
Index

A

- ABC Inventory Processing 361
 - business rule 1375
 - setup 171
 - storeroom options 388
- ABC Processing
 - running 1049
- Abilities
 - adjusting levels 1222, 1228
- Access List (Blanket Contract) 920
 - master 918, 1386
- Account Treatment 471
- Accounting 256, 263
 - budget 188
 - distribution 263
 - hierarchy 173
 - log 835
 - periods 1294
 - regulatory 470
 - structure 1240
 - yearly costs 259
- Accounts
 - creating 187
 - help (F1) 183
 - hierarchy 175
 - transaction log 191
- Actions 94
 - assign component to assets 511
 - create document record 78
 - update task description 741
- Activity Log
 - service request 1184
- Activity Tracking 829
- Ad Hoc Reports 59
- Address Message Window 121
- Adjust Average Unit Price 386
- Adjust Inventory Quantity 384
- Advanced Searches 63
- Alerts 96
 - approval alert 97, 1264
 - asset activity log 97
 - asset readings out of range 98, 320
 - auto stock reorder 97, 1383
 - auto timesheet created 97, 448
 - Backordered Items Arrived 1376
 - backordered items arrived 97
 - Budget Overage 1388
 - budget overage 97
 - default e-mail address for 98
 - exceeded metrics tolerances 1344
 - issue qty. exceeds wo estimate 98
 - metric values out of range 98
 - multiple blnkt cntrct revisions 98, 1407
 - out of range assets 98, 320
 - Parts Arrived 1376
 - parts arrived 98
 - planners to receive alerts 98
 - po fully received 98
 - PO Item Received 1376
 - po item received 98
 - project exceeds % tolerance 98, 619, 1421
 - project exceeds budget tolerance 98, 619, 1421
 - receive as e-mail 70
 - receive in Inbox 70
 - System-Wide Settings 1407
 - system-wide settings 99
 - turn off for WEB reports 70
 - unused demand 99, 390
- Allocation
 - stock items 387
- Analysis
 - asset 1368
- AP Data
 - invoice 1005
 - service invoice 986
- Application Map 42
- Application Security 1227
- Approvals 136
 - approval limit 1257, 1348
 - approval routing 142
 - approval title 138, 1209
 - basic process 138
 - default routes 73
 - portal (web access) 152
 - routing list administration 1261
 - summary 90
 - view related 152
 - wizard 148
 - work records 539
- Approved Vendor 367
- Approvers 855
- Area 174, 253
- Asset 177, 273
 - activity log 302
 - analyzing performance 298
 - assoc operational tolerances 293
 - balance distribution on sr 1180
 - balance distribution on wot 587
 - class 311
 - condition 307
 - connected assets 125, 295
 - construction assets 507
 - data 326
 - data on work orders 586
 - default data 277
 - depreciation 198
 - engineering log 302
 - enterprise 1365
 - final reading 348
 - fixed 508
 - group asset 202

- hierarchy 176
- inspection log 281
- interfaces 287
- listed on service requests 1179
- location basis 276
- navigator 124, 297
- nodes 276
- permit template requirements 288
- reliability 300, 317
- retire 275, 348
- revalue 350
- segment help 286
- work history 538
- work order default data 277
- Associated Service Requests 1180
- Associated Stock Codes
 - master catalog 369
- Attachments 76
 - blobs 77, 405
 - creating 78
 - external 77
 - internal 76
 - printing 81
 - sequence numbers for document IDs 81
 - temporary 78
- Auditing 1311
- Autofill Estimates 773
- Automatic Invoicing 1012
- Automatic Stock Replenishment 1146
 - blanket contract 916
 - storeroom 379
- Average Unit Price 383
- B**
- Backorder 1376
- Backorder Processing 1053, 1121, 1137, 1145
- Bar Code Labels
 - printing 1120
- Batch Processing 1296
- Benchmark Work Order 638
- Bill of Material 394
- Billing Information 1185
- Bin Locations
 - storeroom 387
- Binary Large Objects 77, 405
- Blanket Contract 916
 - create requisition from 926
 - log 1030
- Blanket Contract to PO 930
- BLOBs 77, 405
- Blocks 1222
- Bookmarks 100
- Browser Windows 37
- Budgets 188
 - checking 188
 - entering 189
 - notification 189
 - overage 1021, 1068
 - direct charges 823
 - invoicing 1005
 - purchase order 900
 - requisition 879
 - work order 577
- Business Rules
 - general description 1237
 - listing of 1373
- Buyer Data
 - bc to po 932
 - purchase order 898
 - requisition 878
- Buyers 855, 1244
- C**
- Calendar Tool 53
- Call History 1183
- Capabilities 864
- Capital Regulatory Account 472
- Catalog 365
 - change request 1044
 - enterprise 1366
- Change Order 988, 1022, 1026
- Change Password 1212
- Change Plant 87
- Change Request 342
 - catalog 1044
 - post to prior year 207
 - vendor 872
- Charts
 - access to 1223
 - administration 1321
 - disabling thumbnails 1335
 - home page 113
 - interactive 113
 - trusted sites 1335
 - user 106
- Checkout
 - log 1159
 - partial issue 1067
 - request 1063
- Checkout Request
 - budget overage 1068
 - transaction log 1069
- Chemical Label 425
 - synonyms 425
- Child Assets 285
- Closeout 129, 570
- Code Table and Codes 1200
- Code Tables
 - 159 - Federal Tax Codes
 - Invoicing Module 1398
- Commodities 864
 - codes 170
- Company 1359
- Compatible Structure 493
- Compatible Units 479
 - conductors 515
 - construction assets 507
 - dependent materials 482
 - reconcile 367, 502
 - set up accounting 477
 - structures 493, 515
 - worksheet 499
- Components 178, 329
 - asset warranty 333
 - construction assets 511
 - processing 1070
 - receiving 1118
 - repairing 1072, 1073
 - trackable 1045
 - tracking 334
 - tracking log 337
- Conductors 374, 515
- Configuration Guide 1256
- Connected Asset 295
 - show levels 126, 298
- Construction Asset
 - assign component 511
 - assign components 511
 - automatic valuation 208
 - depreciation forecasts 208
- Construction Assets 507
- Consumables 1153
 - asset 285
- Contract Material 978
- Contractors 488, 869
- Copy Record 50
 - administration 1285
 - bc to po 935
 - configuration 1285
 - purchase orders 897
 - purchasing 858
 - requisitions 886
 - responsibility 1218
- Cost Adjustment 1019
 - budget overage 1021

- Cost and Closeout 129
- Cost Summary
 - account 260
 - area 254
 - asset 284
 - company 1359
 - components 333
 - customer 1172
 - department 251
 - hierarchies 181
 - maintenance manager 455
 - organization 1361
 - plant 1364
 - process 271
 - project/subproject 625
 - purchase order 899
 - requisition 879
 - service request 1184
 - work order 568
 - work order task 588
- Cost Types 164
- Costs
 - data entry 129
 - logging 129
 - monitoring 191
- Courtesy Stores 597, 897
- Craft 767
- Crafts 373
- Create Document Record 78
- Create PM Work Order 328
- Credit Card Information 1209
- Crew 767, 825
 - activity log 831
 - assignments 606
- Critical Number 537
- CU Worksheet 499
- Currency 1346
- Currency Codes 1285
- Custom SQL 63, 1592
- Customer 1169
- Customized
 - field labels 1284
 - lists of values 1253
 - menus 1278
 - order by 1281
 - reports 1269
- CWIP Regulatory Account 472
- Cyclical Work 537
- D**
 - Daily Schedule 766, 776, 790
 - Data Entry 129
 - Database 1596
 - administration 1587
 - allocating space 1597
 - indexes 1607
 - tables 1609
 - Datafiles 1596
 - Dates 52
 - formatting 89
 - DBA
 - data blocks 1603
 - extents 1603
 - segments 1603
 - Decimal Values 52
 - Default Accounts
 - purchase order 900
 - requisition 880
 - Default Approval Routes 137
 - Default Next Approvers 1210
 - Default Values
 - creating 1274
 - Defining Tables 1251
 - Department 174, 250
 - Dependent Materials 482
 - Depreciation 194
 - asset 198
 - calculations 200
 - configuration 194
 - final reading 348
 - fleet asset 198
 - parameters 195
 - retire asset 275
 - set parameters 316
 - Direct Charges 818
 - cost and closeout 133
 - data entry 133
 - log 824
 - Direct Overhead 476
 - Direct Stock Items 1050
 - Discrepancies
 - invoices 1011
 - shipments 1131
 - Distribution Lists 1308
 - Document
 - control 77
 - file types 72
 - register in system 404
 - transaction log 408
- Document Control
 - log 408
- Documents
 - control 402
 - create in record 78
 - distribution 406
 - log 410
 - revision history 406
 - temporary 78
- Downtime Summary 294
- Drawing Documents 397
- Drill-Down 51
- Duplication
 - bc to po 935
 - purchase orders 897
 - records 50
 - requisitions 858, 886
 - service requests 1188
 - set parameters 1281
 - work requests 548
- E**
 - E-Mail
 - alerts 70
 - Employee 445
 - adding user profile 1203
 - crew assignment 826
 - default purchasing approvers 1210
 - timekeeping 794
 - training 451
 - Engineering Log 302
 - Enhanced Security 1211
 - Enrolling Users 1203
 - Enterprise
 - asset 1365
 - asset analysis 1368
 - catalog 1366
 - Enterprise Asset
 - retire 348

Entity Relationship Viewer 229
 ERD 229
 Evaluation 865
 Event Queue 1312
 Exchange Rates 1346
 Expedite PO 992
 Expense Codes 187, 261
 Export Data 39
 Export Search Results 59
 External Attachments 77

F

Favorite Reports 90, 162
 Favorites 90
 FGA 1232
 FGA Responsibility 1234
 Field Labels 1284
 Field Work 1419
 Fields 1222, 1228
 Filtered Metrics 1341
 Finding Names 122
 Fine Grain Access 1232
 Fixed Asset 508
 Fleet
 asset 716
 benchmark work order 758
 depreciation 198
 fleet mileage reasonability 725
 pm control 726
 retire asset 348
 work order 734, 754
 asset warranty 742
 Fleet Asset 716
 See also, Asset
 Fleet Work Order Task
 update task description 741
 Follow-up Work Order 1186
 Forecasting 776, 784, 790
 Format Date 89
 Forms Modules Administration 1274
 Fractions 52
 Function 456
 Functions
 responsibility functions 1223

G

Graphs
 administration 1313
 site 1313
 system 1313
 user 103
 viewer 103
 Group Asset 202
 depreciation forecasts 208

H

Hazardous Components 284
 Header 46
 Help
 configure online help 1272
 Hierarchies 173
 History
 failure 838
 fleet work order 764
 work order 836
 work order task 601
 History Work Order 642
 Home Page 87
 alerts 96
 bookmarks 100
 charts 106
 editing 91
 favorites 90
 graph viewer 103
 inbox 118
 links 101
 metrics 114
 modules 90
 news 90
 notes 90
 personalize 88
 preferences 88
 reports 162
 saved searches 60
 tip of the day 91

Hot Keys 34

I

Inbox 118
 Indirect Overhead 472
 Inspection Log 281
 Installation Parameters 1255
 Integration 1419
 Internal Attachments 76
 Invoice Wizard 1010
 Invoicing 997, 1015
 discrepancies 1011, 1012
 entering invoices 1003
 multiple purchase orders 1013
 Issuing Stock 1058

J

Job Hazard 434
 revising 436
 Job Manager 1296
 log 1301

K

Key Segments 286
 Keyboard Shortcuts 34
 Keys and Locks 441
 log 443
 subsets 443

L

Labels
 field labels 1284
 Labor Requirements
 work order task 603
 Leave
 accrual 451
 enter balance hours 451
 requests 812
 summary 450
 Line Items
 blanket contract 923
 expedite po 994
 property inventory 1109
 purchase order 905
 requisition 880
 service contract 968, 983
 Links 90, 101
 List of Values
 standard 66
 Lists of Values
 custom 1253
 Locale 1284, 1363
 Localization 26
 field labels 1284
 locale 1284, 1363
 unit of measurement 1437

Location Basis 276
 Lockout/Tagout 678, 696
 Locks and Keys 441
 log 443
 subsets 443
 Logging On and Off 27
 Lot Management 1054
 Lots 371, 388
 LOV 66
 See Lists of Values

M

Maintenance
 activity tracking 829
 Maintenance Manager 453
 Manufacturer Data
 purchase order 911
 request for quotes 948
 requisition line item 884
 Master Catalog 365
 associated stock codes 369

- change request 356, 1044
- Materials
 - control codes 367
 - cost and closeout 134
 - disposition 1070, 1090
 - safety data sheets 421
 - work order task 593
- Materials Used
 - data entry 134
- Maximizing Windows 34, 72
- Messages 118, 1270
 - distribution groups 1308
 - receive as email 70
 - receive in inbox 70
- Metrics
 - access to 1223
 - administration 1339
 - disabling thumbnails 1335
 - filtered 1341
 - user 114
- Modules 45
- Modules Administration
 - forms 1274
 - sia 1289
- Monthly Usage
 - stock items 388
- Motorpool 760
- MS Project 631, 768
 - launching 634
- MSDS 421
 - synonyms 424
- Multi-Step Receiving 1123
 - backorder processing 1137
- My Searches 58

N

- Navigation 29
- Navigators (Asset) 297
- News 90
- Nodes 276
- Non-Components
 - repairing 1079
- Not Vendor Caused 1134
- Notes
 - home page 90
 - standard 420
- Numbers
 - decimals 52
 - entering 52

O

- Operational Data 319
 - asset module 294

- Operational Tolerances 320
- Oracle Data Dictionary 1303
- Order By 1281
- Organization 1361
- Overhead Class 471
- Overhead Costs
 - allocation 507
- Overhead Regulatory Account 472
- Overtime Standings 452

P

- Packing Slip 1116, 1129
- Pages 1228
- Parent/Child Relationships 180
- Password 1211
 - changing 72, 1212
 - reset 28
- Pay Periods 1307
- Period Costs 181
 - account 258
 - area 254
 - asset 283
 - company 1359
 - components 333
 - customer 1172
 - department 252
 - function 457
 - maintenance manager 455
 - organization 1361
 - plant 1364
 - process 271
- Permit 686, 696
 - permit template 679
 - permits 678
 - requirements 288
- Permits
 - duplicates 695
- Personalize
 - date format 89
 - home page 88
- Phase 583
- Phone Formats 1285
- Physical Inventory 1096
- Picklist
 - blanket to po 934
 - multi-step receiving 1127
- PIN
 - administration 156, 1211
 - changing 72
 - processing 155, 156
- PIN Processing 151
- Planning
 - planner 565, 582
 - work order tasks 616

- Plant 1363
- PM Events 662
- PM Group Delay 233
- PM Master 643
 - associating to PM routes 658
 - associating with PM Route 673
 - estimates 656
 - fleet 726
 - fleet pm control 728
 - seasonal 657
- PM Route 537, 538
 - asset 292
 - associating to PM masters 658
- PM Routes
 - associating with PM Master 673
 - create scheduled 674
 - display scheduled 674
 - planning 669
- PM Schedule 538
 - asset 291
 - component 334
- Post-Issue 904
- Precedence
 - work order task 608
- Preferences 88
- Preventive Maintenance 537
 - create sched routes 674
 - display sched routes 674
 - events 662
 - master record 643
 - planning routes 669
 - scheduled assets 291
 - scheduled components 334
 - scheduled processes 271
- Printing 53
 - attachments 81
 - printable version 39
- Procedure 411, 438
 - job hazard 434
 - log 437
 - new revision 436
 - where used 440
- Process 177, 269
- Procurement Level 368
- Project 618
 - export wizard 634
 - managing 631
- Property
 - inventory 1107, 1108
 - log 1111
 - management 336, 1104
 - transaction log 1107

- Prorate Data
 - invoice 1005
 - service invoice 986
- Purchase Order 890
 - changing 893, 915, 988, 991, 1022, 1026
 - duplicating 896
 - e-mailing 914
 - log 1029
 - modifying 893, 915, 988, 991, 1022, 1026
 - multi-step receiving 1123
 - template 896
 - updating 893, 915, 988, 991, 1022, 1026
- Purchase Types 168
- Purchasing
 - transaction log 854
- Q**
- Quality Item 907
- Quantity Summary
 - storeroom 368
- Quick List 51
- R**
- Receiving 1112
 - backorder processing 1121
 - log 1160
 - trackable stock items 1045
- Records 45
- Reference ID 187, 257
- Regulatory Account
 - update distributions 506
- Regulatory Accounting 470
 - direct overhead 476
 - indirect overhead 472
- Renewal Work 234, 587
- Reorder Review 379, 1146
 - setup 379
 - wizard 1150
- Repair
 - components 1073
 - non-components 1079
- Report Administration 1266
- Reports 158, 162, 1457
 - access to 1223
 - ad hoc 59
 - adding to responsibilities 1223
 - creating home page list 70
 - custom 1269
 - default group 1208
 - list 162
 - output options 1457
 - search export 59
 - standard 158
- Request for Quotes 936
 - using vendor ratings 218
- Required Fields 1275
 - secondary 1276
- Requisition 873
 - create from blanket 886, 926
 - duplicating 858, 886, 897, 935
 - template 858, 886, 897, 935
- Reservation 760
- Reset Password 28
- Responsibility 1216
 - charts 1321
 - definitions 1216
 - filtered metrics 1342
 - function 1223
 - modifying 1215, 1221
 - user access 1202
- Results of Search 57
- Returning Stock 1058
- Returns 1076, 1135
- Routing
 - messages 100
- Routing Lists
 - administration 1261
 - associated documents 1263
 - overview 142
- Rule
 - See Business Rules
- Run to Failure 278
- Runtime
 - entry 665
 - log 292
- S**
- Saved Search
 - creating 60
 - exporting 59
 - personal list 63
- Schedule Plan 784
 - overview 766
- Scheduling 766
 - actions 770
 - add to other days 770
 - adding tasks 770
 - copying tasks 771
 - daily 776, 790
 - defining crew hours 827
 - from task 767
 - merging tasks 772
 - number of days 772
 - on task 591
 - plan 784
 - print reports 774
 - removing tasks 770
 - save and add more 770
 - schedule hours 773
 - schedule plan 784
 - use estimates 773
 - weekly 790
- Search 55
 - advanced 63
 - exact match 62
 - results 57
 - saved searches 60
- Searching
 - default fields 60
 - work records 65
- Seasonal Adjustments 657
- Security
 - BLOBS 405
- Sequence Numbers 1292
- Server Report Queue 1302
- Service
 - contract 966
 - enter materials charges 978
 - invoice 981
 - request 1173
 - timesheet 975
 - materials 978
 - timesheet log 980
 - work order task 606
- Service Contracts
 - activating 973
 - copying 974
 - itemizing services 970
 - revising 974
- Service History 427
 - attribute update 134
 - cost and closeout 134
 - data entry 134
 - service request 1180
 - work order task 602
- Service Request
 - follow-up work order 1186
- Service Timesheets
 - modifying 979
- Shipments
 - attributes 1131
 - recording problems 1131
- Shipping Memo 1090
 - shipping memo options 1430

- Shortcuts 34
- SIA Modules Administration 1289
- Signing On and Off 27
- Special Lists of Values 1277, 1290
- Specification 427
 - configuration 432
 - lists of values for 432
 - template 430
- SQL 63, 1587, 1592
 - Structured Query Language 1587
- Standard Notes 420
- Stock
 - backorder processing 1053, 1145
 - checkout 1058
 - checkout transaction log 1059
 - direct 1050
 - issuing 1058
 - quality items 907
 - receiving 1118
 - reorder overrides 364, 392
 - returning 1058
 - trackable 1045
 - transfer 1140, 1152
 - types 168
- Storeroom 377, 1046
 - adjust inventory quantity 384
 - adjustments 386
 - change request 354
 - direct stock 1050
 - log 393
 - lookahead 389
 - pricing 382
 - quantity summary 368
 - reorder summary 369
 - setup 359
 - stocking 1156
- Structured Query Language 1587
- Structures 493, 515
- Subproject 618
 - summary 622
- Subsystems 41
- Synonyms 424, 425
- System Graphs 1313

T

- Tablespaces 1596
- Task Progress
 - cost and closeout 134
 - data entry 134

- Template Information 886
- The 1199
- Thumbnails
 - disabling 1335
- Timekeeping 794
 - auto create timesheet 448, 798
 - comments 800
 - cost and closeout 132
 - create timesheet for a crew 609
 - create timesheet for employee 609
 - data entry 132
 - log 811
 - payroll log 817
 - wizard 804
- Timesheet
 - calculations 810
- Tip of the Day 91
- Trackable Stock 1045
 - receiving 1118
- Transaction Logs 85
- Trusted Sites 1335
- Turn off Alerts for WEB reports 70

U

- Unused Demand
 - stock items 390
- Usage Code 471
- User Enrollment 1203
- User Profile 69, 1202
 - attributes 1208
 - personal settings 69
- User Settings
 - customizing 69
- User-Defined Fields (UDFs) 1247

V

- Value Assets in Prior Year 513
- Vehicle 716
 - motorpool 760
 - reservation 760
- Vehicle Maintenance
 - Reporting Standard 583, 741
- Vehicles
 - exceeding mileage 725
- Vendor 859
 - award items to 958
 - business rules 213
 - change request 352, 872
 - code structure 1242
 - contractor 488
 - location 861, 863
 - order history 866
 - performance 866

- rating 211
- receiving quotes 949
- structure 1242
- Vendor Performance 866
 - not vendor caused 1134
- View All 91
- View Related Approvals 152
- VMRS 583, 741

W

- Wage Rate 448
- Warranty 333, 547, 578, 607
 - fleet work order 742
- Waybill 1116
- Where Used
 - stock codes 373
- WIP Regulatory Account 472
- Work
 - entering time 794
 - history 538, 642
 - renewal work 234
- Work Demand
 - stock items 386
- Work Design 549
 - associated work orders 559
- Work History
 - asset 295
 - components 333
 - function 458
 - process 271
- Work Order 562
 - activity log 577
 - asset warranty 578
 - associated to work designs 559
 - benchmarking 638
 - create follow up for srv req 1186
 - creating from asset 279
 - default data 277
 - default data for assets 277
 - emergency 580
 - follow-up to Serv Req 1186
 - history 538, 642
 - planning tool 127
 - searching 65
- Work Order Task 496, 581
 - activating materials 600
 - activity tracking 829
 - asset list 587
 - asset warranty 607
 - assignment 606, 832
 - compatible units 499
 - create checkout request 598

- finishing 613
- hierarchy 608
- labor requirements 603
- materials 593
- multiple assets 587
- planning tool 127, 616
- precedence 608
- schedule plan 784
- scheduling 591, 767, 776, 790
- scheduling overview 766
- searching 65
- Work Planning Tool 127
- Work Records
 - creating 278
- Work Request 542
 - creating from asset 279
 - rejected 543
 - warranty 547
- Workflow Groups 1308
- Workflow Groups 123
- Workweek Schedule 766, 790

Y

- Yearly Costs 259