

Class: CPMS Calibration Program Management Solution

Object type: EQ0001 Test/Measure Default

AuthorizGroup: []

Weight: 0.000 [] Size/dimension: []

Start-up date: []

Reference data

AcquistnVale: 0.00 [] Acquisition date: []

Manufacturer data

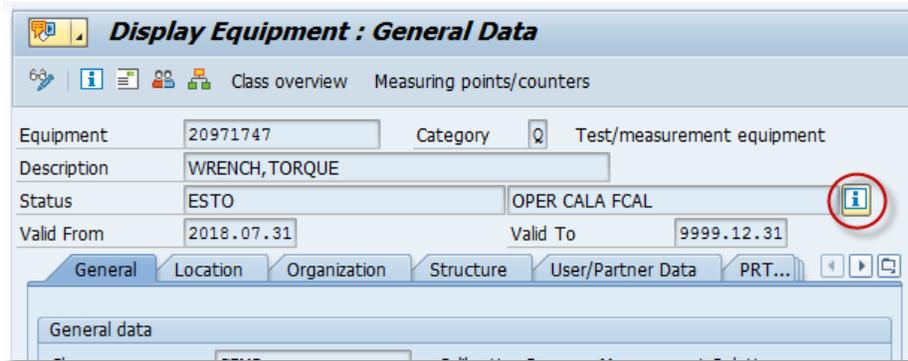
Manufacturer: 37523 ManufCountry: []

Model number: MFR250HD Constr.yr/mth: [] / []

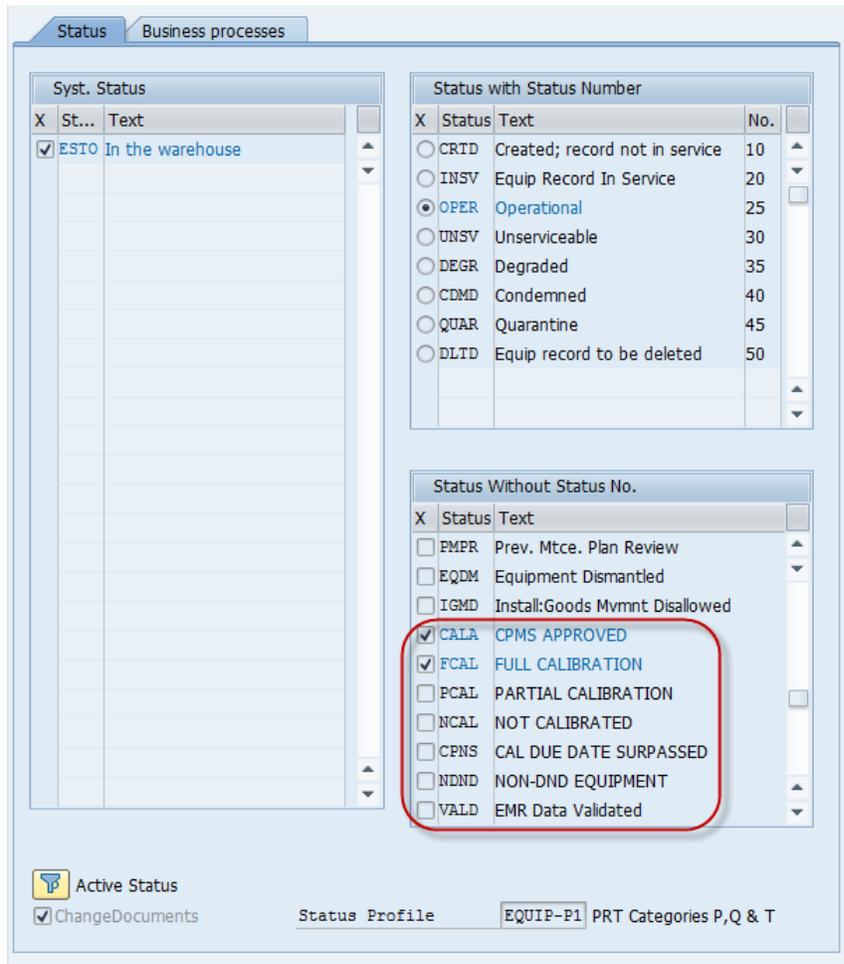
ManufPartNo.: MFR250HD

ManufSerialNo.: 915505213

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



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



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					
Funct	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.

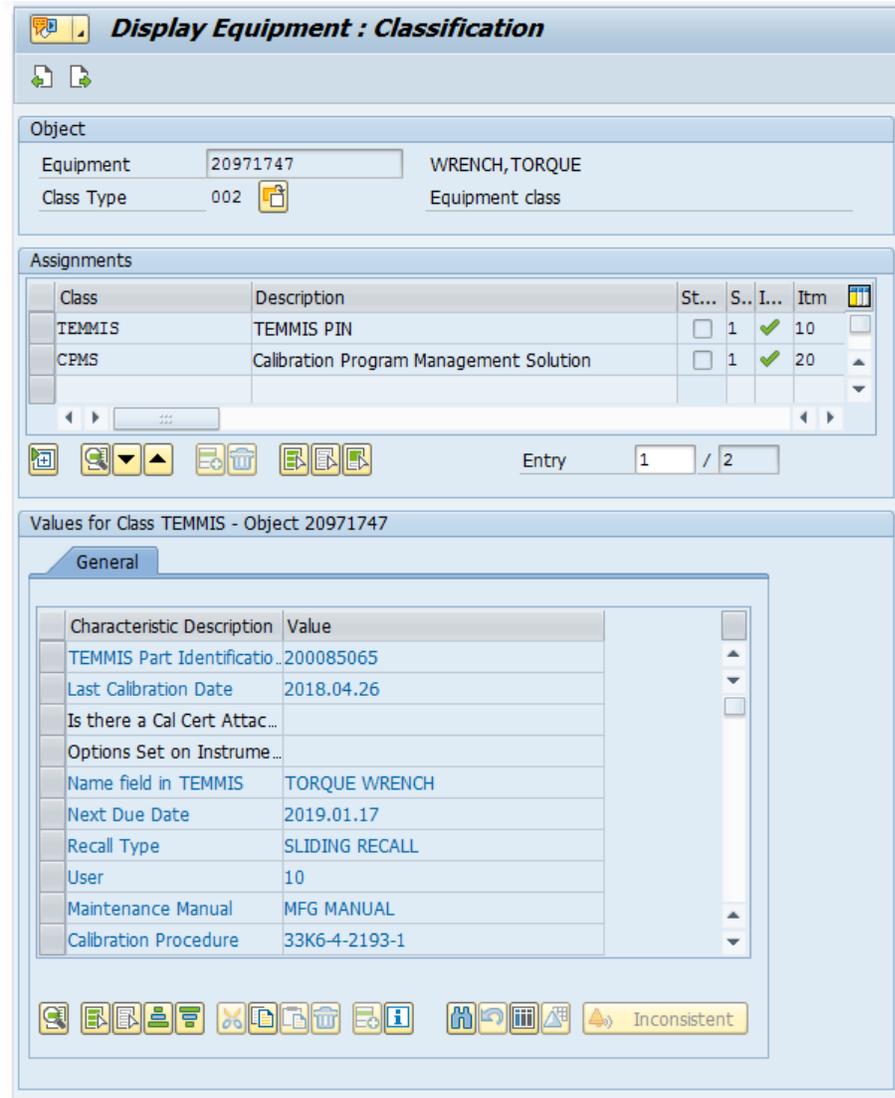
Display Equipment : General Data





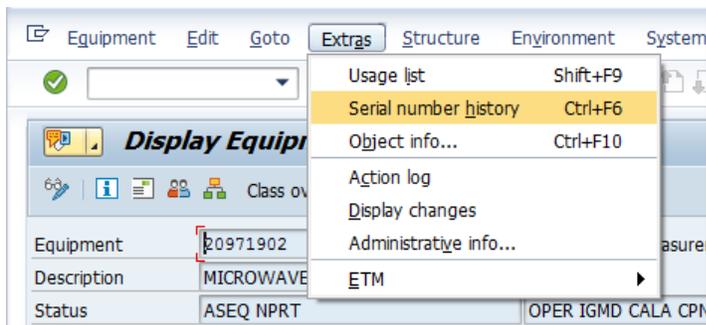

 Class overview Measuring points/counters

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



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.



Serial Number History

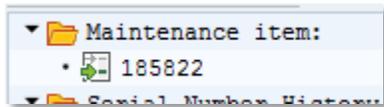
Document | Version Change | Configuration Comparison | Split Detail | Action Log

Material	1035.5005.04:82199	Material Description	MICROWAVE GENERATOR-DARPAN 13
Serial Number	20971902	Equipment descriptn	MICROWAVE GENERATOR-DARPAN 13
Equipment	20971902		

- ▼ Maintenance item:
 - 185822
 - ▼ Serial Number History
 - 2018.07.31 23000053 20971902 0180
 - 2018.07.31 13:07:40 20817491
 - 2018.07.31 100402131 001 2019 2000 A2GG 1 2018.07.31
 - 2018.07.27 4928604795 2018
 - 2018.07.27 4928604789 2018
 - 2018.07.27 4928604783 2018

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 000000000185822

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
 Notifctn 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		

Click  three times to return to the EMR.

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

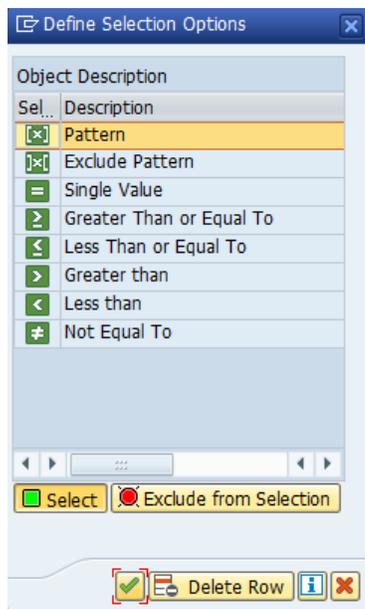
Click  one more time to exit the list.

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:

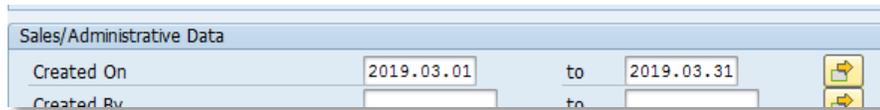
Entry in Object Description field	Results
WRENCH*	All EMR's with the word "WRENCH" or "wrench" or "Wrench" at the beginning of the Description field
*WRENCH	All EMR's with the word "WRENCH" or "wrench" or "Wrench" at the end of the Description field
WRENCH	All EMR's with the word "WRENCH" or "wrench" 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...

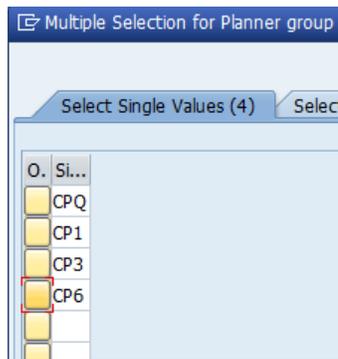


Sales/Administrative Data

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) Select

O.	Si...
<input type="checkbox"/>	CPQ
<input type="checkbox"/>	CP1
<input type="checkbox"/>	CP3
<input checked="" type="checkbox"/>	CP6
<input type="checkbox"/>	
<input type="checkbox"/>	

...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