



May, 2009

Equipment Module (EM) - Newsletter

Volume 5

Help Desk

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Regional Input for Version 7 (V7)

A request for volunteers for input on the Equipment Module (EM) was solicited at the latest ERTG meeting. R6, R7, & R10 volunteered, and a meeting was held May 7th, 2009. Major suggestions from this meeting include: 1) the Monthly Web Conference shall now include an update of EM events etc. 2) The NDT and HQ IT will work to provide a single point of contact for all aspects of the EM; training, migration, validation, routine use of EM, etc., 3) Migration process needs to be discussed to make it work smoother: what is this process and who does what? 4) Follow up on regional

recommendations: are they included in the EM, the timeframe for inclusion. If they are not included into the EM: what was the reason for not including it, 5) Communication via email needs to be improved. Subject lines should include the Region, and a descriptive title. Try not to start a new topic when replying to an email. If you do, then add a new subject keyword.

The top ten recommendations for incorporation into V7 are listed on the following page. These recommendations now need to be evaluated for their level of difficulty and cost analysis.

Assigning an OSC Equipment

Q: What's the best method to assign equipment to an OSC?

A: There are several ways to do this, each has its advantages and disadvantages. *A detailed matrix of these options is available by request..*
Preferred Method: Create/Assign a warehouse for the OSC. This method has the advantage of allowing for checking-out the equipment to other

users while maintaining the OSC relationship. The equipment in the OSC warehouse can be managed by either the OSC or the regular warehouse manager. Complete records (Maintenance, etc.) are maintained within the system. Alternate Methods: Permanent Check-out, or assign a Sub-Location.

Status of Regions, Training and Web Conferencing

Regions in production: R2, R3, R4, R5, & ERT/NDT. The first EM User Training of this year was held for R6 in Dallas, TX.

2009 EM training sessions:

Summer - R7, R1, and R9.
Fall - R8, ERT-LV, ERT-NJ, RERT-LV, and RERT-AL.

Web conferencing: In April we covered Kits, Maintenance, P&S, and Searches. We thank our audience (R2, R3, and R4) for taking time to participate. This month, Web Conference is at 2 PM (EST) **May 28**. Topics: Check in/out, Reports, P&S.
Future Web Conferencing:
June 18 - V6, July - a repeat of V6!!

Upcoming EM Changes

Ver. 6 (June 2009) - Improved Maintenance functions.

Business Intelligence Reports (summer 2009) - Provides reporting flexibility.

Ver. 6.1 (Oct. 2009) - Synchronization capability from laptop version to national database.

Ver. 7 (Early 2010) - Prioritized list of requirements from Regional Input Meeting.

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TOP TEN Regional Recommendations

1. Create new "tag" field for equipment - **Regional Tag**
2. Create new "tag" field for P&S Inventory -- **Regional Tag**
3. Create new "tag" field for P&S models. -- **National Tag**
4. Warehouse info: Include contact information with Warehouse info
5. The ability to badge personnel when they arrive on-site. This process provides an ID with a bar-code to all personnel that can be linked to the contacts table. The EM should be capable of utilizing barcode reading hardware for quickly **scanning bar codes**. The system should allow for multiple pieces of equipment to be scanned and put into a list to be assigned to a person.
6. Include "Location" or "**Site**" on the Checked-out screen for equipment.
7. Equipment **Service Cost Data**: When an equipment is sent for maintenance a maintenance log is created and includes service cost. Resulting service info should be for multiple equipment
8. Add **limited-access users**. Add two new roles:
A) Check out/check in to/from borrower only,
B) Maintenance. Adding/editing maintenance logs for scheduled maintenance & repairs;
9. Check In/Check Out: Save contents of **carts** upon exit & upon system crash.
10. Equipment Search: Include "**Site**" in **Search** results and/or Reports In Equipment

Greetings,

The intent of this EM Newsletter is to keep EM users and future users aware of changes and happenings related to the EM. One change we would like to establish is the use of the **EM** acronym for **Equipment Module**.

We recently were in Dallas, TX May 5-6, for R6 EM user training and our participants included: Nancy Jones, Eric Delgado, Nicholas Brescia, Alex Byrum, Brad Morgan, Piang Wang, Corwin Sims, and Danette Parnell. Welcome to the EM Newsletter group! Thank you for all your comments and recommendations. We anticipate R6 being operational by the end of June!

We will be in Kansas City, KS June 9-10 for R7 EM user training, and hope to visit R1 and R9 this summer also. The Regions scheduled for the fall are ERT-NJ, ERT-LV, RERT-AL, RERT-LV, and R8. With your participation, cooperation and patience, we will meet the Inspector General request to have all regions in EM by the end of 2009!

Version 6 (V6) will be coming out next month in June, and we invite you to join us for the V6 highlight update Web conferencing in June that will be repeated in July.

Finally, we welcome all comments, suggestions and questions.

Jeanelle



Region 6 warehouse tour, Jeanelle Martine, Nancy Jones and Alex Byrum