



Business Requirements

2 DRUIDS

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Context Diagram

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Introduction

External Interfaces

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Issue List

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Introduction

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Business Requirements

2 DRUIDS

2.1 Subsystem Overview

Background

Over the course of time, various business units within the Computing Division have developed their own procedures and databases for tracking and performing services related to the repair, storage and installation of materials.

In an effort to consolidate the procedures and share information, a decision was made by the Computing Division, in January of 1991, to proceed with an Information Gathering phase in order to determine the functional and information requirements of these business units.

Many interviews were conducted with business unit managers and key personnel involved in the activities carried out by the Computing Division. The information gathered was documented into 5 Annex documents and the Requirement Analysis Forms. These preliminary documents were then used as the basis for the DRUIDS Requirement Report.

From the Annex documents and the Requirement Analysis Forms, the DRUIDS team developed the current and future business flows. These were presented to the business unit managers and key personnel during a Joint Application Development (JAD) session held on the 13th and 15th of November, 1991.

The information gathered during the JAD and during subsequent interviews were consolidated into the MISCOMP Requirement Report. This report is the formal deliverable of the requirements found by the DRUIDS requirement team.

Scope

The DRUIDS portion of MISCOMP contains many diverse functions. To organize the work in this phase, the DRUIDS team defined the functional scope of this subsystem into five major areas: Computing Services, Inventory Requests, Stockroom Control, Configuration Management, and Fixed Asset Tracking.

Computing services comprise the support and management of computing equipment and resources throughout the lab. Major functions include:

- Generation of a service request - This includes the generation of service request in three main categories:
 - The repair, maintenance, installation, and upgrading of equipment.
 - The installation or removal of network hardware or communication services.
 - The performance of site surveys (inventories).
- Approval and routing of a service request - This involves the approval of a service request and its routing to an appropriate Computing Division group or to an on-site or off-site vendor.
- Cancellation of a service request
- Study service request feasibility - This process involves the decision to repair or scrap equipment being serviced.
- Prioritize and assign a service request - This involves setting priorities, scheduling and assigning work for service requests.
- Perform work to complete a service request - This includes managing work to fulfill a service request. Work may be performed by:
 - Computing Division technicians
 - On-Site Vendor
 - Off-Site Vendor
- Service request reports - Detail and summary reports provide information to monitor and manage service requests.

Inventory Request Tracking is the management of materials distributed from Computing Division inventory. Major functions include:

- Initiating an Inventory Request - This includes the generation of new inventory requests, changes to existing inventory requests, and cancellation of inventory requests.
- Accepting an Inventory Request - This includes the approval and prioritization of inventory requests.
- Process an Inventory Request - This process tracks reserved, issued and exchanged inventory requests.
- Complete an Inventory Request - This process includes the reconciliation and closure of a request, including equipment delivery.
- Inventory Request Reporting - This process provides immediate detail and regular reporting used to monitor and manage requests for materials.

Stockroom Control includes tracking available materials for distribution, assigning storage locations and managing sparing levels. Major functions include:

- Adding Stock - This is the process that distributes materials to the Computing Division and its clients, possibly initiated via an inventory request. This process adjusts the availability counts and indicates Put Away locations.
- Withdrawing Stock - This is the process that makes materials unavailable. This process adjusts the appropriate availability counts.

- **Stock Adjustments** - This is the process of reconciling the quantity and material information within a stocking facility.
- **Replenishment Tracking** - This process reviews all sparing level requirements and material availability and notifies the stocking facility administrators if current levels are low.
- **Stock Reservations** - This process enables the stocking facility to reserve stock for impending distribution.
- **Generation of Picking Lists** - This process groups materials to be picked by location to assist the stocking facility clerks in the dispensing of inventory.
- **Stockroom Maintenance** - This process includes the maintenance/generation of stock catalogs, storage locations and stocking facilities.
- **Stockroom Reporting** - This process provides immediate detail and regular reporting information used to monitor and manage the stocking facility.
- **Scrapping Stock** - This process provides timely, cost-effective means to better utilize stocking facility space.

Configuration Management is the tracking of operational network components and physical systems by location and function. Major functions include:

- **Communication Management** - This includes linking of physical network devices such as circuits, routers, bridges, repeaters, etc., and the availability of ports.
- **Physical System Management** - This includes the tracking of a configuration of related components which make up a system.
- **Network Interface Management** - This process includes the tracking of a device's logical characteristics on a network such as protocol, address information, cluster, segments, etc.
- **Configuration Reporting** - This process provides immediate detail and regular reports which are used to monitor the components logical and physical characteristics within network or physical system.

Fixed Asset Tracking is the tracking of a material's location and state based on its storage, distribution, use and administration. Major functions include:

- **Fixed Asset Maintenance** - This includes adding, updating and deleting information about material for which the Computing Division wishes to track.
- **Fixed Asset Reporting** - This process provides immediate detail and regular reports which are used to monitor the location and use of materials tracked by the Computing Division.

Objectives

DRUIDS, as a subsystem, is intended to provide an improved alternative to the Computing Division in the following areas:

Material Tracking

- Provide a uniform method for tracking user owned and laboratory materials during the handling process.
- Provide a uniform method for capturing more detail information about consumables and trackable assets. New procedures must be developed to insure the information is captured in a "real-time" manner.
- Allow for recording the exchange of materials from several entry points; however, share this information with other business units that are affected.
- Integrate information about the ordering, receiving, delivery, borrowing, and storage of materials.
- Automate material handling functions utilizing barcoding to improve efficiency and performance.
- Ensure material information attributes are adequately validated when issuing materials
- Improve spare tracking accountability and earlier notification to management when stock levels reach warning levels.
- Correlate materials withdrawn from a stocking facility to a service or inventory request.
- Provide a repository for the collection of technical information which can be consulted to determine material specifications.

Service Tracking

- Provide a means to record and share more information with Computing Division clients about the services that are supplied by the Computing Division.
- Provide a uniform method for capturing service states to more accurately reflect the actions taken.
- Provide a method for capturing consumed materials during the performance of a service. This information can then be used in the Financial system for Chargebacks.
- Provide better service statistical reporting used by management to monitor, plan and develop policies and procedures necessary for the organization to achieve its goals.
- Integrate technician labor tracking with the services that they perform.
- Provide historical access to repair and service information.
- Provide better support for identifying and managing services in progress.
- Relate associated service requests so that information can be shared.
- Provide automatic notifications to the requesters of a service.
- Support Network service requests.

- Support and monitor the utilization of external service providers.

Configuration Management

- Provide a shared repository for recording the network's physical and logical components.
- Provide an intuitive representation of the network topology to assist in the performance of services and location of network components.

2.2 Future Business Flows

Introduction

A business flow is a pictorial outline of a particular business function. It shows flow and order of the information which passes between the participating business units of the organization. The diagram represents the actions and decisions taken to perform the function. A business flow shows *what* happens during the business process. It does not detail *how* the process is carried out.

Current business flows show business functions exactly as they occur today. They are the result of an extensive interview process between the MISCOMP analysts and the involved parties.

Future business flows show what the business process looks like after an aggressive application of technology. In developing these flows, it was assumed that business conducted within the Computing Division would be automated and that business conducted outside the Computing Division would remain the same as today. A particular business function may overlap more than one subsystem of MISCOMP. References to other subsystems are shown on the business flows.

This section starts with a table listing current and future business flows and their mapping. The future business flows follow the table. Current business flows for all the MISCOMP subsystems can be found in a separate volume.

MISOMP Business Requirements

Business Flow Summary—Current Flows and Future Flows

Current Flow Name	Future Flow ID	Future Flow Name
MOU Property Eligibility Determination	DRUIDS-FLOW-02	Accept, Prioritize, and Approve Inventory Requests
	DRUIDS-FLOW-08	Replenish Stockroom Inventory Levels
	DRUIDS-FLOW-09	Maintain Stockroom Sparing Levels
Pool Bulk Pickup of Request	DRUIDS-FLOW-03	Process Inventory Request/ Stockroom Withdrawal
Pool Bulk Return	DRUIDS-FLOW-05	Process Inventory Request Return
Pool Exchange	DRUIDS-FLOW-04	Process Inventory Exchange Request
Pool Request	DRUIDS-FLOW-02	Accept, Prioritize, and Approve Inventory Requests
	DRUIDS-FLOW-03	Process Inventory Request/ Stockroom Withdrawal
Pool Return	DRUIDS-FLOW-05	Process Inventory Request Return
Dispatch	DRUIDS-FLOW-13	Accept, Approve, Prioritize and Assign Requests
	DRUIDS-FLOW-14	In House Equipment Service - CD
	DRUIDS-FLOW-15	Field Equipment Service - CD
	DRUIDS-FLOW-16	On Site Equipment Service - Vendor
	DRUIDS-FLOW-17	Off Site Equipment Service - Vendor (Expediting)
	DRUIDS-FLOW-18	On Site Network Service - CD
	DRUIDS-FLOW-19	On Site Network Service - Vendor
Request Field Group	DRUIDS-FLOW-13	Accept, Approve, Prioritize and Assign Requests
	DRUIDS-FLOW-14	In House Equipment Service - CD
	DRUIDS-FLOW-15	Field Equipment Service - CD
	DRUIDS-FLOW-16	On Site Equipment Service - Vendor
	DRUIDS-FLOW-17	Off Site Equipment Service - Vendor (Expediting)
	DRUIDS-FLOW-18	On Site Network Service - CD
	DRUIDS-FLOW-19	On Site Network Service - Vendor

MISOMP Business Requirements

Request Equipment Support	DRUIDS-FLOW-13	Accept, Approve, Prioritize and Assign Requests
	DRUIDS-FLOW-14	In House Equipment Service - CD
	DRUIDS-FLOW-15	Field Equipment Service - CD
	DRUIDS-FLOW-16	On Site Equipment Service - Vendor
	DRUIDS-FLOW-17	Off Site Equipment Service - Vendor (Expediting)
	DRUIDS-FLOW-18 DRUIDS-FLOW-19	On Site Network Service - CD On Site Network Service - Vendor
Receiving New Property	DRUIDS-FLOW-01	Receive New Item Into Lab
	DRUIDS-FLOW-12	Tag Property
Vendor Return	DRUIDS-FLOW-17	Off Site Equipment Service - Vendor (Expediting)
	DRUIDS-FLOW-18	On Site Network Service - CD
	DRUIDS-FLOW-19	On Site Network Service - Vendor
	DRUIDS-FLOW-12	Tag Property
Receive Returned Property from Vendor Repair	DRUIDS-FLOW-17	Off Site Equipment Service - Vendor (Expediting)
Maintain Stockroom Levels	DRUIDS-FLOW-08	Replenish Stockroom Inventory Levels
	DRUIDS-FLOW-09	Maintain Stockroom Sparing Levels
	DRUIDS-FLOW-10	Perform Physical Stockroom Inventory
Receiving New Stockroom Property	DRUIDS-FLOW-06	Accept New Stockroom Inventory
Stockroom Withdrawal	DRUIDS-FLOW-03	Process Inventory Request/ Stockroom Withdrawal
Stockroom Exchange	DRUIDS-FLOW-04	Process Inventory Exchange Request
Stockroom Return	DRUIDS-FLOW-05	Process Inventory Request Return
Property Removal	DRUIDS-FLOW-07	Remove Stockroom Inventory
Data Entry		

Future Business Flows

DRUIDS-FLOW-01: Receive New Item into Lab

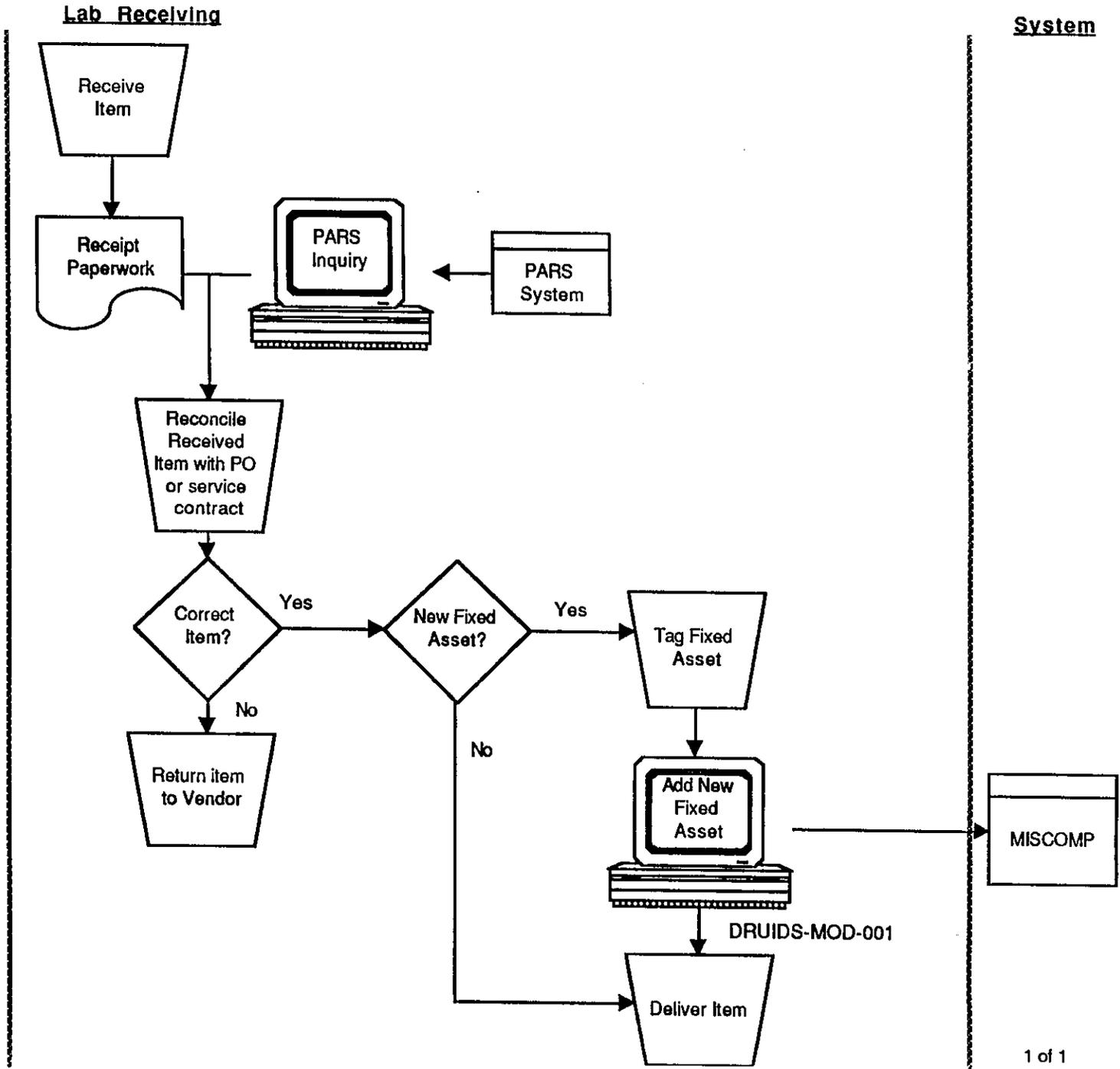
Description

An item is received into the Lab. It is determined first whether the item is the expected item. If not, it is sent back to the vendor.

It is then determined whether the item is a new fixed asset. If so, it is tagged with a property identification number.

Note: There will be checks performed by the stockroom and service providers for proper tagging of both new and repaired fixed assets.

If the item cannot be physically tagged at Receiving, the tag is delivered with the item for later placement.



DRUIDS-FLOW-02: Accept, Prioritize, and Approve Inventory Requests

Description

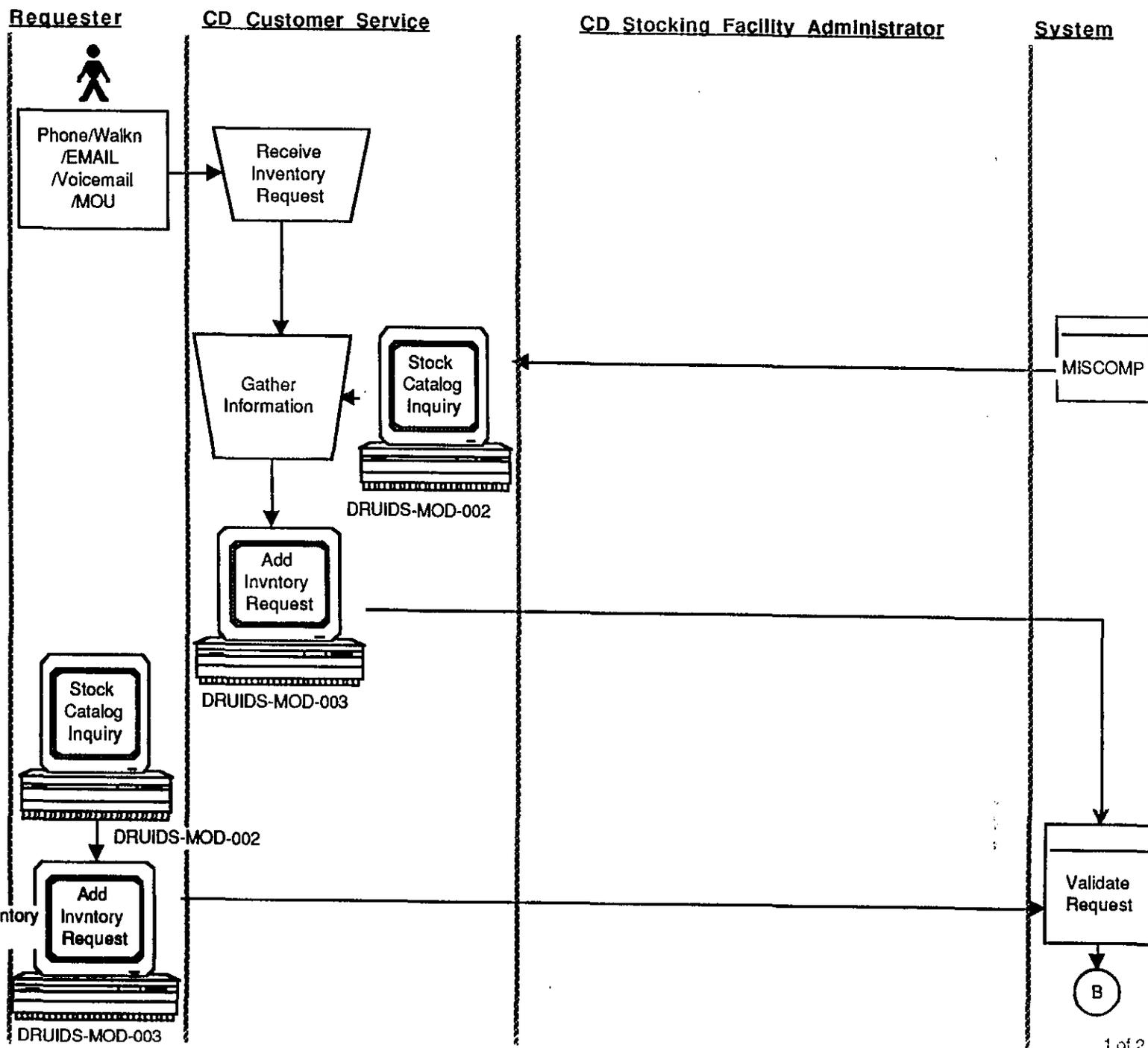
Customer Service may receive requests from the requester in the following ways:

- o Phone Calls
- o Walk-in requests
- o EMAIL requests
- o Voice mail requests
- o MOU document

The Customer service clerk matches the request with items which are stocked within the stocking facility.

The customer service clerk records the request information into the Add Inventory Request Screen.

The requester may record the inventory request information himself.



Description

The Stacking Facility Administrator receives notification of the inventory requests through the system. During his daily activities, the supervisor will approve the inventory requests. Not all added inventory requests will require approval. This depends on which stocking facility will satisfy the inventory request.

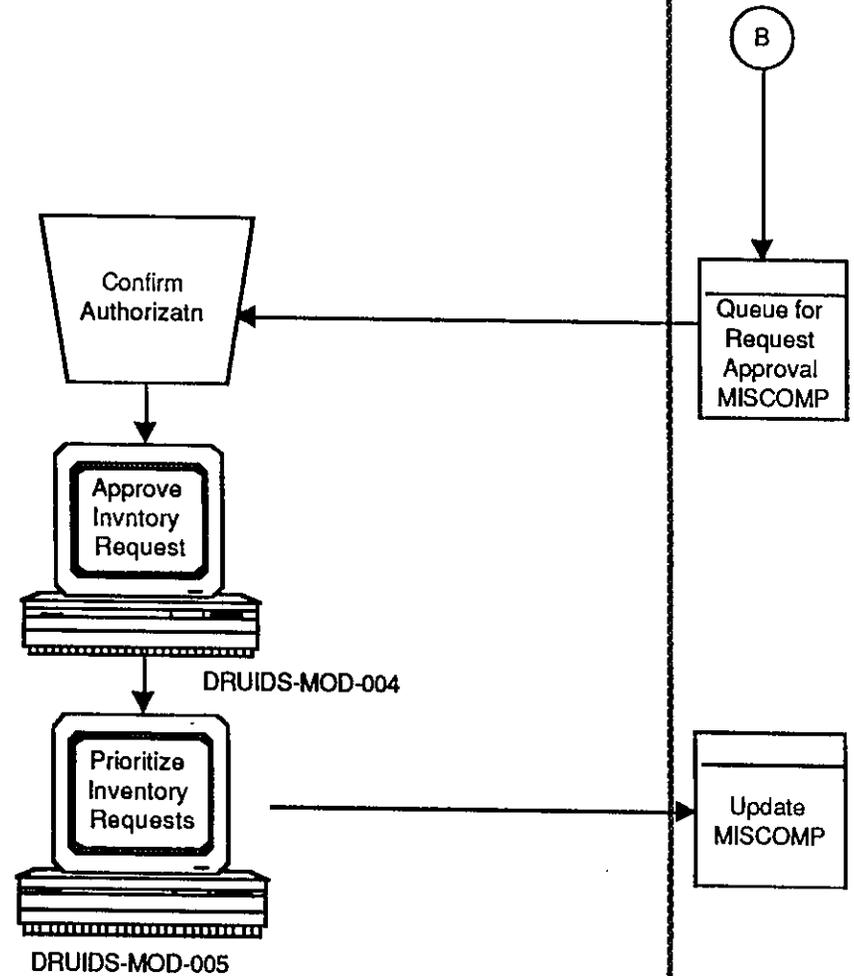
The Stacking Facility Administrator can assign a priority to an unfulfilled request. This information will assist in the decision making process when dispensing items from the stocking facility.

Requester

CD Customer Service

CD Stacking Facility Administrator

System



DRUIDS-FLOW-03: Process Inventory Request/Stockroom Withdrawal

Description

The Customer Service clerk begins to process the next approved inventory request. Examples of an inventory request include

- o Short term
- o Until repair is complete
- o Return date known in the future
- o Return date unknown at time request was added

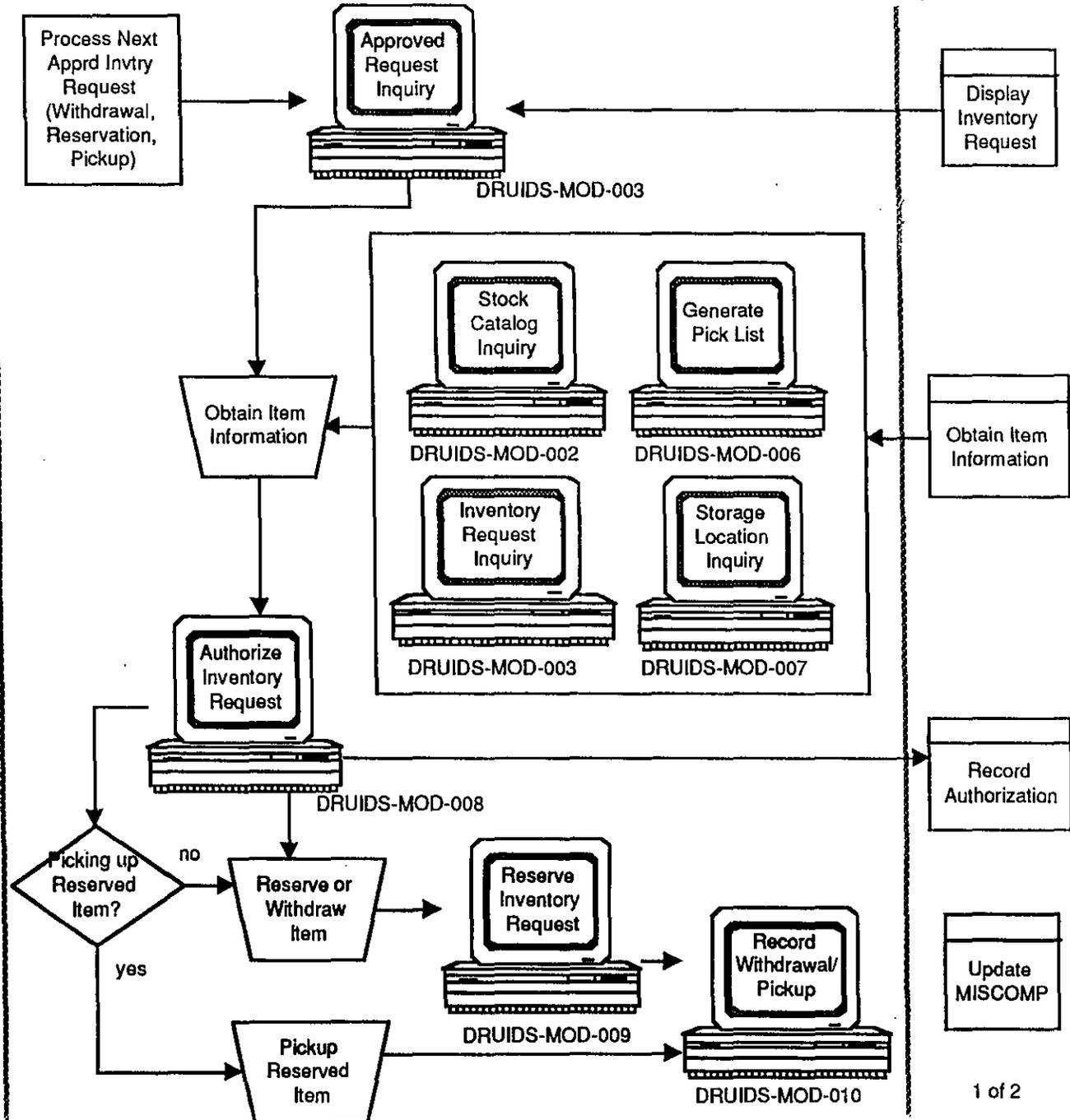
"Process next approved inventory request" includes new requests as well as previously reserved inventory requests.

The customer service clerk pulls the item from the stocking facility. If there are many items, he can generate a pick list from unfulfilled items on the inventory request. This is sorted by storage location to assist in the pulling of the items.

The customer service clerk records the items pulled for the inventory request. The system will decrement the on-hand inventory quantity for the consumables pulled. (Fixed asset quantities are derivable from claims.)

CD Customer Service

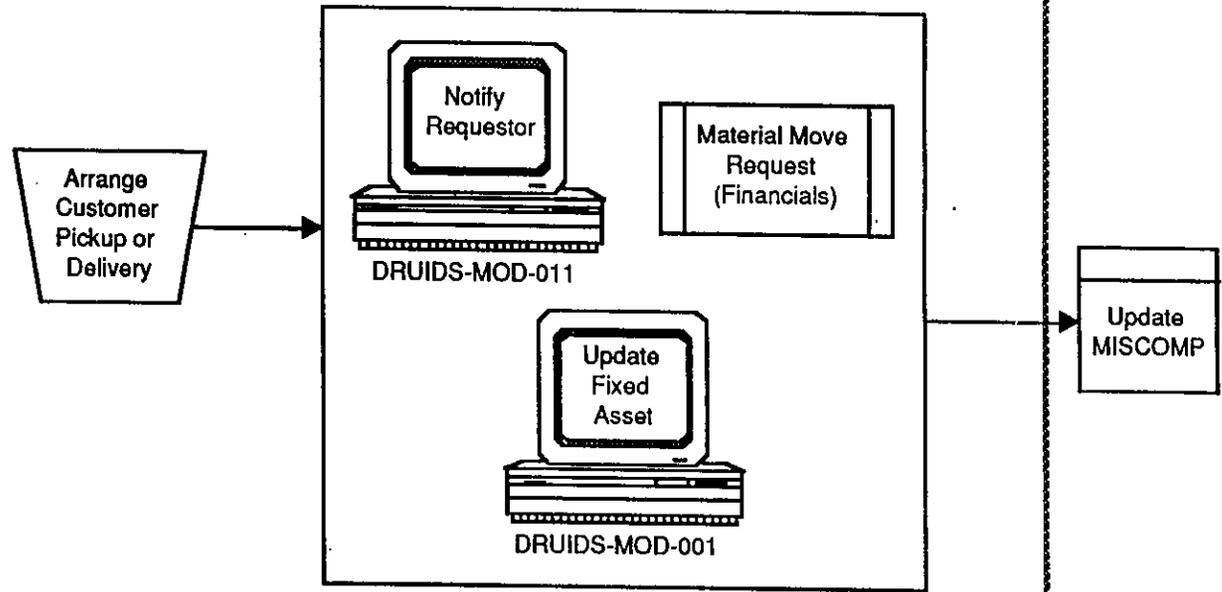
System



Description

The customer service clerk arranges for customer pickup. The Fixed Asset Disposition is updated with the new location. The clerk has the option of delivering the item to the requester through the material move process.

CD Customer Service



DRUIDS-FLOW-04: Process Inventory Exchange Request

Description

The customer service clerk begins to process the next customer exchange. The clerk first determines if the defective item was originally borrowed from the stocking facility.

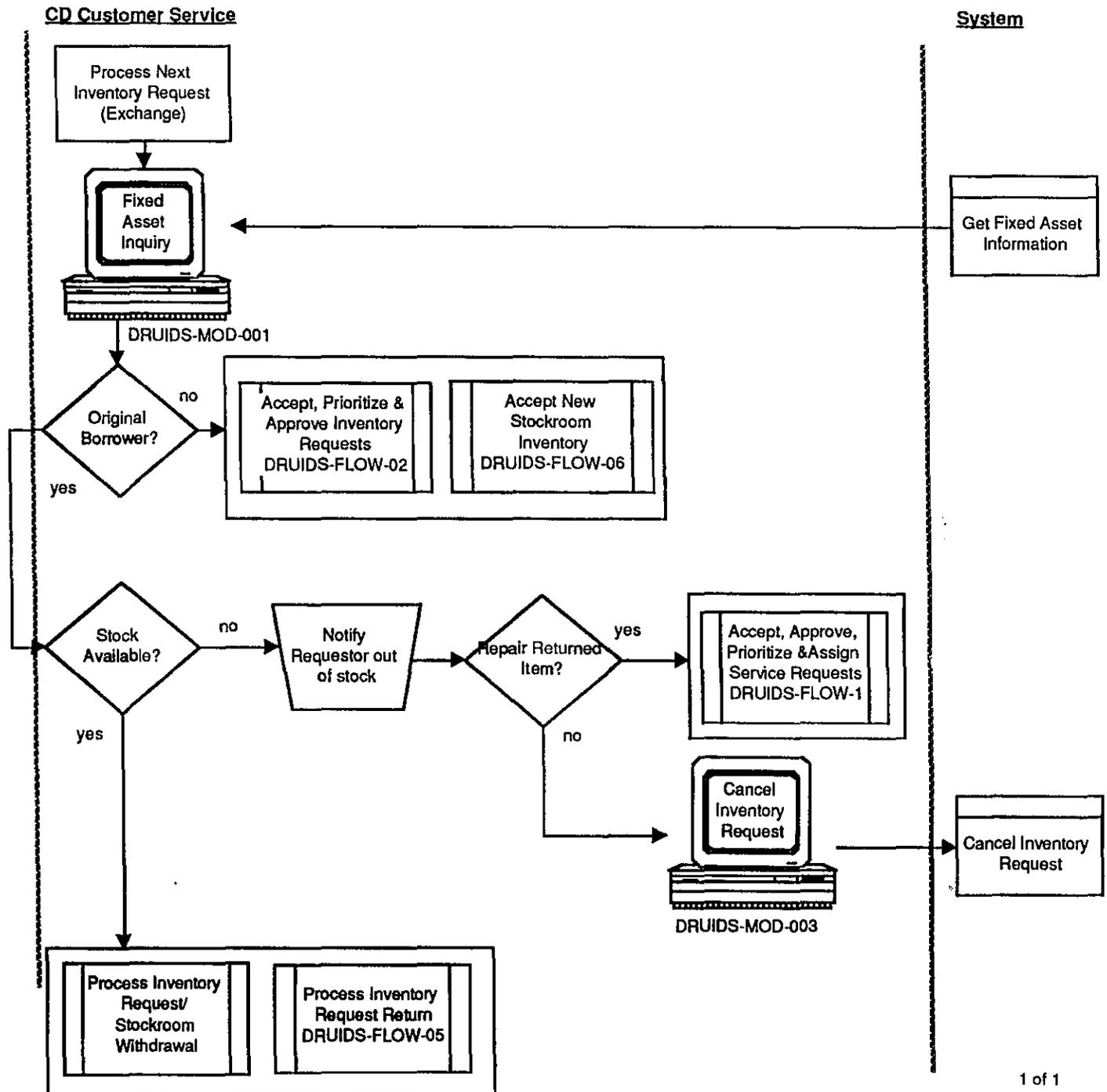
If the item was not originally borrowed, then the clerk will accept the item for repair. A new inventory request must be recorded and approved before a new item can be withdrawn from the stocking facility.

If there are no items in stock that could be used for exchange purposes, the requestor is informed that an exchange is not possible and is given the option of keeping the equipment or submitting it as a return for repair.

If the customer owned the item originally, an exchange of ownership may take place.

Fixed asset information is updated when stock is withdrawn or stock is returned (see DRUIDS-FLOW-03 and DRUIDS-FLOW-05).

If the stock is available, the item is withdrawn from stock and returned item is processed.

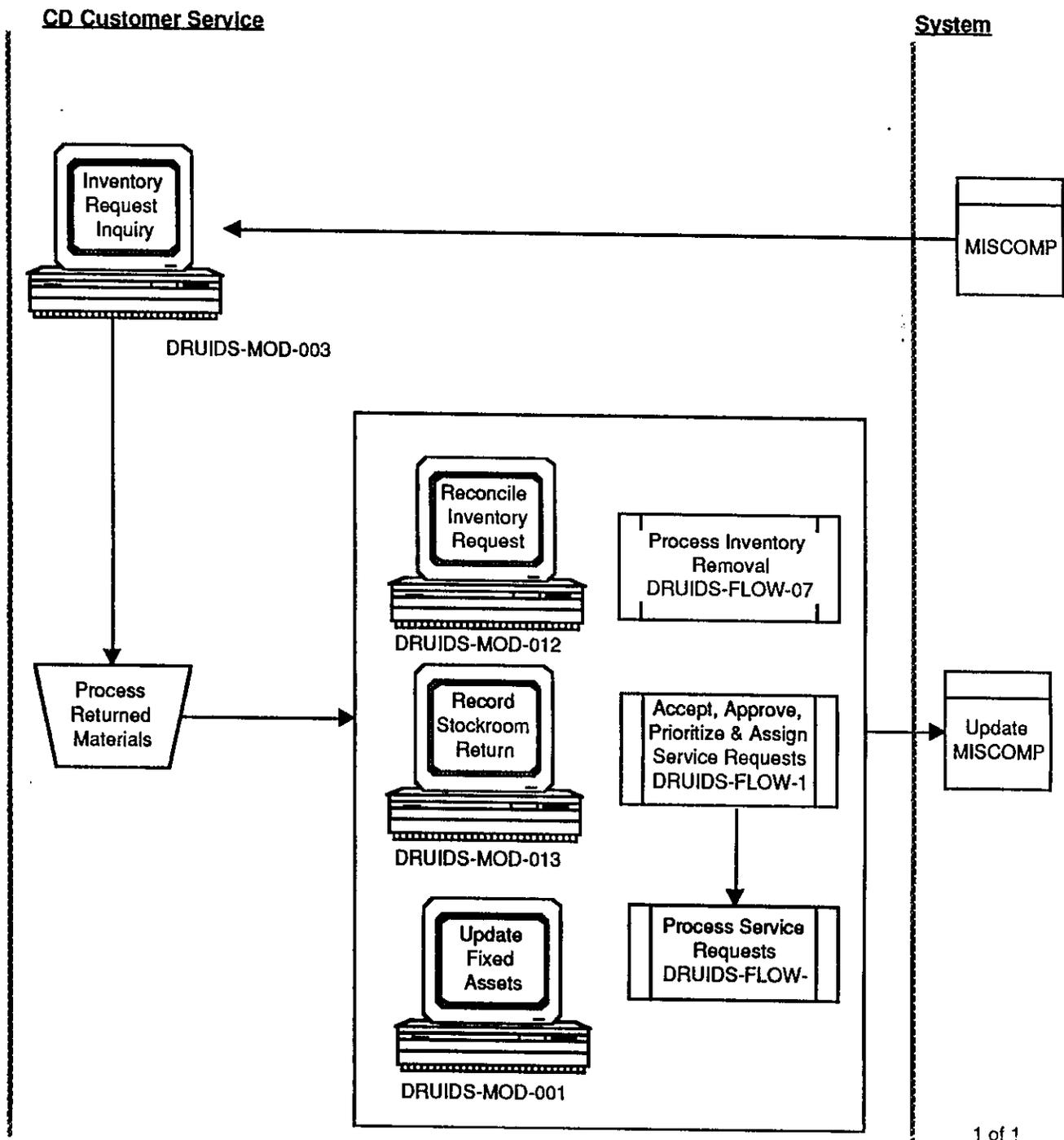


DRUIDS-FLOW-05: Process Inventory Request Return

Description

The customer service clerk processes the next material return. First the clerk verifies that information about the inventory request already resides in the system.

Materials can be returned to the customer service clerk in bulk or individually. For each item, the customer service clerk needs to decide if an item has become obsolete, requires internal service or can be added directly to the stocking facility. Part of this determination is making sure that the actor returning the item has the right to return the item. Each item should be reviewed separately, however the clerk should be able to download many scanned items for each function.



DRUIDS-FLOW-06: Accept New Stockroom Inventory

Description

This flow shows the acceptance of new inventory into the stockroom. New inventory includes newly purchased items or donated items.

If a received fixed asset has not been previously tagged, then it is tagged now.

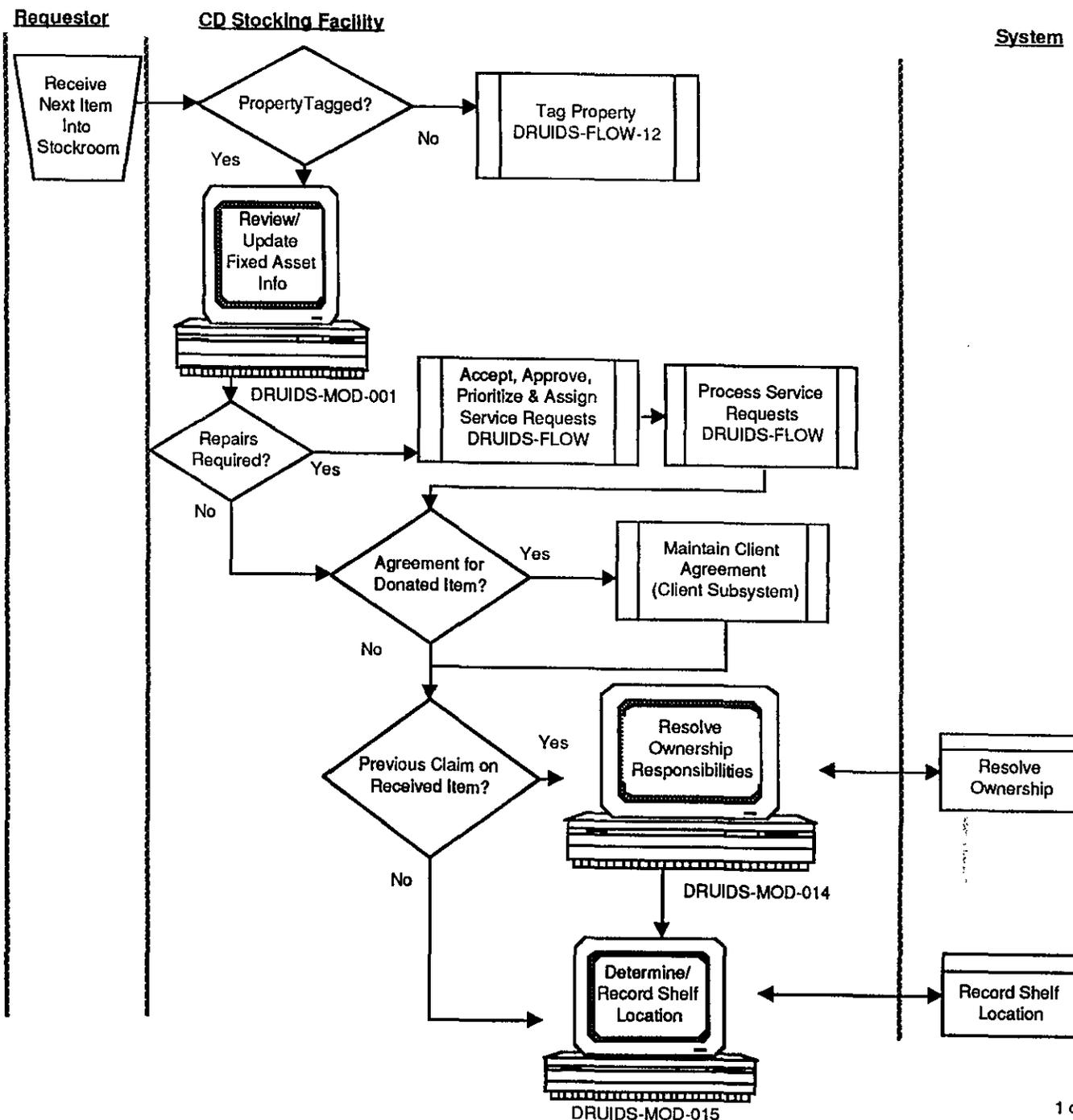
A previously tagged item's fixed asset information is review and updated.

The new inventory is inspected and sent for repair if necessary. Repairs may also be required by default based on the fixed asset's class.

If the item was donated with the intention of a future credit, then record the donated fixed asset in the form of a client agreement.

If a stockroom item was previously issued against a Purchase Order, then ownership of all or part of the order may be retained by the stockroom.

A storage location is determined and the item is shelved.



DRUIDS-FLOW-07: Retire Stock from Stockroom Inventory

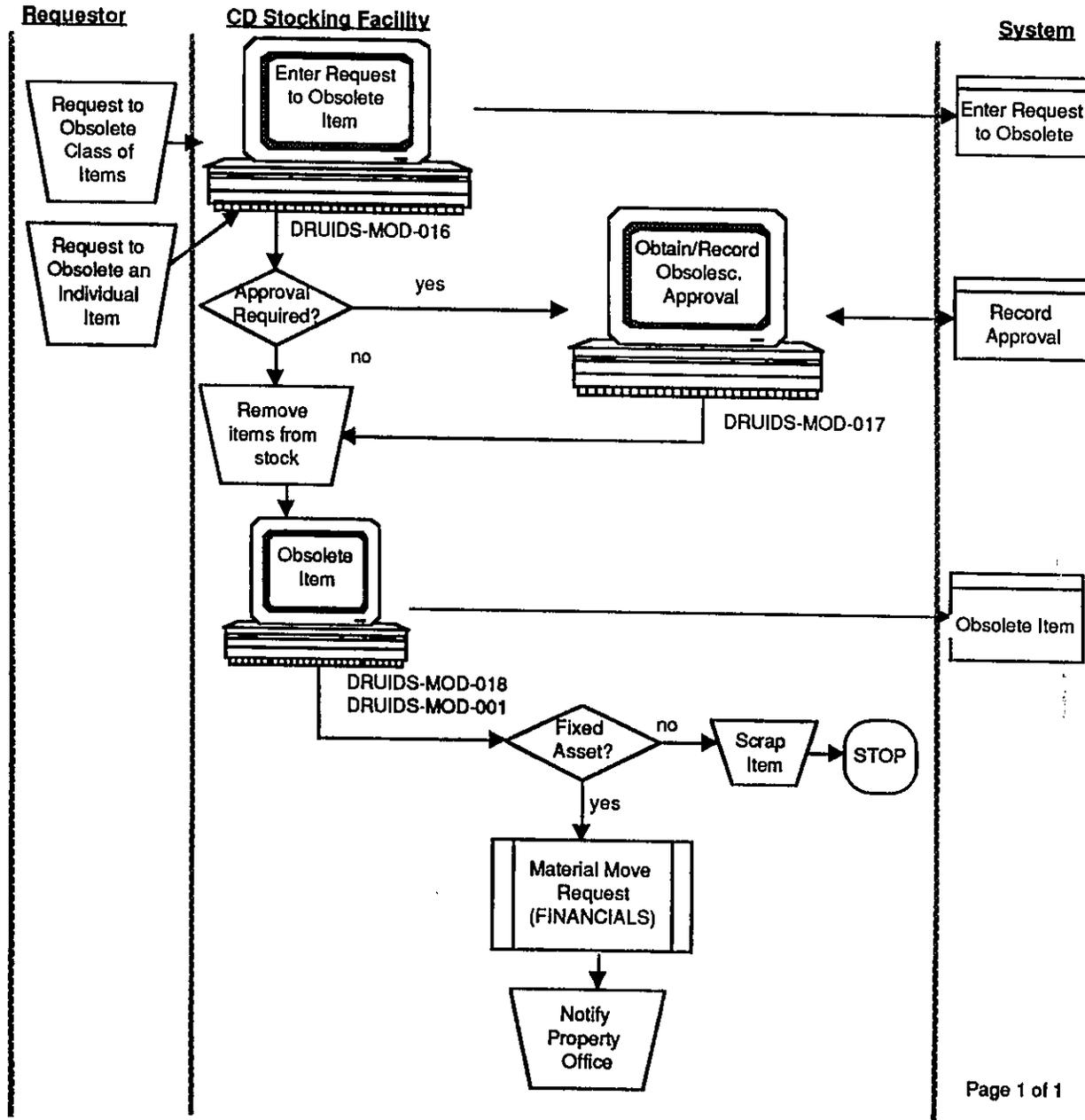
Description

A piece of equipment or an entire class of equipment can be determined by age of class or other criteria at any point in its life-cycle after entering the system to be obsolete. This decision can be made by technicians or management, but in the case of retiring an entire class, management approval must be obtained. The owner or owners of this or these items will be notified when an item is marked obsolete.

If there are no parts worth salvaging and no one is tracking this item(s), the item(s) is(are) scrapped.

If there are no usable parts, but the item(s) is(are) tracked by either the Division or the Property Office, then a Material Move Request is submitted and the item(s) is(are) stored for Pick-up.

If the item(s) is(are) tracked by the Property Office, the Stocking Facility Clerk will notify the Property Office the tracked item(s) is(are) obsolete and its(their) final location.



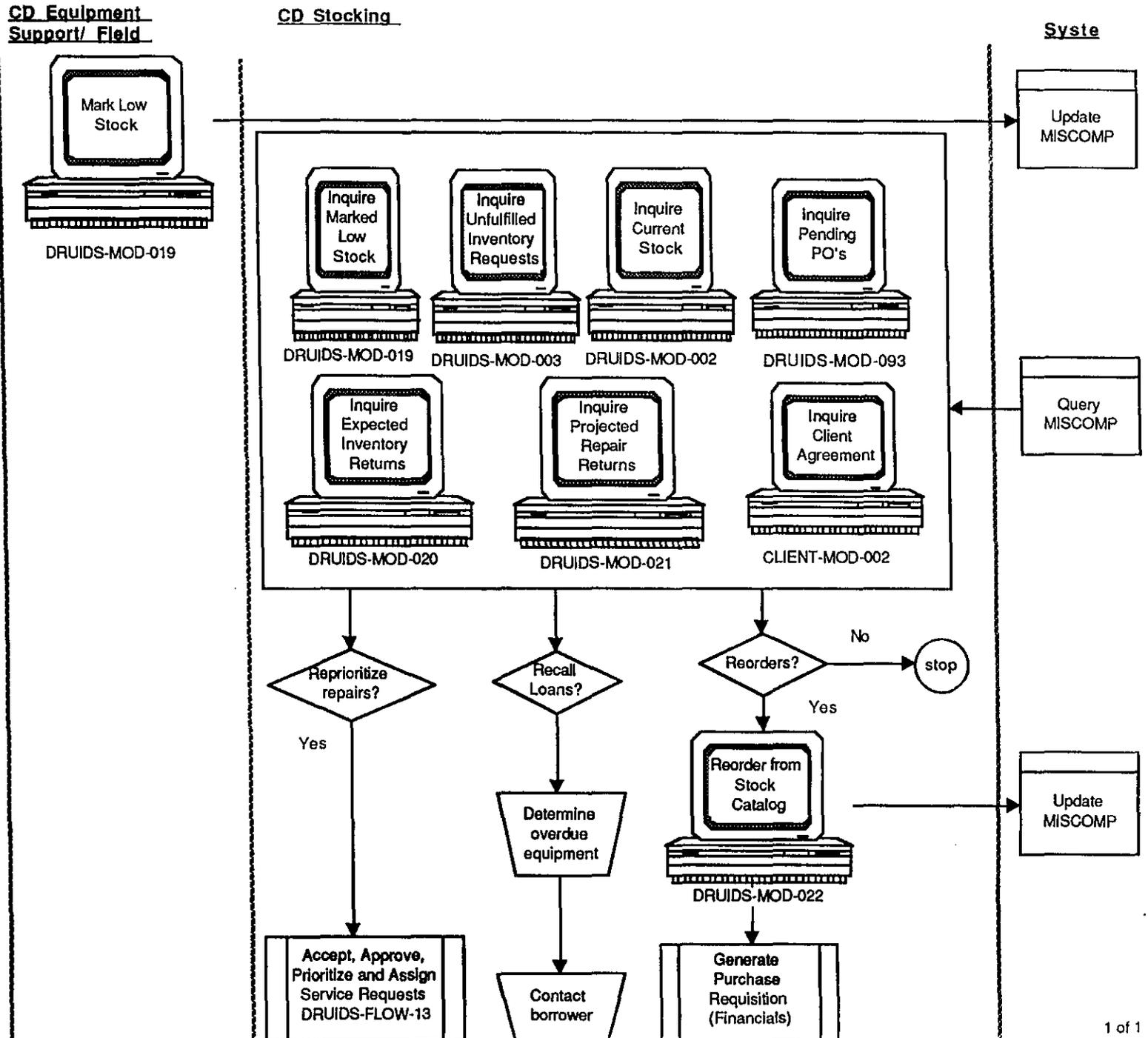
DRUIDS:FLOW-08: Replenish Stockroom Inventory Levels

Descriptio

Periodically, the Stocking Facility Administrator needs to review the future demand. The administrator needs to know about the current stock levels, the expected return levels and the future demand for an item.

Demand which cannot be fulfilled by current stock levels can be met by reordering new stock, or requesting higher priority for items in repair.

The Stocking Facility Administrator can order directly from the stock catalog for future items or order from approved inventory requests.



DRUIDS-FLOW-09: Maintain Stockroom Sparing Levels

Describe

Each stocking facility must maintain the number of spares required for each stock item. Analysis is performed by age, quantity, use and dollar amount. This level is determined by the following:

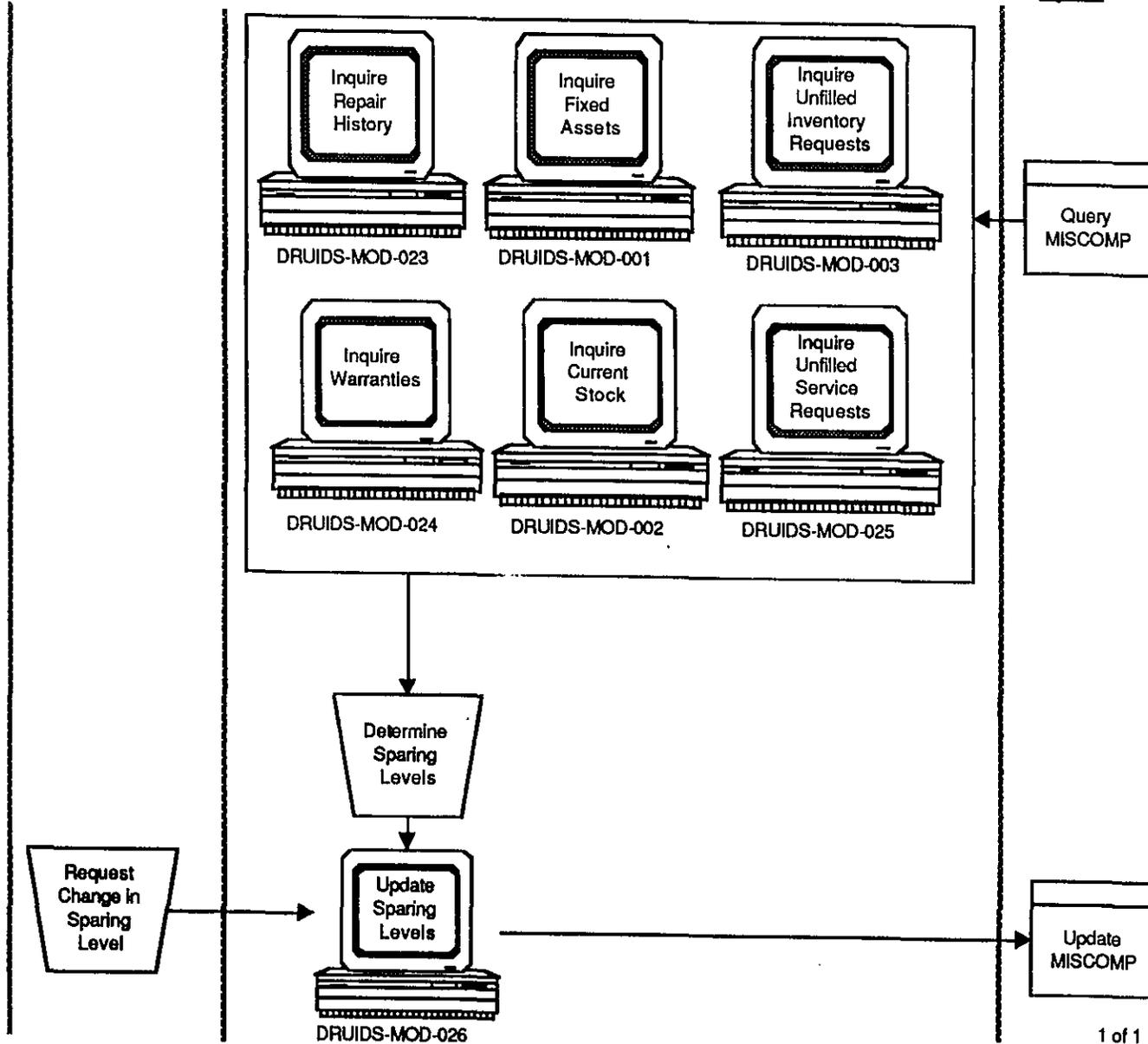
- o Number of Computing Division fixed assets of the same type
- o Number of Noncomputing Division fixed assets covered by a field service warranty contract.
- o Past demand history for a fixed asset and a consumable item
- o Future demand for a fixed asset
- o Past repair history (how frequent and how long to repair).

Sparing levels are maintained for each inventory classification both fixed assets and consumable parts. For each inventory classification record the reorder point and the reorder quantity.

CD Equipment Support/ Field

CD Stocking

System



DRUIDS-FLOW-10: Perform Physical Stockroom Inventory

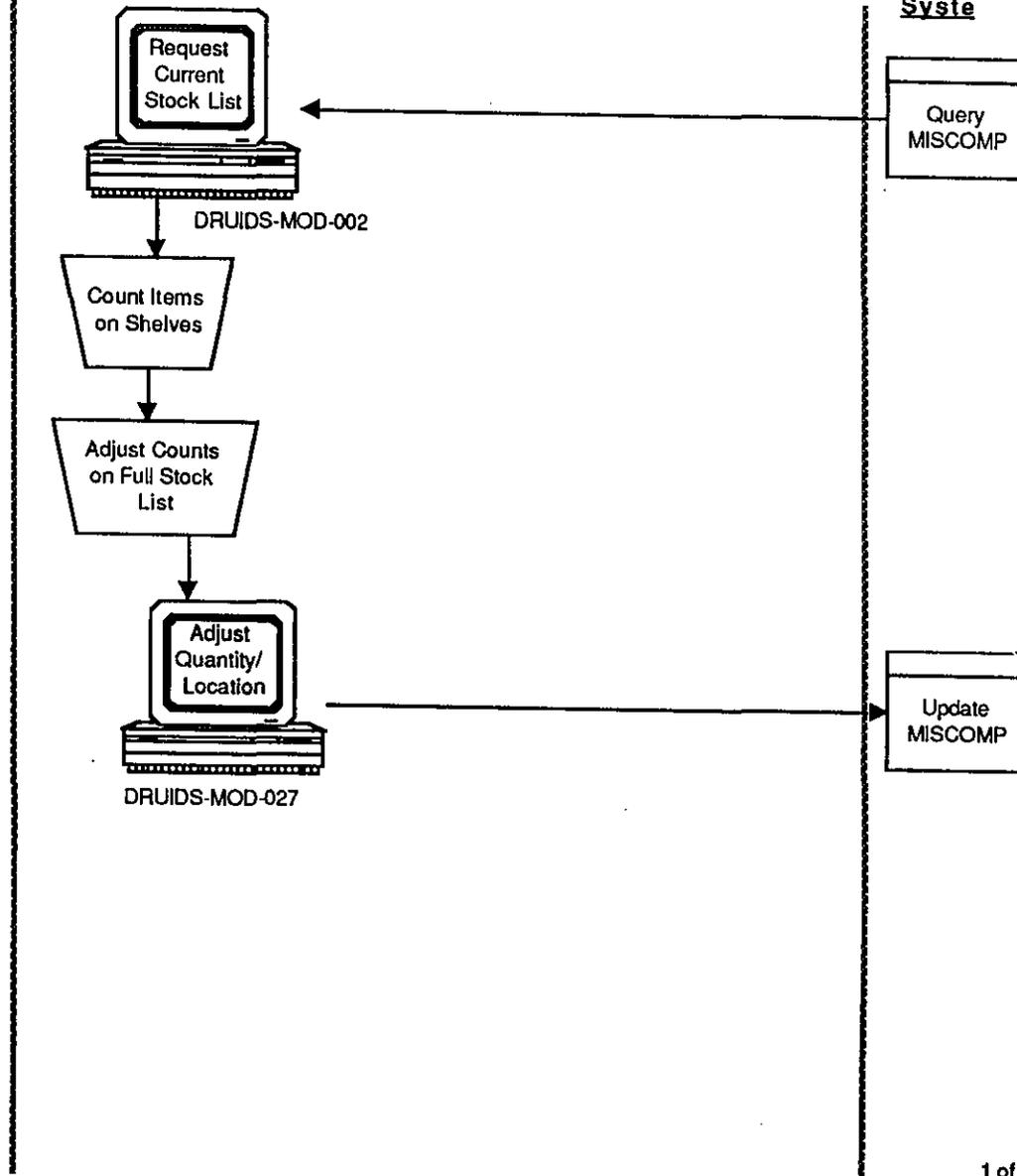
Descriptio

The Stocking Facility Requests a full stock list. This list is sorted by storage location. For consumable items, the quantity on-hand is listed for the storage location. For tagged materials, each fixed asset ID is listed. The clerk adjusts the counts for consumable items and enters the updated information into the system. The fixed asset IDs are scanned and downloaded by storage location into the system.

CD Equipment Support/ Field

CD Stocking

System



DRUIDS-FLOW-11: Maintain Stock Catalog and Storage Locations

Description

The stocking facility can add or delete inventory classifications for both fixed assets and consumables. As new types of stock are ordered, the stockroom must add these items. As a type of stock becomes obsolete, the clerk will delete a classification from inventory.

For each storage location, the clerk maintains the inventory classification for items stored at that location. Storage locations can be added, updated or deleted. Each storage location has a unique Barcode ID and a maximum storage quantity.

The clerk can also generate Put Away labels for a storage location which assists in the easy withdrawal of consumable parts. These labels are stored on the storage location.

CD Equipment Support/ Field Service

CD Stacking Facility

System



DRUIDS-MOD-002



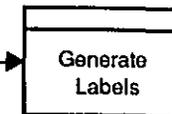
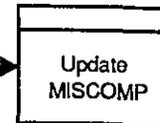
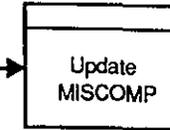
DRUIDS-MOD-007



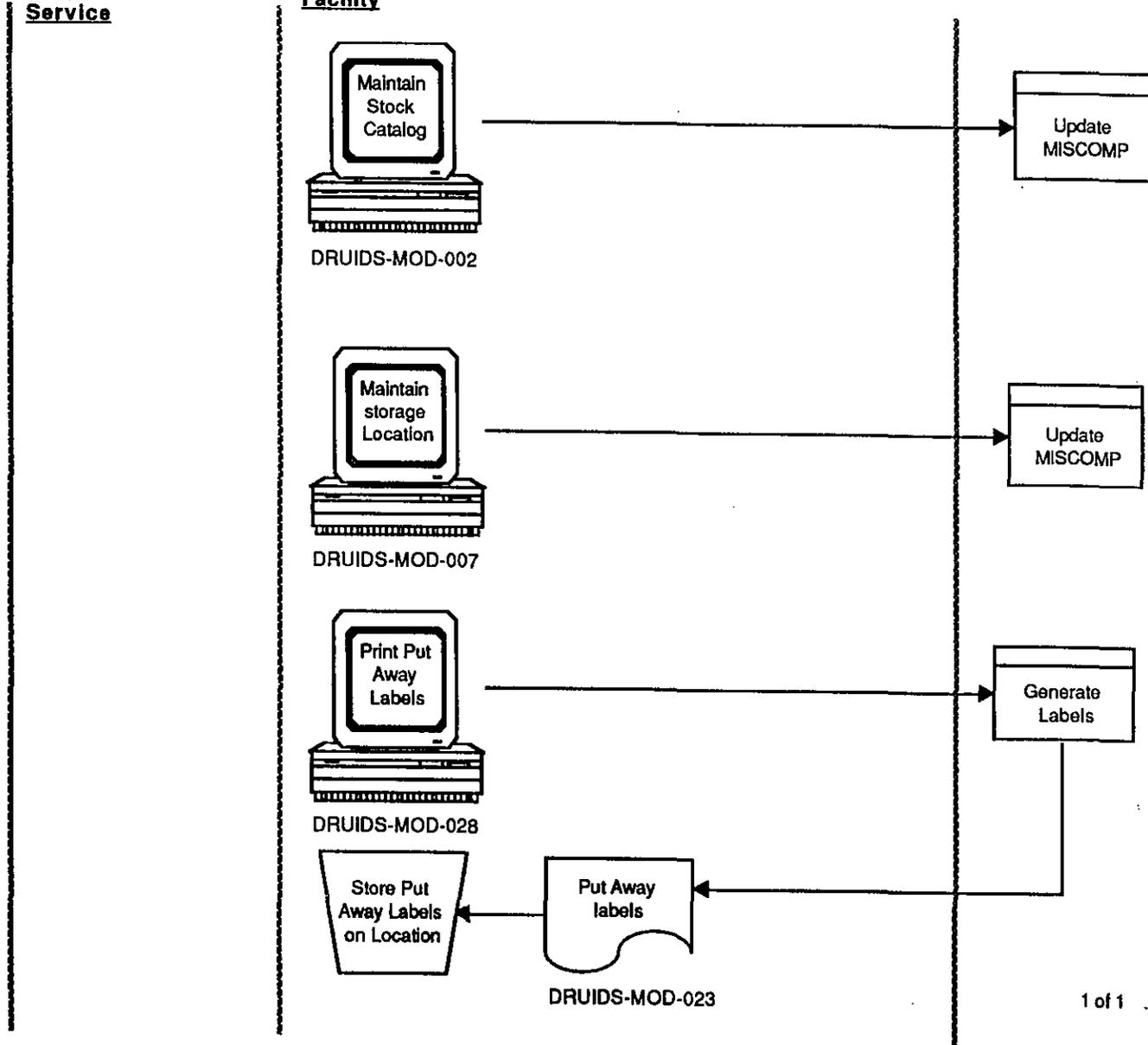
DRUIDS-MOD-028



DRUIDS-MOD-023



1 of 1



DRUIDS-FLOW-12: Tag Property

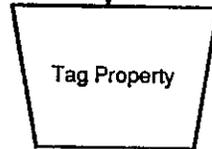
Description

At various points in the business process items are checked for the existence of property tags. This flow shows the tagging process.

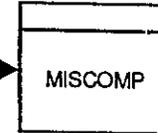
CD Stocking Facility
Equipment Support
Distributed Hardware Group



DRUIDS-MOD-001



System



DRUIDS-FLOW-13: Accept, Approve, and Categorize Requests

Describe

Customer Service may receive service requests from the requester in the following ways:

- o Phone Calls
- o Walk-in requests
- o EMAIL requests
- o Voice mail requests

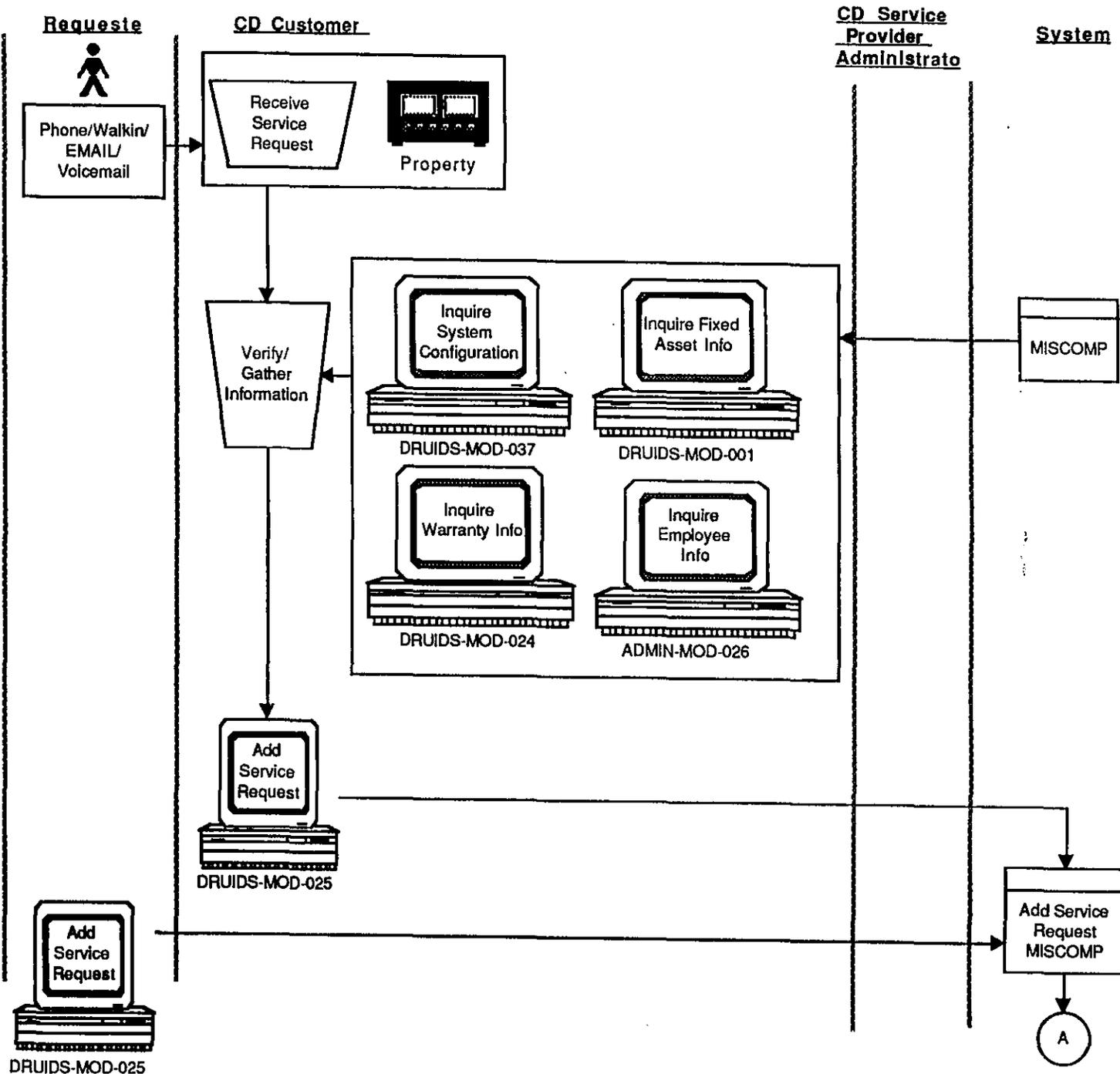
For a walkin, the requester may bring in a defective item to be serviced.

Customer Service attempts to gain as much information from the requester or through the system inquiry DB's.

- o User Name, location, phone number, affiliation, EMAIL address
 - o System number, type, location, cluster, node, Fixed Asset Identifier
 - o Problem experienced
 - o Warranty information
- This may require further contact with the requester.

Customer Service records the information obtained from the requester into the Add Service Request Screen. Customer service enters the service provider which the system will use to queue the request.

The requester records the service request information himself.



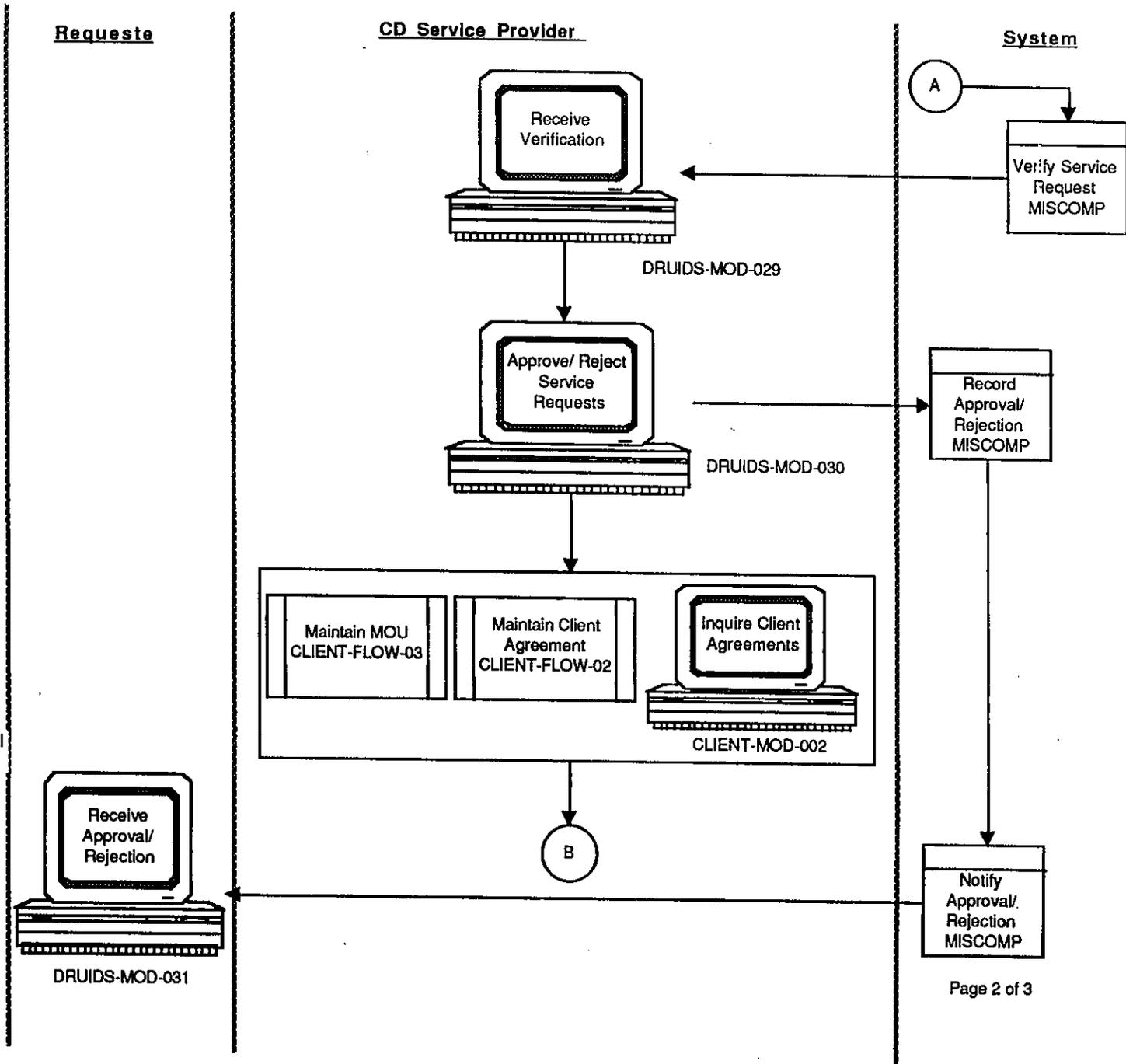
Descriptio

The system will verify the entered information using validation tables. (Example, does the Equipment Support group repair the requested type of property?, is the person making the request authorized?)

Client agreements are checked to allow chargeback for work. If none exist, then a new client agreement is created (or an old one is modified) to provide a contract for work. A client agreement may denote a fixed or T&M chargeback.

The Service Provider Administrator can approve a service request. This records the approval date, time and individual who approved the request.

The requester is notified of approval or rejection of the request.



Descriptio

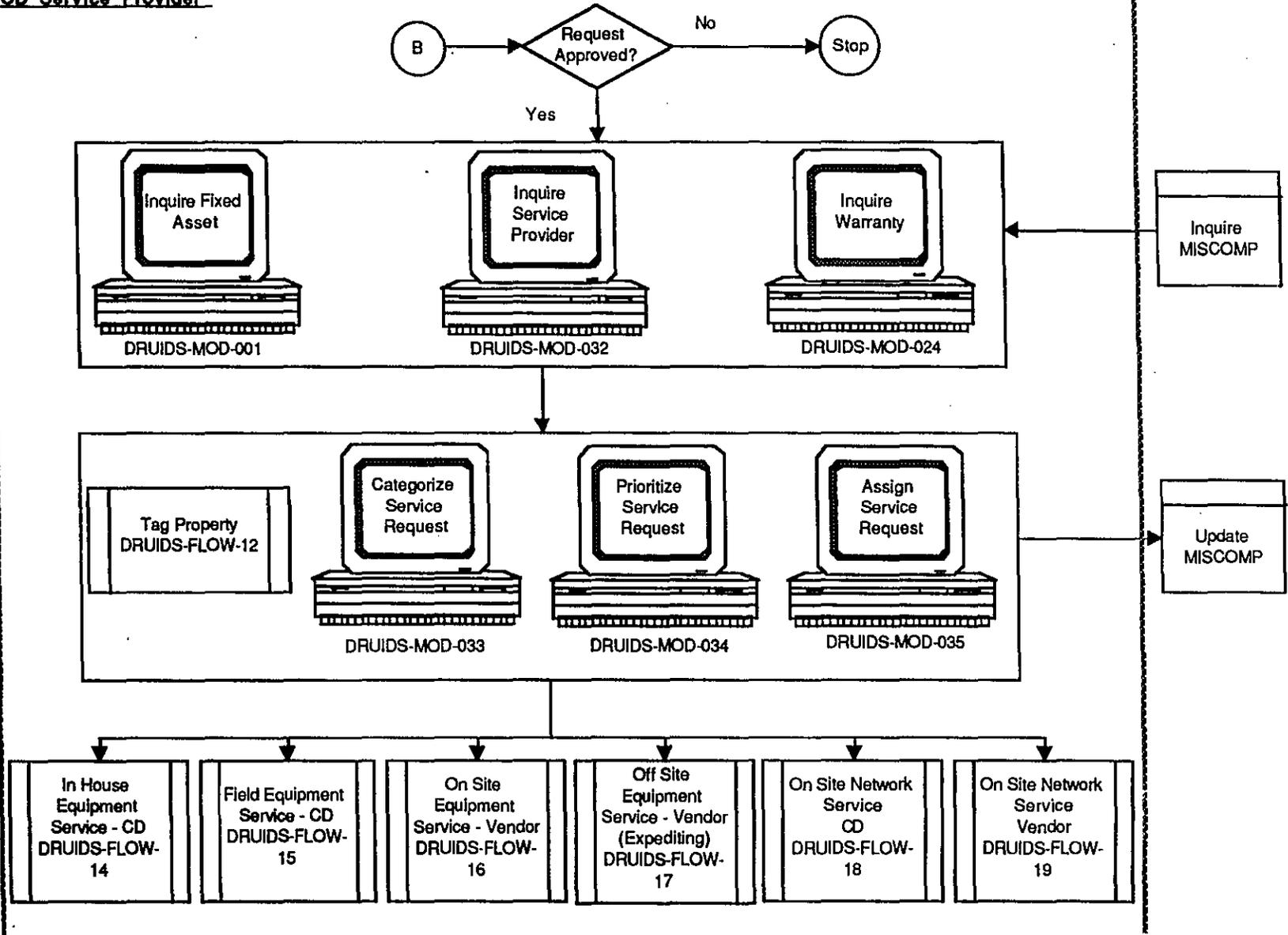
The Service Request can be canceled at any time during the business process.

Additional service requests can be spawned at any time.

After the request is approved, various processes must occur to determine how the request is going to be handled.

CD Customer
CD Service Provider

System



DRUIDS-FLOW-14: In House Equipment Service - CD

Descriptio

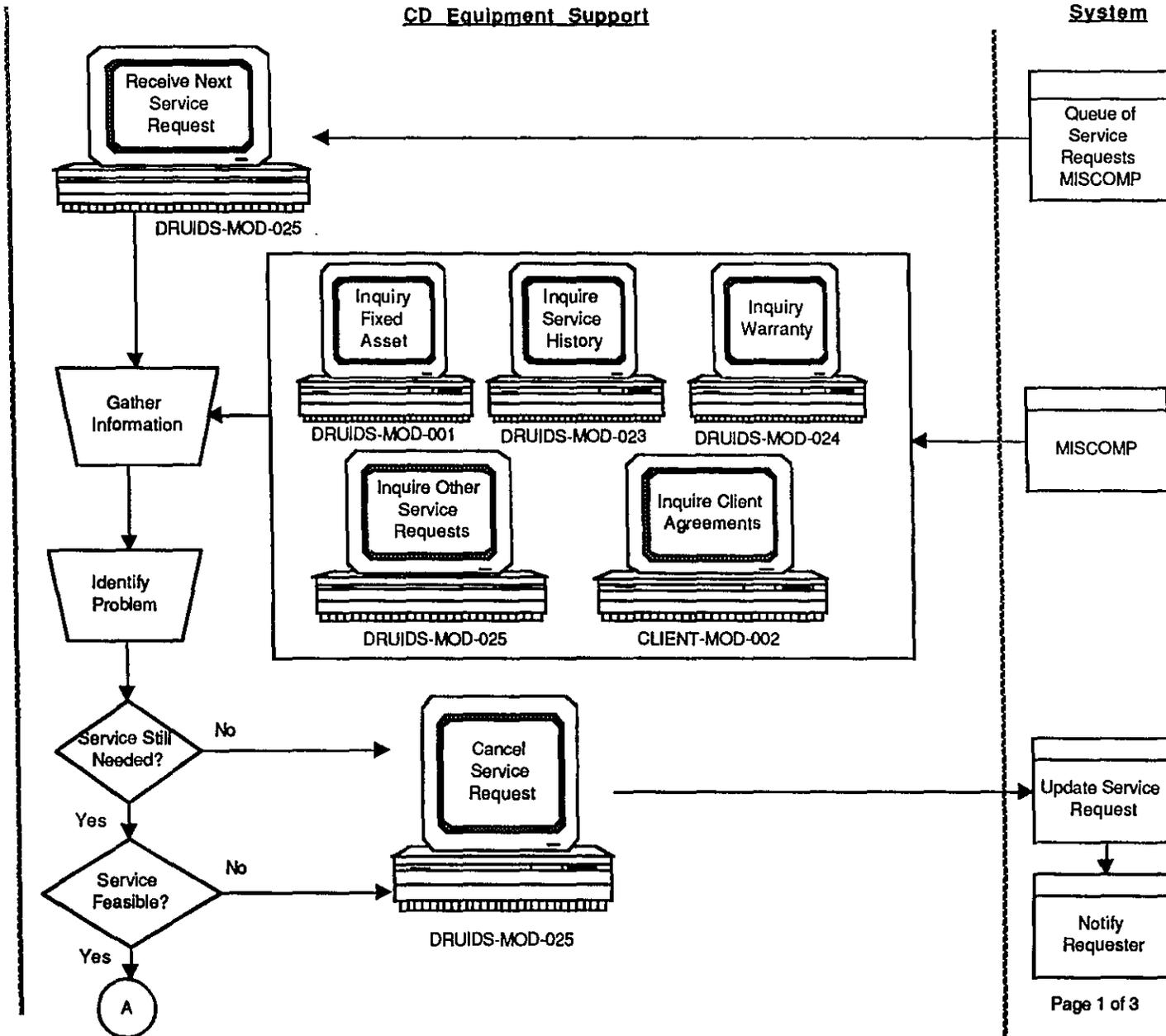
Equipment support provides in-house service.

Either new service requests or requests previously "on hold" may be received next.

Defective equipment is in the possession of Equipment Support.

Equipment support may re-prioritize or reassign existing service requests at any time.

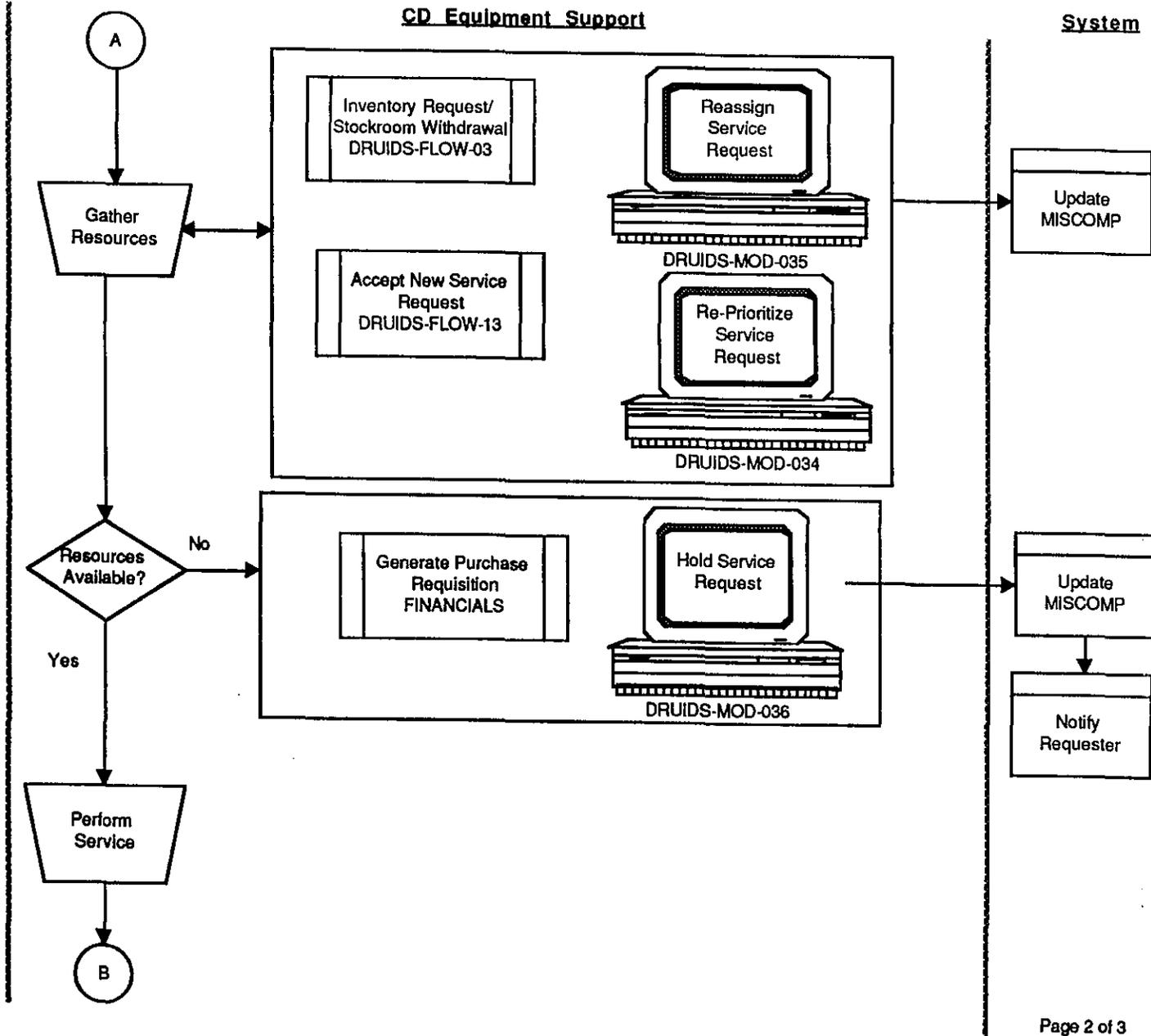
Equipment Support checks out the problem and determines if service is still needed and whether service is feasible.



Describe

New service requests can be generated from the current service request.

Once on hold, a service request is put back in the queue (see top of this flow).

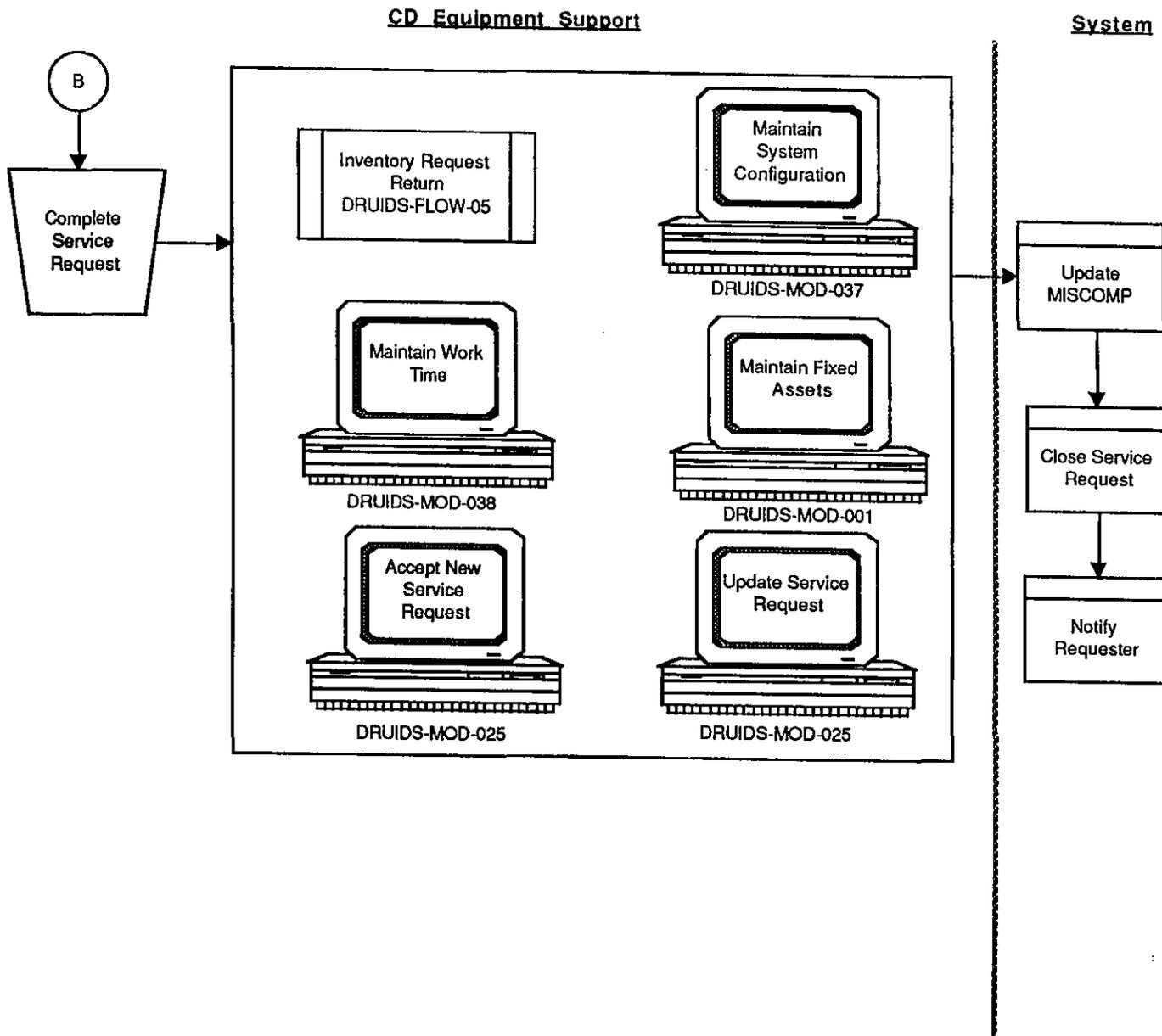


Description

After the work is completed one or more of the following may be needed:

- New system configuration information
- New fixed asset information
- Return unused stockroom items.

The service request is marked as complete and work time is recorded.



DRUIDS-FLOW-15: Field Equipment Service - CD

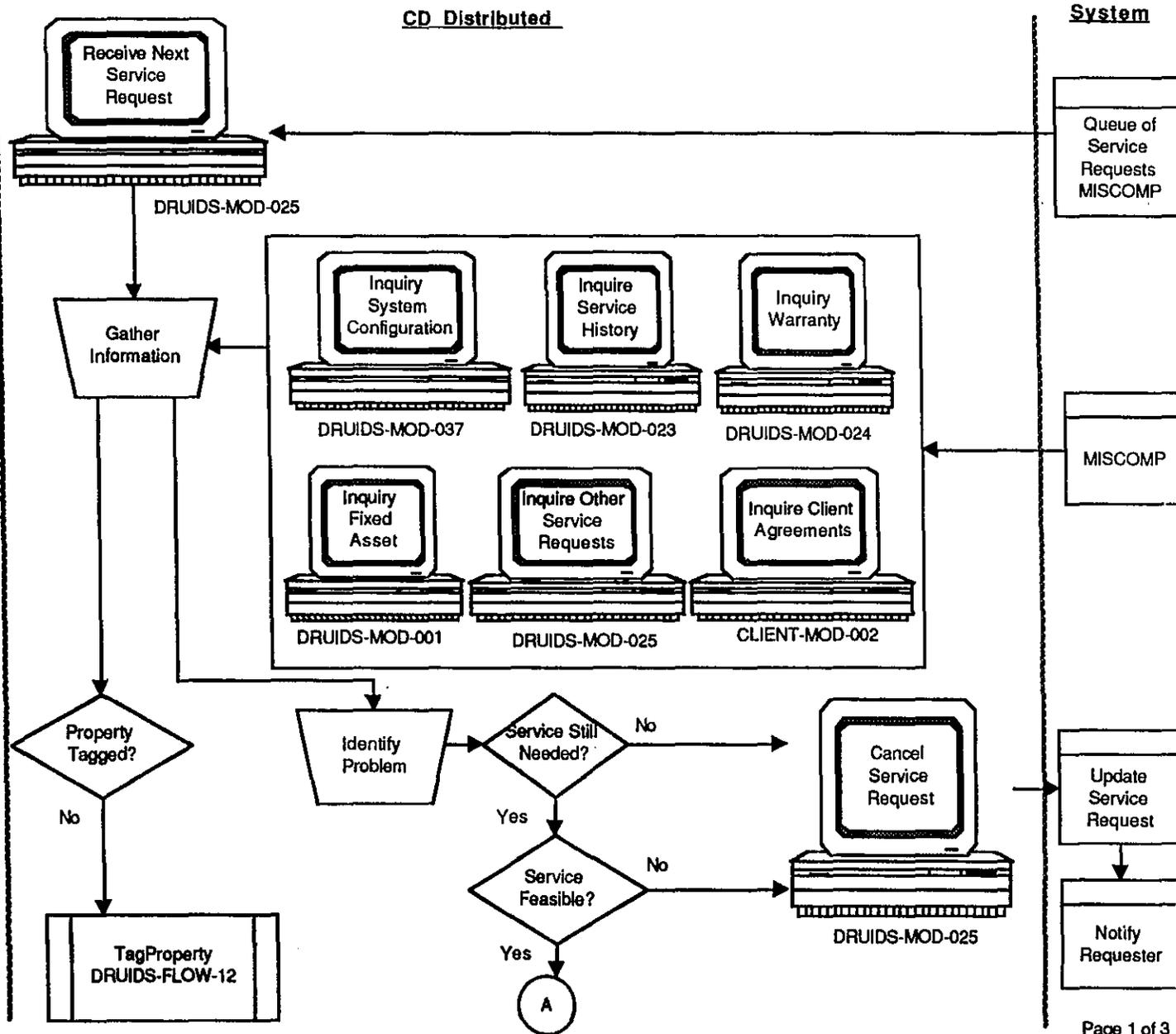
Describe

The Distributed Hardware Group (DHG) provides field service.

Either new service requests or requests previously "on hold" may be received next.

DHG may re-prioritize or reassign existing service requests at any time.

DHG checks out the problem and determines if service is still needed and whether service is feasible.



Descriptio

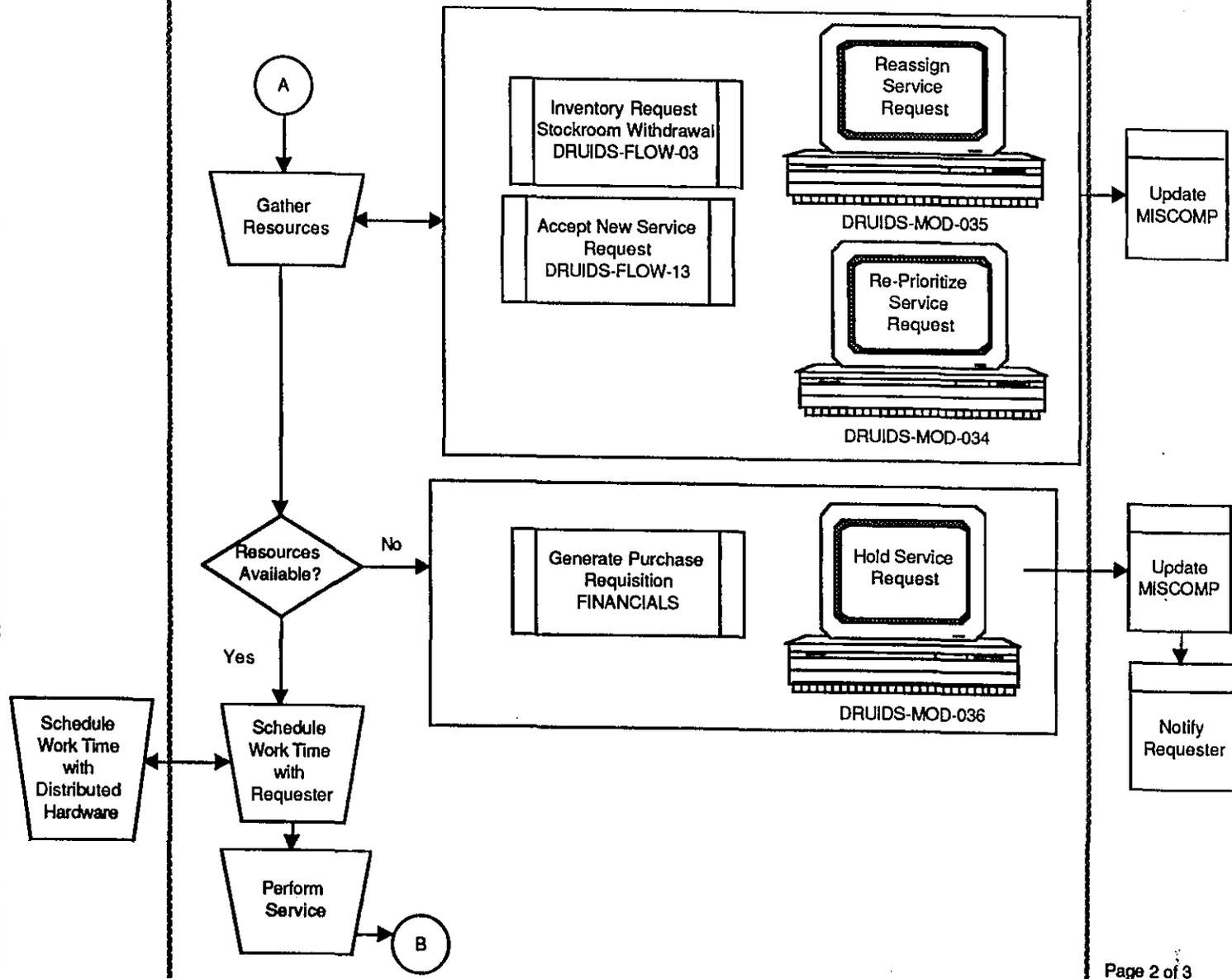
Requeste

CD Distributed

System

New service requests can be generated from the current service request.

Once on hold, a service request is put back in the queue (see top of this flow).



Describe

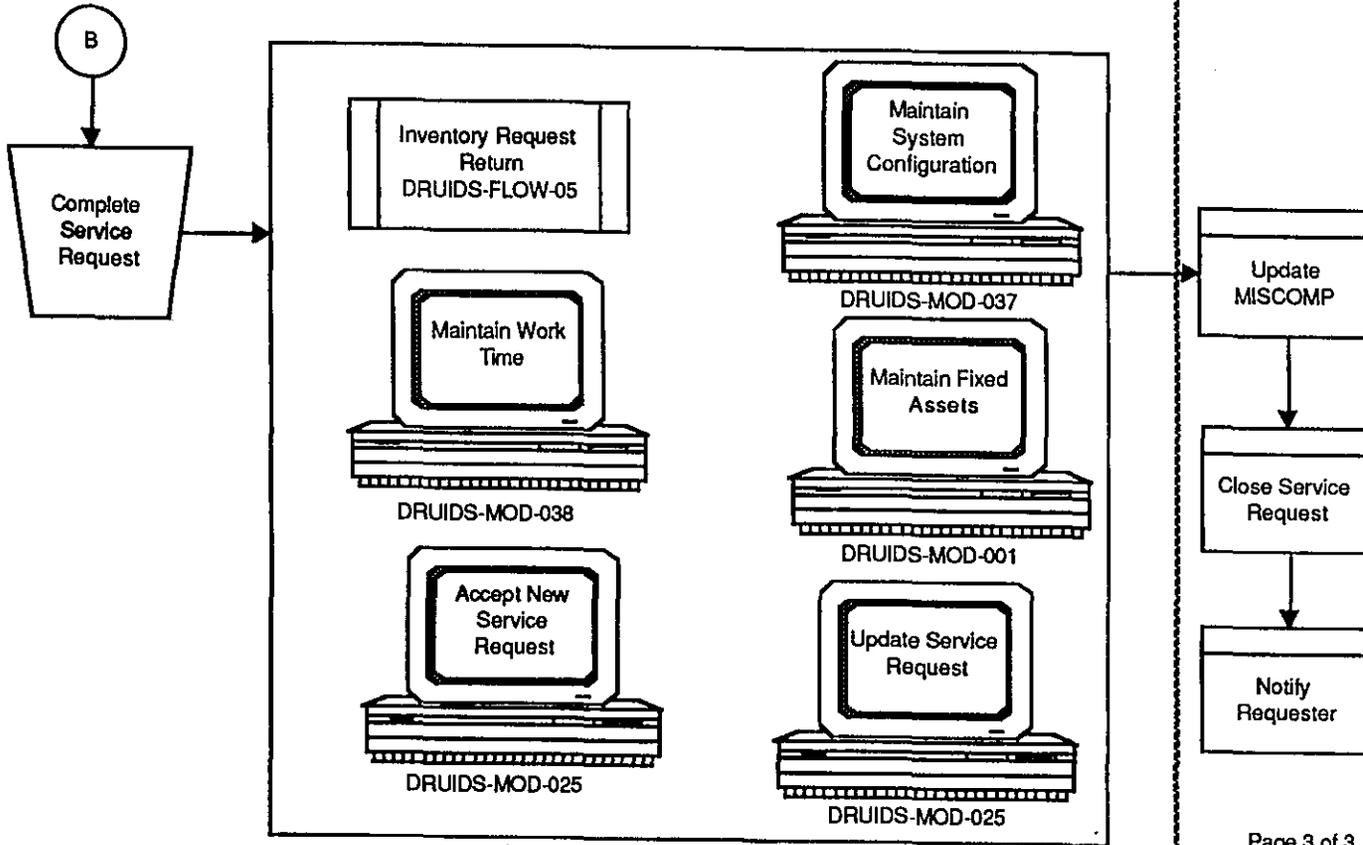
CD Distributed

System

After the work is completed one or more of the following may be needed:

- New system configuration information
- New fixed asset information
- Return unused stockroom items.

The service request is marked as complete and work time is recorded.



DRUIDS-FLOW-16: On Site Equipment Service - Vendor

Descriptio

Either new service requests or requests previously "on hold" may be received next.

Service provider administrator may re-prioritize or reassign existing service requests at any time.

Either the administrator or the vendor (or both) may receive information about the property via the system.

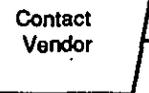
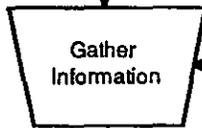
Vendor checks out the problem and determines if service is still needed and whether service is feasible.

The Service Provider administrator is responsible for making sure the property is tagged.

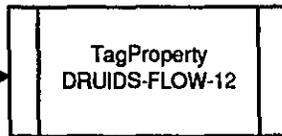
CDSERVICE Provider



DRUIDS-MOD-025

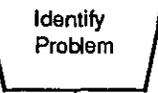
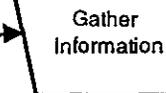
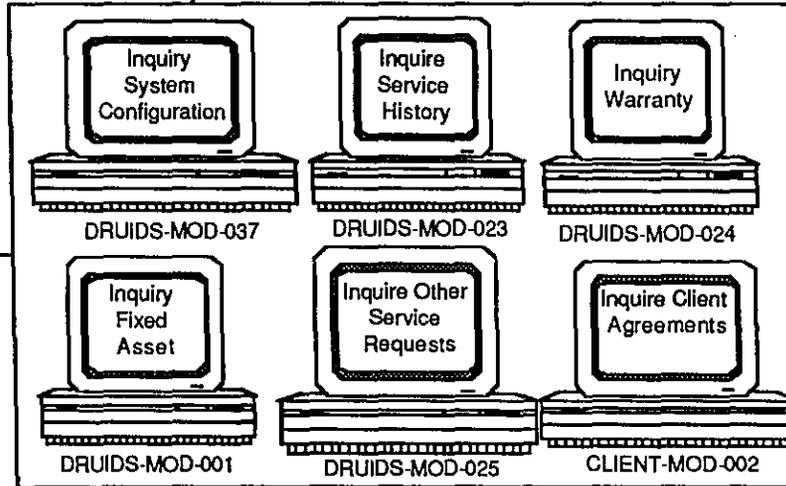


No



DRUIDS-MOD-025

Vendor



No

Yes

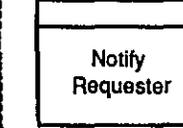
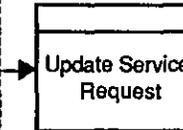
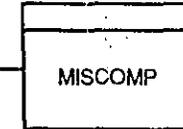
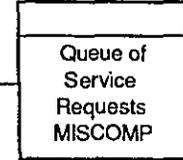


No

Yes

A

System



Descriptio

The administrator re-prioritize service requests at any time.

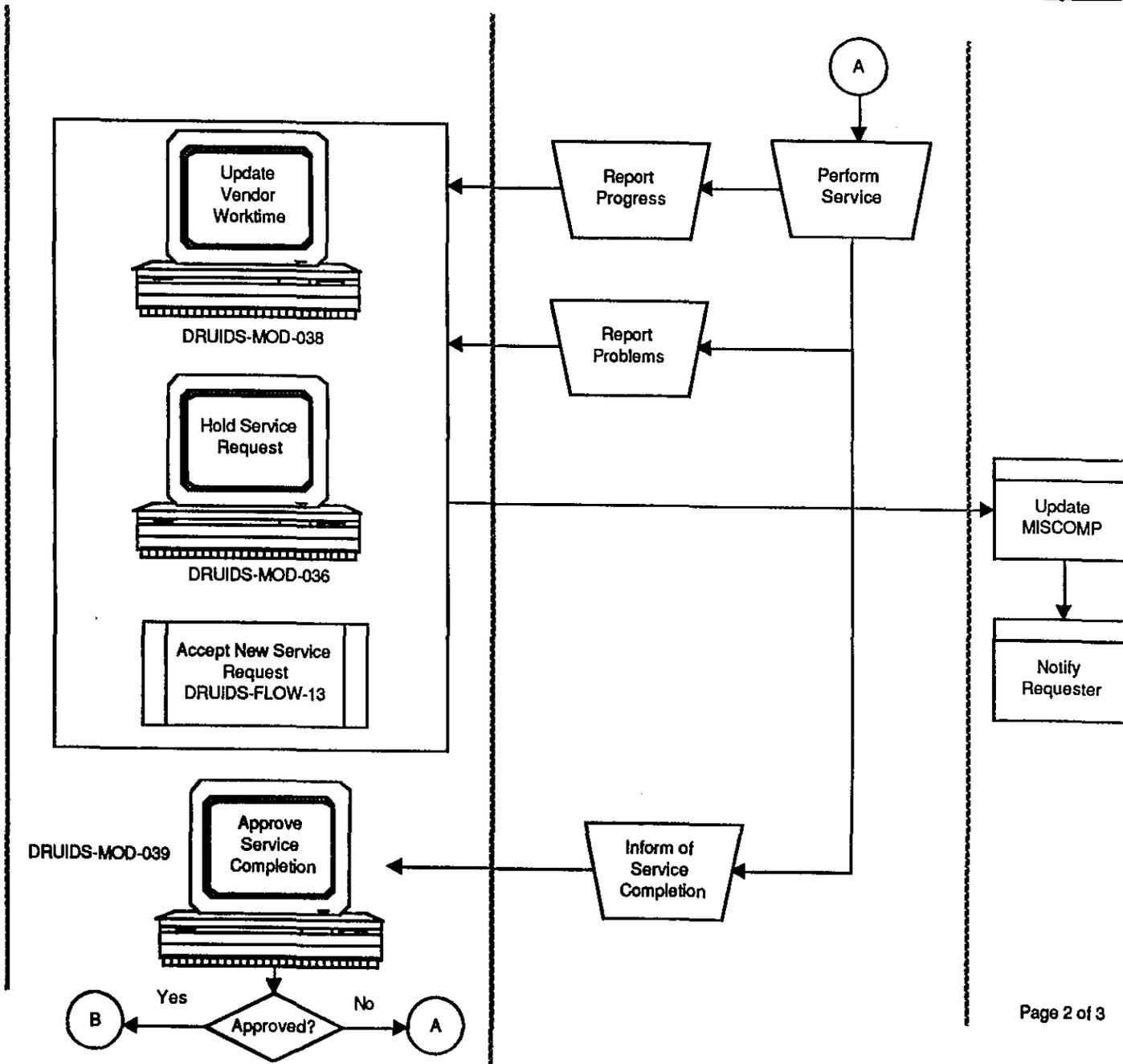
Once on hold, a service request is put back in the queue (see top of this flow).

New service requests can be generated from the current service request.

CService Provider

Vendor

System



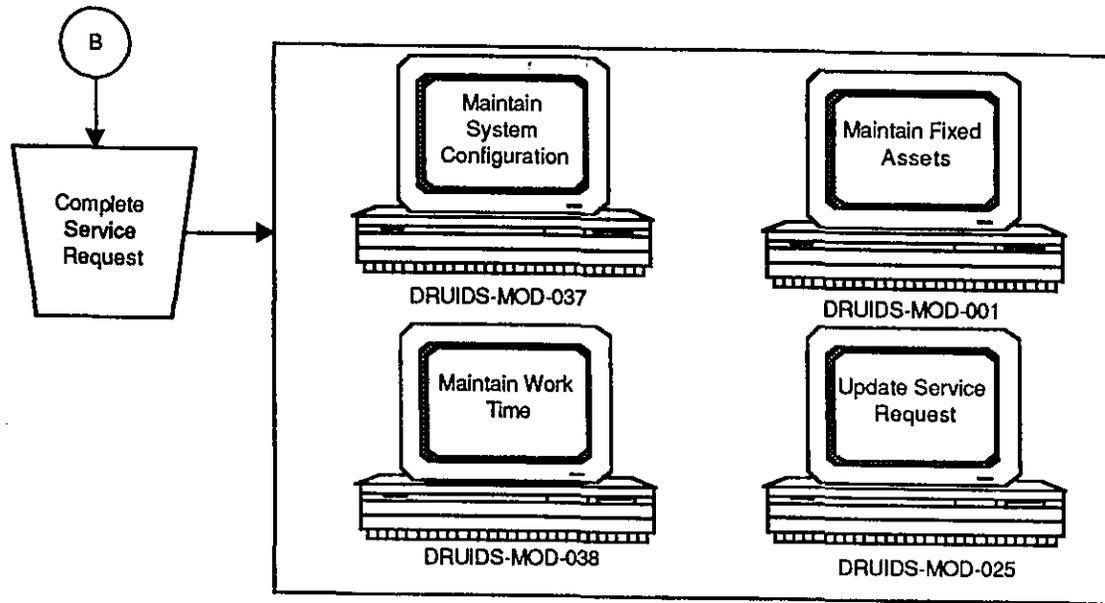
Describe

After the work is completed one or more of the following may be needed:

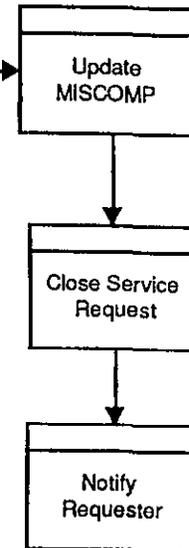
- New system configuration information
- New fixed asset information

The service request is marked as complete and work time is recorded.

CDSservice Provider



System



DRUIDS-FLOW-17: Off Site Equipment Service - Vendor (Expediting)

Description

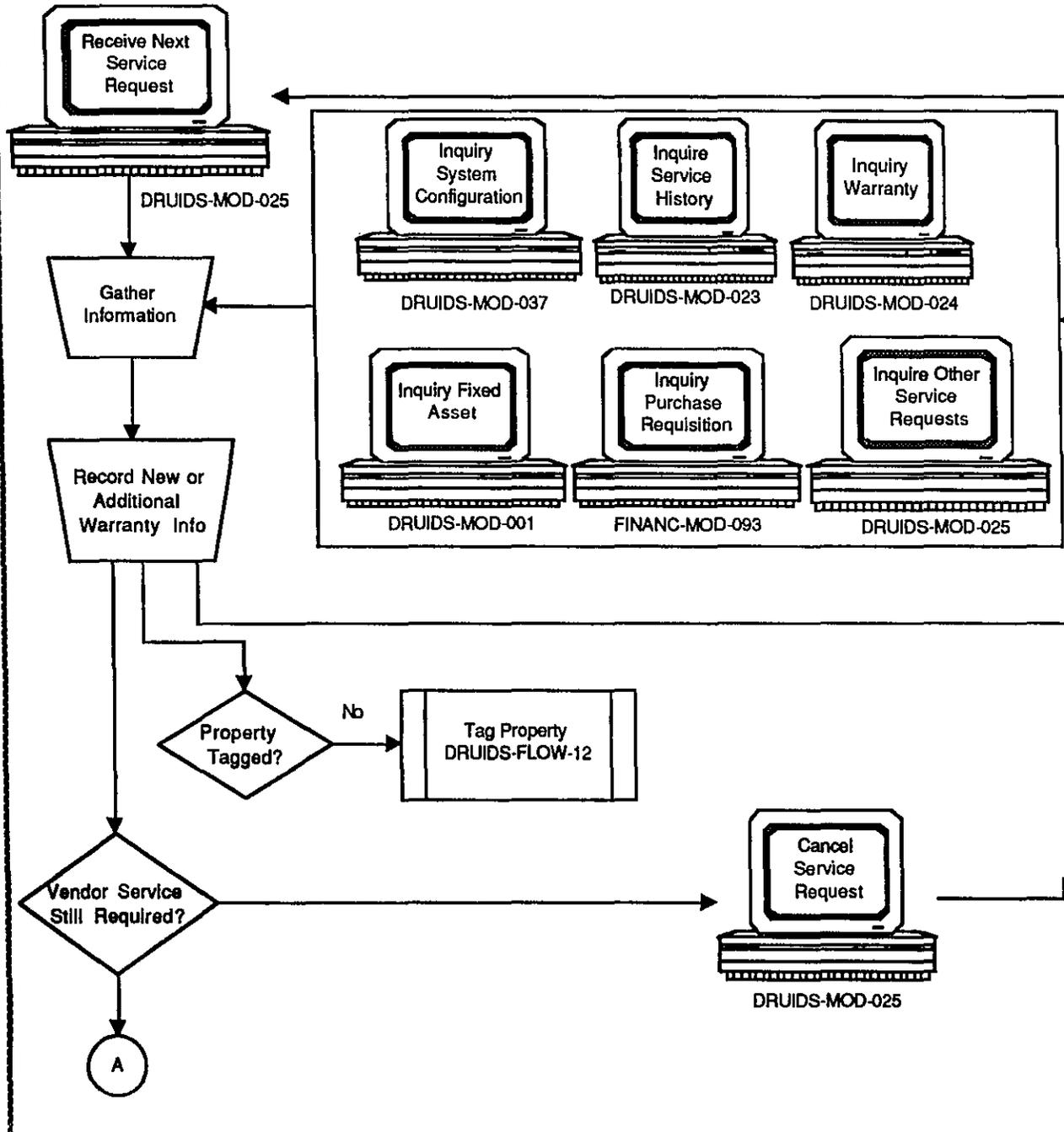
Either new service requests or requests previously "on hold" may be received next.

CD Vendor Return is responsible for making sure the property is tagged.

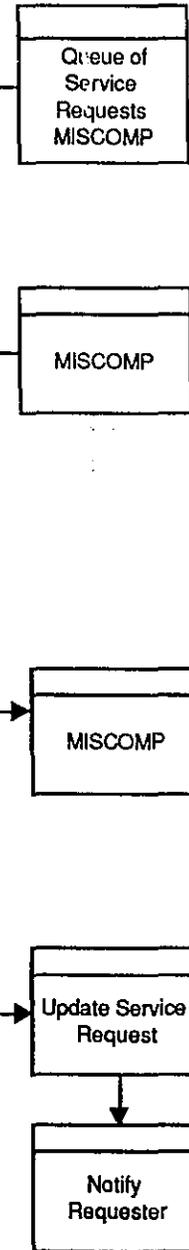
The service request can be cancelled at any time during the business process.

New service requests can be generated from the current service request.

CD Vendor Return



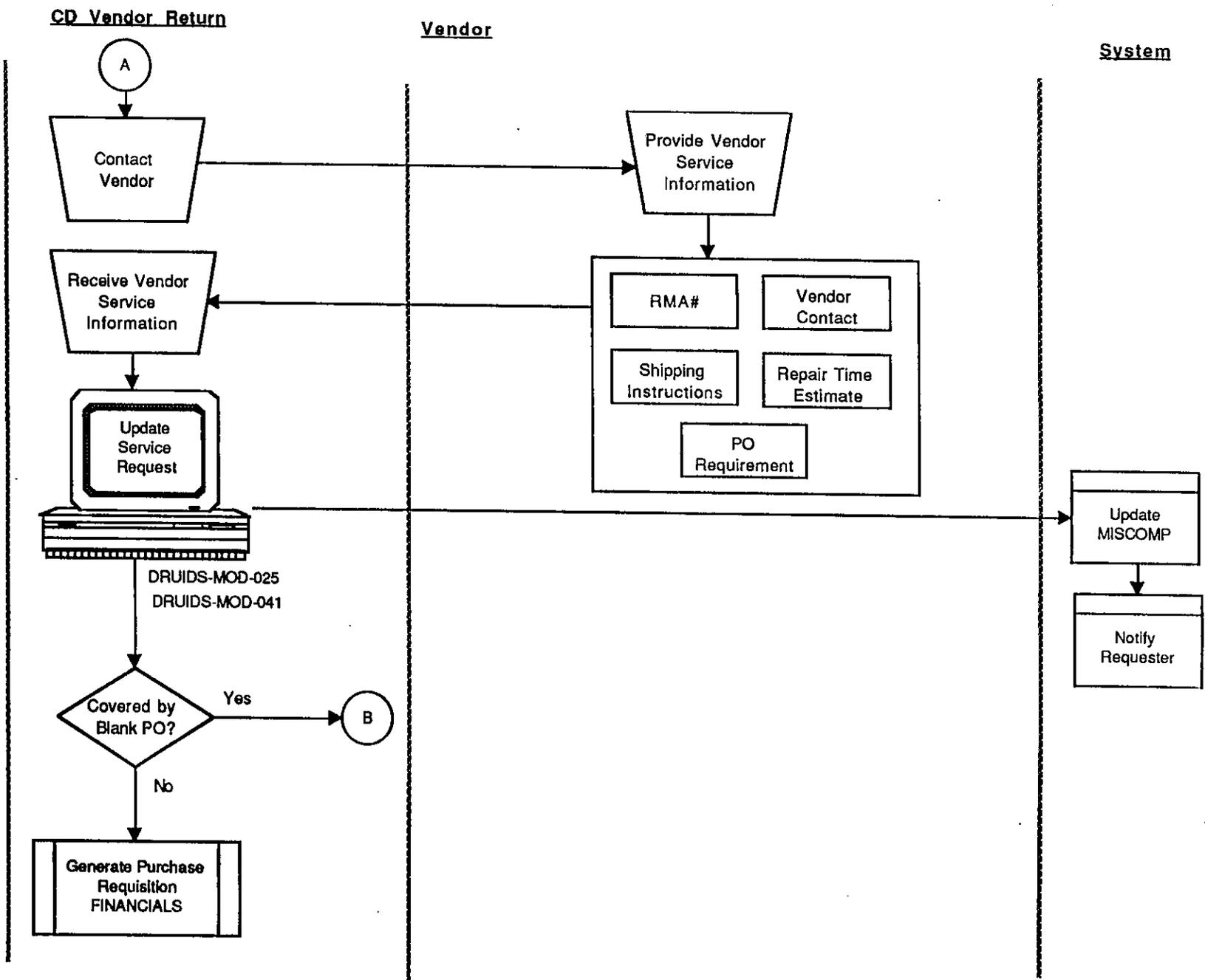
System



Description

The administrator re-prioritize service requests at any time.

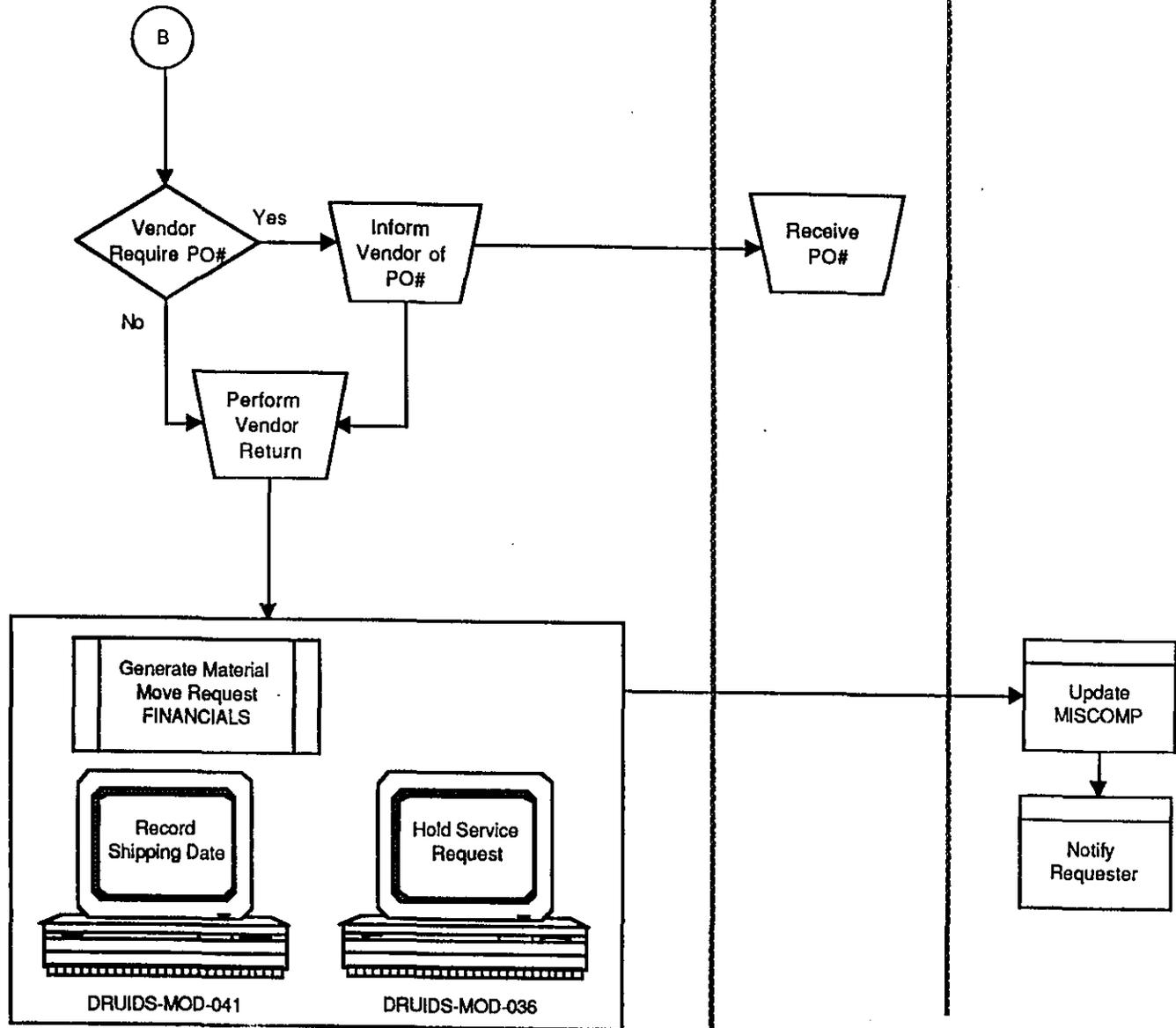
A PO# may be required by the vendor before service.



Description

Service Request is put on "hold" status until property is returned from Vendor.

CD Vendor Return

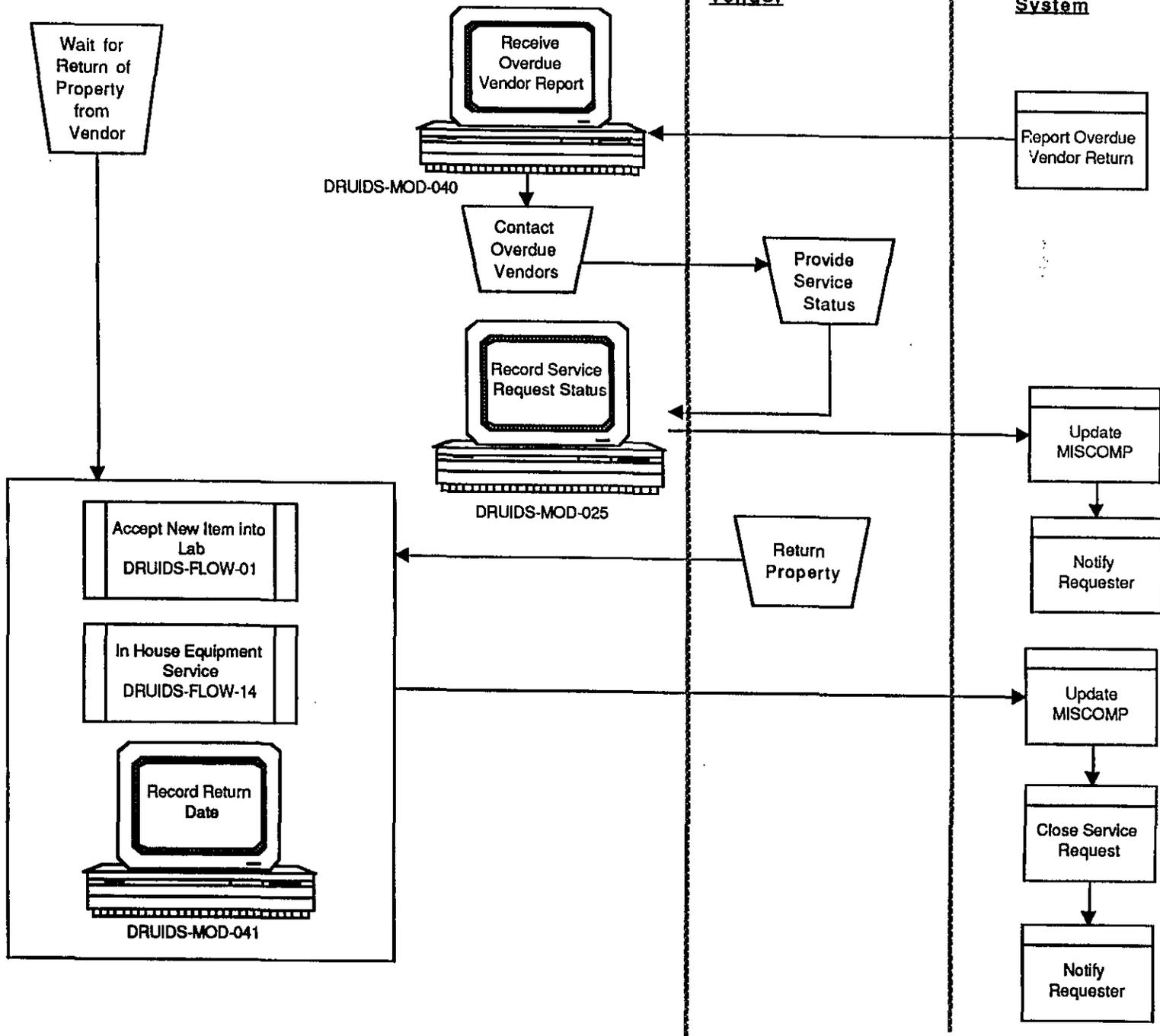


Description

CD Vendor Return

Vendor

System



After the property is returned from the vendor, Equipment Support checks out the service performed.

The property is retagged (if necessary) in Lab Receiving or by Equipment Support.

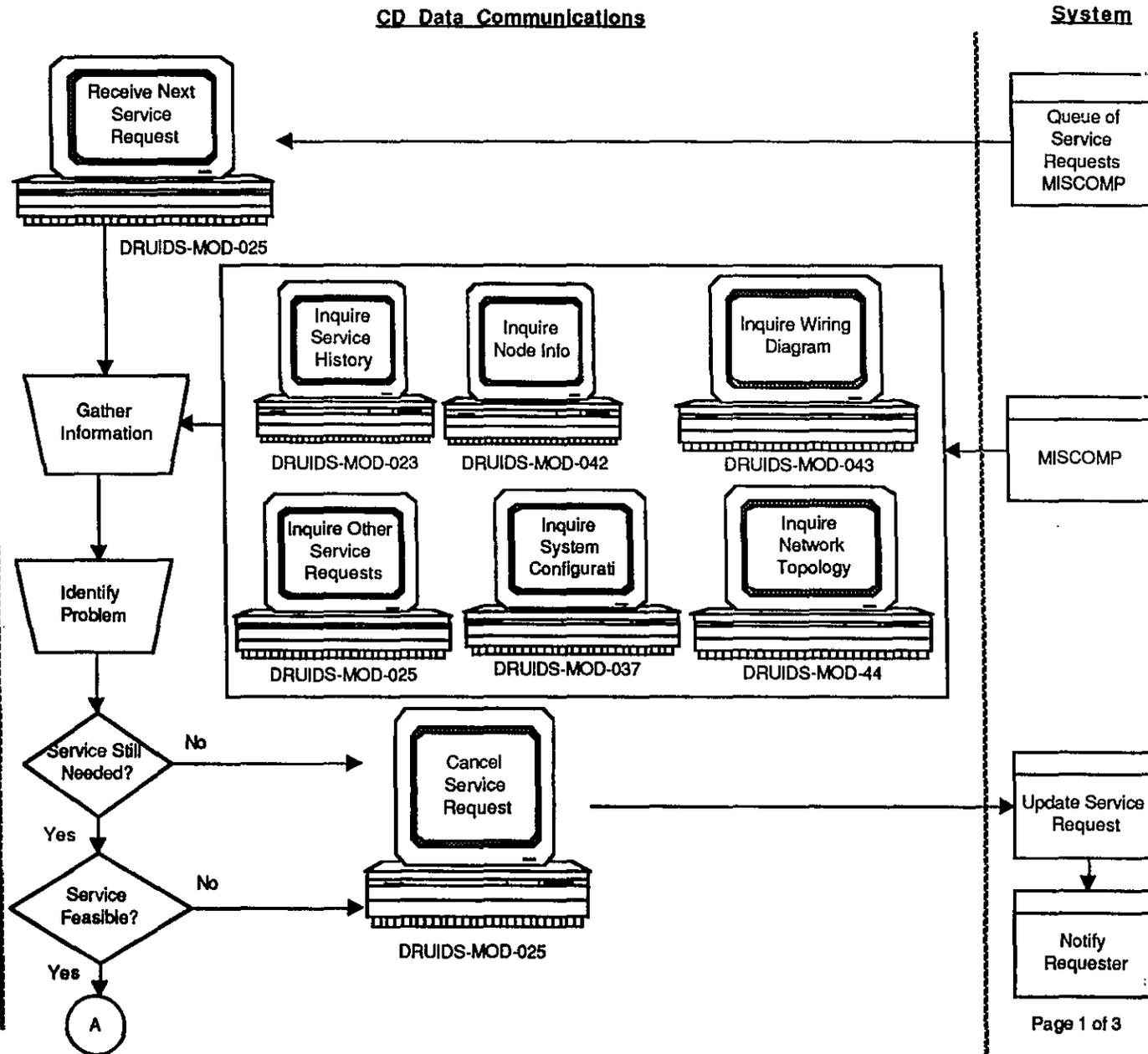
DRUIDS-FLOW-18: On Site Network Service - CD

Description

Either new service requests or requests previously "on hold" may be received next.

Data Communications may re-prioritize or reassign existing service requests at any time.

Data Communications checks out the problem and determines if service is still needed and whether service is feasible.

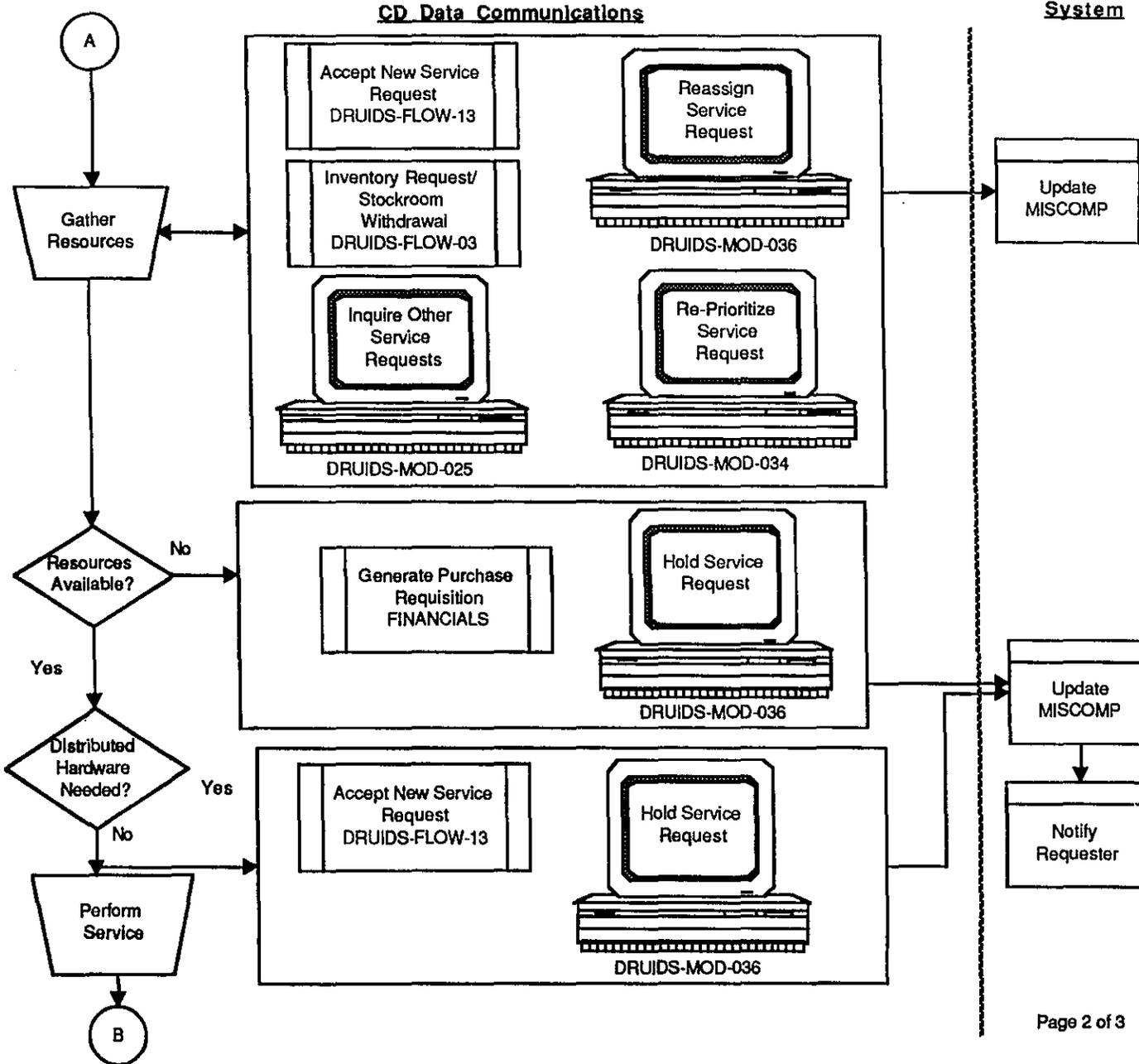


Description

New service requests can be generated from the current service request.

If the service requires the use of the Distributed Hardware Group, a new service request is spawned.

Once on hold, a service request is put back in the queue (see top of this flow).



Description

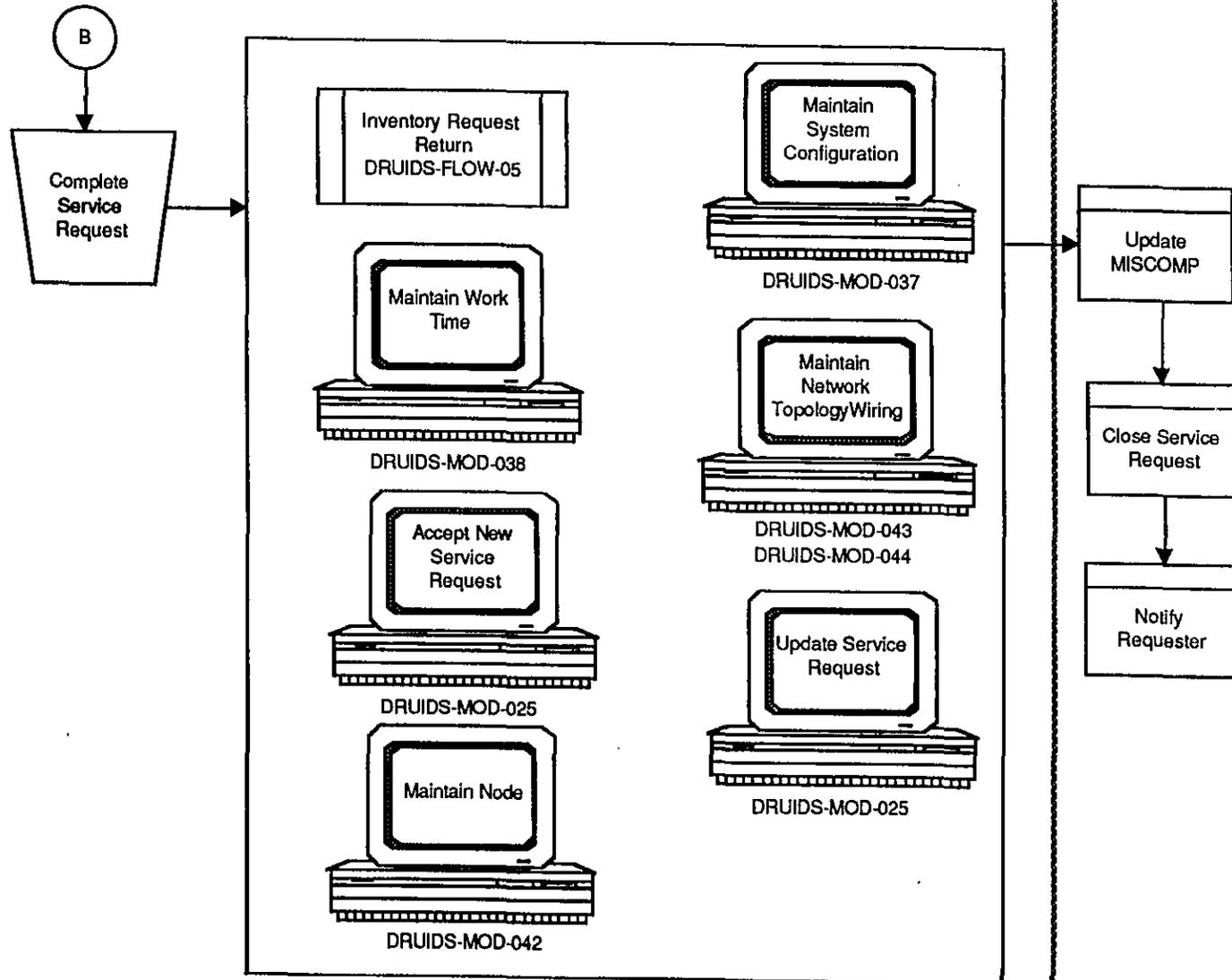
After the work is completed one or more of the following may be needed:

- New system configuration information
- New Network Topology and/or Wiring Diagram
- Return unused stockroom items.

The service request is marked as complete and work time is recorded.

CD Data Communications

System



DRUIDS-FLOW-19: On Site Network Service - Vendor

Description

CDSservice Provider Administrator

Vendor

System

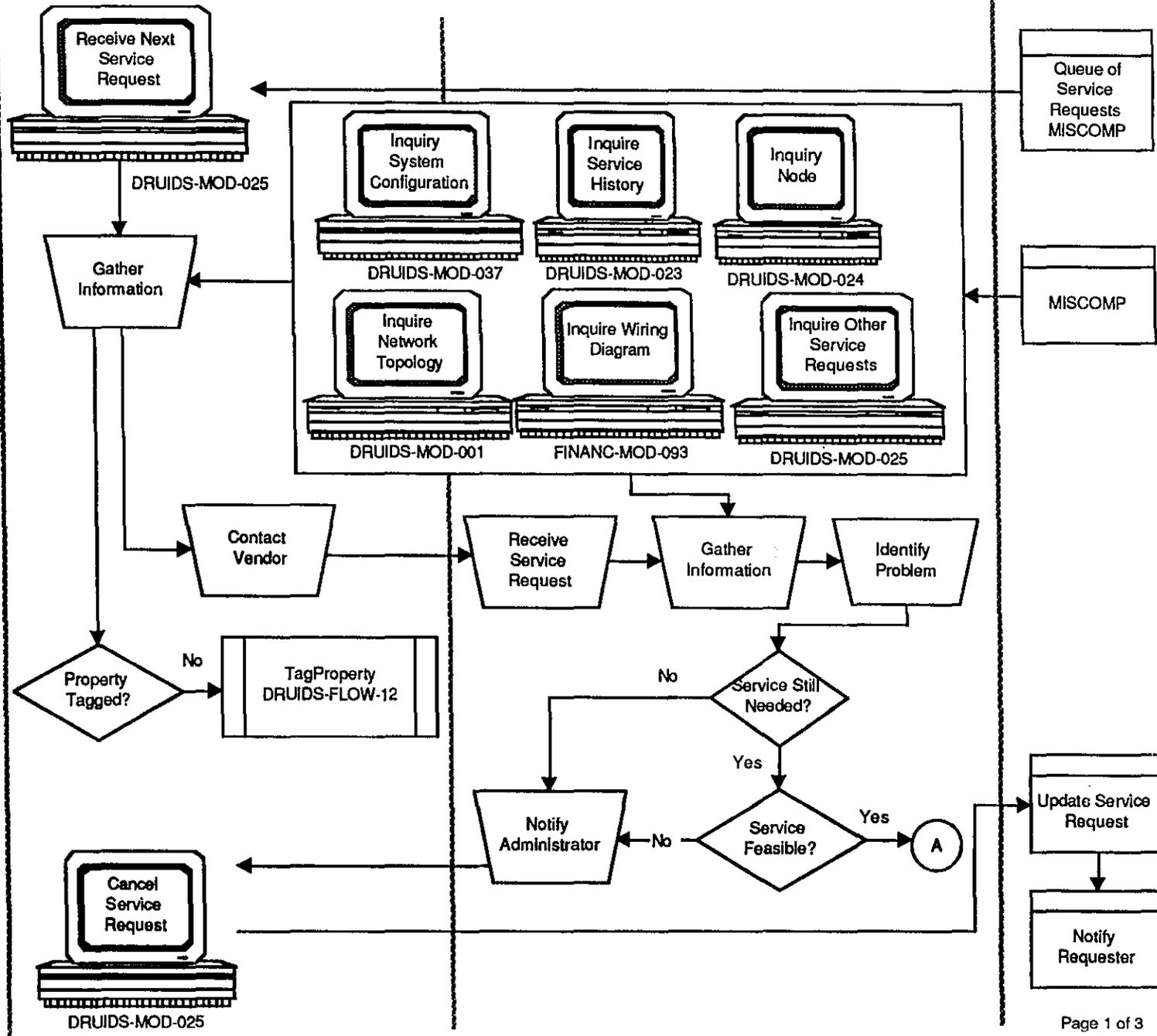
Either new service requests or requests previously "on hold" may be received next.

Service provider administrator may re-prioritize or reassign existing service requests at any time.

Either the administrator or the vendor (or both) may receive information about the property via the system.

Vendor checks out the problem and determines if service is still needed and whether service is feasible.

The Service Provider administrator is responsible for making sure the property is tagged.



Description

The administrator re-prioritize service requests at any time.

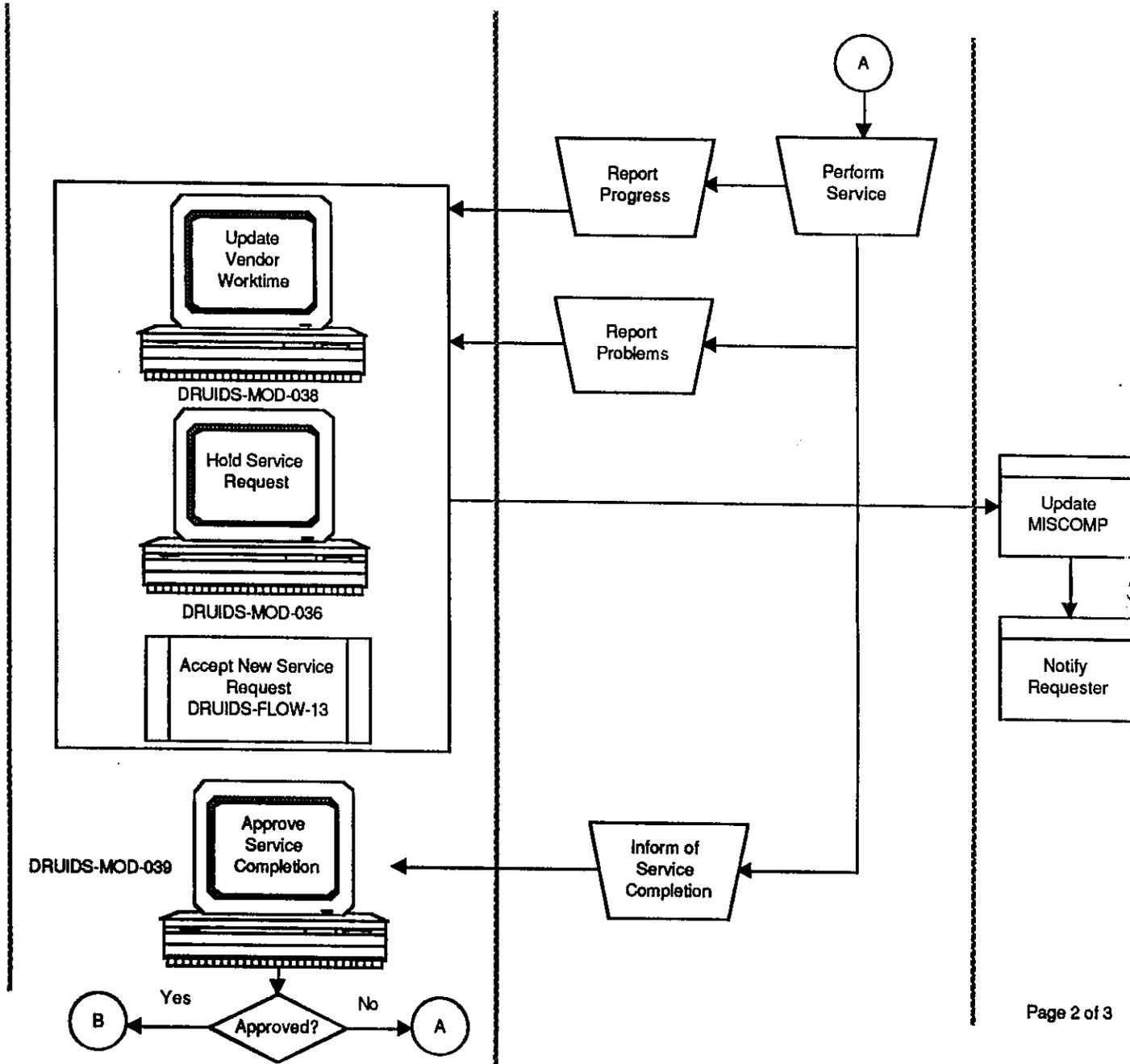
Once on hold, a service request is put back in the queue (see top of this flow).

New service requests can be generated from the current service request.

CService Provider Administrator

Vendor

System



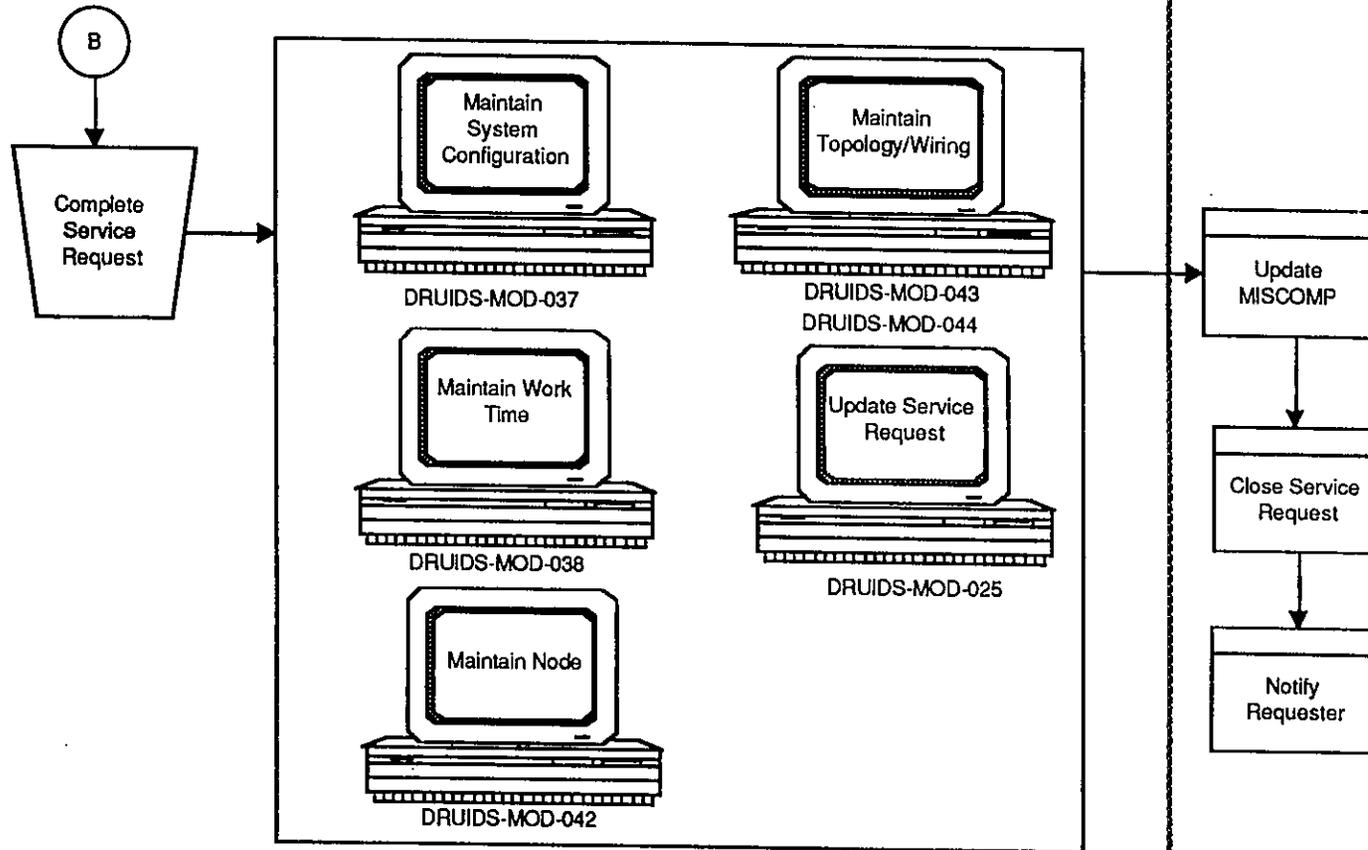
Description

After the work is completed one or more of the following may be needed:

- New system configuration information
- New Network Topology and/or Wiring Diagram.

The service request is marked as complete and work time is recorded.

CDService Provider Administrator





Business Requirements

2 DRUIDS

2.3 Functional Hierarchy

Introduction

Business functions describe what is necessary to carry out specific, well-defined operations which must occur to support a particular area of business.

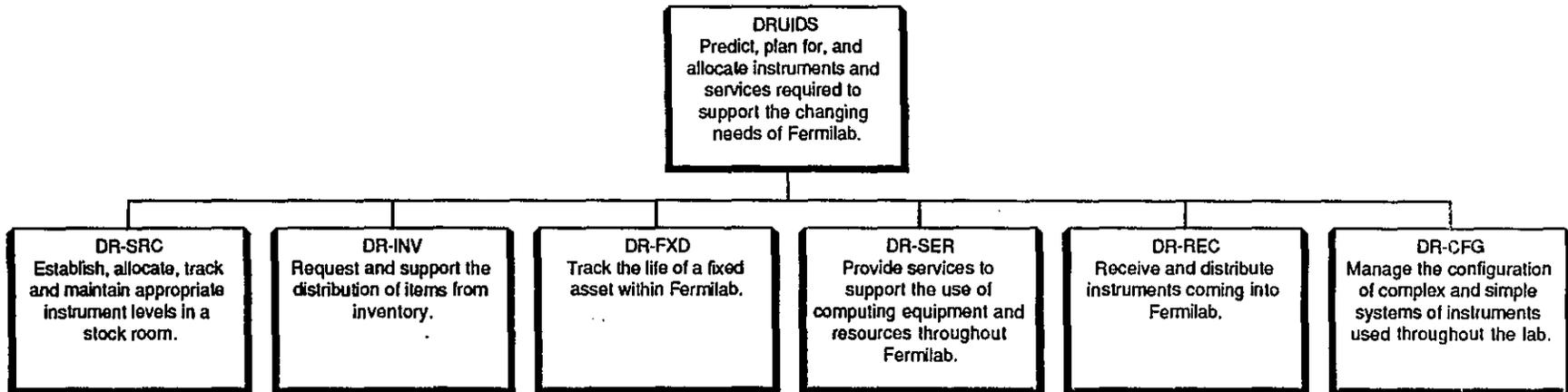
The functional hierarchy is a tree structured representation of the business functions which will be supported in the new system. The functions describe *what* must be done and not *how* it will be done. They also do not show flow or order.

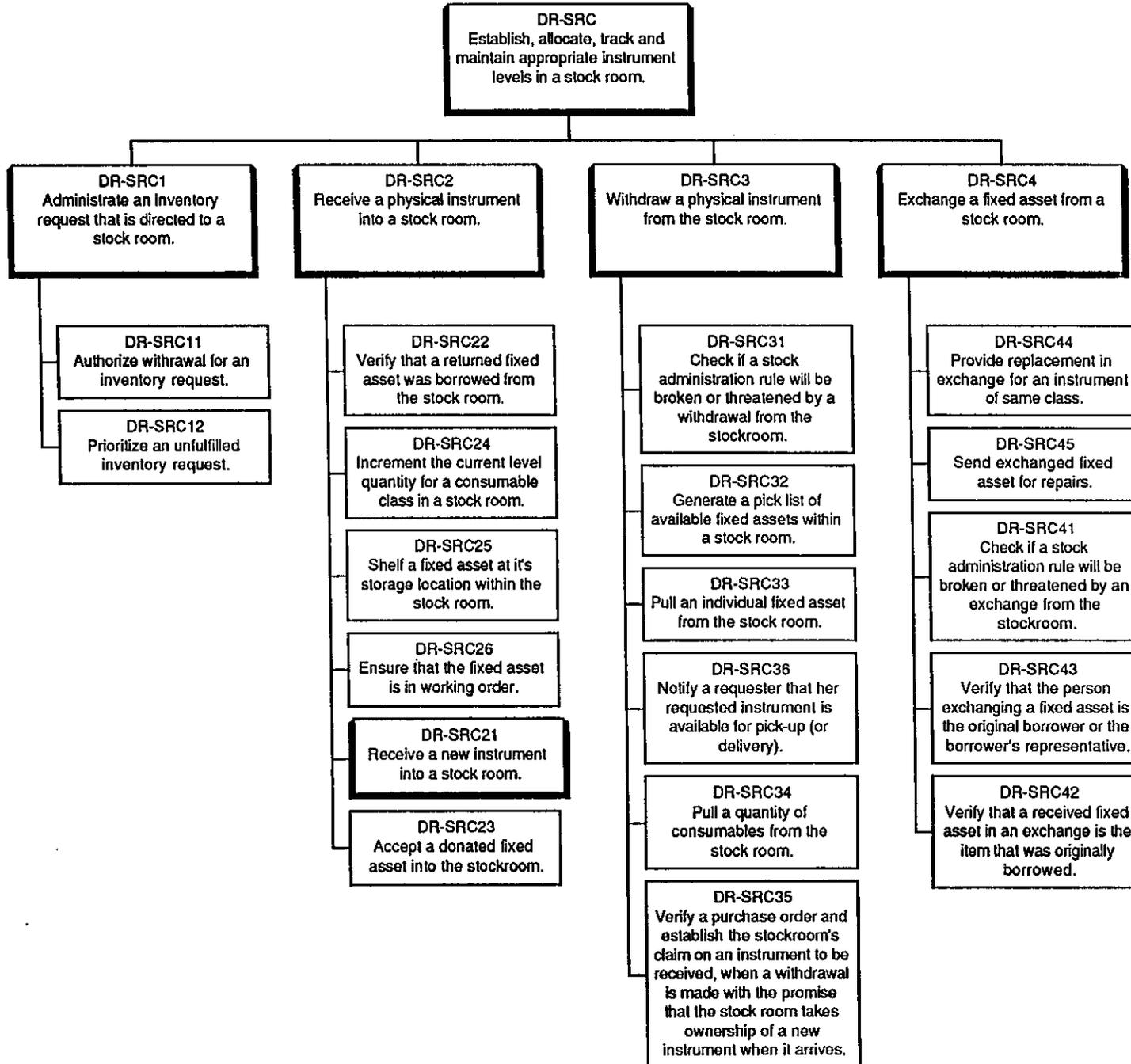
The top of the hierarchy describes the overall purpose for the subsystem. This statement is then broken down into all the functions necessary to accomplish this objective. Each function is broken down into further levels of detail. At the lowest, or elementary, level the functions are mapped to modules such as screens or reports and to entities. (See Section 2.6, "Element Cross Reference Reports" for the mapping reports.)

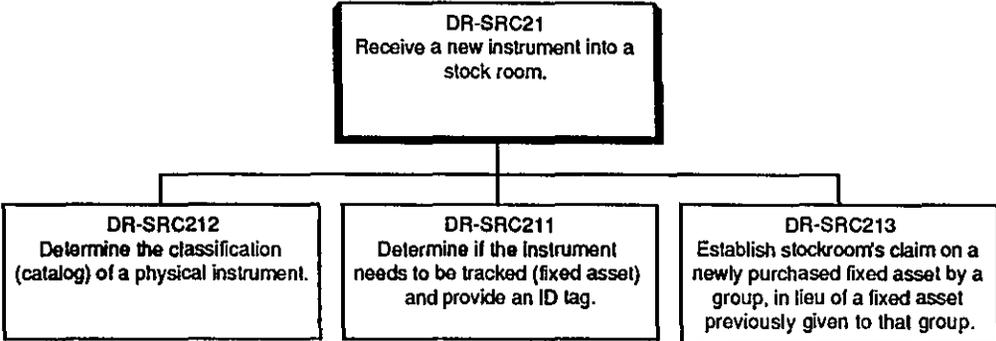
The functional hierarchy uses a numbering scheme to represent the different levels in the hierarchy. The numbers do not depict any type of order or importance. When a function is broken into lower level functions, its box is shadowed.

Functional Hierarchy

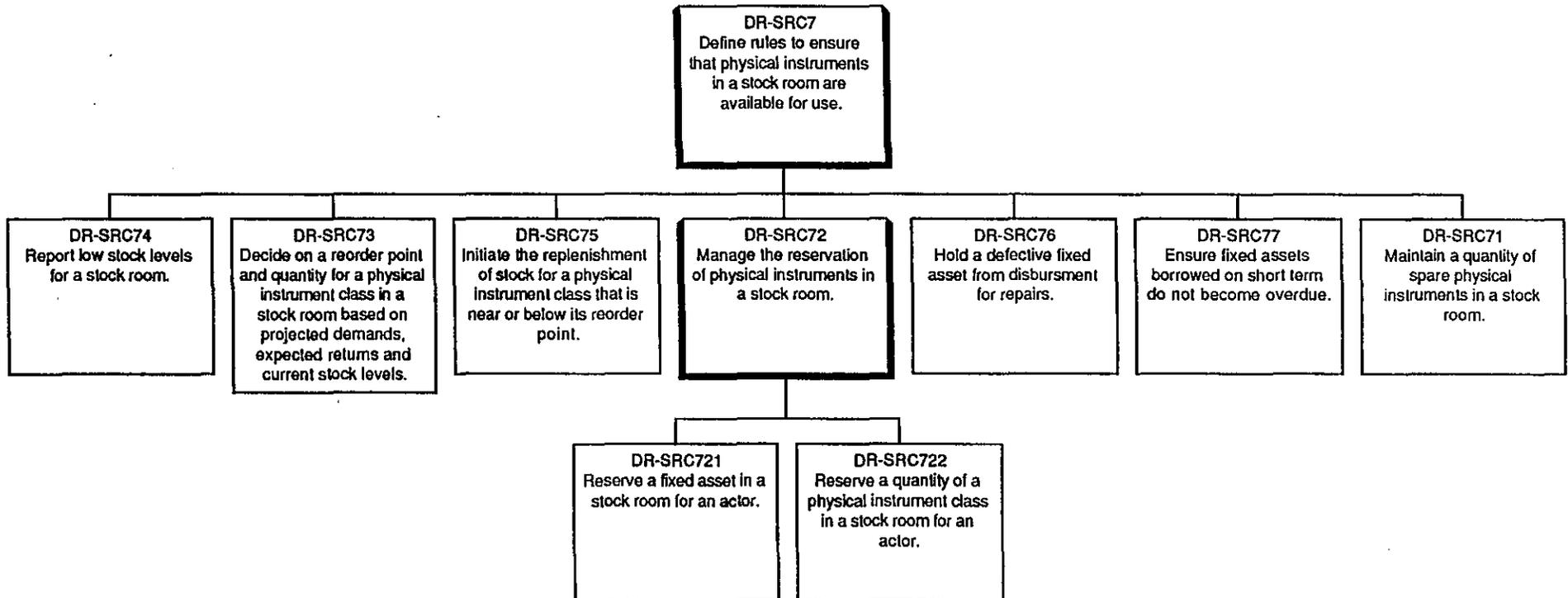
MISCOMP Business Requirements

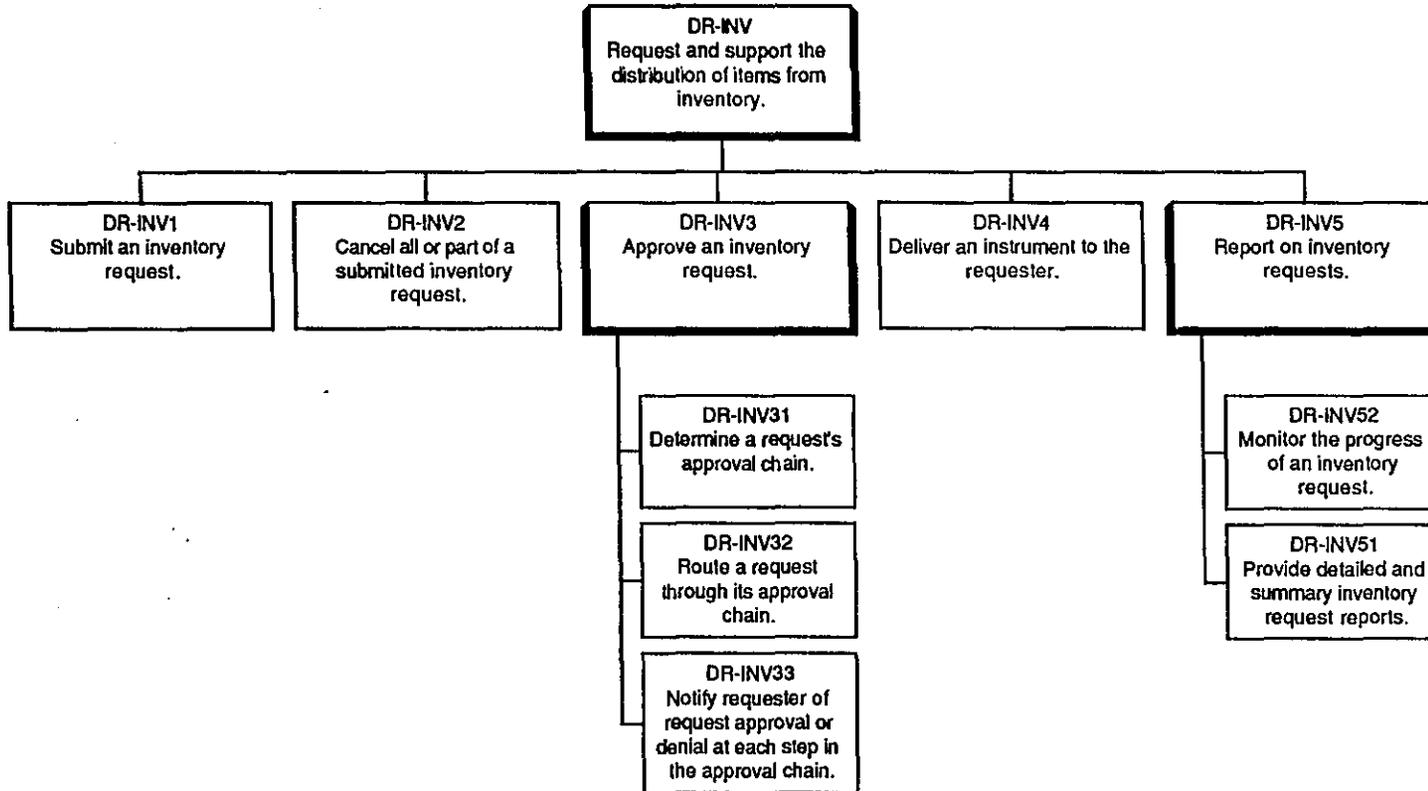




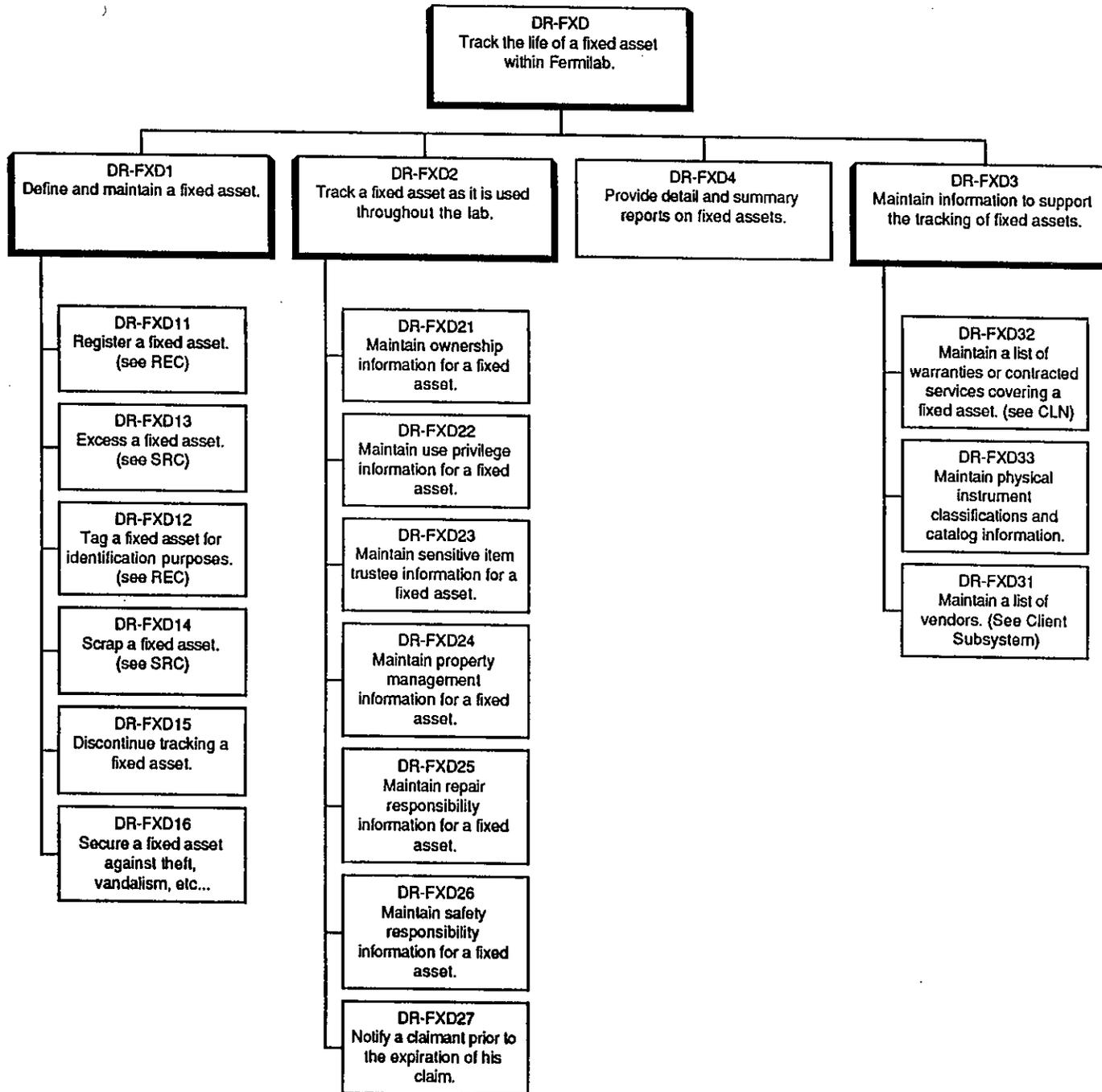


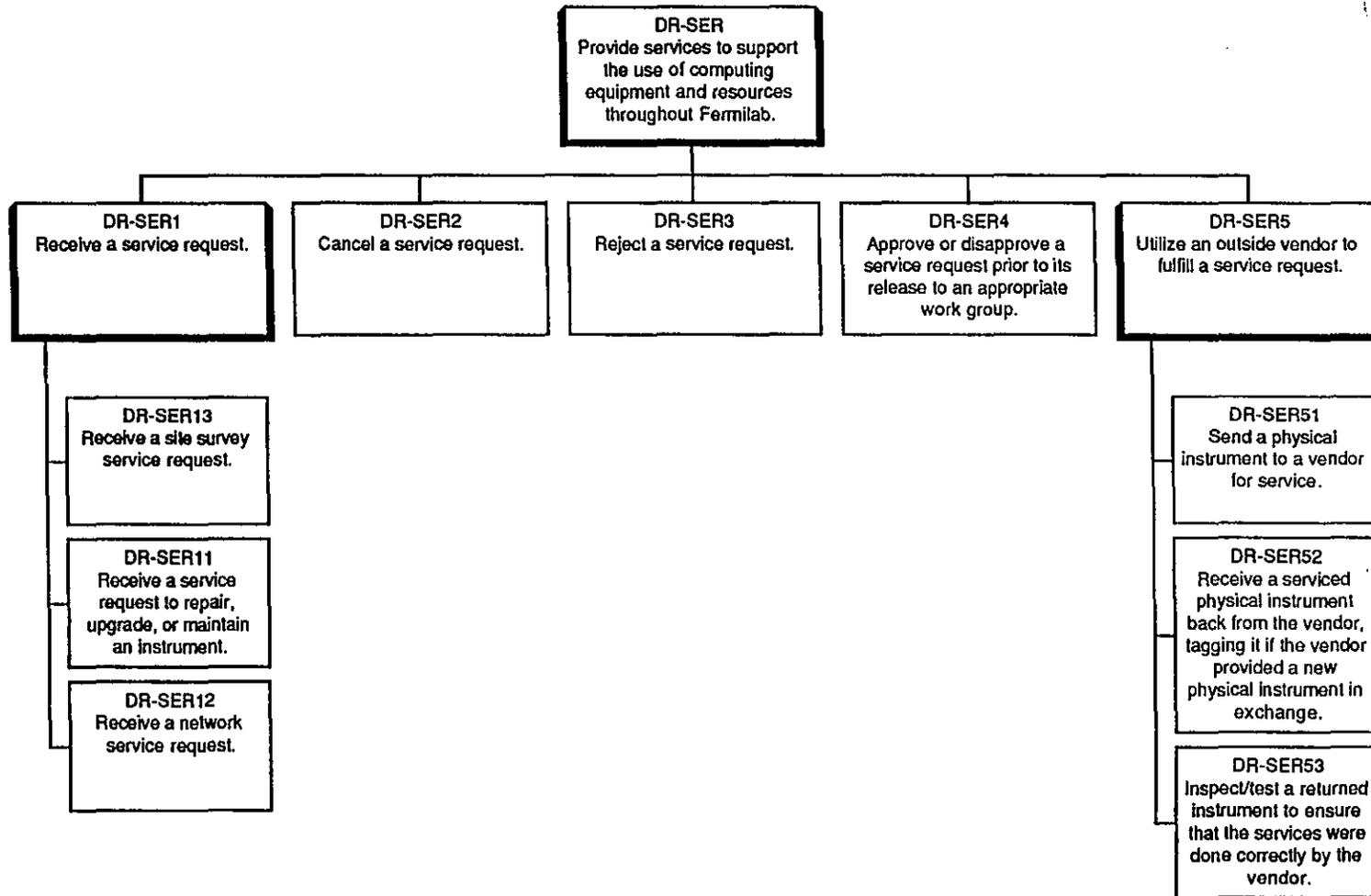
MISCOMP Business Requirements



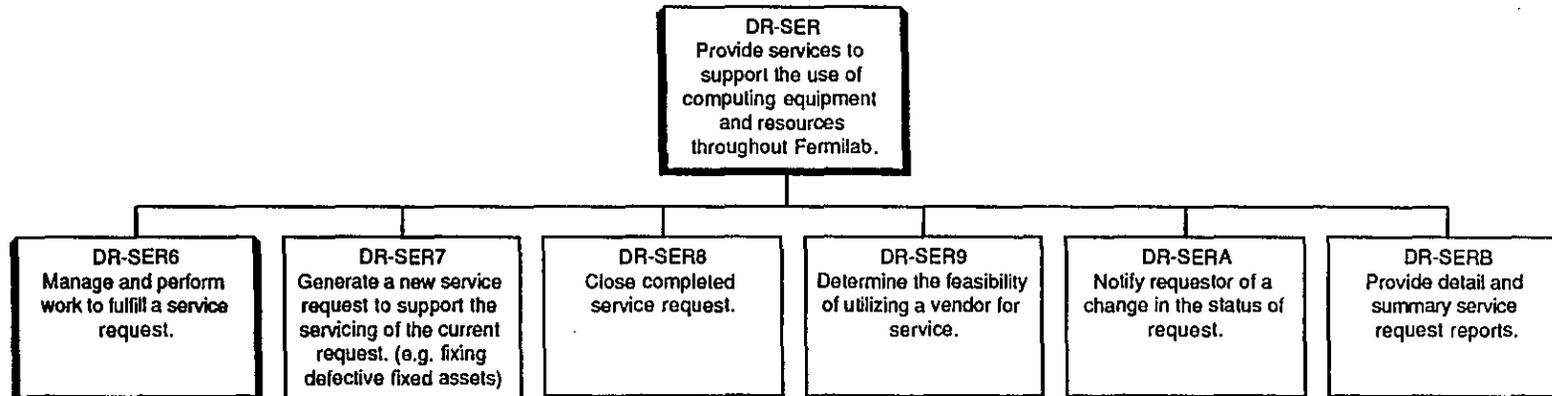


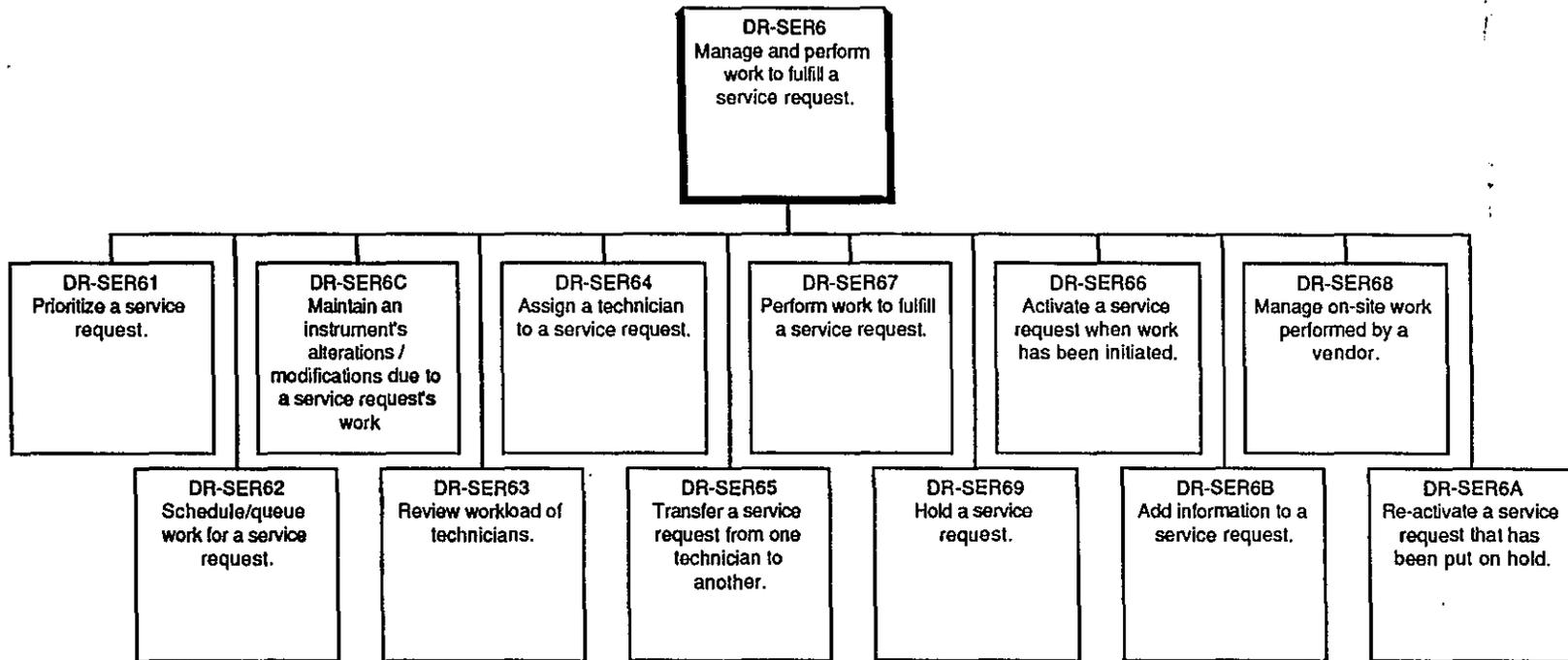
MISCOMP Business Requirements



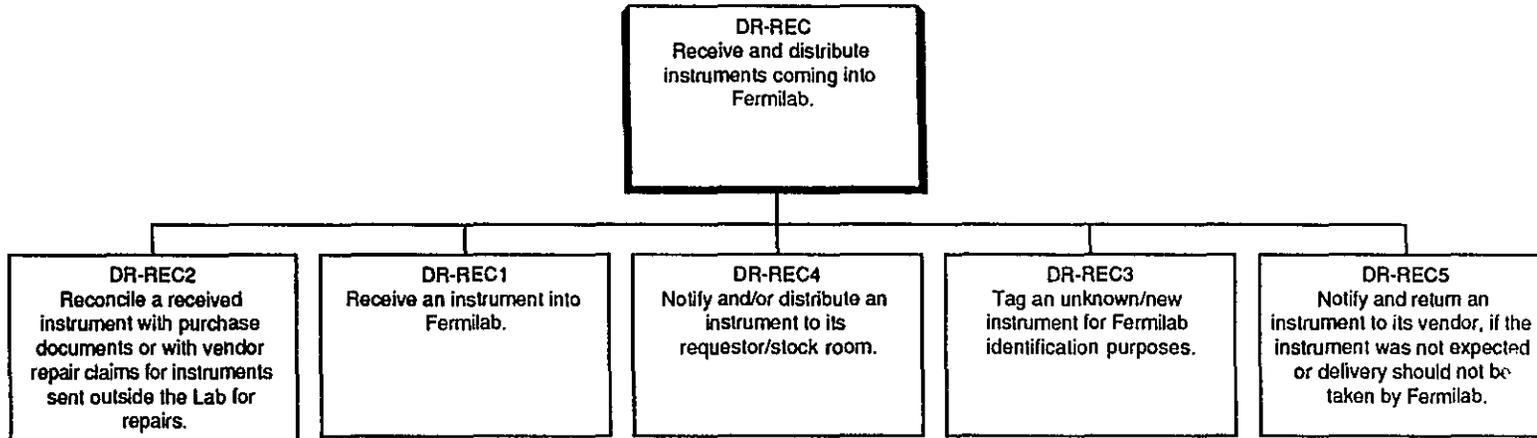


MISCOMP Business Requirements

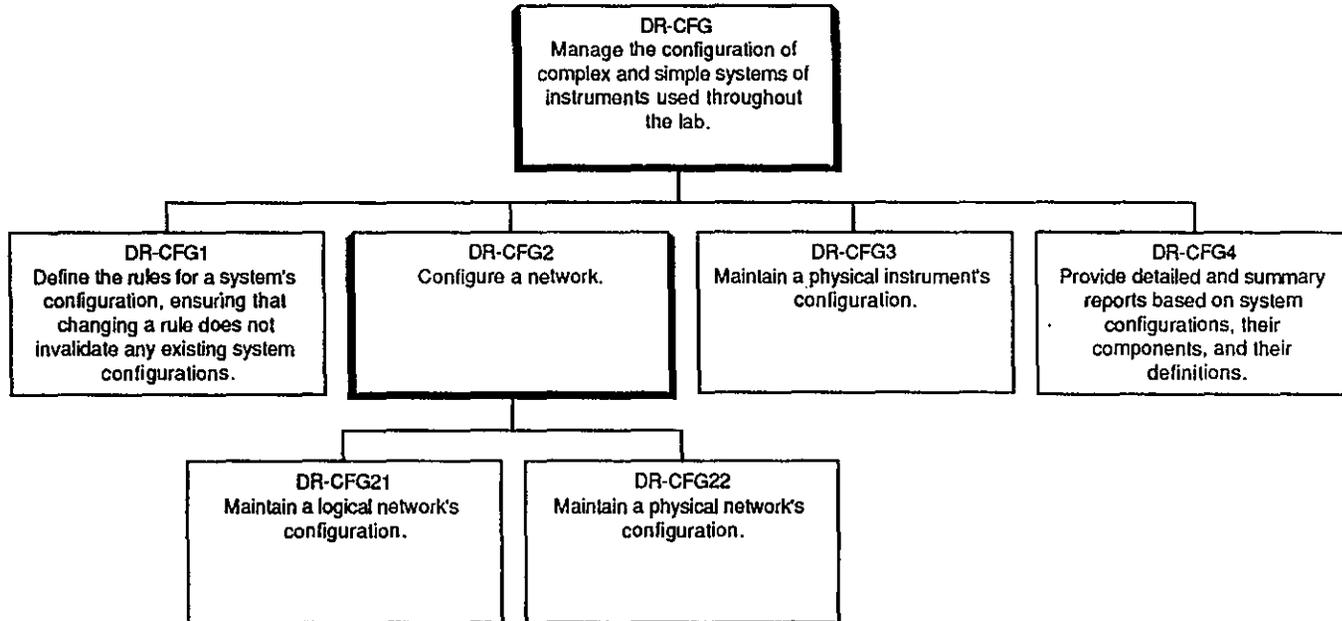




MISCOMP Business Requirements



MISCOMP Business Requirements





Business Requirements

2 DRUIDS

2.4 Business Units

Description

A business unit is an organizational grouping within the Laboratory which plays a particular role in performing a business function.

Following is a list of business units for this subsystem and their associated business flows.

Business Units

MISCOMP Business Requirements

DRUIDS-FLOW-01 LAB RECEIVING
DRUIDS-FLOW-02 CD CUSTOMER CD STOCKING REQUESTER
DRUIDS-FLOW-03 CD CUSTOMER
DRUIDS-FLOW-04 CD CUSTOMER
DRUIDS-FLOW-05 CD CUSTOMER
DRUIDS-FLOW-06 CD STOCKING REQUESTER
DRUIDS-FLOW-07 CD STOCKING REQUESTER
DRUIDS-FLOW-08 CD EQUIPMENT CD FIELD CD STOCKING
DRUIDS-FLOW-09 CD EQUIPMENT CD FIELD CD STOCKING
DRUIDS-FLOW-10 CD EQUIPMENT CD FIELD CD STOCKING
DRUIDS-FLOW-11 CD EQUIPMENT CD FIELD CD STOCKING
DRUIDS-FLOW-12 CD DISTRIBUTED CD EQUIPMENT CD STOCKING
DRUIDS-FLOW-13 CD CUSTOMER CD SERVICE REQUESTER
DRUIDS-FLOW-14 CD EQUIPMENT

MISCOMP Business Requirements

DRUIDS-FLOW-15 CD DISTRIBUTED
DRUIDS-FLOW-16 CD SERVICE VENDOR
DRUIDS-FLOW-17 CD VENDOR VENDOR
DRUIDS-FLOW-18 CD DATA
DRUIDS-FLOW-19 CD SERVICE VENDOR



Business Requirements

2 DRUIDS

2.5 Business Modules

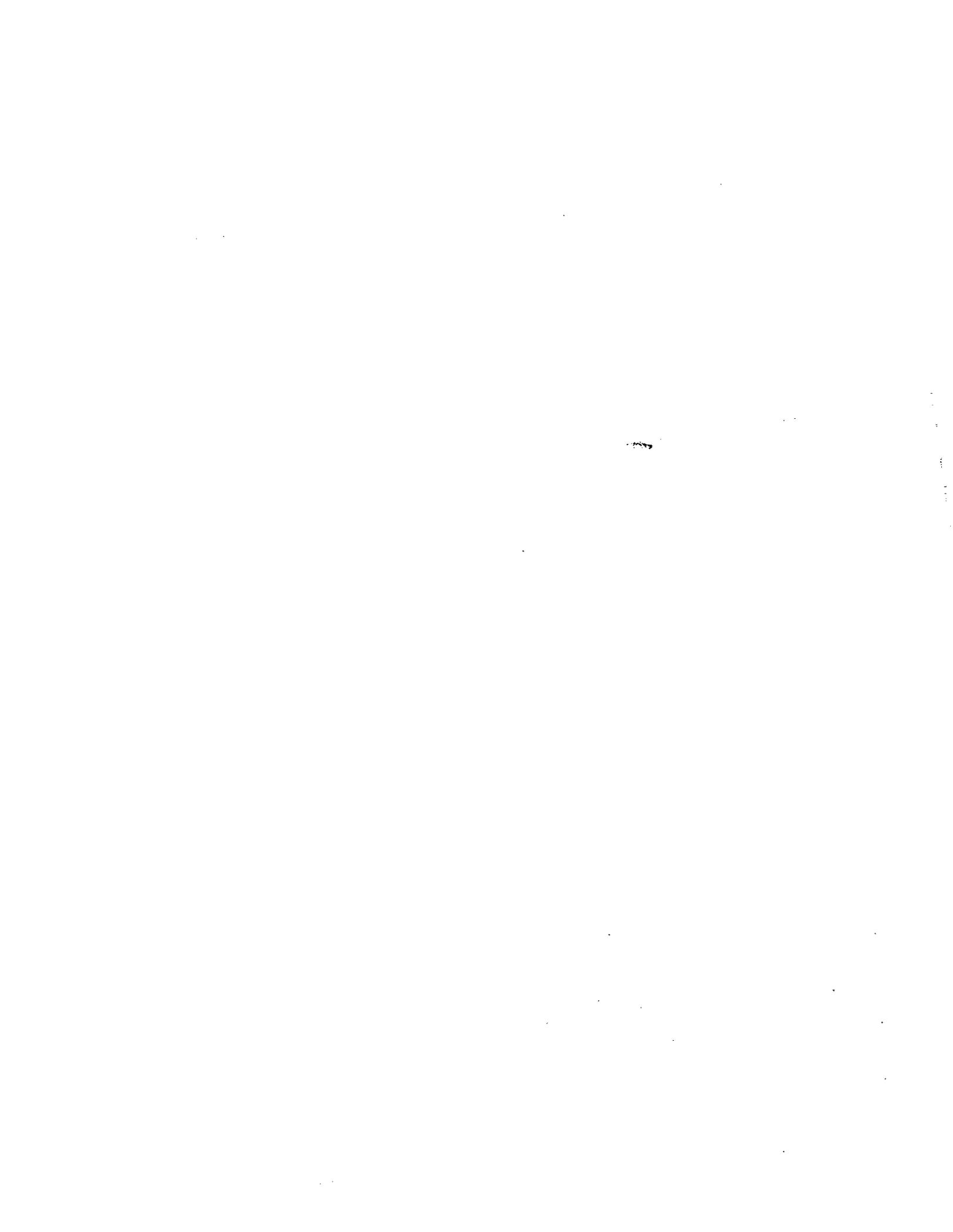
Introduction

A module (also known as an external) is an interface between an individual and the MISCOMP system. The interface can be a screen through which a person can enter, retrieve, or update information. The interface can also be a generated report. Each report and screen that is shown on the future business flows for this subsystem is referenced as a module. Modules are also mapped to business functions (see Section 2.6, "Element Cross Reference Reports".)

Business Modules List

MISOMP Business Requirements

Module Name	Module Description	Module Type
DRUIDS-MOD-001	Enter, display, update, or delete a fixed asset.	SCREEN
DRUIDS-MOD-002	Enter, display, update or delete stock catalog information.	SCREEN
DRUIDS-MOD-003	Enter, display, update or cancel an inventory request.	SCREEN
DRUIDS-MOD-004	Approve or disapprove an inventory request.	SCREEN
DRUIDS-MOD-005	Enter, update, or display a priority for an inventory request.	SCREEN
DRUIDS-MOD-006	Generate a pick list of stockroom items.	SCREEN
DRUIDS-MOD-007	Enter, query, update or delete stockroom storage locations.	SCREEN
DRUIDS-MOD-008	Authorize an inventory request withdrawal.	SCREEN
DRUIDS-MOD-009	Enter, update, display or cancel an inventory request reservation.	SCREEN
DRUIDS-MOD-010	Record withdrawal or pickup of stockroom item.	SCREEN
DRUIDS-MOD-011	Notify requester that a stockroom item is ready for pickup.	SCREEN
DRUIDS-MOD-012	Reconcile an inventory request return.	SCREEN
DRUIDS-MOD-013	Record a stockroom return.	SCREEN
DRUIDS-MOD-014	Determine ownership responsibilities for a received stockroom item.	SCREEN
DRUIDS-MOD-015	Determine and record stockroom shelf location for an item.	SCREEN
DRUIDS-MOD-016	Enter, update, query or cancel a request to obsolete a stockroom item.	SCREEN
DRUIDS-MOD-017	Request and receive approval for a request to obsolete an item.	SCREEN
DRUIDS-MOD-018	Obsolete a stockroom item.	SCREEN
DRUIDS-MOD-019	Enter, update or query low stock levels.	SCREEN
DRUIDS-MOD-020	Inquire expected inventory returns.	SCREEN
DRUIDS-MOD-021	Inquire expected repair returns.	SCREEN
DRUIDS-MOD-022	Reorder from stockroom catalog.	SCREEN
DRUIDS-MOD-023	Inquire service history for an item.	REPORT
DRUIDS-MOD-024	Enter, display, update or delete warranty information.	SCREEN
DRUIDS-MOD-025	Enter, display, update or delete a service request.	SCREEN
DRUIDS-MOD-026	Enter, update or query sparing levels for a stockroom item.	SCREEN
DRUIDS-MOD-027	Adjust stockroom quantities and locations.	SCREEN
DRUIDS-MOD-028	Generate put away labels for the stockroom.	REPORT
DRUIDS-MOD-029	Verify service request information.	SCREEN
DRUIDS-MOD-030	Approve or disapprove a service request.	SCREEN
DRUIDS-MOD-031	Notify requester of approval or disapproval of a service request.	SCREEN
DRUIDS-MOD-032	Enter, display, update or delete service provider information.	SCREEN
DRUIDS-MOD-033	Categorize service request to determine group which will handle it.	SCREEN





Business Requirements

2 DRUIDS

2.6 Element Cross Reference Reports

Report	Page
Functions Implemented by Modules	1
Modules Implemented by Functions	9
Function to Entity Matrix.....	17
Entity to Function Matrix.....	37

Functions Implemented by Modules

CLIENT-MOD-001	Maintain client and vendor information
DR-FXD31	Maintain a list of vendors. (See Client Subsystem)
CLIENT-MOD-005	Maintain contracted services
DR-FXD32	Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)
DRUIDS-MOD-001	Enter, display, update, or delete a fixed asset
DR-FXD11	Register a fixed asset. (see REC)
DR-FXD12	Tag a fixed asset for identification purposes. (see REC)
DR-FXD13	Excess a fixed asset. (see SRC)
DR-FXD14	Scrap a fixed asset. (see SRC)
DR-FXD15	Discontinue tracking a fixed asset.
DR-FXD21	Maintain ownership information for a fixed asset.
DR-FXD22	Maintain use privilege information for a fixed asset.
DR-FXD23	Maintain sensitive item trustee information for a fixed asset.
DR-FXD24	Maintain property management information for a fixed asset.
DR-FXD25	Maintain repair responsibility information for a fixed asset.
DR-FXD26	Maintain safety responsibility information for a fixed asset.
DR-FXD4	Provide detail and summary reports on fixed assets.
DR-INV4	Deliver an instrument to the requester.
DR-REC3	Tag an unknown/new instrument for Fermilab identification purposes.
DR-REC4	Notify and/or distribute an instrument to its requestor/stock room.
DR-SER51	Send a physical instrument to a vendor for service.
DR-SER52	Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.
DR-SER6C	Maintain an instrument's alterations / modifications due to a service request's work
DR-SRC211	Determine if the instrument needs to be tracked (fixed asset) and provide an ID tag.
DR-SRC212	Determine the classification (catalog) of a physical instrument.
DR-SRC213	Establish stockroom's claim on a newly purchased fixed asset by a group, in lieu of a fixed asset previously given to that group.
DR-SRC22	Verify that a returned fixed asset was borrowed from the stock room.
DR-SRC23	Accept a donated fixed asset into the stockroom.
DR-SRC26	Ensure that the fixed asset is in working order.
DR-SRC33	Pull an individual fixed asset from the stock room.
DR-SRC35	Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new
DR-SRC42	Verify that a received fixed asset in an exchange is the item that was originally borrowed.
DR-SRC43	Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.
DR-SRC44	Provide replacement in exchange for an instrument of same class.
DR-SRC45	Send exchanged fixed asset for repairs.

Functions Implemented by Modules

- DR-SRC52 Perform physical count or validate fixed asset availability.
- DR-SRC721 Reserve a fixed asset in a stock room for an actor.
- DR-SRC722 Reserve a quantity of a physical instrument class in a stock room for an actor.
- DR-SRC73 Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
- DR-SRC76 Hold a defective fixed asset from disbursement for repairs.
- DR-SRC77 Ensure fixed assets borrowed on short term do not become overdue.
- DR-SRC9 Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

- DR-FXD33 Maintain physical instrument classifications and catalog information.
- DR-INV1 Submit an inventory request.
- DR-REC1 Receive an instrument into Fermilab.
- DR-SRC11 Authorize withdrawal for an inventory request.
- DR-SRC212 Determine the classification (catalog) of a physical instrument.
- DR-SRC24 Increment the current level quantity for a consumable class in a stock room.
- DR-SRC25 Shelf a fixed asset at it's storage location within the stock room.
- DR-SRC32 Generate a pick list of available fixed assets within a stock room.
- DR-SRC33 Pull an individual fixed asset from the stock room.
- DR-SRC34 Pull a quantity of consumables from the stock room.
- DR-SRC51 Generate a full stock list for a stock room.
- DR-SRC52 Perform physical count or validate fixed asset availability.
- DR-SRC53 Adjust the available quantity of a consumable class in the catalog to match those reported on shelves.
- DR-SRC54 Adjust the location of a fixed asset to reflect the storage location on the catalog.
- DR-SRC55 Retire a classification (catalog) for instruments that are obsolete.
- DR-SRC64 Scrap a quantity of consumables from a stock room.
- DR-SRC65 Excess a quantity of consumables from a stock room.
- DR-SRC71 Maintain a quantity of spare physical instruments in a stock room.
- DR-SRC73 Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
- DR-SRC81 Determine stock room location for a physical instrument.
- DR-SRC82 Break down a stock room into sub-locations for more definitive access to stock.
- DR-SRC9 Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.

DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.

- DR-INV1 Submit an inventory request.
- DR-INV2 Cancel all or part of a submitted inventory request.
- DR-INV31 Determine a request's approval chain.

Functions Implemented by Modules

DR-INV32	Route a request through its approval chain.
DR-INV33	Notify requester of request approval or denial at each step in the approval chain.
DR-INV4	Deliver an instrument to the requester.
DR-INV51	Provide detailed and summary inventory request reports.
DR-INV52	Monitor the progress of an inventory request.
DR-SRC11	Authorize withdrawal for an inventory request.
DR-SRC12	Prioritize an unfulfilled inventory request.
DR-SRC33	Pull an individual fixed asset from the stock room.
DR-SRC34	Pull a quantity of consumables from the stock room.
DR-SRC36	Notify a requester that her requested instrument is available for pick-up (or delivery).
DR-SRC721	Reserve a fixed asset in a stock room for an actor.
DR-SRC722	Reserve a quantity of a physical instrument class in a stock room for an actor.

DRUIDS-MOD-004: Approve or disapprove an inventory request.

DR-INV31	Determine a request's approval chain.
DR-INV32	Route a request through its approval chain.
DR-INV33	Notify requester of request approval or denial at each step in the approval chain.

DRUIDS-MOD-005: Enter, update, or display a priority for an inventory request.

DR-SRC12	Prioritize an unfulfilled inventory request.
----------	--

DRUIDS-MOD-006: Generate a pick list of stockroom items.

DR-SRC32	Generate a pick list of available fixed assets within a stock room.
----------	---

DRUIDS-MOD-007: Enter, query, update or delete stockroom storage locations.

DR-SRC81	Determine stock room location for a physical instrument.
DR-SRC82	Break down a stock room into sub-locations for more definitive access to stock.

DRUIDS-MOD-008: Authorize an inventory request withdrawal.

DR-SRC11	Authorize withdrawal for an inventory request.
DR-SRC31	Check if a stock administration rule will be broken or threatened by a withdrawal from the stockroom.
DR-SRC35	Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new

DRUIDS-MOD-009: Enter, update, display or cancel an inventory request reservation.

DR-SRC721	Reserve a fixed asset in a stock room for an actor.
DR-SRC722	Reserve a quantity of a physical instrument class in a stock room for an actor.

DRUIDS-MOD-010: Record withdrawal or pickup of stockroom item.

DR-SRC33	Pull an individual fixed asset from the stock room.
DR-SRC34	Pull a quantity of consumables from the stock room.
DR-SRC44	Provide replacement in exchange for an instrument of same class.

DRUIDS-MOD-011: Notify requester that a stockroom item is ready for pickup.

DR-INV4	Deliver an instrument to the requester.
DR-SRC36	Notify a requester that her requested instrument is available for pick-up (or delivery).

Functions Implemented by Modules

DRUIDS-MOD-012	Reconcile an inventory request return.
DR-SRC22	Verify that a returned fixed asset was borrowed from the stock room.
DR-SRC23	Accept a donated fixed asset into the stockroom.
DR-SRC42	Verify that a received fixed asset in an exchange is the item that was originally borrowed.
DR-SRC43	Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.
DRUIDS-MOD-013	Record a stockroom return.
DR-INV51	Provide detailed and summary inventory request reports.
DR-INV52	Monitor the progress of an inventory request.
DR-SRC25	Shelf a fixed asset at it's storage location within the stock room.
DR-SRC26	Ensure that the fixed asset is in working order.
DRUIDS-MOD-014	Determine ownership responsibilities for a received stockroom item.
DR-FXD21	Maintain ownership information for a fixed asset.
DR-FXD22	Maintain use privilege information for a fixed asset.
DR-FXD23	Maintain sensitive item trustee information for a fixed asset.
DR-FXD24	Maintain property management information for a fixed asset.
DR-FXD25	Maintain repair responsibility information for a fixed asset.
DR-FXD26	Maintain safety responsibility information for a fixed asset.
DR-FXD27	Notify a claimant prior to the expiration of his claim.
DR-SRC35	Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new
DRUIDS-MOD-015	Determine and record stockroom shelf location for an item.
DR-SRC25	Shelf a fixed asset at it's storage location within the stock room.
DR-SRC54	Adjust the location of a fixed asset to reflect the storage location on the catalog.
DRUIDS-MOD-016	Enter, update, query or cancel a request to obsolete a stockroom item.
DR-SRC55	Retire a classification (catalog) for instruments that are obsolete.
DR-SRC61	Obsolete the entire inventory of a class of items from the stockroom.
DRUIDS-MOD-017	Request and receive approval for a request to obsolete an item.
DR-SRC55	Retire a classification (catalog) for instruments that are obsolete.
DR-SRC61	Obsolete the entire inventory of a class of items from the stockroom.
DRUIDS-MOD-018	Obsolete a stockroom item.
DR-SRC55	Retire a classification (catalog) for instruments that are obsolete.
DR-SRC61	Obsolete the entire inventory of a class of items from the stockroom.
DRUIDS-MOD-019	Enter, update or query low stock levels.
DR-SRC73	Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
DR-SRC74	Report low stock levels for a stock room.
DR-SRC75	Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.

Functions Implemented by Modules

DRUIDS-MOD-020	Inquire expected inventory returns.
DR-INV51	Provide detailed and summary inventory request reports.
DR-INV52	Monitor the progress of an inventory request.
DR-SRC9	Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.
DRUIDS-MOD-021	Inquire expected repair returns.
DR-SRC73	Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
DRUIDS-MOD-022	Reorder from stockroom catalog.
DR-SRC75	Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.
DRUIDS-MOD-023	Inquire service history for an item.
DR-SERB	Provide detail and summary service request reports.
DRUIDS-MOD-024	Enter, display, update or delete warranty information.
DR-FXD32	Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)
DR-SER11	Receive a service request to repair, upgrade, or maintain an instrument.
DR-SER12	Receive a network service request.
DR-SER51	Send a physical instrument to a vendor for service.
DR-SER52	Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.
DRUIDS-MOD-025	Enter, display, update or delete a service request.
DR-SER11	Receive a service request to repair, upgrade, or maintain an instrument.
DR-SER12	Receive a network service request.
DR-SER13	Receive a site survey service request.
DR-SER2	Cancel a service request.
DR-SER3	Reject a service request.
DR-SER51	Send a physical instrument to a vendor for service.
DR-SER52	Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.
DR-SER6B	Add information to a service request.
DR-SER7	Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)
DR-SER8	Close completed service request.
DR-SERB	Provide detail and summary service request reports.
DRUIDS-MOD-026	Enter, update or query sparing levels for a stockroom item.
DR-SRC71	Maintain a quantity of spare physical instruments in a stock room.
DR-SRC73	Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
DR-SRC74	Report low stock levels for a stock room.
DR-SRC75	Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.

Functions Implemented by Modules

DRUIDS-MOD-027	Adjust stockroom quantities and locations:
DR-SRC54	Adjust the location of a fixed asset to reflect the storage location on the catalog.
DR-SRC71	Maintain a quantity of spare physical instruments in a stock room.
DR-SRC74	Report low stock levels for a stock room.
DR-SRC75	Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.
DR-SRC81	Determine stock room location for a physical instrument.
DR-SRC82	Break down a stock room into sub-locations for more definitive access to stock.
DRUIDS-MOD-028	Generate put away labels for the stockroom:
DR-SRC54	Adjust the location of a fixed asset to reflect the storage location on the catalog.
DR-SRC81	Determine stock room location for a physical instrument.
DR-SRC82	Break down a stock room into sub-locations for more definitive access to stock.
DRUIDS-MOD-029	Verify service request information.
DR-SER11	Receive a service request to repair, upgrade, or maintain an instrument.
DR-SER12	Receive a network service request.
DR-SER13	Receive a site survey service request.
DR-SER3	Reject a service request.
DRUIDS-MOD-030	Approve or disapprove a service request.
DR-SER4	Approve or disapprove a service request prior to its release to an appropriate work group.
DR-SER6B	Add information to a service request.
DR-SER7	Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)
DR-SER9	Determine the feasibility of utilizing a vendor for service.
DRUIDS-MOD-031	Notify requester of approval or disapproval of a service request.
DR-SERA	Notify requester of a change in the status of request.
DRUIDS-MOD-032	Enter, display, update or delete service provider information:
DR-FXD31	Maintain a list of vendors. (See Client Subsystem)
DR-FXD32	Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)
DR-REC2	Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent outside the Lab for repairs.
DR-SER51	Send a physical instrument to a vendor for service.
DR-SER52	Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.
DR-SER53	Inspect/test a returned instrument to ensure that the services were done correctly by the vendor.
DR-SER68	Manage on-site work performed by a vendor.
DR-SER9	Determine the feasibility of utilizing a vendor for service.
DRUIDS-MOD-033	Categorize service request to determine group which will handle it.
DR-SER11	Receive a service request to repair, upgrade, or maintain an instrument.
DR-SER12	Receive a network service request.
DR-SER4	Approve or disapprove a service request prior to its release to an appropriate work group.

Functions Implemented by Modules

- DR-SER51 Send a physical instrument to a vendor for service.
- DR-SER61 Prioritize a service request.
- DR-SER62 Schedule/queue work for a service request.

DRUIDS-MOD-034 Prioritize or re-prioritize a service request.

- DR-SER61 Prioritize a service request.
- DR-SER6A Re-activate a service request that has been put on hold.
- DR-SERA Notify requestor of a change in the status of request.

DRUIDS-MOD-035 Assign or reassign a service request.

- DR-SER62 Schedule/queue work for a service request.
- DR-SER63 Review workload of technicians.
- DR-SER64 Assign a technician to a service request.
- DR-SER65 Transfer a service request from one technician to another.
- DR-SER6A Re-activate a service request that has been put on hold.
- DR-SER9 Determine the feasibility of utilizing a vendor for service.
- DR-SERA Notify requestor of a change in the status of request.

DRUIDS-MOD-036 Place a service request on hold status.

- DR-SER69 Hold a service request.
- DR-SER6A Re-activate a service request that has been put on hold.

DRUIDS-MOD-037 Enter, display, update or delete system configuration information.

- DR-CFG1 Define the rules for a system's configuration, ensuring that changing a rule does not invalidate any existing system configurations.
- DR-CFG21 Maintain a logical network's configuration.
- DR-CFG22 Maintain a physical network's configuration.
- DR-CFG3 Maintain a physical instrument's configuration.
- DR-CFG4 Provide detailed and summary reports based on system configurations, their components, and their definitions.

DRUIDS-MOD-038 Maintain work time for a service request.

- DR-SER61 Prioritize a service request.
- DR-SER62 Schedule/queue work for a service request.
- DR-SER63 Review workload of technicians.
- DR-SER64 Assign a technician to a service request.
- DR-SER65 Transfer a service request from one technician to another.
- DR-SER68 Manage on-site work performed by a vendor.
- DR-SER9 Determine the feasibility of utilizing a vendor for service.

DRUIDS-MOD-039 Approve completion of a service request.

- DR-SER8 Close completed service request.

DRUIDS-MOD-040 Report vendors who are overdue in returning property from service.

- DR-SERA Notify requestor of a change in the status of request.
- DR-SERB Provide detail and summary service request reports.

Functions Implemented by Modules

DRUIDS-MOD-041	Record off-site service information:
DR-SER51	Send a physical instrument to a vendor for service.
DRUIDS-MOD-042	Enter, update, query or delete node information:
DR-CFG21	Maintain a logical network's configuration.
DR-CFG4	Provide detailed and summary reports based on system configurations, their components, and their definitions.
DRUIDS-MOD-043	Enter, update, or query wiring diagram:
DR-CFG22	Maintain a physical network's configuration.
DR-CFG4	Provide detailed and summary reports based on system configurations, their components, and their definitions.
DRUIDS-MOD-044	Enter, update or query network topology:
DR-CFG21	Maintain a logical network's configuration.
DR-CFG4	Provide detailed and summary reports based on system configurations, their components, and their definitions.
FINANC-MOD-012	enter, display, update, delete a material move request:
DR-REC1	Receive an instrument into Fermilab.
DR-SER51	Send a physical instrument to a vendor for service.
FINANC-MOD-035	enter material received status for material move order:
DR-REC2	Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent outside the Lab for repairs.
FINANC-MOD-093	display open purchase orders:
DR-REC1	Receive an instrument into Fermilab.
DR-REC5	Notify and return an instrument to its vendor, if the instrument was not expected or delivery should not be taken by Fermilab.
FINANC-MOD-157	present notice that a purchase requisition item has been received:
DR-INV4	Deliver an instrument to the requester.
DR-REC4	Notify and/or distribute an instrument to its requestor/stock room.

Modules Implemented by Functions

DR-CFG1	Define the rules for a system's configuration, ensuring that changing a rule does not invalidate any existing system configurations. DRUIDS-MOD-037 Enter, display, update or delete system configuration information.
DR-CFG21	Maintain a logical network's configuration. DRUIDS-MOD-037 Enter, display, update or delete system configuration information. DRUIDS-MOD-042 Enter, update, query or delete node information. DRUIDS-MOD-044 Enter, update or query network topology.
DR-CFG22	Maintain a physical network's configuration. DRUIDS-MOD-037 Enter, display, update or delete system configuration information. DRUIDS-MOD-043 Enter, update, or query wiring diagram.
DR-CFG3	Maintain a physical instrument's configuration. DRUIDS-MOD-037 Enter, display, update or delete system configuration information.
DR-CFG4	Provide detailed and summary reports based on system configurations, their components, and their definitions. DRUIDS-MOD-037 Enter, display, update or delete system configuration information. DRUIDS-MOD-042 Enter, update, query or delete node information. DRUIDS-MOD-043 Enter, update, or query wiring diagram. DRUIDS-MOD-044 Enter, update or query network topology.
DR-FXD11	Register a fixed asset. (see REC) DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-FXD12	Tag a fixed asset for identification purposes. (see REC) DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-FXD13	Excess a fixed asset. (see SRC) DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-FXD14	Scrap a fixed asset. (see SRC) DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-FXD15	Discontinue tracking a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-FXD21	Maintain ownership information for a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD22	Maintain use privilege information for a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD23	Maintain sensitive item trustee information for a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD24	Maintain property management information for a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD25	Maintain repair responsibility information for a fixed asset. DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.

Modules Implemented by Functions

DR-FXD26	Maintain safety responsibility information for a fixed asset: DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD27	Notify a claimant prior to the expiration of his claim. DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.
DR-FXD31	Maintain a list of vendors. (See Client Subsystem): CLIENT-MOD-001 Maintain client and vendor information DRUIDS-MOD-032 Enter, display, update or delete service provider information.
DR-FXD32	Maintain a list of warranties or contracted services covering a fixed asset. (see:CLN) CLIENT-MOD-005 Maintain contracted services DRUIDS-MOD-024 Enter, display, update or delete warranty information. DRUIDS-MOD-032 Enter, display, update or delete service provider information.
DR-FXD33	Maintain physical instrument classifications and catalog information. DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-FXD4	Provide detail and summary reports on fixed assets: DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-INV1	Submit an inventory request. DRUIDS-MOD-002 Enter, display, update or delete stock catalog information. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
DR-INV2	Cancel all or part of a submitted inventory request. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
DR-INV31	Determine a request's approval chain. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-004 Approve or disapprove an inventory request.
DR-INV32	Route a request through its approval chain. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-004 Approve or disapprove an inventory request.
DR-INV33	Notify requester of request approval or denial at each step in the approval chain. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-004 Approve or disapprove an inventory request.
DR-INV4	Deliver an instrument to the requester: DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-011 Notify requester that a stockroom item is ready for pickup. FINANC-MOD-157 present notice that a purchase requisition item has been received
DR-INV51	Provide detailed and summary inventory request reports. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-013 Record a stockroom return. DRUIDS-MOD-020 Inquire expected inventory returns.
DR-INV52	Monitor the progress of an inventory request. DRUIDS-MOD-003 Enter, display, update or cancel an inventory request. DRUIDS-MOD-013 Record a stockroom return.

Modules Implemented by Functions

DRUIDS-MOD-020 Inquire expected inventory returns.

DR-REC1 Receive an instrument into Fermilab.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

FINANC-MOD-012 enter, display, update, delete a material move request

FINANC-MOD-093 display open purchase orders

DR-REC2 Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent outside the Lab for repairs.

DRUIDS-MOD-032 Enter, display, update or delete service provider information.

FINANC-MOD-035 enter material received status for material move order

DR-REC3 Tag an unknown/new instrument for Fermilab identification purposes.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DR-REC4 Notify and/or distribute an instrument to its requestor/stock room.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

FINANC-MOD-157 present notice that a purchase requisition item has been received

DR-REC5 Notify and return an instrument to its vendor, if the instrument was not expected or delivery should not be taken by Fermilab.

FINANC-MOD-093 display open purchase orders

DR-SER11 Receive a service request to repair, upgrade, or maintain an instrument.

DRUIDS-MOD-024 Enter, display, update or delete warranty information.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

DRUIDS-MOD-029 Verify service request information.

DRUIDS-MOD-033 Categorize service request to determine group which will handle it.

DR-SER12 Receive a network service request.

DRUIDS-MOD-024 Enter, display, update or delete warranty information.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

DRUIDS-MOD-029 Verify service request information.

DRUIDS-MOD-033 Categorize service request to determine group which will handle it.

DR-SER13 Receive a site survey service request.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

DRUIDS-MOD-029 Verify service request information.

DR-SER2 Cancel a service request.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

DR-SER3 Reject a service request.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

DRUIDS-MOD-029 Verify service request information.

DR-SER4 Approve or disapprove a service request prior to its release to an appropriate work group.

DRUIDS-MOD-030 Approve or disapprove a service request.

DRUIDS-MOD-033 Categorize service request to determine group which will handle it.

DR-SER51 Send a physical instrument to a vendor for service.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-024 Enter, display, update or delete warranty information.

DRUIDS-MOD-025 Enter, display, update or delete a service request.

Modules Implemented by Functions

- DRUIDS-MOD-032 Enter, display, update or delete service provider information.
- DRUIDS-MOD-033 Categorize service request to determine group which will handle it.
- DRUIDS-MOD-041 Record off-site service information.
- FINANC-MOD-012 enter, display, update, delete a material move request

DR-SER52 Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.

- DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
- DRUIDS-MOD-024 Enter, display, update or delete warranty information.
- DRUIDS-MOD-025 Enter, display, update or delete a service request.
- DRUIDS-MOD-032 Enter, display, update or delete service provider information.

DR-SER53 Inspect/test a returned instrument to ensure that the services were done correctly by the vendor.

- DRUIDS-MOD-032 Enter, display, update or delete service provider information.

DR-SER61 Prioritize a service request.

- DRUIDS-MOD-033 Categorize service request to determine group which will handle it.
- DRUIDS-MOD-034 Prioritize or re-prioritize a service request.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER62 Schedule/queue work for a service request.

- DRUIDS-MOD-033 Categorize service request to determine group which will handle it.
- DRUIDS-MOD-035 Assign or reassign a service request.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER63 Review workload of technicians.

- DRUIDS-MOD-035 Assign or reassign a service request.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER64 Assign a technician to a service request.

- DRUIDS-MOD-035 Assign or reassign a service request.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER65 Transfer a service request from one technician to another.

- DRUIDS-MOD-035 Assign or reassign a service request.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER68 Manage on-site work performed by a vendor.

- DRUIDS-MOD-032 Enter, display, update or delete service provider information.
- DRUIDS-MOD-038 Maintain work time for a service request.

DR-SER69 Hold a service request.

- DRUIDS-MOD-036 Place a service request on hold status.

DR-SER6A Re-activate a service request that has been put on hold.

- DRUIDS-MOD-034 Prioritize or re-prioritize a service request.
- DRUIDS-MOD-035 Assign or reassign a service request.
- DRUIDS-MOD-036 Place a service request on hold status.

DR-SER6B Add information to a service request.

- DRUIDS-MOD-025 Enter, display, update or delete a service request.
- DRUIDS-MOD-030 Approve or disapprove a service request.

Modules Implemented by Functions

DR-SER6C	Maintain an instrument's alterations / modifications due to a service request's work.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-SER7	Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)
	DRUIDS-MOD-025 Enter, display, update or delete a service request.
	DRUIDS-MOD-030 Approve or disapprove a service request.
DR-SER8	Close completed service request.
	DRUIDS-MOD-025 Enter, display, update or delete a service request.
	DRUIDS-MOD-039 Approve completion of a service request.
DR-SER9	Determine the feasibility of utilizing a vendor for service.
	DRUIDS-MOD-030 Approve or disapprove a service request.
	DRUIDS-MOD-032 Enter, display, update or delete service provider information.
	DRUIDS-MOD-035 Assign or reassign a service request.
	DRUIDS-MOD-038 Maintain work time for a service request.
DR-SERA	Notify requestor of a change in the status of request.
	DRUIDS-MOD-031 Notify requester of approval or disapproval of a service request.
	DRUIDS-MOD-034 Prioritize or re-prioritize a service request.
	DRUIDS-MOD-035 Assign or reassign a service request.
	DRUIDS-MOD-040 Report vendors who are overdue in returning property from service.
DR-SERB	Provide detail and summary service request reports.
	DRUIDS-MOD-023 Inquire service history for an item.
	DRUIDS-MOD-025 Enter, display, update or delete a service request.
	DRUIDS-MOD-040 Report vendors who are overdue in returning property from service.
DR-SRC11	Authorize withdrawal for an inventory request.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
	DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
	DRUIDS-MOD-008 Authorize an inventory request withdrawal.
DR-SRC12	Prioritize an unfulfilled inventory request.
	DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
	DRUIDS-MOD-005 Enter, update, or display a priority for an inventory request.
DR-SRC211	Determine if the instrument needs to be tracked (fixed asset) and provide an ID tag.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-SRC212	Determine the classification (catalog) of a physical instrument.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC213	Establish stockroom's claim on a newly purchased fixed asset by a group, in lieu of a fixed asset previously given to that group.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-SRC22	Verify that a returned fixed asset was borrowed from the stockroom.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
	DRUIDS-MOD-012 Reconcile an inventory request return.
DR-SRC23	Accept a donated fixed asset into the stockroom.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

Modules Implemented by Functions

DRUIDS-MOD-012 Reconcile an inventory request return.

DR-SRC24 Increment the current level quantity for a consumable class in a stock room.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DR-SRC25 Shelf a fixed asset at it's storage location within the stock room.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-013 Record a stockroom return.

DRUIDS-MOD-015 Determine and record stockroom shelf location for an item.

DR-SRC26 Ensure that the fixed asset is in working order.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-013 Record a stockroom return.

DR-SRC31 Check if a stock administration rule will be broken or threatened by a withdrawal from the stockroom.

DRUIDS-MOD-008 Authorize an inventory request withdrawal.

DR-SRC32 Generate a pick list of available fixed assets within a stock room.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-006 Generate a pick list of stockroom items.

DR-SRC33 Pull an individual fixed asset from the stock room.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.

DRUIDS-MOD-010 Record withdrawal or pickup of stockroom item.

DR-SRC34 Pull a quantity of consumables from the stock room.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.

DRUIDS-MOD-010 Record withdrawal or pickup of stockroom item.

DR-SRC35 Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new instrument when it arrives.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-008 Authorize an inventory request withdrawal.

DRUIDS-MOD-014 Determine ownership responsibilities for a received stockroom item.

DR-SRC36 Notify a requester that her requested instrument is available for pick-up.(or delivery).

DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.

DRUIDS-MOD-011 Notify requester that a stockroom item is ready for pickup.

DR-SRC42 Verify that a received fixed asset in an exchange is the item that was originally borrowed.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-012 Reconcile an inventory request return.

DR-SRC43 Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-012 Reconcile an inventory request return.

DR-SRC44 Provide replacement in exchange for an instrument of same class.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-010 Record withdrawal or pickup of stockroom item.

Modules Implemented by Functions

DR-SRC45	Send exchanged fixed asset for repairs.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
DR-SRC51	Generate a full stock list for a stock room.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC52	Perform physical count or validate fixed asset availability.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC53	Adjust the available quantity of a consumable class in the catalog to match those reported on shelves.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC54	Adjust the location of a fixed asset to reflect the storage location on the catalog.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
	DRUIDS-MOD-015 Determine and record stockroom shelf location for an item.
	DRUIDS-MOD-027 Adjust stockroom quantities and locations.
	DRUIDS-MOD-028 Generate put away labels for the stockroom.
DR-SRC55	Retire a classification (catalog) for instruments that are obsolete.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
	DRUIDS-MOD-016 Enter, update, query or cancel a request to obsolete a stockroom item.
	DRUIDS-MOD-017 Request and receive approval for a request to obsolete an item.
	DRUIDS-MOD-018 Obsolete a stockroom item.
DR-SRC61	Obsolete the entire inventory of a class of items from the stockroom.
	DRUIDS-MOD-016 Enter, update, query or cancel a request to obsolete a stockroom item.
	DRUIDS-MOD-017 Request and receive approval for a request to obsolete an item.
	DRUIDS-MOD-018 Obsolete a stockroom item.
DR-SRC64	Scrap a quantity of consumables from a stock room.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC65	Excess a quantity of consumables from a stock room.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
DR-SRC71	Maintain a quantity of spare physical instruments in a stock room.
	DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.
	DRUIDS-MOD-026 Enter, update or query sparing levels for a stockroom item.
	DRUIDS-MOD-027 Adjust stockroom quantities and locations.
DR-SRC721	Reserve a fixed asset in a stock room for an actor.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
	DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
	DRUIDS-MOD-009 Enter, update, display or cancel an inventory request reservation.
DR-SRC722	Reserve a quantity of a physical instrument class in a stock room for an actor.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.
	DRUIDS-MOD-003 Enter, display, update or cancel an inventory request.
	DRUIDS-MOD-009 Enter, update, display or cancel an inventory request reservation.
DR-SRC73	Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.
	DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

Modules Implemented by Functions

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-019 Enter, update or query low stock levels.

DRUIDS-MOD-021 Inquire expected repair returns.

DRUIDS-MOD-026 Enter, update or query sparing levels for a stockroom item.

DR-SRC74 Report low stock levels for a stock room.

DRUIDS-MOD-019 Enter, update or query low stock levels.

DRUIDS-MOD-026 Enter, update or query sparing levels for a stockroom item.

DRUIDS-MOD-027 Adjust stockroom quantities and locations.

DR-SRC75 Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.

DRUIDS-MOD-019 Enter, update or query low stock levels.

DRUIDS-MOD-022 Reorder from stockroom catalog.

DRUIDS-MOD-026 Enter, update or query sparing levels for a stockroom item.

DRUIDS-MOD-027 Adjust stockroom quantities and locations.

DR-SRC76 Hold a defective fixed asset from disbursement for repairs.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DR-SRC77 Ensure fixed assets borrowed on short term do not become overdue.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DR-SRC81 Determine stock room location for a physical instrument.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-007 Enter, query, update or delete stockroom storage locations.

DRUIDS-MOD-027 Adjust stockroom quantities and locations.

DRUIDS-MOD-028 Generate put away labels for the stockroom.

DR-SRC82 Break down a stock room into sub-locations for more definitive access to stock.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-007 Enter, query, update or delete stockroom storage locations.

DRUIDS-MOD-027 Adjust stockroom quantities and locations.

DRUIDS-MOD-028 Generate put away labels for the stockroom.

DR-SRC9 Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.

DRUIDS-MOD-001 Enter, display, update, or delete a fixed asset.

DRUIDS-MOD-002 Enter, display, update or delete stock catalog information.

DRUIDS-MOD-020 Inquire expected inventory returns.

Function to Entity Matrix

DR-CFG1

Define the rules for a system's configuration, ensuring that changing a rule does not invalidate any existing

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONFIGURATION ELEMENT	Y	Y	Y	Y		
PHYSICAL INSTRUMENT		Y				
PHYSICAL INSTRUMENT CLASS		Y				

DR-CFG21

Maintain a logical network's configuration.

Entity	Create	Retrieve	Update	Delete	Archive	Other
LOGICAL SYSTEM	Y	Y	Y	Y		
NODE	Y	Y	Y	Y		
NODE ALIAS	Y	Y	Y	Y		

DR-CFG22

Maintain a physical network's configuration.

Entity	Create	Retrieve	Update	Delete	Archive	Other
HARDWARE ADDRESS	Y	Y	Y	Y		
PHYSICAL NETWORK SEGMENT	Y	Y	Y	Y		
PHYSICAL NETWORK SEGMENT	Y	Y	Y	Y		

DR-CFG3

Maintain a physical instrument's configuration.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONFIGURATION ELEMENT		Y				
PHYSICAL INSTRUMENT		Y	Y			

DR-FXD11

Register a fixed asset. (see REC)

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y	Y		
FIXED ASSET	Y					
INSTRUMENT LOCATION	Y	Y	Y	Y		

Function to Entity Matrix

DR-FXD21						
Maintain ownership information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
OWNERSHIP RESPONSIBILITY	Y	Y	Y	Y		
DR-FXD22						
Maintain use privilege information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
USE PRIVILEGE	Y	Y	Y	Y		
DR-FXD23						
Maintain sensitive item trustee information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SENSITIVE ITEM TRUSTEE	Y	Y	Y	Y		
DR-FXD24						
Maintain property management information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
PROPERTY MANAGEMENT	Y	Y	Y	Y		
DR-FXD25						
Maintain repair responsibility information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
REPAIR RESPONSIBILITY	Y	Y	Y	Y		
DR-FXD26						
Maintain safety responsibility information for a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SAFETY RESPONSIBILITY	Y	Y	Y	Y		
DR-FXD27						
Notify a claimant prior to the expiration of his claim.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
CLAIM		Y				

Function to Entity Matrix

DR-FXD12						
Tag a fixed asset for identification purposes. (see REC)						
Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
IDENTITY TAG	Y	Y	Y	Y		

DR-FXD13						
Excess a fixed asset. (see SRC)						
Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y			
FIXED ASSET	Y	Y	Y			
INSTRUMENT LOCATION	Y	Y	Y			

DR-FXD14						
Scrap a fixed asset. (see SRC)						
Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y			
FIXED ASSET		Y	Y			
INSTRUMENT LOCATION	Y	Y	Y			

DR-FXD15						
Discontinue tracking a fixed asset.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM		Y	Y			
FIXED ASSET		Y	Y			
INSTRUMENT LOCATION		Y	Y			

DR-FXD16						
Secure a fixed asset against theft, vandalism, etc...						
Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
SECURED FIXED ASSET	Y	Y	Y			

Function to Entity Matrix

DR-FXD31
 Maintain a list of vendors. (See Client Subsystem)

Entity	Create	Retrieve	Update	Delete	Archive	Other
PERSISTENT GROUP	Y	Y	Y	Y		

DR-FXD32
 Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)

Entity	Create	Retrieve	Update	Delete	Archive	Other
AGREEMENT	Y	Y	Y	Y		
CONTRACTED SERVICE	Y	Y	Y	Y		
INSTRUMENT UNDER CONTRACT	Y	Y	Y	Y		
WARRANTY	Y	Y	Y	Y		

DR-FXD33
 Maintain physical instrument classifications and catalog information.

Entity	Create	Retrieve	Update	Delete	Archive	Other
PHYSICAL INSTRUMENT CLASS	Y	Y	Y	Y		

DR-INV1
 Submit an inventory request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST	Y	Y	Y	Y		
INVENTORY REQUEST DETAIL	Y	Y	Y	Y		

DR-INV2
 Cancel all or part of a submitted inventory request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST		Y				
INVENTORY REQUEST DETAIL		Y	Y			

DR-INV31
 Determine a request's approval chain.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST		Y				
REQUEST PROCEDURE		Y				
REQUEST STEP	Y	Y	Y	Y		

Function to Entity Matrix

REQUEST STEP DEFINITION		Y				
REQUEST STEP ENTRY		Y				

DR-INV32						
Route a request through its approval chain.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
EMPLOYEE		Y				
INVENTORY REQUEST		Y				
REQUEST APPROVAL STEP		Y				

DR-INV33						
Notify requester of request approval or denial at each step in the approval chain.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST		Y				
REQUEST APPROVAL STEP		Y	Y			

DR-INV4						
Deliver an instrument to the requester.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		
FIXED ASSET		Y				
INSTRUMENT LOCATION	Y	Y	Y			
INVENTORY REQUEST DETAIL		Y				
ITEM DISTRIBUTION	Y	Y	Y	Y		
JOB PERFORMANCE RESPONSIBILITY	Y	Y	Y	Y		
LOCATION		Y				
PROPERTY JOB	Y	Y	Y	Y		
WORK TIME	Y	Y	Y	Y		

DR-INV52						
Monitor the progress of an inventory request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST		Y				
INVENTORY REQUEST DETAIL		Y				
JOB		Y				

Function to Entity Matrix

PROPERTY JOB		Y				
REQUEST STEP		Y				

DR-REC1
Receive an instrument into Fermilab.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y	Y		
CONSUMABLE QUANTITY	Y	Y	Y			
FIXED ASSET	Y					
INSTRUMENT LOCATION	Y	Y	Y	Y		

DR-REC2
Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONTRACTED PROPERTY		Y				
FIXED ASSET		Y				
OWNERSHIP RESPONSIBILITY	Y	Y	Y			
PURCHASE ORDER		Y				
REPAIR RESPONSIBILITY		Y				

DR-REC3
Tag an unknown/new instrument for Fermilab identification purposes.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
IDENTITY TAG	Y	Y	Y	Y		

DR-REC4
Notify and/or distribute an instrument to its requestor/stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM		Y				
CONSUMABLE QUANTITY	Y	Y	Y	Y		
CONTRACTED PROPERTY		Y				
FERMILAB PERSON		Y				
FIXED ASSET		Y				
INSTRUMENT LOCATION	Y	Y	Y			

Function to Entity Matrix

PURCHASE ORDER		Y				
PURCHASE REQUISITION		Y				

DR-REC5
Notify and return an instrument to its vendor, if the instrument was not expected or delivery should not be taken

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY			Y			
JOB	Y					
PHYSICAL INSTRUMENT				Y		

DR-SER11
Receive a service request to repair, upgrade, or maintain an instrument.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INSTRUMENT SERVICE REQUEST	Y					
INSTRUMENT SERVICE REQUEST	Y					

DR-SER12
Receive a network service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
NETWORK SERVICE REQUEST	Y					
NETWORK SERVICE REQUEST DETAIL	Y					

DR-SER13
Receive a site survey service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
SITE SURVEY REQUEST	Y					
SITE SURVEY REQUEST DETAIL	Y					

DR-SER2
Cancel a service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST		Y				
SERVICE REQUEST DETAIL		Y	Y			

Function to Entity Matrix

DR-SER3

Reject a service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST		Y				
SERVICE REQUEST DETAIL		Y	Y			

DR-SER4

Approve or disapprove a service request prior to its release to an appropriate work group.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FERMILAB PERSON		Y				
REQUEST APPROVAL STEP	Y	Y	Y	Y		
SERVICE REQUEST		Y				

DR-SER5

Utilize an outside vendor to fulfill a service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
JOB	Y					
SERVICE REQUEST DETAIL		Y				
WORK TIME	Y					

DR-SER51

Send a physical instrument to a vendor for service.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INSTRUMENT		Y				
INSTRUMENT LOCATION	Y	Y	Y	Y		
REPAIR RESPONSIBILITY	Y					

DR-SER52

Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y			
IDENTITY TAG	Y	Y	Y	Y		
INSTRUMENT LOCATION	Y	Y	Y			
PHYSICAL INSTRUMENT	Y	Y	Y			
REPAIR RESPONSIBILITY		Y	Y			

Function to Entity Matrix

DR-SER53						
Inspect/test a returned instrument to ensure that the services were done correctly by the vendor.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
INSTRUMENT SERVICE REQUEST	Y					
INSTRUMENT SERVICE REQUEST	Y					

DR-SER61						
Prioritize a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST DETAIL		Y	Y			

DR-SER62						
Schedule/queue work for a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
JOB	Y	Y	Y	Y		
JOB PERFORMANCE RESPONSIBILITY	Y	Y	Y	Y		
SERVICE REQUEST DETAIL		Y				

DR-SER63						
Review workload of technicians.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
FERMILAB PERSON		Y				
JOB		Y				
JOB PERFORMANCE RESPONSIBILITY		Y				
WORK TIME		Y				

DR-SER64						
Assign a technician to a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
JOB	Y	Y	Y	Y		
JOB PERFORMANCE RESPONSIBILITY	Y	Y	Y	Y		

DR-SER65						
Transfer a service request from one technician to another.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
JOB	Y	Y	Y	Y		

Function to Entity Matrix

JOB PERFORMANCE RESPONSIBILITY	Y	Y	Y	Y		
DR-SER66						
Activate a service request when work has been initiated.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST DETAIL		Y	Y			
DR-SER67						
Perform work to fulfill a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
JOB		Y				
JOB CONSUMPTION	Y	Y	Y	Y		
PROPERTY JOB	Y	Y	Y	Y		
WORK TIME	Y	Y	Y	Y		
DR-SER68						
Manage on-site work performed by a vendor.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
WORK TIME	Y	Y	Y	Y		
DR-SER69						
Hold a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST DETAIL		Y	Y			
DR-SER6A						
Re-activate a service request that has been put on hold.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST DETAIL		Y	Y			
DR-SER6B						
Add information to a service request.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST		Y	Y			
SERVICE REQUEST DETAIL		Y	Y			

Function to Entity Matrix

DR-SER6C

Maintain an instrument's alterations / modifications due to a service request's work

Entity	Create	Retrieve	Update	Delete	Archive	Other
ALTERATION	Y	Y	Y	Y		
ALTERED ITEM	Y	Y	Y	Y		

DR-SER7

Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)

Entity	Create	Retrieve	Update	Delete	Archive	Other
SERVICE REQUEST	Y					
SERVICE REQUEST DETAIL	Y					

DR-SER8

Close completed service request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FERMILAB PERSON		Y				
JOB		Y	Y			
SERVICE REQUEST		Y	Y			
SERVICE REQUEST DETAIL		Y	Y			

DR-SER9

Determine the feasibility of utilizing a vendor for service.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONTRACTED SERVICE		Y				
INSTRUMENT		Y				
INSTRUMENT UNDER CONTRACT		Y				
WARRANTY		Y				

DR-SERA

Notify requestor of a change in the status of request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FERMILAB PERSON		Y				
SERVICE REQUEST		Y				
SERVICE REQUEST DETAIL		Y				

Function to Entity Matrix

DR-SRC11
 Authorize withdrawal for an inventory request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST DETAIL		Y	Y			

DR-SRC12
 Prioritize an unfulfilled inventory request.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INVENTORY REQUEST DETAIL		Y	Y			

DR-SRC211
 Determine if the instrument needs to be tracked (fixed asset) and provide an ID tag.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
IDENTITY TAG	Y					
IDENTITY TAG TYPE		Y				
PHYSICAL INSTRUMENT CLASS		Y				

DR-SRC212
 Determine the classification (catalog) of a physical instrument.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		
FIXED ASSET		Y	Y			
PHYSICAL INSTRUMENT CLASS		Y				

DR-SRC213
 Establish stockroom's claim on a newly purchased fixed asset by a group, in lieu of a fixed asset previously

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONTRACTED PROPERTY		Y				
OWNERSHIP RESPONSIBILITY	Y	Y				

DR-SRC22
 Verify that a returned fixed asset was borrowed from the stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				

Function to Entity Matrix

OWNERSHIP RESPONSIBILITY		Y				
STOCK ROOM		Y				
STOCK ROOM MAINTENANCE		Y				
USE PRIVILEGE		Y	Y			

DR-SRC23

Accept a donated fixed asset into the stockroom.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLIENT AGREEMENT	Y					
CONTRACTED PROPERTY	Y					
FIXED ASSET		Y				
OWNERSHIP RESPONSIBILITY	Y	Y	Y			

DR-SRC24

Increment the current level quantity for a consumable class in a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		

DR-SRC25

Shelf a fixed asset at it's storage location within the stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
INSTRUMENT LOCATION	Y	Y	Y	Y		

DR-SRC26

Ensure that the fixed asset is in working order.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
SERVICE REQUEST	Y					
SERVICE REQUEST DETAIL	Y					

DR-SRC31

Check if a stock administration rule will be broken or threatened by a withdrawal from the stockroom.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				

Function to Entity Matrix

FIXED ASSET CLASS		Y				
INSTRUMENT LOCATION		Y				
STOCK ADMINISTRATION RULE		Y	Y			
STOCK ROOM		Y				
USE PRIVILEGE		Y				

DR-SRC32

Generate a pick list of available fixed assets within a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM		Y				
FIXED ASSET		Y				
INSTRUMENT LOCATION		Y				
LOGICAL LOCATION CONTENT		Y				
STOCK ROOM		Y				

DR-SRC33

Pull an individual fixed asset from the stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM	Y	Y	Y	Y		
FIXED ASSET		Y				
INSTRUMENT LOCATION	Y	Y	Y			

DR-SRC34

Pull a quantity of consumables from the stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE CLASS		Y				
CONSUMABLE QUANTITY		Y	Y			
STOCK ROOM		Y				

DR-SRC35

Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONTRACTED PROPERTY		Y				
OWNERSHIP RESPONSIBILITY	Y	Y	Y			

Function to Entity Matrix

DR-SRC36

Notify a requester that her requested instrument is available for pick-up (or delivery).

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				
INVENTORY REQUEST		Y				
INVENTORY REQUEST DETAIL		Y				

DR-SRC41

Check if a stock administration rule will be broken or threatened by an exchange from the stockroom.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				
FIXED ASSET CLASS		Y				
INSTRUMENT LOCATION		Y				
STOCK ADMINISTRATION RULE		Y	Y			
USE PRIVILEGE		Y				

DR-SRC42

Verify that a received fixed asset in an exchange is the item that was originally borrowed.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
OWNERSHIP RESPONSIBILITY		Y				

DR-SRC43

Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
USE PRIVILEGE		Y				

DR-SRC44

Provide replacement in exchange for an instrument of same class.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				

Function to Entity Matrix

INSTRUMENT LOCATION	Y	Y	Y			
OWNERSHIP RESPONSIBILITY		Y				
USE PRIVILEGE	Y	Y	Y			

DR-SRC45
Send exchanged fixed asset for repairs.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y				
SERVICE REQUEST	Y	Y	Y	Y		
SERVICE REQUEST DETAIL	Y	Y	Y	Y		

DR-SRC51
Generate a full stock list for a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY		Y				
FIXED ASSET		Y				
INSTRUMENT LOCATION		Y				
LOCATION		Y				
LOGICAL LOCATION CONTENT		Y				
STOCK ROOM		Y				

DR-SRC53
Adjust the available quantity of a consumable class in the catalog to match those reported on shelves.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		
STOCK ROOM		Y				

DR-SRC54
Adjust the location of a fixed asset to reflect the storage location on the catalog.

Entity	Create	Retrieve	Update	Delete	Archive	Other
INSTRUMENT LOCATION	Y	Y	Y	Y		

DR-SRC55
Retire a classification (catalog) for instruments that are obsolete.

Entity	Create	Retrieve	Update	Delete	Archive	Other
PHYSICAL INSTRUMENT CLASS		Y	Y			

Function to Entity Matrix

DR-SRC61

Obsolete the entire inventory of a class of items from the stockroom.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY				Y		
FIXED ASSET		Y	Y			
PHYSICAL INSTRUMENT CLASS		Y				

DR-SRC62

Scrap a fixed asset.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM		Y	Y			
FIXED ASSET		Y	Y			
INSTRUMENT LOCATION		Y	Y			
JOB	Y					
JOB PERFORMANCE RESPONSIBILITY	Y					
PROPERTY JOB	Y					
WORK TIME	Y					

DR-SRC63

Excess a fixed asset.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CLAIM		Y	Y			
FIXED ASSET		Y	Y			
INSTRUMENT LOCATION		Y	Y			
JOB	Y					
JOB PERFORMANCE RESPONSIBILITY	Y					
PROPERTY JOB	Y					
WORK TIME	Y					

DR-SRC64

Scrap a quantity of consumables from a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY		Y	Y			
JOB	Y					

Function to Entity Matrix

JOB PERFORMANCE RESPONSIBILITY	Y					
WORK TIME	Y					

DR-SRC65
 Excess a quantity of consumables from a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY		Y	Y			
JOB	Y					
JOB PERFORMANCE RESPONSIBILITY	Y					
WORK TIME	Y					

DR-SRC71
 Maintain a quantity of spare physical instruments in a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		
FIXED ASSET QUANTITY	Y	Y	Y	Y		

DR-SRC721
 Reserve a fixed asset in a stock room for an actor.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				
USE PRIVILEGE	Y	Y	Y	Y		

DR-SRC722
 Reserve a quantity of a physical instrument class in a stock room for an actor.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
PHYSICAL INSTRUMENT CLASS		Y				
STOCK ADMINISTRATION RULE	Y	Y	Y	Y		
STOCK ROOM		Y				

DR-SRC73
 Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected

Entity	Create	Retrieve	Update	Delete	Archive	Other
INSTRUMENT QUANTITY	Y	Y	Y	Y		

Function to Entity Matrix

DR-SRC74
Report low stock levels for a stock room.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY		Y				
FIXED ASSET		Y				
INSTRUMENT LOCATION		Y				
STOCK ROOM		Y				
USE PRIVILEGE		Y				

DR-SRC75
Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.

Entity	Create	Retrieve	Update	Delete	Archive	Other
PURCHASE REQUISITION	Y					
PURCHASE REQUISITION DETAIL	Y					

DR-SRC76
Hold a defective fixed asset from disbursement for repairs.

Entity	Create	Retrieve	Update	Delete	Archive	Other
FIXED ASSET		Y	Y			
SERVICE REQUEST	Y					
SERVICE REQUEST DETAIL	Y					

DR-SRC77
Ensure fixed assets borrowed on short term do not become overdue.

Entity	Create	Retrieve	Update	Delete	Archive	Other
ACTOR		Y				
FIXED ASSET		Y				
USE PRIVILEGE		Y				

DR-SRC81
Determine stock room location for a physical instrument.

Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY	Y	Y	Y	Y		
INSTRUMENT LOCATION	Y	Y	Y	Y		

Function to Entity Matrix

DR-SRC82						
Break down a stock room into sub-locations for more definitive access to stock.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
LOCATION	Y	Y	Y	Y		
LOGICAL LOCATION CONTENT	Y	Y	Y	Y		

DR-SRCA						
Track a quantity of a consumable that is being repaired or replaced by a vendor.						
Entity	Create	Retrieve	Update	Delete	Archive	Other
CONSUMABLE QUANTITY IN REPAIR	Y	Y	Y	Y		

Entity to Function Matrix

ACTOR						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD27		Y				
DR-SRC22		Y				
DR-SRC31		Y				
DR-SRC36		Y				
DR-SRC41		Y				
DR-SRC44		Y				
DR-SRC721		Y				
DR-SRC722		Y				
DR-SRC77		Y				
AGREEMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD32	Y	Y	Y	Y		
ALTERATION						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER6C	Y	Y	Y	Y		
ALTERED ITEM						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER6C	Y	Y	Y	Y		
CLAIM						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD11	Y	Y	Y	Y		
DR-FXD13	Y	Y	Y			
DR-FXD14	Y	Y	Y			
DR-FXD15		Y	Y			
DR-FXD27		Y				
DR-REC1	Y	Y	Y	Y		
DR-REC4		Y				

Entity to Function Matrix

DR-SER52	Y	Y	Y			
DR-SRC32		Y				
DR-SRC33	Y	Y	Y	Y		
DR-SRC62		Y	Y			
DR-SRC63		Y	Y			
CLIENT AGREEMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC23	Y					
CONFIGURATION ELEMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG1	Y	Y	Y	Y		
DR-CFG3		Y				
CONSUMABLE CLASS						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC34		Y				
CONSUMABLE QUANTITY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4	Y	Y	Y	Y		
DR-REC1	Y	Y	Y			
DR-REC4	Y	Y	Y	Y		
DR-REC5			Y			
DR-SRC212	Y	Y	Y	Y		
DR-SRC24	Y	Y	Y	Y		
DR-SRC34		Y	Y			
DR-SRC51		Y				
DR-SRC53	Y	Y	Y	Y		
DR-SRC61				Y		
DR-SRC64		Y	Y			
DR-SRC65		Y	Y			

Entity to Function Matrix

DR-SRC71	Y	Y	Y	Y		
DR-SRC74		Y				
DR-SRC81	Y	Y	Y	Y		

CONSUMABLE QUANTITY IN REPAIR

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRCA	Y	Y	Y	Y		

CONTRACTED PROPERTY

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-REC2		Y				
DR-REC4		Y				
DR-SRC213		Y				
DR-SRC23	Y					
DR-SRC35		Y				

CONTRACTED SERVICE

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD32	Y	Y	Y	Y		
DR-SER9		Y				

EMPLOYEE

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV32		Y				

FERMILAB PERSON

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-REC4		Y				
DR-SER4		Y				
DR-SER63		Y				
DR-SER8		Y				
DR-SERA		Y				

Entity to Function Matrix

FIXED ASSET						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD11	Y					
DR-FXD12		Y				
DR-FXD13	Y	Y	Y			
DR-FXD14		Y	Y			
DR-FXD15		Y	Y			
DR-FXD16		Y				
DR-INV4		Y				
DR-REC1	Y					
DR-REC2		Y				
DR-REC3		Y				
DR-REC4		Y				
DR-SRC211		Y				
DR-SRC212		Y	Y			
DR-SRC22		Y				
DR-SRC23		Y				
DR-SRC25		Y				
DR-SRC26		Y				
DR-SRC31		Y				
DR-SRC32		Y				
DR-SRC33		Y				
DR-SRC36		Y				
DR-SRC41		Y				
DR-SRC42		Y				
DR-SRC43		Y				
DR-SRC44		Y				
DR-SRC45		Y				
DR-SRC51		Y				

Entity to Function Matrix

DR-SRC61		Y	Y			
DR-SRC62		Y	Y			
DR-SRC63		Y	Y			
DR-SRC721		Y				
DR-SRC74		Y				
DR-SRC76		Y	Y			
DR-SRC77		Y				
FIXED ASSET CLASS						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC31		Y				
DR-SRC41		Y				
FIXED ASSET QUANTITY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC71	Y	Y	Y	Y		
HARDWARE ADDRESS						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG22	Y	Y	Y	Y		
IDENTITY TAG						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD12	Y	Y	Y	Y		
DR-REC3	Y	Y	Y	Y		
DR-SER52	Y	Y	Y	Y		
DR-SRC211	Y					
IDENTITY TAG TYPE						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC211		Y				
INSTRUMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER51		Y				

Entity to Function Matrix

DR-SER9		Y				
INSTRUMENT LOCATION						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD11	Y	Y	Y	Y		
DR-FXD13	Y	Y	Y			
DR-FXD14	Y	Y	Y			
DR-FXD15		Y	Y			
DR-INV4	Y	Y	Y			
DR-REC1	Y	Y	Y	Y		
DR-REC4	Y	Y	Y			
DR-SER51	Y	Y	Y	Y		
DR-SER52	Y	Y	Y			
DR-SRC25	Y	Y	Y	Y		
DR-SRC31		Y				
DR-SRC32		Y				
DR-SRC33	Y	Y	Y			
DR-SRC41		Y				
DR-SRC44	Y	Y	Y			
DR-SRC51		Y				
DR-SRC54	Y	Y	Y	Y		
DR-SRC62		Y	Y			
DR-SRC63		Y	Y			
DR-SRC74		Y				
DR-SRC81	Y	Y	Y	Y		
INSTRUMENT QUANTITY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC73	Y	Y	Y	Y		

Entity to Function Matrix

INSTRUMENT SERVICE REQUEST						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER11	Y					
DR-SER53	Y					
INSTRUMENT SERVICE REQUEST						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER11	Y					
DR-SER53	Y					
INSTRUMENT UNDER CONTRACT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD32	Y	Y	Y	Y		
DR-SER9		Y				
INVENTORY REQUEST						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV1	Y	Y	Y	Y		
DR-INV2		Y				
DR-INV31		Y				
DR-INV32		Y				
DR-INV33		Y				
DR-INV52		Y				
DR-SRC36		Y				
INVENTORY REQUEST DETAIL						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV1	Y	Y	Y	Y		
DR-INV2		Y	Y			
DR-INV4		Y				
DR-INV52		Y				
DR-SRC11		Y	Y			
DR-SRC12		Y	Y			

Entity to Function Matrix

DR-SRC36		Y				
ITEM DISTRIBUTION						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4	Y	Y	Y	Y		
JOB						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV52		Y				
DR-REC5	Y					
DR-SER5	Y					
DR-SER62	Y	Y	Y	Y		
DR-SER63		Y				
DR-SER64	Y	Y	Y	Y		
DR-SER65	Y	Y	Y	Y		
DR-SER67		Y				
DR-SER8		Y	Y			
DR-SRC62	Y					
DR-SRC63	Y					
DR-SRC64	Y					
DR-SRC65	Y					
JOB CONSUMPTION						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER67	Y	Y	Y	Y		
JOB PERFORMANCE RESPONSIBILITY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4	Y	Y	Y	Y		
DR-SER62	Y	Y	Y	Y		
DR-SER63		Y				
DR-SER64	Y	Y	Y	Y		
DR-SER65	Y	Y	Y	Y		

Entity to Function Matrix

DR-SRC62	Y					
DR-SRC63	Y					
DR-SRC64	Y					
DR-SRC65	Y					

LOCATION

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4		Y				
DR-SRC51		Y				
DR-SRC82	Y	Y	Y	Y		

LOGICAL LOCATION CONTENT

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC32		Y				
DR-SRC51		Y				
DR-SRC82	Y	Y	Y	Y		

LOGICAL SYSTEM

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG21	Y	Y	Y	Y		

NETWORK SERVICE REQUEST

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER12	Y					

NETWORK SERVICE REQUEST DETAIL

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER12	Y					

NODE

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG21	Y	Y	Y	Y		

NODE ALIAS

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG21	Y	Y	Y	Y		

Entity to Function Matrix

OWNERSHIP RESPONSIBILITY

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD21	Y	Y	Y	Y		
DR-REC2	Y	Y	Y			
DR-SRC213	Y	Y				
DR-SRC22		Y				
DR-SRC23	Y	Y	Y			
DR-SRC35	Y	Y	Y			
DR-SRC42		Y				
DR-SRC44		Y				

PERSISTENT GROUP

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD31	Y	Y	Y	Y		

PHYSICAL INSTRUMENT

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG1		Y				
DR-CFG3		Y	Y			
DR-REC5				Y		
DR-SER52	Y	Y	Y			

PHYSICAL INSTRUMENT CLASS

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG1		Y				
DR-FXD33	Y	Y	Y	Y		
DR-SRC211		Y				
DR-SRC212		Y				
DR-SRC55		Y	Y			
DR-SRC61		Y				
DR-SRC722		Y				

Entity to Function Matrix

PHYSICAL NETWORK SEGMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG22	Y	Y	Y	Y		
PHYSICAL NETWORK SEGMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-CFG22	Y	Y	Y	Y		
PROPERTY JOB						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4	Y	Y	Y	Y		
DR-INV52		Y				
DR-SER67	Y	Y	Y	Y		
DR-SRC62	Y					
DR-SRC63	Y					
PROPERTY MANAGEMENT						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD24	Y	Y	Y	Y		
PURCHASE ORDER						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-REC2		Y				
DR-REC4		Y				
PURCHASE REQUISITION						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-REC4		Y				
DR-SRC75	Y					
PURCHASE REQUISITION DETAIL						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC75	Y					
REPAIR RESPONSIBILITY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD25	Y	Y	Y	Y		

Entity to Function Matrix

DR-REC2		Y				
DR-SER51	Y					
DR-SER52		Y	Y			

REQUEST APPROVAL STEP

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV32		Y				
DR-INV33		Y	Y			
DR-SER4	Y	Y	Y	Y		

REQUEST PROCEDURE

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV31		Y				

REQUEST STEP

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV31	Y	Y	Y	Y		
DR-INV52		Y				

REQUEST STEP DEFINITION

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV31		Y				

REQUEST STEP ENTRY

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV31		Y				

SAFETY RESPONSIBILITY

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD26	Y	Y	Y	Y		

SECURED FIXED ASSET

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD16	Y	Y	Y			

SENSITIVE ITEM TRUSTEE

Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD23	Y	Y	Y	Y		

Entity to Function Matrix

SERVICE REQUEST						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER2		Y				
DR-SER3		Y				
DR-SER4		Y				
DR-SER6B		Y	Y			
DR-SER7	Y					
DR-SER8		Y	Y			
DR-SERA		Y				
DR-SRC26	Y					
DR-SRC45	Y	Y	Y	Y		
DR-SRC76	Y					

SERVICE REQUEST DETAIL						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER2		Y	Y			
DR-SER3		Y	Y			
DR-SER5		Y				
DR-SER61		Y	Y			
DR-SER62		Y				
DR-SER66		Y	Y			
DR-SER69		Y	Y			
DR-SER6A		Y	Y			
DR-SER6B		Y	Y			
DR-SER7	Y					
DR-SER8		Y	Y			
DR-SERA		Y				
DR-SRC26	Y					
DR-SRC45	Y	Y	Y	Y		
DR-SRC76	Y					

Entity to Function Matrix

SITE SURVEY REQUEST						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER13	Y					
SITE SURVEY REQUEST DETAIL						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SER13	Y					
STOCK ADMINISTRATION RULE						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC31		Y	Y			
DR-SRC41		Y	Y			
DR-SRC722	Y	Y	Y	Y		
STOCK ROOM						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC22		Y				
DR-SRC31		Y				
DR-SRC32		Y				
DR-SRC34		Y				
DR-SRC51		Y				
DR-SRC53		Y				
DR-SRC722		Y				
DR-SRC74		Y				
STOCK ROOM MAINTENANCE						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-SRC22		Y				
USE PRIVILEGE						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD22	Y	Y	Y	Y		
DR-SRC22		Y	Y			
DR-SRC31		Y				

Entity to Function Matrix

DR-SRC41		Y				
DR-SRC43		Y				
DR-SRC44	Y	Y	Y			
DR-SRC721	Y	Y	Y	Y		
DR-SRC74		Y				
DR-SRC77		Y				
WARRANTY						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-FXD32	Y	Y	Y	Y		
DR-SER9		Y				
WORK TIME						
Functions	Create	Retrieve	Update	Delete	Archive	Other
DR-INV4	Y	Y	Y	Y		
DR-SER5	Y					
DR-SER63		Y				
DR-SER67	Y	Y	Y	Y		
DR-SER68	Y	Y	Y	Y		
DR-SRC62	Y					
DR-SRC63	Y					
DR-SRC64	Y					
DR-SRC65	Y					



Business Requirements

2 DRUIDS

2.7 Response Time and Availability

Introduction

This section further describes the expectations of the user groups regarding the performance and availability of the proposed system at Fermilab. Overall system performance is discussed in Book 10 of the MISCOMP Business Requirements document. The following chart describes the required response time and availability of the DRUIDS subsystem.

Function Category refers to the business transaction or group of business transactions.

Response Time is the required speed of the system response for a business transaction or group of business transactions.

Availability indicates the amount of time the system must be in operation.

Response Time and Availability Table

Function Category	Response Time	Availability	
Stockroom Control:			
Inventory Request Tracking:			
Service Tracking:			
Fixed Asset Tracking:			
Warranty/Service Contract Tracking:			
Configuration Management:			
All functions except Reporting	2 secs	Mon-Fri	8am - 5pm
Reporting	10 - 15 mins	"	"

MISOMP Business Requirements

Configuration Topology Reporting	20 - 30 mins	"	"
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Business Requirements

2 DRUIDS

2.8 Security

Introduction

The security chart describes the required access security for the DRUIDS subsystem. Overall system security is discussed in Book 10 of the MISCOMP Business Requirements document. This chart is divided into the following:

Function Category refers to the lowest level business functions.

Security Units are the business units that will be able to perform these functions. A business unit is any organizational subdivision of Fermilab that will have some access to the MISCOMP system. In this section the following security units apply:

- REQ Person who makes a request for inventory or service.
- CUS Customer Service—group who processes inventory or service requests.
- STK The CD Stacking Facility.
- ADM The CD Stacking Facility Administrator or the CD Service Provider Administrator; CD Management.
- SRV Department which is a service provider—CD Data Communications, CD Distributed Hardware, CD Equipment Support, or CD Field Service
- REC Lab Receiving Department.

*An asterisk next to a function indicates that no business units have yet been mapped to that function.

Security Chart

MISOMP Business Requirements

Function Definition	Name	REQ	CUS	STK	ADM	SRV	REC
Define the rules for a system's configuration, ensuring that changing a rule does not invalidate any existing system configurations.	DR-CFG1*						
Maintain a logical network's configuration.	DR-CFG21				X	X	
Maintain a physical network's configuration.	DR-CFG22				X	X	
Maintain a physical instrument's configuration.	DR-CFG3	X		X	X	X	
Provide detailed and summary reports based on system configurations, their components, and their definitions.	DR-CFG4	X	X		X	X	
Register a fixed asset. (see REC)	DR-FXD11	X	X	X	X	X	X
Tag a fixed asset for identification purposes. (see REC)	DR-FXD12			X			X
Excess a fixed asset. (see SRC)	DR-FXD13			X	X		
Scrap a fixed asset. (see SRC)	DR-FXD14			X	X		
Discontinue tracking a fixed asset.	DR-FXD15			X	X		
Secure a fixed asset against theft, vandalism, etc...	DR-FXD16*						
Maintain ownership information for a fixed asset.	DR-FXD21		X	X	X		
Maintain use privilege information for a fixed asset.	DR-FXD22		X	X	X		
Maintain sensitive item trustee information for a fixed asset.	DR-FXD23			X			X
Maintain property management information for a fixed asset.	DR-FXD24		X	X	X		
Maintain repair responsibility information for a fixed asset.	DR-FXD25			X	X	X	
Maintain safety responsibility information for a fixed asset.	DR-FXD26			X	X	X	
Notify a claimant prior to the expiration of his claim.	DR-FXD27		X				
Maintain a list of vendors. (See Client Subsystem)	DR-FXD31			X			
Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)	DR-FXD32		X	X			
Maintain physical instrument classifications and catalog information.	DR-FXD33		X	X			
Provide detail and summary reports on fixed assets.	DR-FXD4		X	X	X		
Submit an inventory request.	DR-INV1	X	X			X	

MISOMP Business Requirements

Function Definition	Name	REQ	CUS	STK	ADM	SRV	REC
Cancel all or part of a submitted inventory request.	DR-INV2	X	X			X	
Determine a request's approval chain.	DR-INV31				X		
Route a request through its approval chain.	DR-INV32				X		
Notify requester of request approval or denial at each step in the approval chain.	DR-INV33				X		
Deliver an instrument to the requester.	DR-INV4	X		X			X
Provide detailed and summary inventory request reports.	DR-INV51	X	X				
Monitor the progress of an inventory request.	DR-INV52	X	X	X	X		
Receive an instrument into Fermilab.	DR-REC1						X
Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent outside the Lab for repairs.	DR-REC2			X			X
Tag an unknown/new instrument for Fermilab identification purposes.	DR-REC3			X			X
Notify and/or distribute an instrument to its requestor/stock room.	DR-REC4						X
Notify and return an instrument to its vendor, if the instrument was not expected or delivery should not be taken by Fermilab.	DR-REC5						X
Receive a service request to repair, upgrade, or maintain an instrument.	DR-SER11		X				
Receive a network service request.	DR-SER12		X				
Receive a site survey service request.	DR-SER13		X				
Cancel a service request.	DR-SER2	X					
Reject a service request.	DR-SER3		X				
Approve or disapprove a service request prior to its release to an appropriate work group.	DR-SER4				X		
Send a physical instrument to a vendor for service.	DR-SER51			X			
Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.	DR-SER52			X			X
Inspect/test a returned instrument to ensure that the services were done correctly by the vendor.	DR-SER53			X		X	
Prioritize a service request.	DR-SER61		X		X		
Schedule/queue work for a service request.	DR-SER62		X		X	X	
Review workload of technicians.	DR-SER63		X		X	X	

MISOMP Business Requirements

Function Definition	Name	REQ	CUS	STK	ADM	SRV	REC
Assign a technician to a service request.	DR-SER64		X		X	X	
Transfer a service request from one technician to another.	DR-SER65		X		X	X	
Activate a service request when work has been initiated.	DR-SER66		X			X	
Perform work to fulfill a service request.	DR-SER67					X	
Manage on-site work performed by a vendor.	DR-SER68				X	X	
Hold a service request.	DR-SER69		X		X	X	
Re-activate a service request that has been put on hold.	DR-SER6A		X		X	X	
Add information to a service request.	DR-SER6B		X			X	
Maintain an instrument's alterations / modifications due to a service request's work	DR-SER6C					X	
Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)	DR-SER7		X			X	
Close completed service request.	DR-SER8		X				
Determine the feasibility of utilizing a vendor for service.	DR-SER9		X		X	X	
Notify requestor of a change in the status of request.	DR-SERA		X				
Provide detail and summary service request reports.	DR-SERB		X		X		
Authorize withdrawal for an inventory request.	DR-SRC11		X	X	X		
Prioritize an unfulfilled inventory request.	DR-SRC12		X	X	X		
Determine if the instrument needs to be tracked (fixed asset) and provide an ID tag.	DR-SRC211			X			X
Determine the classification (catalog) of a physical instrument.	DR-SRC212			X			
Establish stockroom's claim on a newly purchased fixed asset by a group, in lieu of a fixed asset previously given to that group.	DR-SRC213			X	X		
Verify that a returned fixed asset was borrowed from the stock room.	DR-SRC22		X	X			
Accept a donated fixed asset into the stockroom.	DR-SRC23		X	X			
Increment the current level quantity for a consumable class in a stock room.	DR-SRC24		X	X			
Shelf a fixed asset at it's storage location within the stock room.	DR-SRC25			X			

MISOMP Business Requirements

Function Definition	Name	REQ	CUS	STK	ADM	SRV	REC
Ensure that the fixed asset is in working order.	DR-SRC26			X		X	
Check if a stock administration rule will be broken or threatened by a withdrawal from the stockroom.	DR-SRC31		X	X			
Generate a pick list of available fixed assets within a stock room.	DR-SRC32		X	X			
Pull an individual fixed asset from the stock room.	DR-SRC33			X			
Pull a quantity of consumables from the stock room.	DR-SRC34			X			
Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new instrument when it arrives.	DR-SRC35		X	X	X		
Notify a requester that her requested instrument is available for pick-up (or delivery).	DR-SRC36		X				
Check if a stock administration rule will be broken or threatened by an exchange from the stockroom.	DR-SRC41		X	X			
Verify that a received fixed asset in an exchange is the item that was originally borrowed.	DR-SRC42		X	X			
Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.	DR-SRC43		X	X			
Provide replacement in exchange for an instrument of same class.	DR-SRC44			X			
Send exchanged fixed asset for repairs.	DR-SRC45		X	X			X
Generate a full stock list for a stock room.	DR-SRC51		X	X	X		
Perform physical count or validate fixed asset availability.	DR-SRC52			X			
Adjust the available quantity of a consumable class in the catalog to match those reported on shelves.	DR-SRC53			X			
Adjust the location of a fixed asset to reflect the storage location on the catalog.	DR-SRC54			X			
Retire a classification (catalog) for instruments that are obsolete.	DR-SRC55			X	X		
Obsolete the entire inventory of a class of items from the stockroom.	DR-SRC61			X	X		
Scrap a fixed asset.	DR-SRC62			X	X		

MISOMP Business Requirements

Function Definition	Name	REQ	CUS	STK	ADM	SRV	REC
Excess a fixed asset.	DR-SRC63			X	X		
Scrap a quantity of consumables from a stock room.	DR-SRC64			X	X		
Excess a quantity of consumables from a stock room.	DR-SRC65			X	X		
Maintain a quantity of spare physical instruments in a stock room.	DR-SRC71			X	X		
Reserve a fixed asset in a stock room for an actor.	DR-SRC721		X	X	X		
Reserve a quantity of a physical instrument class in a stock room for an actor.	DR-SRC722		X	X	X		
Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.	DR-SRC73			X	X		
Report low stock levels for a stock room.	DR-SRC74			X			
Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.	DR-SRC75			X	X		
Hold a defective fixed asset from disbursement for repairs.	DR-SRC76			X	X		
Ensure fixed assets borrowed on short term do not become overdue.	DR-SRC77		X	X	X		
Determine stock room location for a physical instrument.	DR-SRC81			X	X		
Break down a stock room into sub-locations for more definitive access to stock.	DR-SRC82			X	X		
Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.	DR-SRC9			X	X		
Track a quantity of a consumable that is being repaired or replaced by a vendor.	DR-SRCA		X	X			



Business Requirements

2 DRUIDS

2.9 Special Forms

Introduction

There are no special forms required for the future DRUIDS system.



Business Requirements

2 DRUIDS

2.10 Data Retention

This section of the Administrative System Requirements describes any special data retention requirements.

Archiving Data

Archiving is the process of transferring data from an immediate access medium such a disk drive to an off-line medium such as tape. The DRUIDS subsystem requires an automated process for transferring information between archive states (accessible to non-accessible and non-accessible to accessible).

The DRUIDS subsystem must support the initial archiving functions for the following informational areas:

- Ability to set a time period for archiving information related to excessed or scrapped fixed assets. The information is selected based on the excess/scrap date. The default time period is 1 year.
- Ability to set a time period for archiving information related to completed service requests. The information is selected based on the completion date (close or cancel). The default time period is 3 years.
- Ability to set a time period for archiving information related to completed inventory requests. The information is selected based on the completion date. The default time period is 2 years.
- Ability to set a time period and stocking facility for archiving stockroom maintenance transactions (add, withdrawal, adjustments). The information is based on the transaction log date. The default time period is 2 years.

Retrieval of archived information is possible in the following manner:

- Ability to retrieve fixed asset information by fixed asset identifier, inventory class, inventory classification identifier, inventory classification description, manufacturer, model number, excessed/scrapped date range.
- Ability to retrieve completed service request information by service request identifier, requester, service provider, and completed date range.
- Ability to retrieve completed inventory requests by inventory request identifier, requester, requester affiliation, and completed date range.
- Ability to retrieve stockroom maintenance transaction by stocking facility and logged date range.

Backup and Recovery

The DRUIDS subsystem does not require any special backup and recovery procedures other than the procedures listed in the Book 10 of the MISCOMP Business Requirements document.



Business Requirements



DRUIDS

2.11 Volume and Statistics

Introduction

This section of the DRUIDS Business Requirements document summarizes the volumes and service levels of the lowest level business functions which will be performed utilizing the new system. The following information is provided for each function:

Function refers to the business function at the lowest decomposed level.

Average refers to the average period volume. The volume can be expressed per day, per week, per month, per quarter or per year.

Peak represents the peak period volume.

Comments further explains the reason for the peak period.

Growth is the projected yearly growth of the business function.

Volume and Statistics Table

MISOMP Business Requirements

Function		Average	Peak	Comments	Growth
DR-CFG1	Define the rules for a system's configuration, ensuring that changing a rule does not invalidate any existing system configurations.	/			
DR-CFG21	Maintain a logical network's configuration.	/			
DR-CFG22	Maintain a physical network's configuration.	/			
DR-CFG3	Maintain a physical instrument's configuration.	/			
DR-CFG4	Provide detailed and summary reports based on system configurations, their components, and their definitions.	/			
DR-FXD11	Register a fixed asset. (see REC)	10/DAY			
DR-FXD12	Tag a fixed asset for identification purposes. (see REC)	10/DAY			
DR-FXD13	Excess a fixed asset. (see SRC)	/			
DR-FXD14	Scrap a fixed asset. (see SRC)	/			
DR-FXD15	Discontinue tracking a fixed asset.	/			
DR-FXD16	Secure a fixed asset against theft, vandalism, etc...	/			
DR-FXD21	Maintain ownership information for a fixed asset.	10/DAY?			
DR-FXD22	Maintain use privilege information for a fixed asset.	20/DAY?			
DR-FXD23	Maintain sensitive item trustee information for a fixed asset.	/			
DR-FXD24	Maintain property management information for a fixed asset.	/			

MISOMP Business Requirements

	Function	Average	Peak	Comments	Growth
DR-FXD25	Maintain repair responsibility information for a fixed asset.	/			
DR-FXD26	Maintain safety responsibility information for a fixed asset.	/			
DR-FXD27	Notify a claimant prior to the expiration of his claim.	/			
DR-FXD31	Maintain a list of vendors. (See Client Subsystem)	1/MONTH?			
DR-FXD32	Maintain a list of warranties or contracted services covering a fixed asset. (see CLN)	/			
DR-FXD33	Maintain physical instrument classifications and catalog information.	1/WEEK?			
DR-FXD4	Provide detail and summary reports on fixed assets.	/			
DR-INV1	Submit an inventory request.	/			
DR-INV2	Cancel all or part of a submitted inventory request.	/			
DR-INV31	Determine a request's approval chain.	/			
DR-INV32	Route a request through its approval chain.	/			
DR-INV33	Notify requester of request approval or denial at each step in the approval chain.	/			
DR-INV4	Deliver an instrument to the requester.	/			
DR-INV51	Provide detailed and summary inventory request reports.	/			
DR-INV52	Monitor the progress of an inventory request.	/			
DR-REC1	Receive an instrument into Fermilab.	10/DAY?			

MISOMP Business Requirements

Function		Average	Peak	Comments	Growth
DR-REC2	Reconcile a received instrument with purchase documents or with vendor repair claims for instruments sent outside the Lab for repairs.	10/DAY?			
DR-REC3	Tag an unknown/new instrument for Fermilab identification purposes.	/			
DR-REC4	Notify and/or distribute an instrument to its requestor/stock room.	/			
DR-REC5	Notify and return an instrument to its vendor, if the instrument was not expected or delivery should not be taken by Fermilab.	/			
DR-SER11	Receive a service request to repair, upgrade, or maintain an instrument.	/			
DR-SER12	Receive a network service request.	/			
DR-SER13	Receive a site survey service request.	/			
DR-SER2	Cancel a service request.	/			
DR-SER3	Reject a service request.	/			
DR-SER4	Approve or disapprove a service request prior to its release to an appropriate work group.	/			
DR-SER51	Send a physical instrument to a vendor for service.	/			
DR-SER52	Receive a serviced physical instrument back from the vendor, tagging it if the vendor provided a new physical instrument in exchange.	/			
DR-SER53	Inspect/test a returned instrument to ensure that the services were done correctly by the vendor.	/			
DR-SER61	Prioritize a service request.	/			

MISOMP Business Requirements

Function		Average	Peak	Comments	Growth
DR-SER62	Schedule/queue work for a service request.	/			
DR-SER63	Review workload of technicians.	/			
DR-SER64	Assign a technician to a service request.	/			
DR-SER65	Transfer a service request from one technician to another.	/			
DR-SER66	Activate a service request when work has been initiated.	/			
DR-SER67	Perform work to fulfill a service request.	/			
DR-SER68	Manage on-site work performed by a vendor.	/			
DR-SER69	Hold a service request.	/			
DR-SER6A	Re-activate a service request that has been put on hold.	/			
DR-SER6B	Add information to a service request.	/			
DR-SER6C	Maintain an instrument's alterations / modifications due to a service request's work	/			
DR-SER7	Generate a new service request to support the servicing of the current request. (e.g. fixing defective fixed assets)	/			
DR-SER8	Close completed service request.	/			
DR-SER9	Determine the feasibility of utilizing a vendor for service.	/			
DR-SERA	Notify requestor of a change in the status of request.	/			
DR-SERB	Provide detail and summary service request reports.	/			
DR-SRC11	Authorize withdrawal for an inventory request.	/			

MISOMP Business Requirements

Function	Average	Peak	Comments	Growth
DR-SRC12	Prioritize an unfulfilled inventory request.	/		
DR-SRC211	Determine if the instrument needs to be tracked (fixed asset) and provide an ID tag.	/		
DR-SRC212	Determine the classification (catalog) of a physical instrument.	10/DAY?		
DR-SRC213	Establish stockroom's claim on a newly purchased fixed asset by a group, in lieu of a fixed asset previously given to that group.	/		
DR-SRC22	Verify that a returned fixed asset was borrowed from the stock room.	/		
DR-SRC23	Accept a donated fixed asset into the stockroom.	/		
DR-SRC24	Increment the current level quantity for a consumable class in a stock room.	/		
DR-SRC25	Shelf a fixed asset at it's storage location within the stock room.	/		
DR-SRC26	Ensure that the fixed asset is in working order.	/		
DR-SRC31	Check if a stock administration rule will be broken or threatened by a withdrawal from the stockroom.	/		
DR-SRC32	Generate a pick list of available fixed assets within a stock room.	/		
DR-SRC33	Pull an individual fixed asset from the stock room.	/		
DR-SRC34	Pull a quantity of consumables from the stock room.	/		

MISOMP Business Requirements

Function		Average	Peak	Comments	Growth
DR-SRC35	Verify a purchase order and establish the stockroom's claim on an instrument to be received, when a withdrawal is made with the promise that the stock room takes ownership of a new instrument when it arrives.	/			
DR-SRC36	Notify a requester that her requested instrument is available for pick-up (or delivery).	/			
DR-SRC41	Check if a stock administration rule will be broken or threatened by an exchange from the stockroom.	/			
DR-SRC42	Verify that a received fixed asset in an exchange is the item that was originally borrowed.	/			
DR-SRC43	Verify that the person exchanging a fixed asset is the original borrower or the borrower's representative.	/			
DR-SRC44	Provide replacement in exchange for an instrument of same class.	/			
DR-SRC45	Send exchanged fixed asset for repairs.	/			
DR-SRC51	Generate a full stock list for a stock room.	/			
DR-SRC52	Perform physical count or validate fixed asset availability.	/			
DR-SRC53	Adjust the available quantity of a consumable class in the catalog to match those reported on shelves.	/			
DR-SRC54	Adjust the location of a fixed asset to reflect the storage location on the catalog.	/			

MISOMP Business Requirements

Function	Average	Peak	Comments	Growth
DR-SRC55	Retire a classification (catalog) for instruments that are obsolete.	/		
DR-SRC61	Obsolete the entire inventory of a class of items from the stockroom.	/		
DR-SRC62	Scrap a fixed asset.	/		
DR-SRC63	Excess a fixed asset.	/		
DR-SRC64	Scrap a quantity of consumables from a stock room.	/		
DR-SRC65	Excess a quantity of consumables from a stock room.	/		
DR-SRC71	Maintain a quantity of spare physical instruments in a stock room.	/		
DR-SRC721	Reserve a fixed asset in a stock room for an actor.	/		
DR-SRC722	Reserve a quantity of a physical instrument class in a stock room for an actor.	/		
DR-SRC73	Decide on a reorder point and quantity for a physical instrument class in a stock room based on projected demands, expected returns and current stock levels.	/		
DR-SRC74	Report low stock levels for a stock room.	/		
DR-SRC75	Initiate the replenishment of stock for a physical instrument class that is near or below its reorder point.	/		
DR-SRC76	Hold a defective fixed asset from disbursement for repairs.	/		
DR-SRC77	Ensure fixed assets borrowed on short term do not become overdue.	/		

MISOMP Business Requirements

	Function	Average	Peak	Comments	Growth
DR-SRC81	Determine stock room location for a physical instrument.	/			
DR-SRC82	Break down a stock room into sub-locations for more definitive access to stock.	/			
DR-SRC9	Provide detail and summary reporting about the availability and demand for instruments, especially to support forecasting.	/			
DR-SRCA	Track a quantity of a consumable that is being repaired or replaced by a vendor.	/			



Business Requirements



DRUIDS

2.12 Conversion Requirements

Introduction

This section of the DRUIDS Requirement Report documents the high level conversion requirements and issues related to the conversion of existing data into the new system. This section is not intended to provide a description of how the conversion will take place or a resolution of the issues, but it is intended to provide a basis for understanding the conversion effort that is required for the installation of the subsystem. The following areas will be discussed in this section of the document. Conversion Issues, Current Data Repositories, Conversion Activities, Manual Conversion Activities.

Conversion Issues

Standard Names for Materials - Currently, the naming conventions for consumables and fixed assets are not standardized. Each individually owned data base has developed their own name for the manufacturer, model number, description and classification.

Fixed Asset Identifiers - Within Fermilab, a unique instance of an item may have as many as four ways to identify the fixed asset. The NAL number is a unique 5 digit number assigned by the Property Office. This number is required by the LAB for capital asset tracking and is assigned based on actual purchase cost or sensitive item tracking requirements. The Pool number is a unique 7 digit number. These numbers are assigned by the Computing Division PREP department when an item does not already have an NAL number. The Pool and the NAL numbers do not overlap. The FSN (Fermi Serial Number) is a unique 6 digit number assigned by the Computing Division Distributed Hardware Group for tracking items in the network. The Fermi Serial Number and the NAL number can overlap. The Manufacturer Serial Number is the number assigned by the manufacturer. It has been found that these numbers can be duplicated between two or more manufacturers.

Service History - In the current operating environment, each service provider maintains a different level of history about past services provided.

Undocument Information - A large amount of the current information known about stockrooms, services, fixed assets, warrantys and network configurations is not currently documented.

Current Data Repositories

The following chart documents the existing known data bases or files which can be used to extract information for the conversion process.

Name	Description	Structure	Department
PROPDB	Contains a partial list of fixed assets tracked by the Computing Division	IBM System 2000	OLES A
Request Database	Contains a partial list of current inventory requests. This is a complete list of items requested from the Pool.	IBM System 2000	OLES A
CDI	Contains a partial list of active items on the network.	VAX Datatrieve	Distributed Hardware
EQUIPDB	Contains a partial list of fixed assets tracked by the Computing Division	VAX Datatrieve	OLES A
Property Office Database	Contains a complete list of capital assets	IBM System 2000	Property Office
PARTSDB	Contains a complete list of consumable assets in the stockroom	VAX Datatrieve	OLES A
REPAIRDB	Contains a partial list of equipment repair transaction data	VAX Datatrieve	OLES A
WORKDB	Contains a partial list of equipment repair transaction data	IBM System 2000	Equipment Support

Conversion Requirements

This section documents the conversion requirements for each major business function within the DRUIDS subsystem.

Stockroom Control

- Identify Stocking Facilities - Load the initial information about the stocking facilities which will store materials.
- Generate Stock Catalogs - This is the process of creating the list of materials which a stocking facility will store.
- Create Storage Locations - Load the initial storage locations and the stock catalog items that will be stored at these locations.
- Record Current Stock - Load the current stock levels for each storage location. For consumables, only the quantity is recorded. If an item is a fixed asset, each instance is recorded. Quantities will be calculated by summing all instances.

Inventory Request Tracking

- **Generate Inventory Classifications** - This is the process of creating the classification of fixed assets and consumables which will be inventoried by the Computing Division.
- **Create Inventory Requests** - Load the initial inventory requests with the proper classification identifiers assigned to each request.

Service Tracking

- **Record Service Request** - Load the initial information about the Service Requests.

Fixed Asset Tracking

- **Record Fixed Asset Data** - Load the initial information about the Fixed Asset Data.

Warranty/Service Contract Tracking

- **Create Warranty Information** - Load the initial information about the Warranty Information data.
- **Create Service Contract** - Load the initial information about the Fixed Asset Coverage data.

Configuration Management

- **Create Host System** - Load the initial information about the Host System.
- **Create The System Configuration** - Load the initial information about System Componentets with proper Host System identifiers.



Business Requirements

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2.13 Data Model

Introduction

An Entity-Relationship Diagram graphically depicts things of significance (entities) about which an organization keeps information and the relationships between them. A complete set of Entity-Relationship Diagrams, including instructions on how to interpret them, can be found in Book 10 of the MISCOMP Business Requirements documentation. The complete set of diagrams depicts many relationships between the entities with much overlap between the MISCOMP subsystems. The entity-relationship diagrams in this section are a subset of the MISCOMP detailed diagram that are pertinent to the Administrative subsystem.

Entity List and Entity-Relationship Diagram

Entity List

ACTOR

An individual or group.

ACTUAL INDIVIDUAL TIME

A record of actual work time, sick time or travel time.

ADDRESSABLE NETWORK CLASS

A type designation for addressable networks.

AGREEMENT

An understanding between two actors that outlines the responsibilities of each with respect to the other.

AGREEMENT DETAIL

A type of property to be provided or service/job to be performed in accordance with an agreement.

ALTERATION

A design change to a fixed asset class.

ALTERED ITEM

A relationship between an alteration and a fixed asset that indicates that the alteration has been applied to the fixed asset.

APPLETALK ZONE

A group of AppleTalk devices in a controlled network, behind the installation of a network gateway.

CARRY IN INSTRUMENT REQUEST DETAIL

A request to repair, upgrade, or maintain an instrument that has been brought to the pool.

CLAIM

A relationship between an actor and a provision that implies rights or responsibilities of the actor with respect to the provision.

COMPANY

A company.

COMPUTER SYSTEM

A configuration of physical instruments that compose a logical system known as a computer,

CONFIGURATION ELEMENT

A rule or guideline that defines one composition element for the construction of an instance of a physical instrument class.

CONSUMABLE CLASS

A type designation for consumables.

CONSUMABLE QUANTITY

A quantity of a specific consumable class in a stock cabinet or stock room.

Entity List

CONSUMABLE QUANTITY IN REPAIR

A quantity of consumables that is allocated to a stock room, but is currently possessed by a vendor that is performing a repair or a replacement.

CONTRACTED PROPERTY

A contracted item that denotes a desire to acquire a type of property. If this property is contracted under a vendor agreement, then the relationships to which properties were acquired should be tracked. If this property is contracted under a client agreement, then the relationship to which "use privilege" claims resulted from this contract should be tracked, NOT which properties.

CONTRACTED SERVICE

A job to be performed as a service under a service contract. If a service is contracted under a vendor agreement, then the relationship to which jobs occurred should be tracked. If a service is contracted under a client agreement, then the relationship to which job beneficiary claims should be tracked.

DECNET PHASE 4 AREA NETWORK

A section / area within DECNET phase 4 network.

DECNET PHASE 4 NETWORK

A type designation for DECNET network using the DECNET data communication protocol DECNET phase 4.

DEVICE CHANGE REQUEST DETAIL

A logical network change request detail used to replace a device with another device throughout a network.

DEVICE MOVE REQUEST DETAIL

A logical network change request detail used to move a device from one location to another. This may require re-addressing the node of a device.

ETHERTALK ZONE

A group of AppleTalk devices.

FARM

A type designation for cooperative process production systems.

FARMLET

A portion of a farm resident on the same IP subnet. Farmlet is a member of one farm but can change membership from one farm to another.

FERMILAB PERSON

An individual employed by, for or at Fermilab.

FIELD INSTRUMENT REQUEST DETAIL

A request for repair, upgrade, or maintenance on an instrument at a location that is not the pool, but is on-site.

Entity List

FIXED ASSET

An item which may be repaired if it is found to be defective, which is tracked individually, and which is either sold as a unit by a vendor or which in the course of normal activity may be built, stored or used as a unit by the lab.

FIXED ASSET CLASS

A type designation for fixed assets.

FIXED ASSET QUANTITY

The rules regarding reordering for a fixed asset class in a given stock room.

GROUP

Two or more actors united in a common purpose.

HARDWARE ADDRESS

A hardware address for a fixed asset (cpu box, printer, gateway, etc.) that allows it to connect to a physical network.

HARDWARE ADDRESS CHANGE REQUEST DETAIL

A logical network change request detail used to change a hardware address for a network device.

IDENTITY TAG

A tag bearing an identifying number for a property.

IDENTITY TAG TYPE

A type for identity tags.

INDIVIDUAL

A person.

INDIVIDUAL TIME

A record of an individual's time use.

INSTRUMENT

Any thing of significance that can be owned as property that is not a location. It can also be configured with other instruments.

INSTRUMENT CLASS

A type designation for instruments.

INSTRUMENT INSTALLATION REQUEST DETAIL

A request to install an instrument.

INSTRUMENT LOCATION

A location for an instrument. (Instruments may span locations, thus they would have more than one instrument location.)

INSTRUMENT REPAIR REQUEST DETAIL

A request to repair an instrument.

Entity List

INSTRUMENT SERVICE REQUEST

A grouping of instrument service request details.

INSTRUMENT SERVICE REQUEST DETAIL

A request for repair, upgrade, maintenance, or installation of an instrument.

INSTRUMENT UNDER CONTRACT

A relationship between a contracted service and an instrument that it covers.

INSTRUMENT UPGRADE REQUEST DETAIL

A service request to upgrade an instrument.

INVENTORY REQUEST

A group of one or more inventory request details to be delivered to a particular location.

INVENTORY REQUEST DETAIL

A request for distribution of an available item of a particular type.

IP NETWORK

A type of logical network that provides data communication between nodes using the TCP/IP data communication protocol.

IP SUBNET

A subset of a IP network providing data communications between nodes on the same physical network segment using the TCP/IP protocol.

ITEM DISTRIBUTION

A type of job, to distribute item requested by inventory request.

JOB

A unit of work that is trackable by which actors are responsible for performing it and which actors have actually performed it.

JOB BENEFICIARY

A claim that an actor holds as a beneficiary of a job. In other words, the job was performed for them. e.g. trainee in a class. This should not be used to represent that a person benefitted from work done on some property that they own or use, only for work done to affect the actor directly.

JOB CLASS

A type designation for jobs.

JOB CLASS STEP

A relationship between a job class and itself that defines a job to be a step within the performance of another job.

JOB CONSUMPTION

A quantity of a consumable class that is consumed by a job.

Entity List

JOB PERFORMANCE RESPONSIBILITY

A claim by an actor that denotes a responsibility to perform a job.

LAT SERVICE REGISTRATION REQUEST DETAIL

A request for a node to be registered as a provider of a LAT service.

LOCATION

A piece of property that cannot be moved and that can contain other pieces of property. All locations are considered on-site.

LOGICAL LOCATION

A grouping of locations that is used to relate locations with the same logical aspect that cannot be derived via claim or content information for the locations.

LOGICAL LOCATION CONTENT

A location that is contained within a logical location.

LOGICAL NW CHANGE REQUEST DETAIL

A request detail to change aspects of a node or device on a logical network.

LOGICAL NW INSTALLATION REQUEST DETAIL

A request for a system to be registered as a node on a network, or a node providing a service. More generally, adding an instrument or aspect to a logical network.

LOGICAL SYSTEM

Any thing that defines function for a grouping of physical instruments
This includes networks, DAQ, farms, etc...

MANUFACTURER MODIFICATION

An alteration by the manufacturer.

MODIFICATION

An alteration made by the lab.

NETWORK INVENTORY REQUEST DETAIL

A network service request detail that specifies that an inventory should be taken of to survey all the nodes of a logical network, or all the devices hooked to or composing a physical network.

NETWORK SERVICE

A service that can be provided across a network. (Usually a LAT service)

NETWORK SERVICE GROUP

A grouping of network services that can be made available to a node as a single unit.

NETWORK SERVICE GROUP MEMBER

The map of a network service to a network service group.

Entity List

NETWORK SERVICE REQUEST

A grouping of network service request details.

NETWORK SERVICE REQUEST DETAIL

A service request that is related to the maintenance of Fermilab's physical and logical networks.

NODE

The mapping of a physical instrument to a logical system. This implies that the physical instrument is a logical component of the logical system.

NODE ALIAS

An alias for a node.

NODE DOMAIN

A named, logical grouping/collection of nodes.

NODE NAME CHANGE REQUEST DETAIL

A logical network change request detail used to change the name of a node or all nodes for a network device.

NODE REGISTRATION

The job of registering one or more nodes to a network or service.

NODE REGISTRATION REQUEST DETAIL

A request for a board or group of boards to be registered as nodes on a network.

NODE REMOVAL REQUEST DETAIL

A request to remove a node or a all nodes for a device from a logical network.

NON-SPECIFIC INSTRUMENT REQUEST DETAIL

A service request for an instrument that is not known/tracked by the CD.

NON-SPECIFIC NODE REG REQUEST DETAIL

A type of node registration request detail where only the type of physical device is known. In other words, the requestor does not have or can ascertain an ID for the specific physical device(s) to register.

OWNERSHIP RESPONSIBILITY

A claim on a piece of property by that implies ownership of that property.

PERSISTENT GROUP

A group that is intended to last of a period of time. (Organizational type groups)

PHYSICAL CLUSTER

A cooperative grouping of wiring, devices and computer systems that

Entity List

are physically constructed.

PHYSICAL INSTRUMENT

A fixed asset or aggregation of fixed assets and other physical instruments configured to act as a whole through physical connections and that are intended to be tracked individually.

PHYSICAL NETWORK SEGMENT

A grouping of wiring devices, communication hardware and other instruments that spans one or more locations delimited by network routers, bridges or gateways.

PHYSICAL NETWORK SEGMENT COMPONENT

Any type of wire, wire connector, wiring harness, or wiring adaptor or other fixed asset that composes a physical network segment.

PHYSICAL SYSTEM

A physical instrument that is not a fixed asset or consumable, and can be composed of other physical systems or fixed assets.

PREVENTATIVE MAINTENANCE REQUEST DETAIL

A repair service request to provide upkeep of an instrument.

PRINTER

A computer peripheral that provides data output services in the form of printed output.

PRINTER SYSTEM

A physical system that is primarily composed of printer related fixed assets.

PROPERTY

A thing that can be owned.

PROPERTY CLASS

A type designation for property.

PROPERTY JOB

The performance of a job on a piece of property.

PROTOCOL NETWORK

A logical network that runs a specific networking protocol.
(e.g. IP, DECNET, ...)

PROVISION

A thing that can be supplied by one actor to another.

PROVISION CLASS

A type of provision.

PURCHASE ORDER

A statement of intent to buy.

PURCHASE REQUISITION

A grouping of purchase requisition details made by the same person at

Entity List

the same time.

PURCHASE REQUISITION DETAIL

A specific request to acquire a claim or engage a service.

REQUEST

The information common to one or more request details that have been grouped together.

REQUEST DETAIL

A formal request for the allocation of a property, which may trigger the performance of a job.

SECURED FIXED ASSET

A fixed asset that is secured via some mechanism or lock.

SENSITIVE ITEM TRUSTEE

A claim denoting a person as the trustee of a sensitive item.

SERVICE REQUEST

A grouping of service request details.

SERVICE REQUEST DETAIL

A request to service a piece of computing equipment or computing system.

SITE SURVEY REQUEST

A grouping of site survey request details.

SITE SURVEY REQUEST DETAIL

A request to survey a location for fixed assets owned and/or used by the lab.

SPECIFIC INSTRUMENT REQUEST DETAIL

A specific request that is for a specific/tracked instrument.

SPECIFIC NODE REG REQUEST DETAIL

A type of node registration request detail where either the network card address or the physical device is known.

STOCK ADMINISTRATION RULE

A rule for stocking levels within a location for an instrument class.

STOCK CABINET

A cabinet for storing a small quantity of supplies immediately before use.

STOCK ROOM

A logical location that contains locations that in turn contain stock of fixed assets and consumables.

STOCK ROOM MAINTENANCE

A type of job; to maintain, allocate and track items in stock room.

Entity List

SUPPORT RESPONSIBILITY

A claim of an actor to support an instrument, e.g. a software implementation or equipment.

SYSTEM MANAGER

A claim on a piece of property, specifically a system, that implies the person is the manager responsible for the system.

UNIT OF MEASURE

A unit of measurement for gathering quantities of information.

USE PRIVILEGE

A claim on a piece of property that implies usage of that property.

VENDOR AGREEMENT

A formal agreement between a vendor and the Computing Division that itemizes the product models and services that the vendor will supply to the Computing Division.

WARRANTY

An agreement detail that contracts a maintenance or guarantee of service for an instrument. Usually these are found on vendor agreements.

WIRE ADAPTER

A device that provides the service of adapting wire to one another.

WIRE CONNECTOR

A device that provides the service of connecting wire to other devices

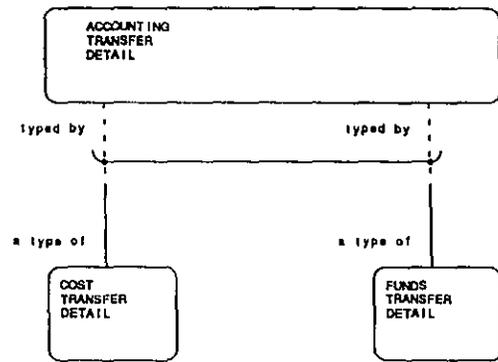
WORK TIME

A type of individual time that has been applied by individual to a task or goal.

Accounting Transfer Detail Hierarchy
Accounting Transfer Hierarchy
Actor Hierarchy
Address & Telephone
Administrative - Personnel and Organization
Administrative - Stock Cabinets, Furniture, Office Moves, Vehicles
Administrative - Vacation and Meetings
Agreement Detail Hierarchy
Agreement Hierarchy
Alteration Hierarchy
B & S Building Inspections
B & S Building Job
B & S Building Security
B & S Space Management
Claim Hierarchy
Client - Client Agreement
Client - Computer Usage
Client - MOUs
Client - Pool Requests
Client - Vendor Agreement
Document
Document Class Hierarchy
Document Hierarchy
Druids - Fixed Assets
Druids - Inventory Request
Druids - Jobs
Druids - Node Registration
Druids - Physical Instrument Configuration
Druids - Physical NW Configuration
Druids - Receiving
Druids - Service Request
Druids - Service Request Details
Druids - Stockroom Control
Druids - System Configuration
Far Security
Financials Budgeting
Financials MISER
Financials Reconciliation and chargeback
Financials Request approvals
Financials Request 1
Financials Request 2
Financials Request 3
Fixed Asset. Hierarchy
Individual Time Hierarchy
Instrument Class Hierarchy
Instrument Quality Hierarchy
Job Hierarchy
Location Access Privilege Hierarchy
Location Hierarchy
Logical Cluster & Network Hierarchies
Membership Hierarchy
Module Hierarchy
Node & Component Item Hierarchy
Overview

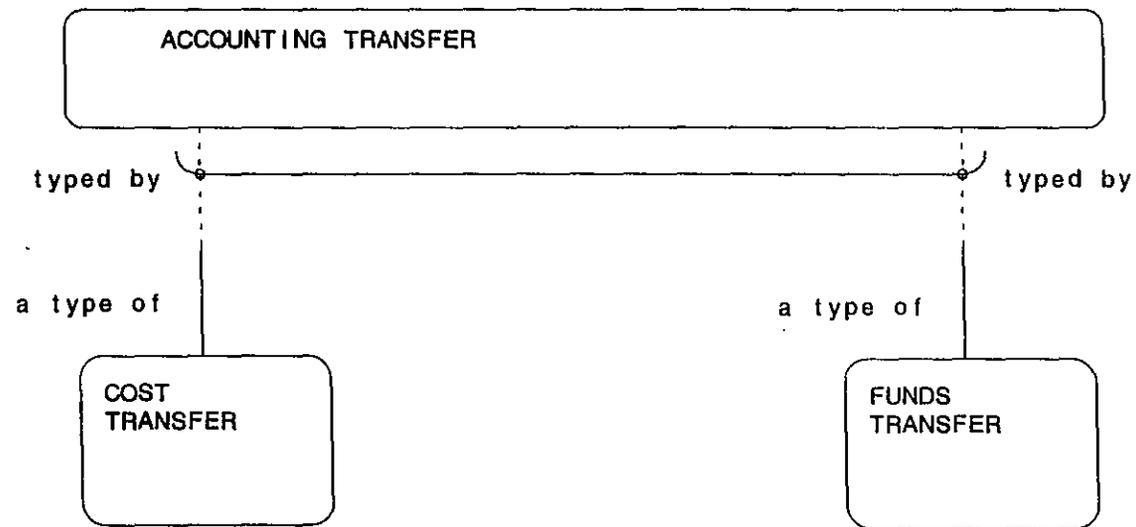
Provision Class Root Hierarchy
Provision Root Hierarchy
Request detail Hierarchy
Request Hierarchy
Responsibility list Hierarchy
SLS - Software Distribution
SLS - Software Doc Requests
SLS - Software Doc Update Request
SLS - Software Installation
SLS - Software License Request
SLS - Software License & Documents
SLS - Software Maintenance
SLS - Software Support Request
Scheduled Work Hierarchy
Summary Administrative Logical
Summary Building & Space Logical
Summary Client Logical
Summary Druids Logical
Summary Financials Logical
Summary SLS Logical
Transaction Detail Hierarchy
Transaction Hierarchy
Travel Hierarchy
Test

Accounting Transfer Detail
Hierarchy
February 24, 1993

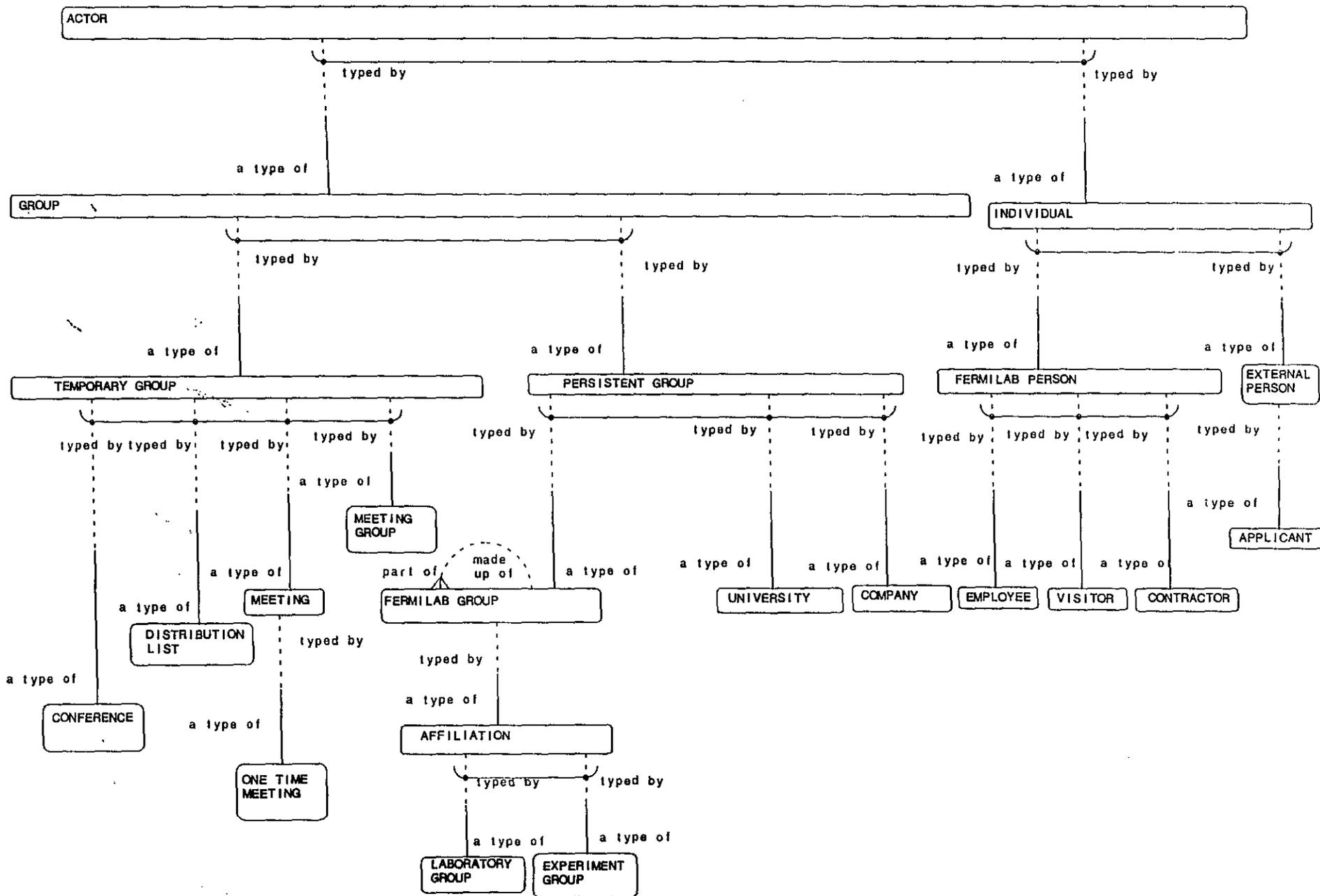


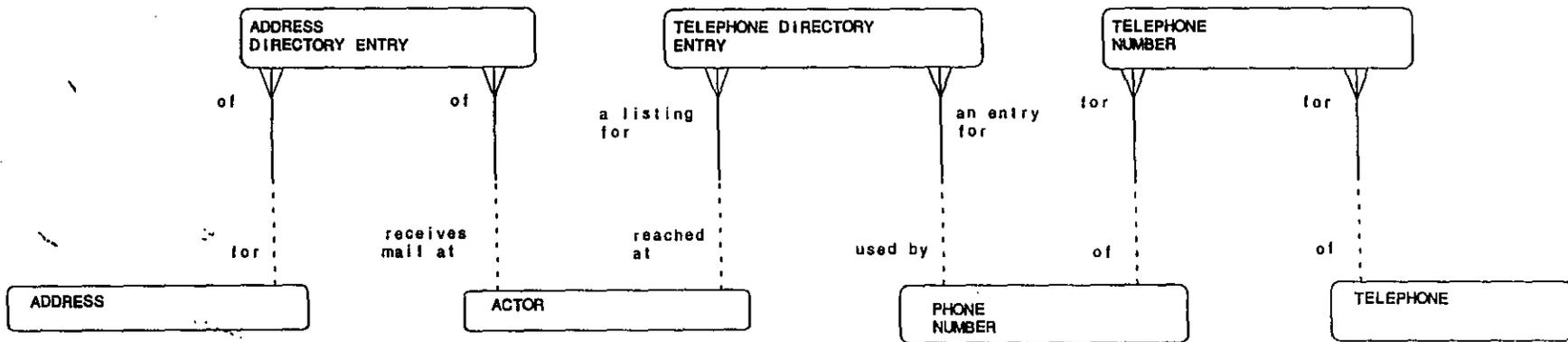
Accounting
Transfer Hierarchy

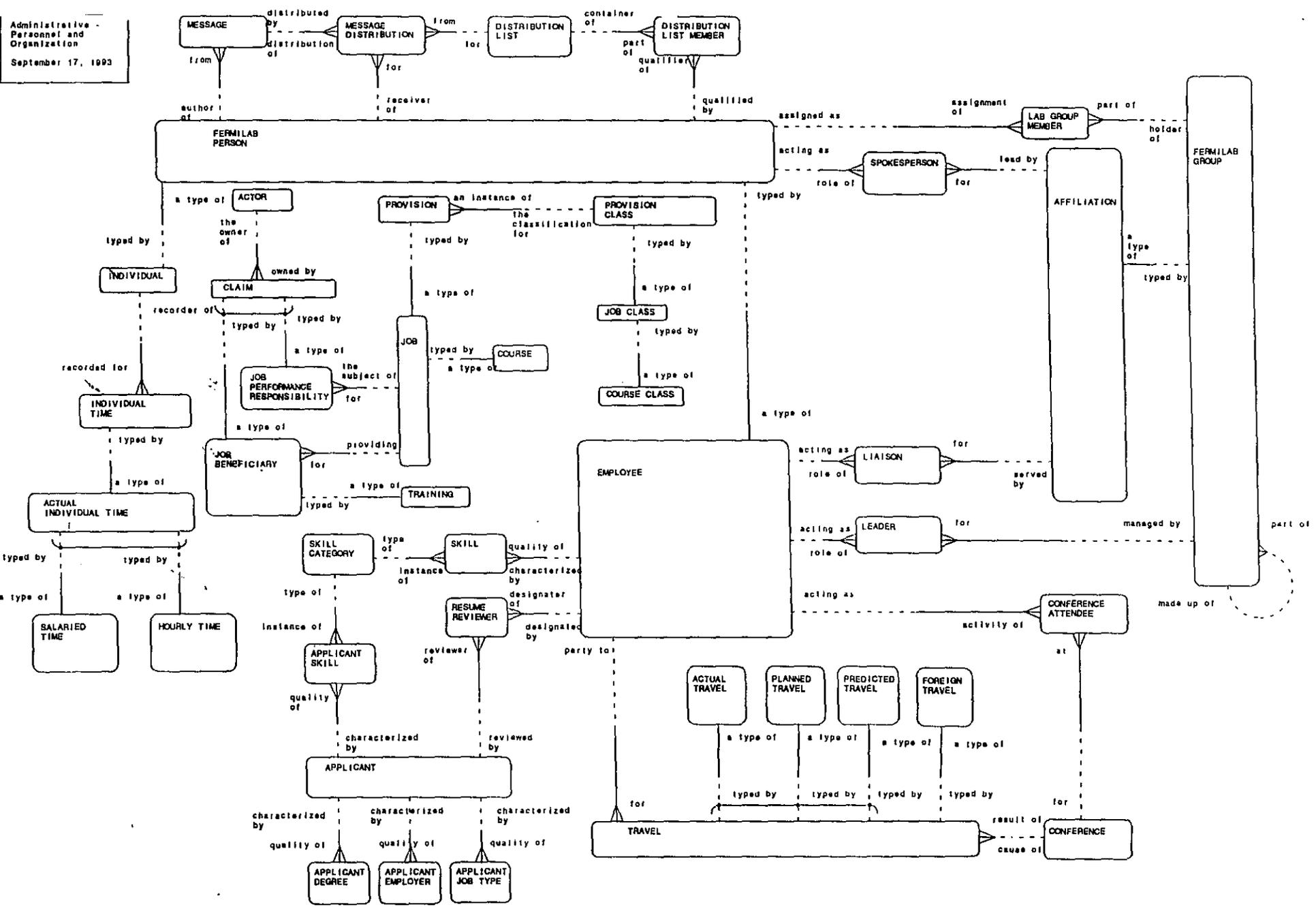
February 23, 1993



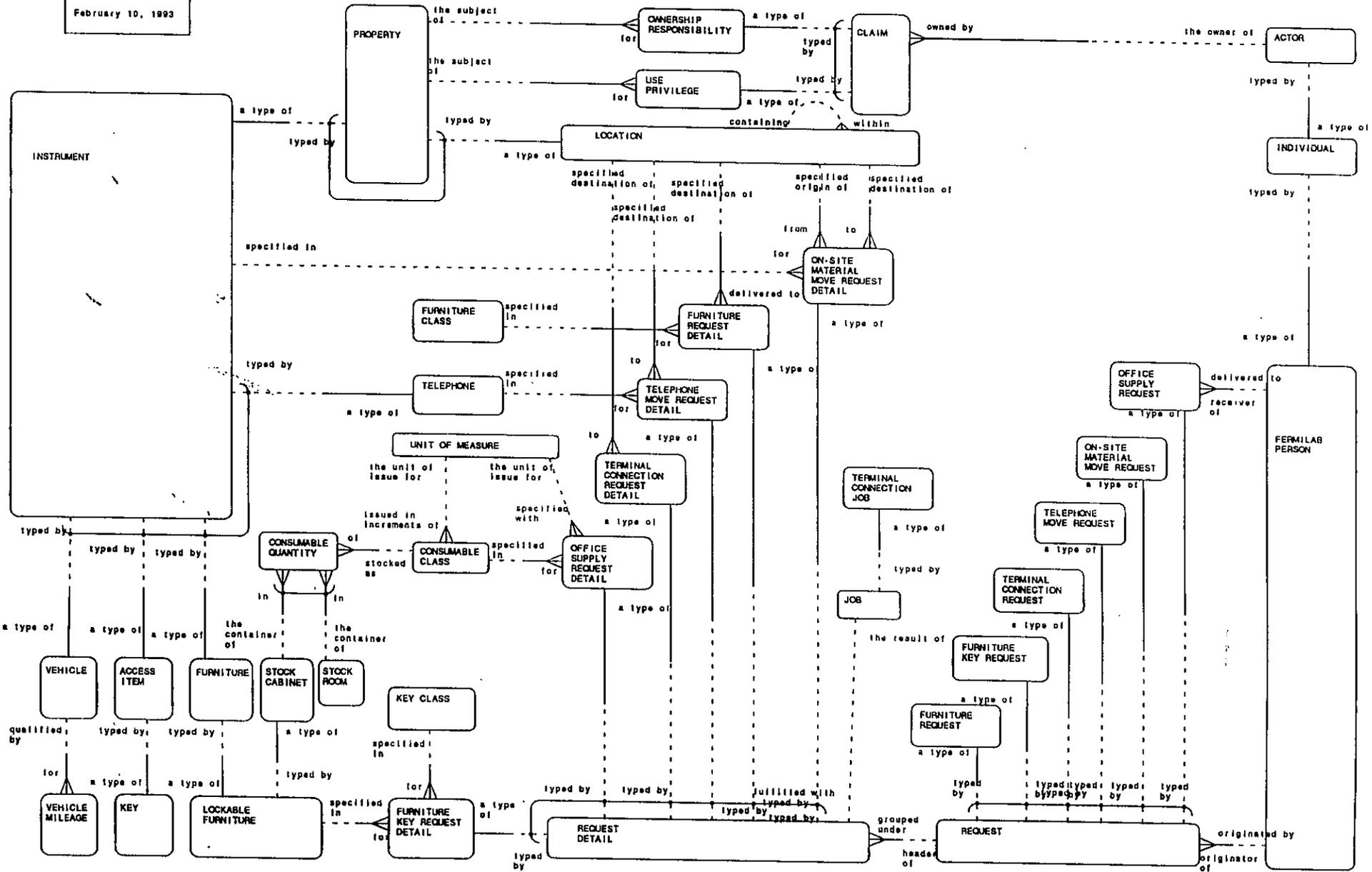
ACTOR HIERARCHY

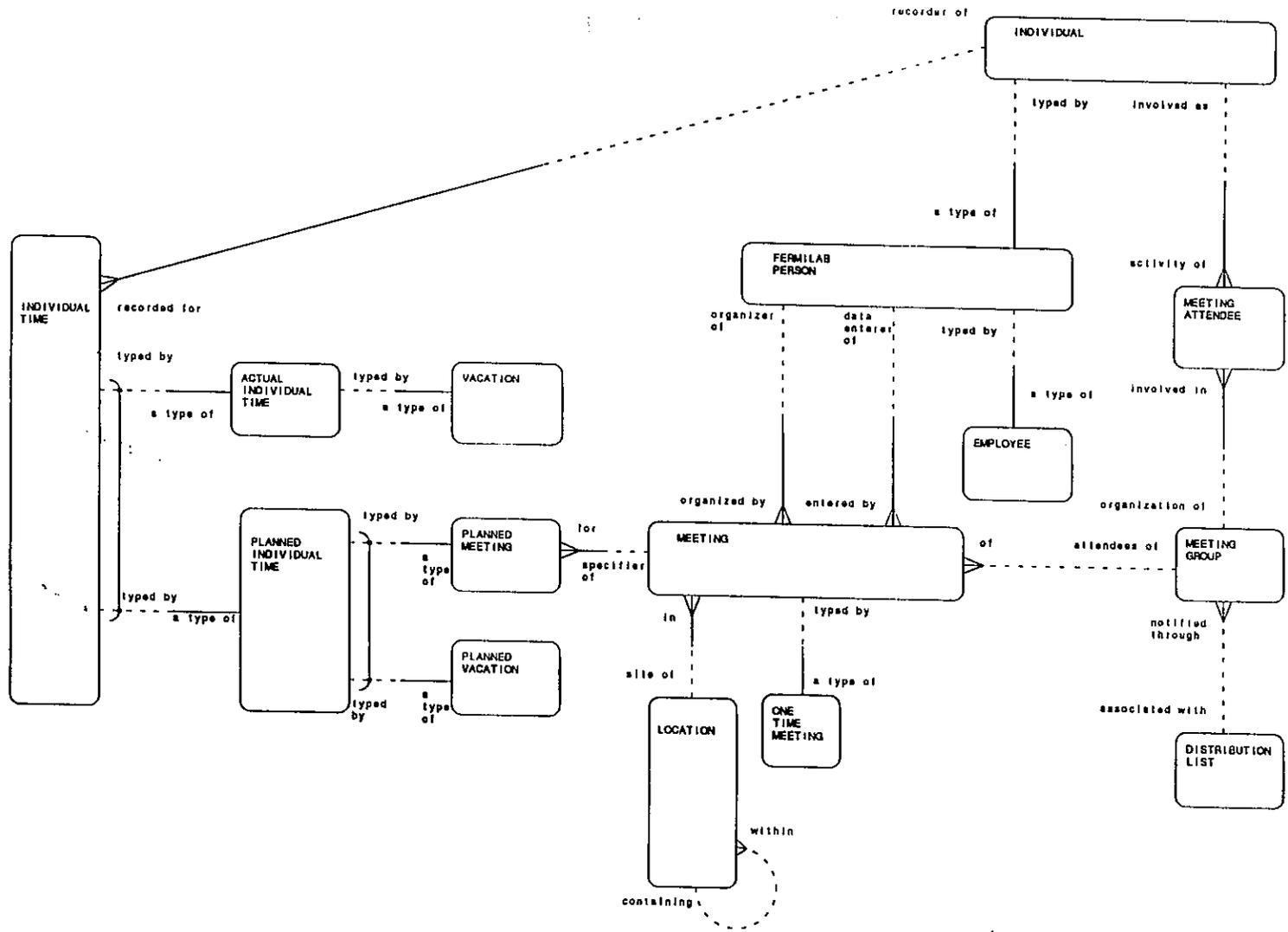






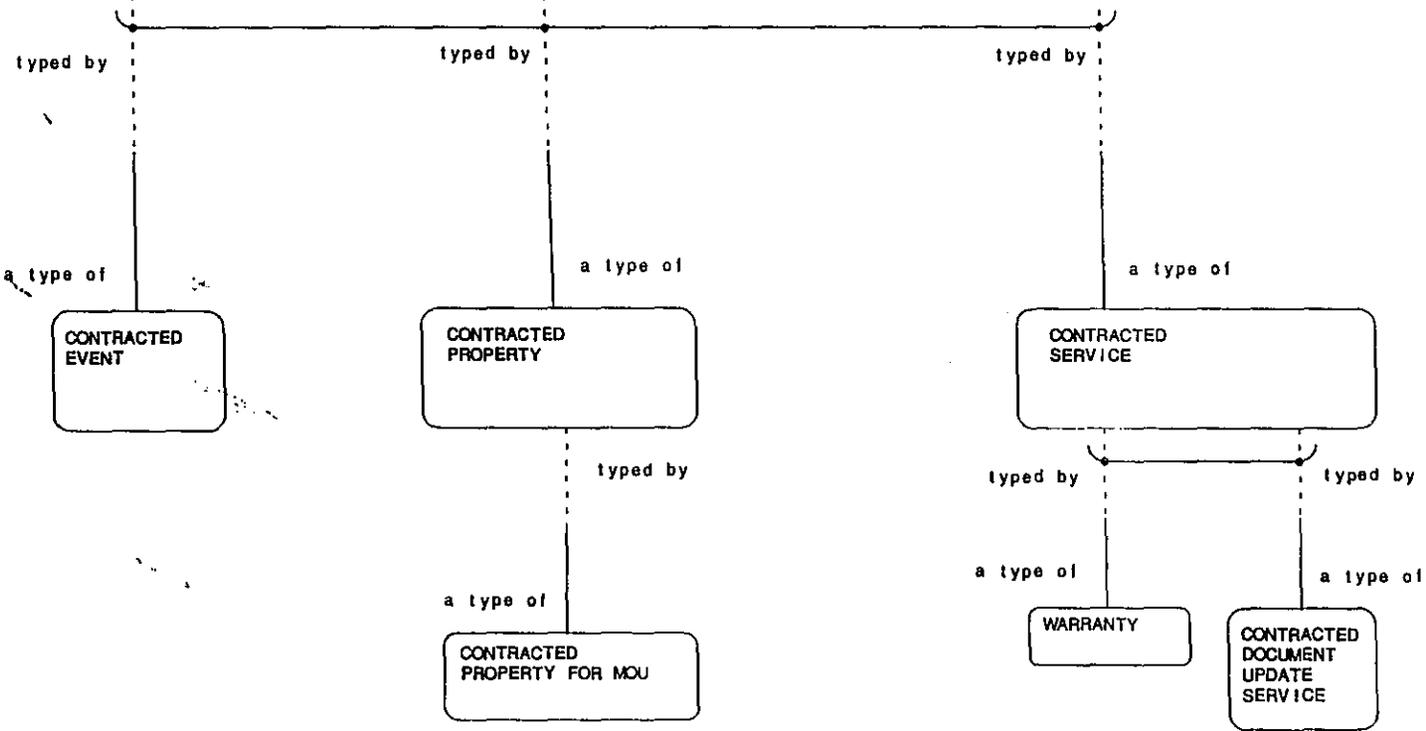
Administrative -
 Stock Cabinets,
 Furniture, Office
 Moves, Vehicles
 February 10, 1993





AGREEMENT DETAIL HIERARCHY

AGREEMENT DETAIL



AGREEMENT HIERARCHY

AGREEMENT

typed by

typed by

a type of

a type of

CLIENT AGREEMENT

VENDOR AGREEMENT

typed by

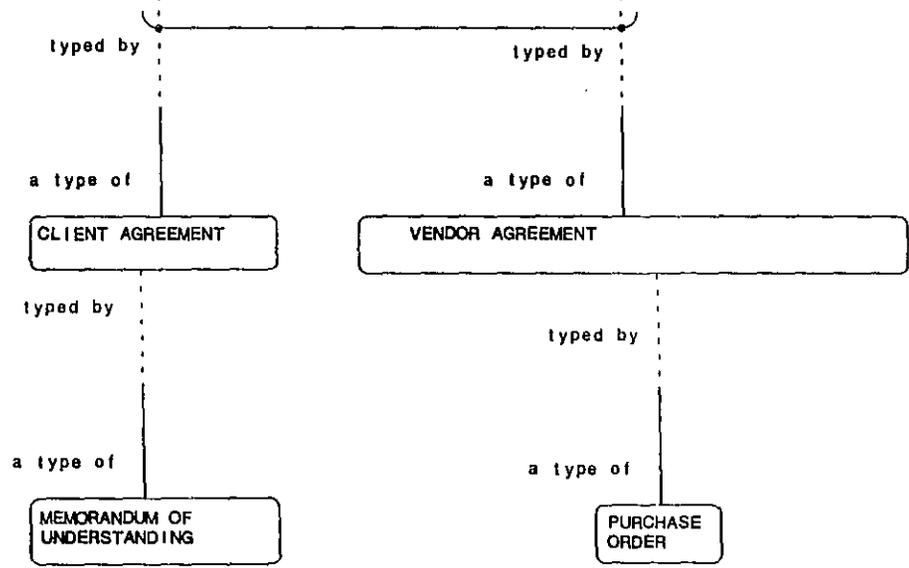
typed by

a type of

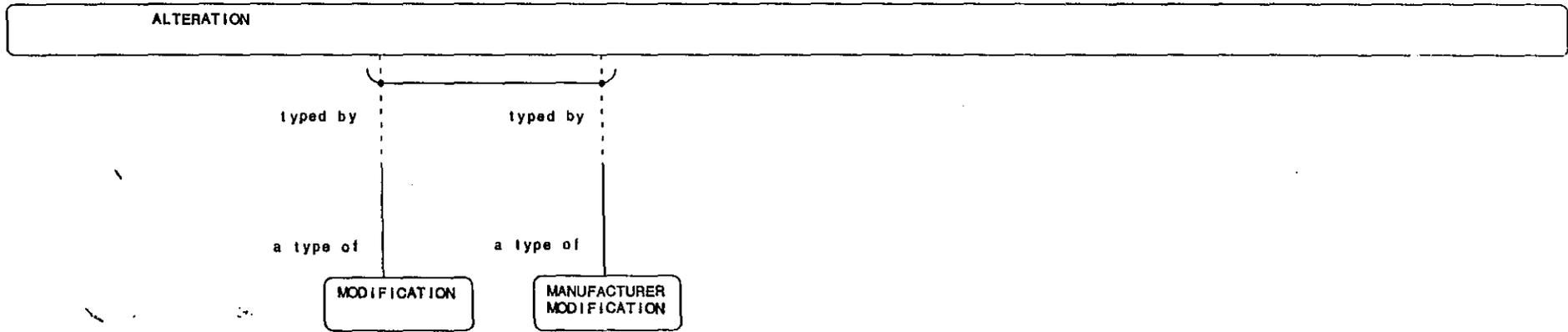
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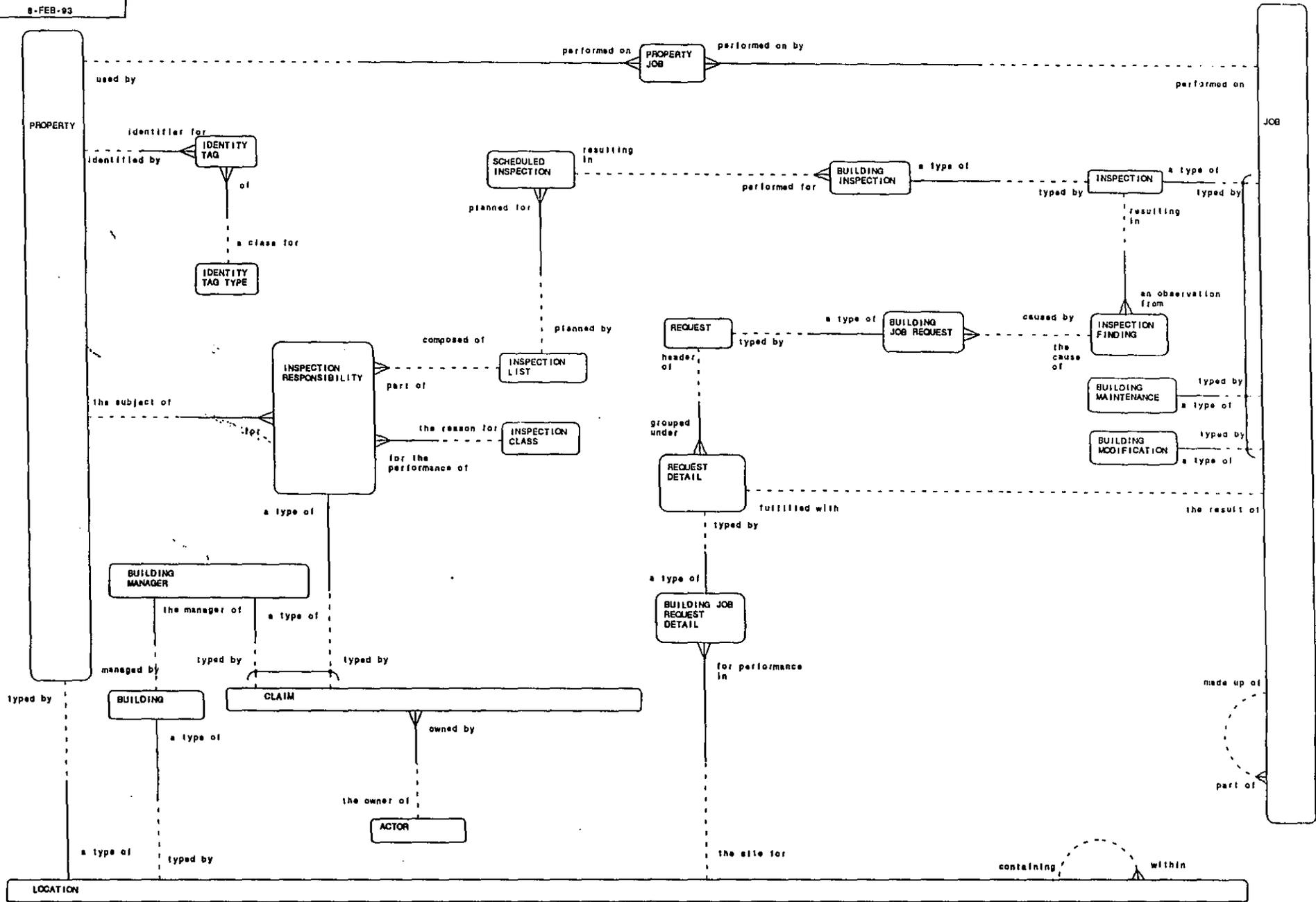
MEMORANDUM OF UNDERSTANDING

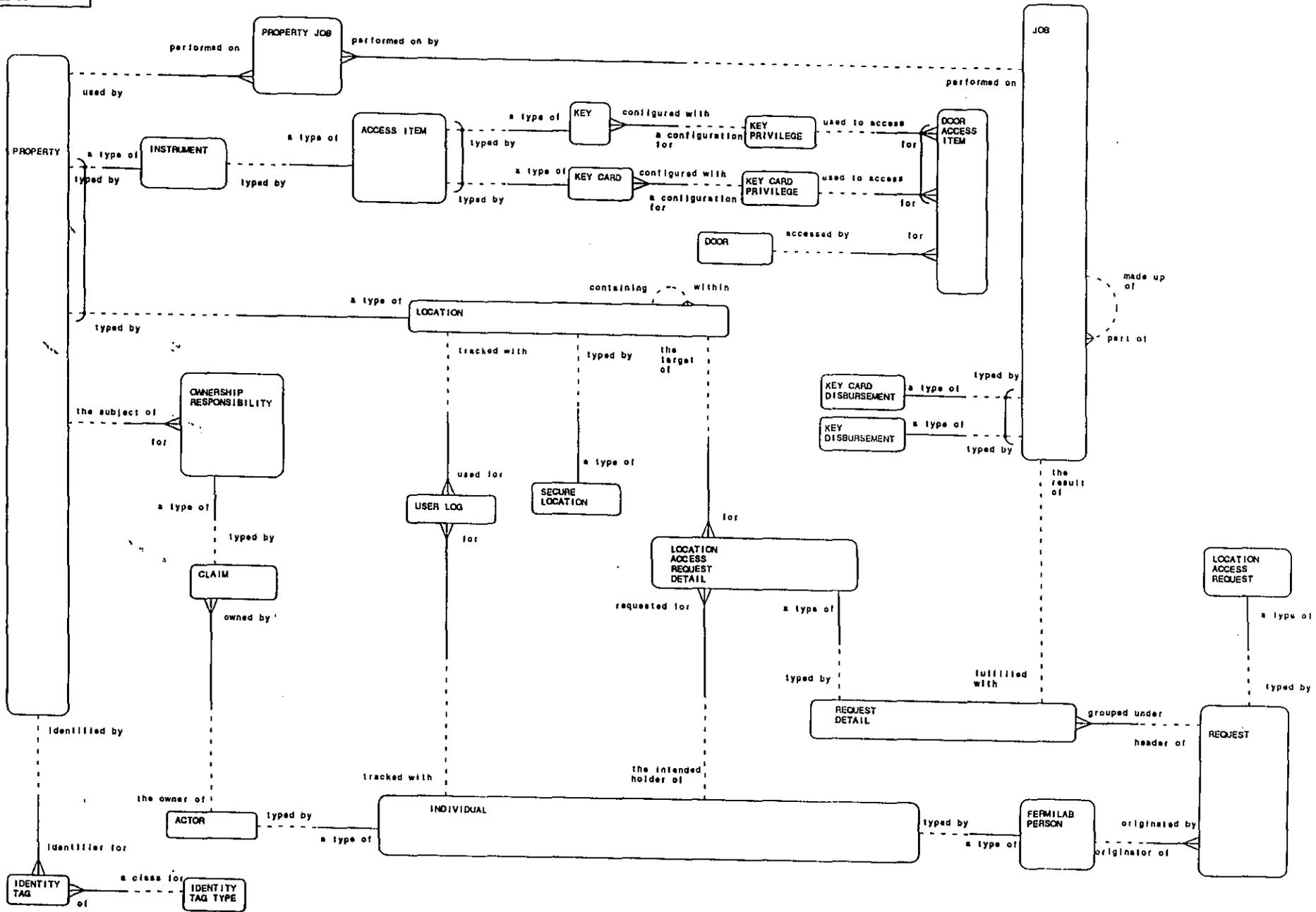
PURCHASE ORDER



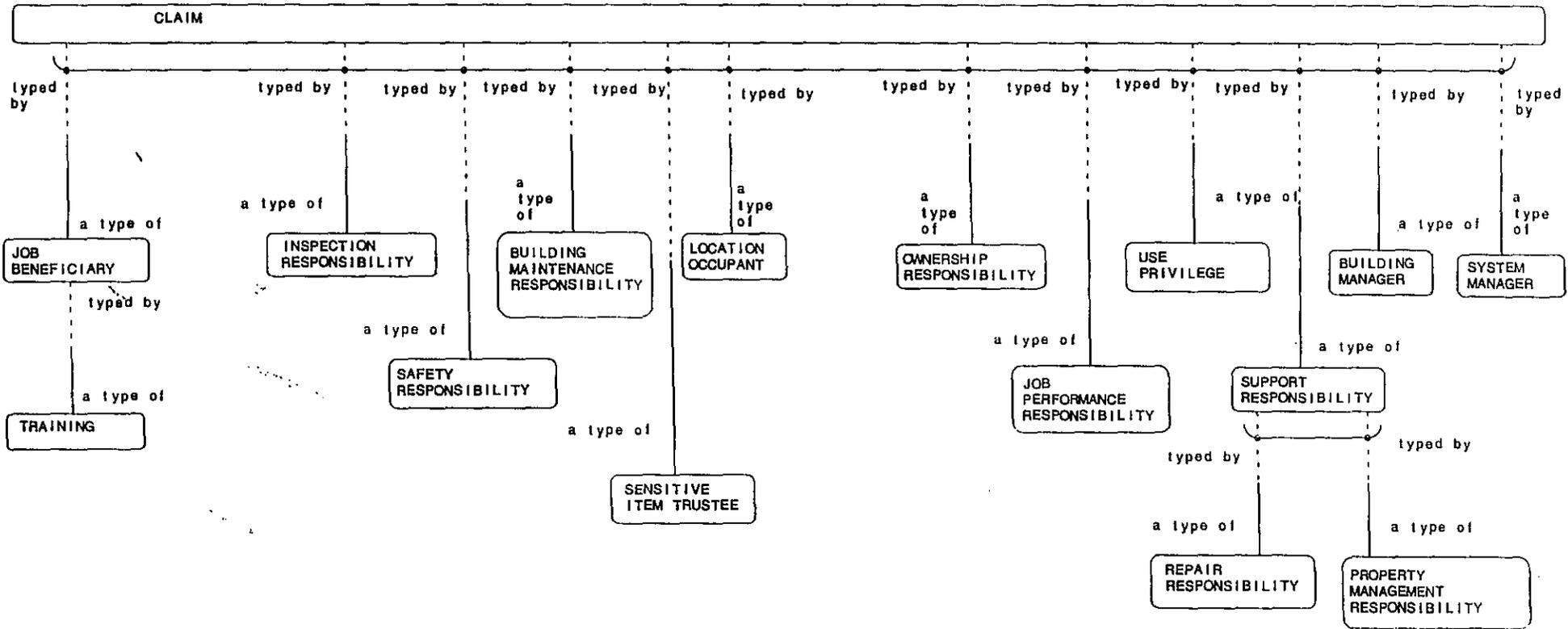
ALTERATION HIERARCHY

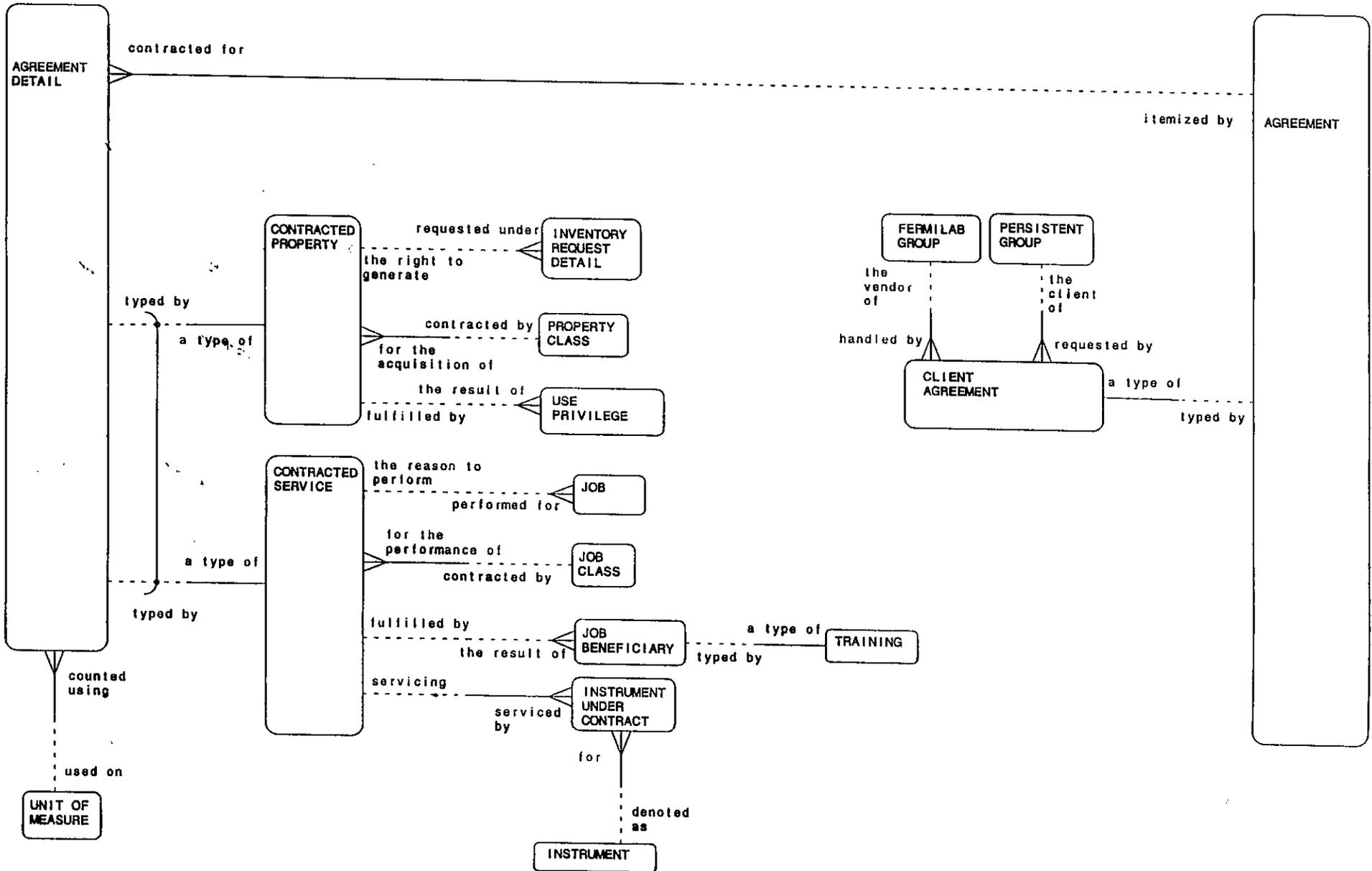


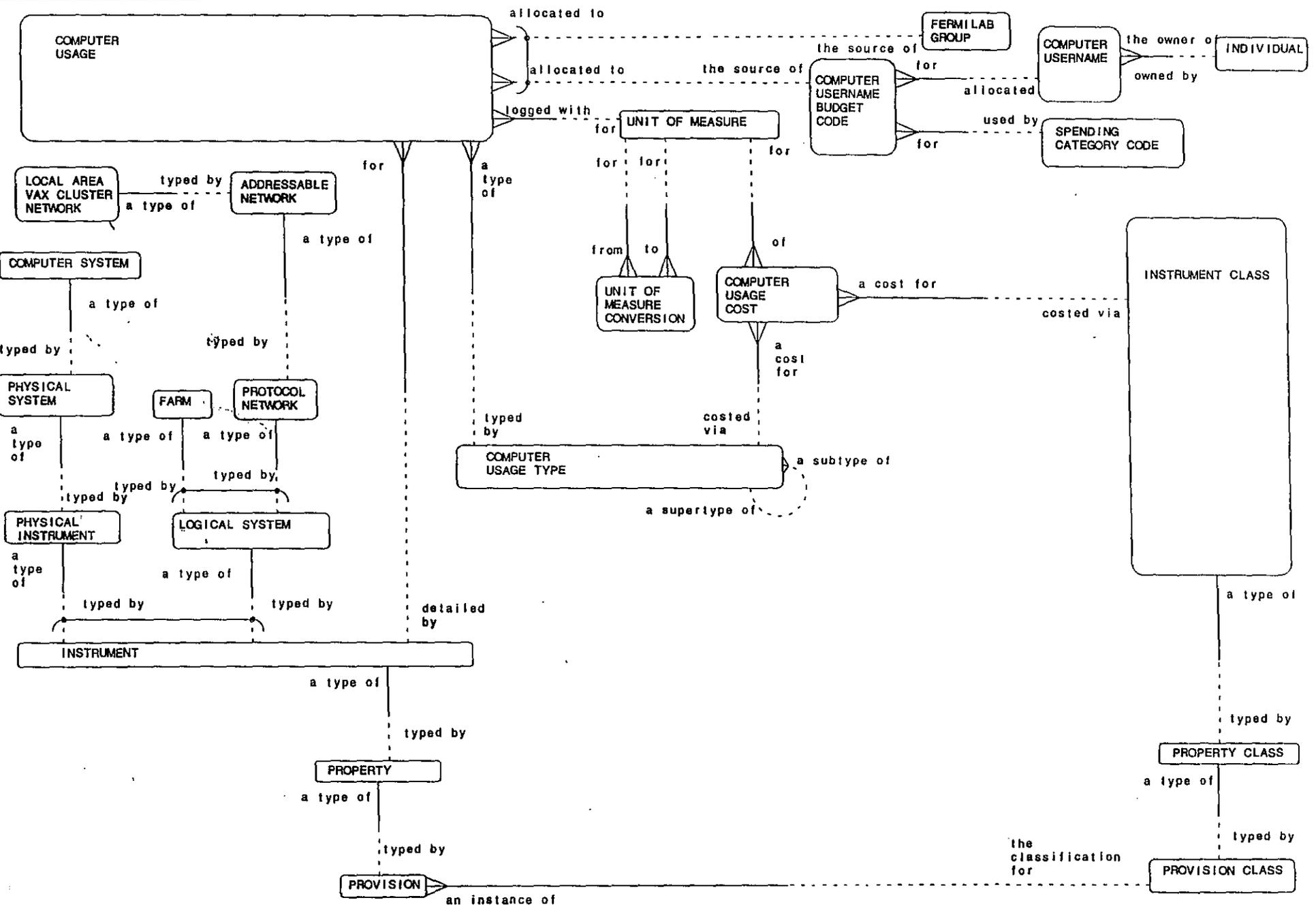


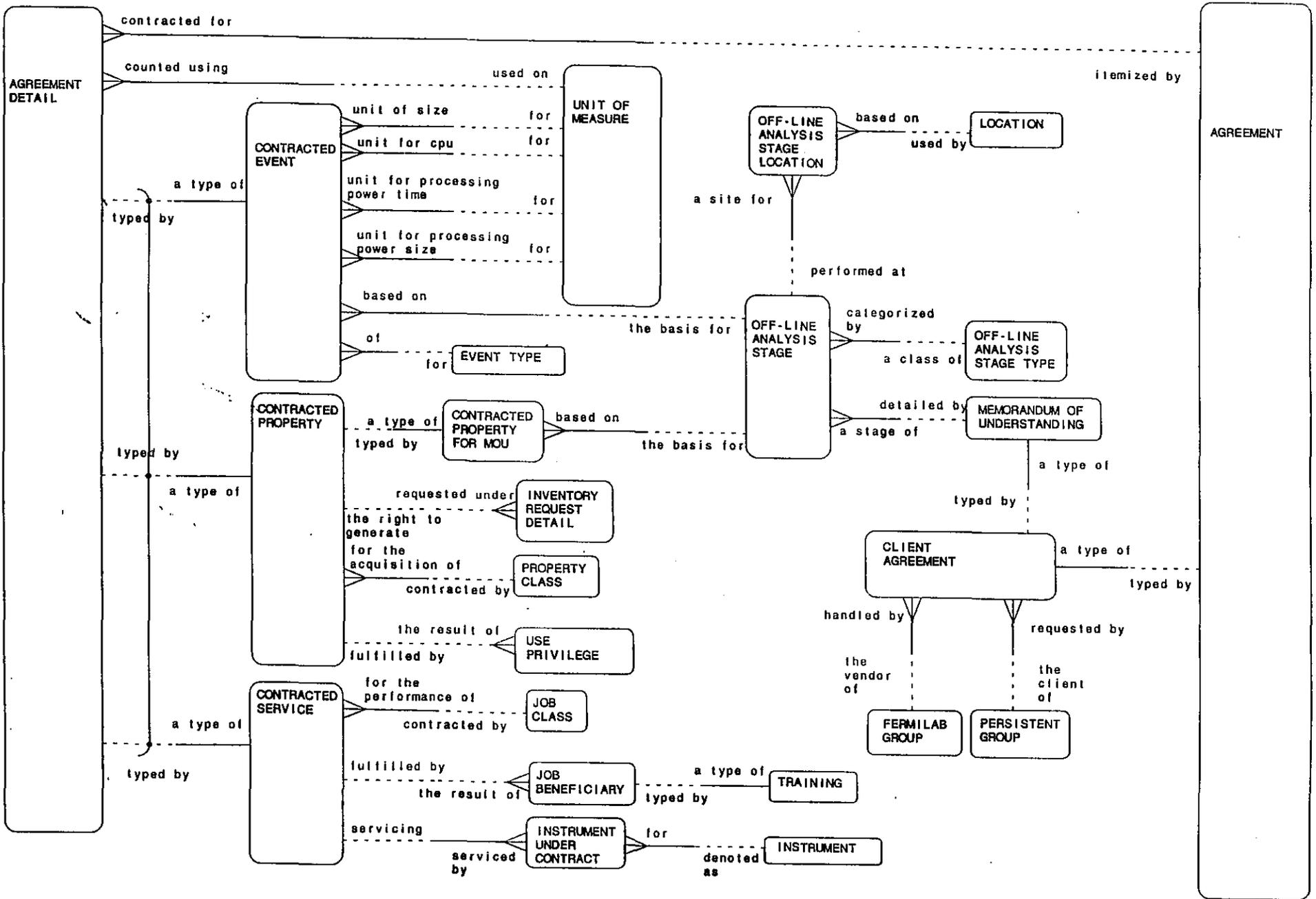


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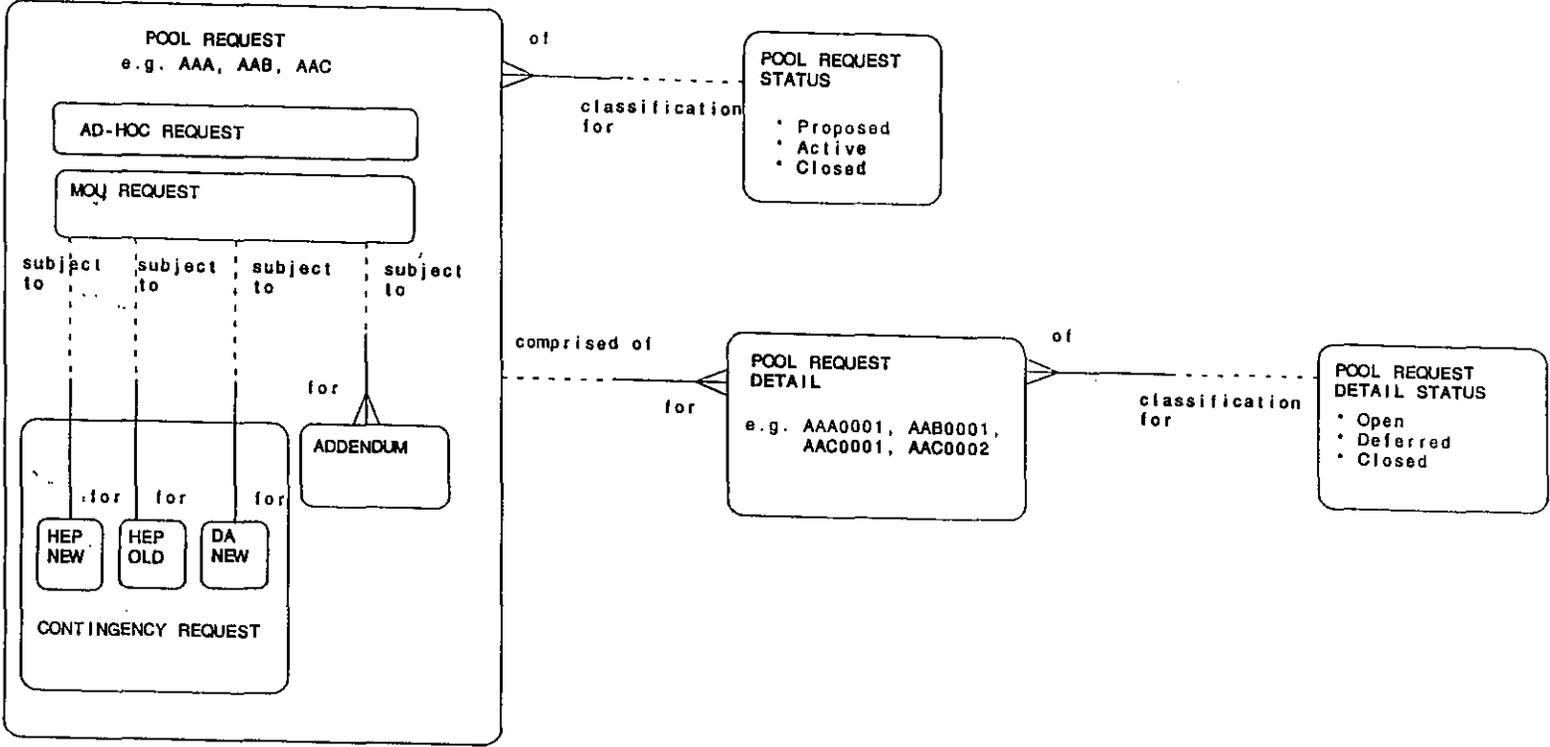


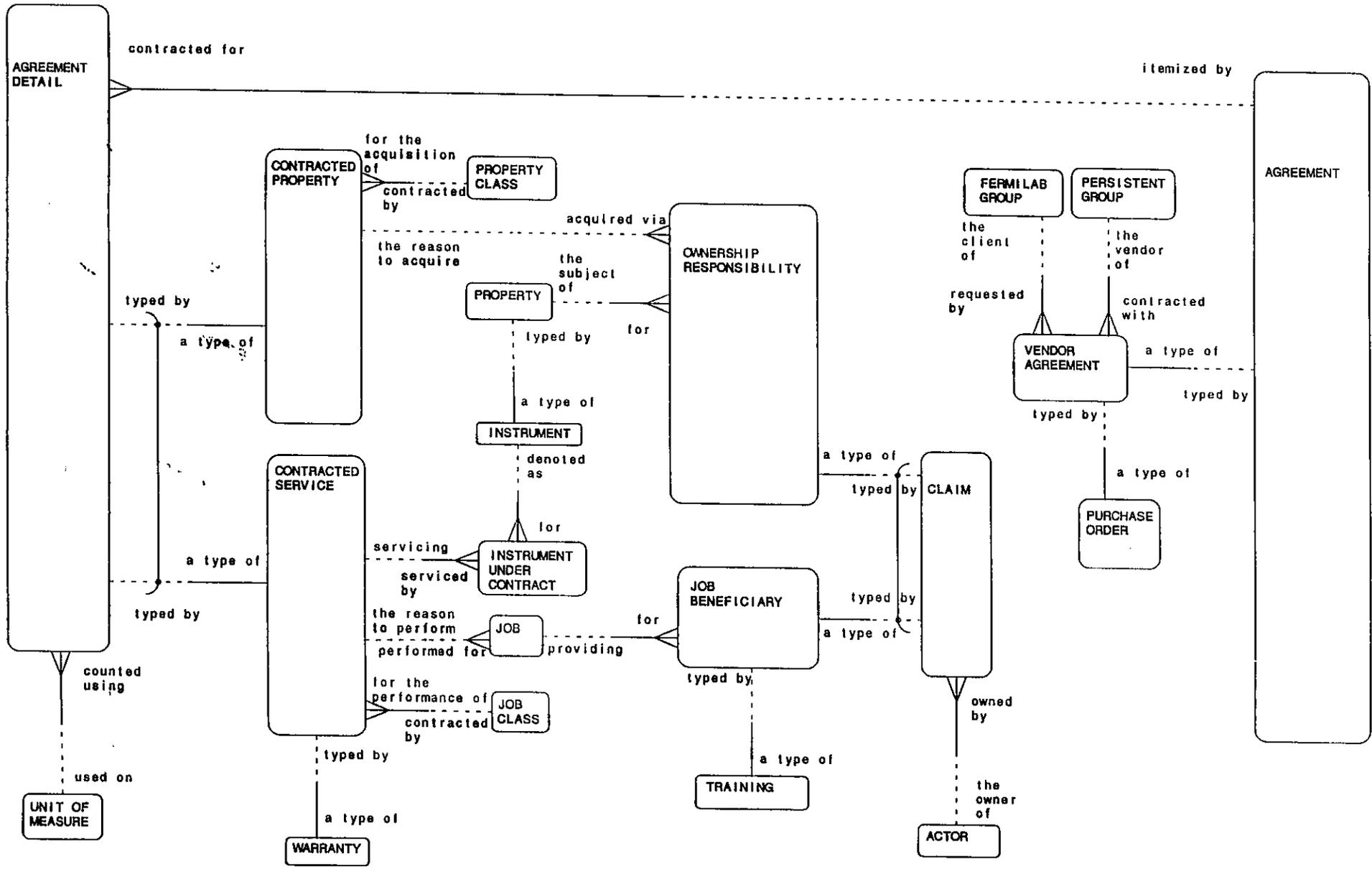




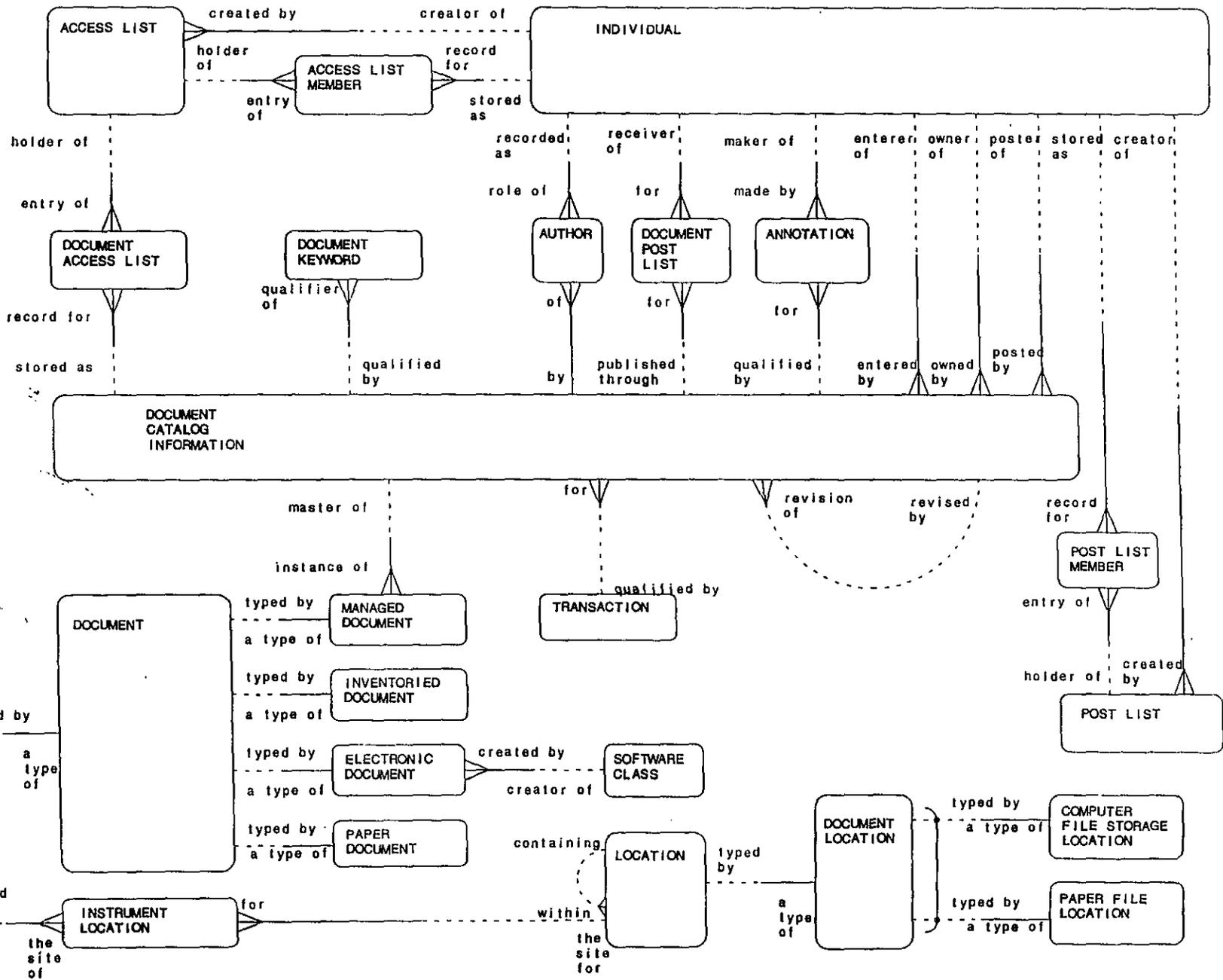


Pool Requests
19-Oct-95

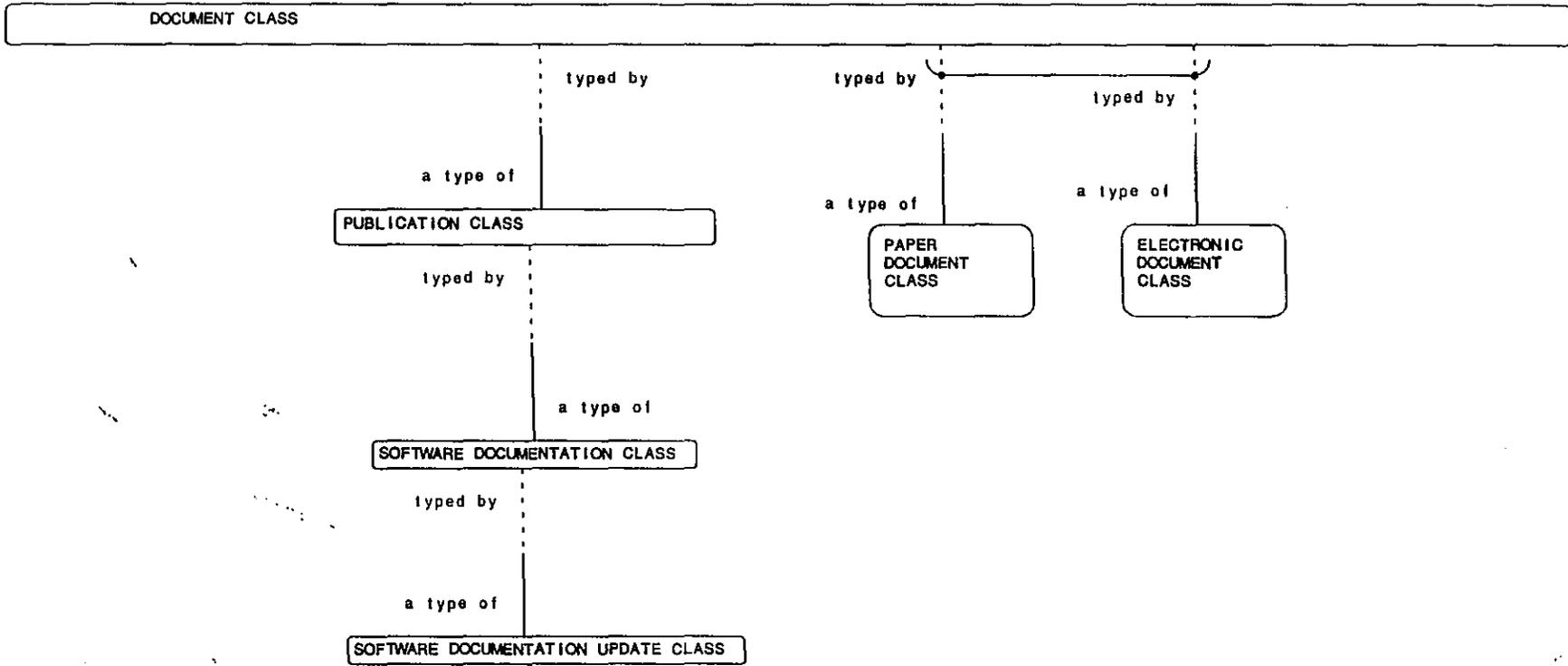




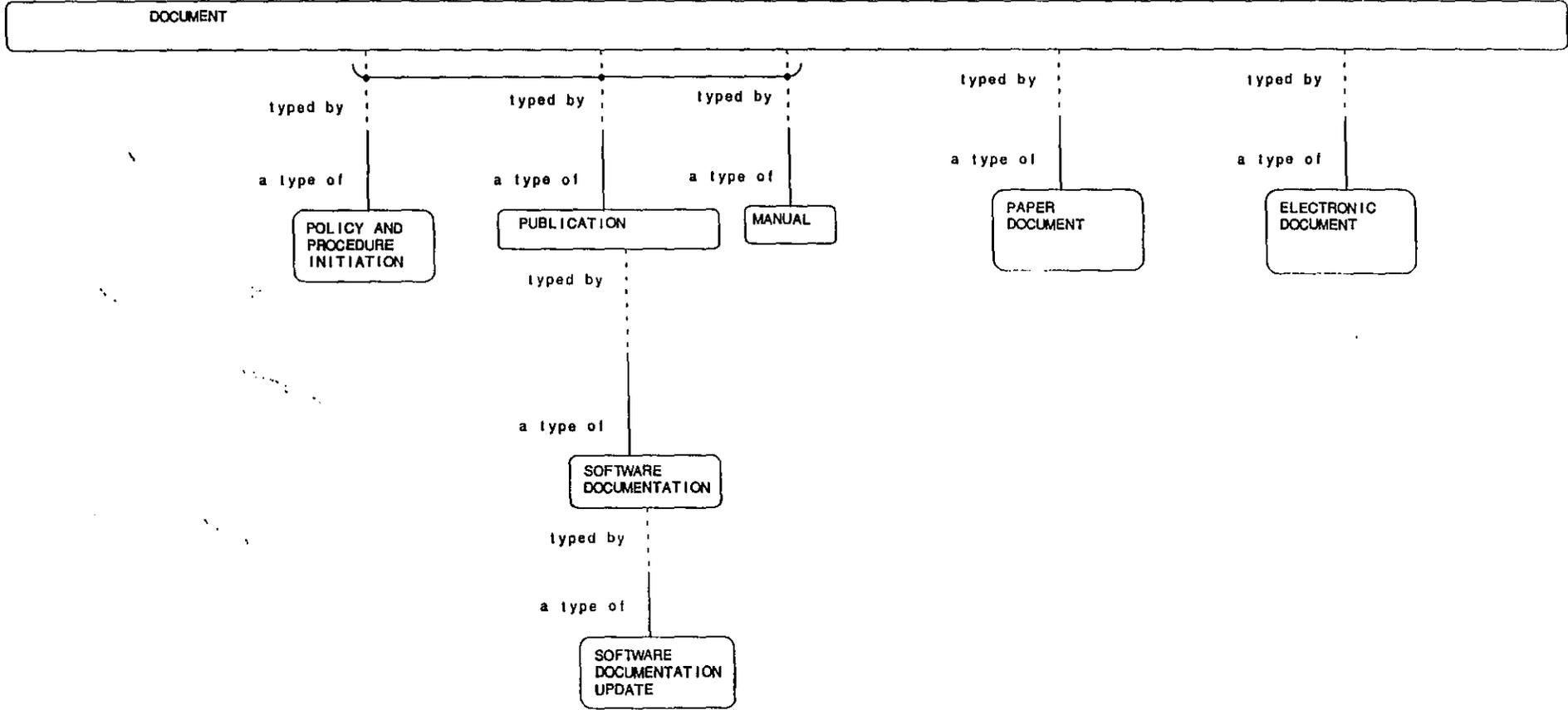
Document
June 8, 1993

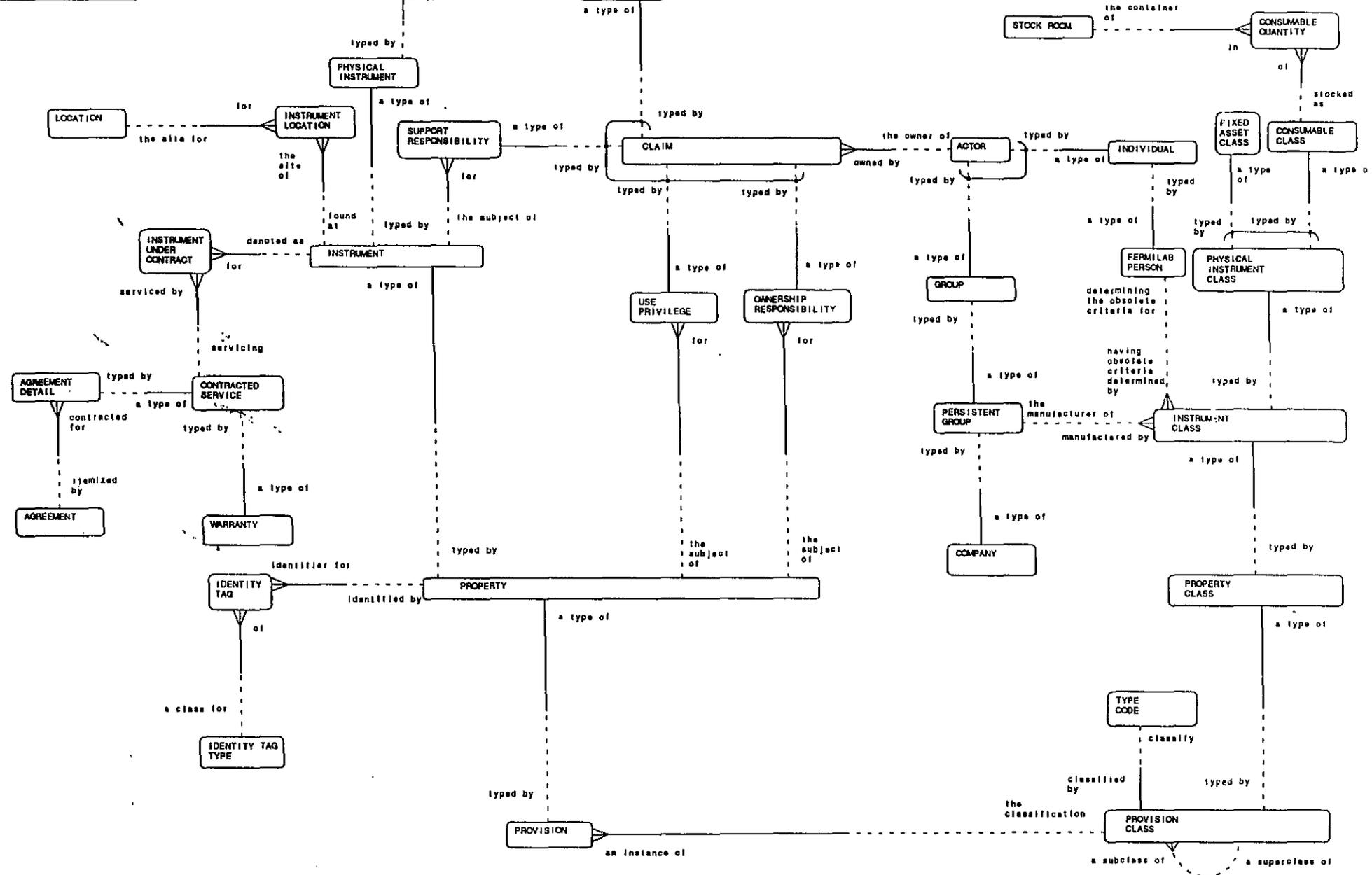
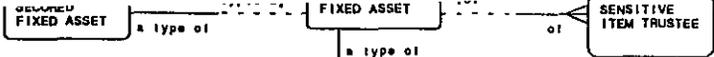


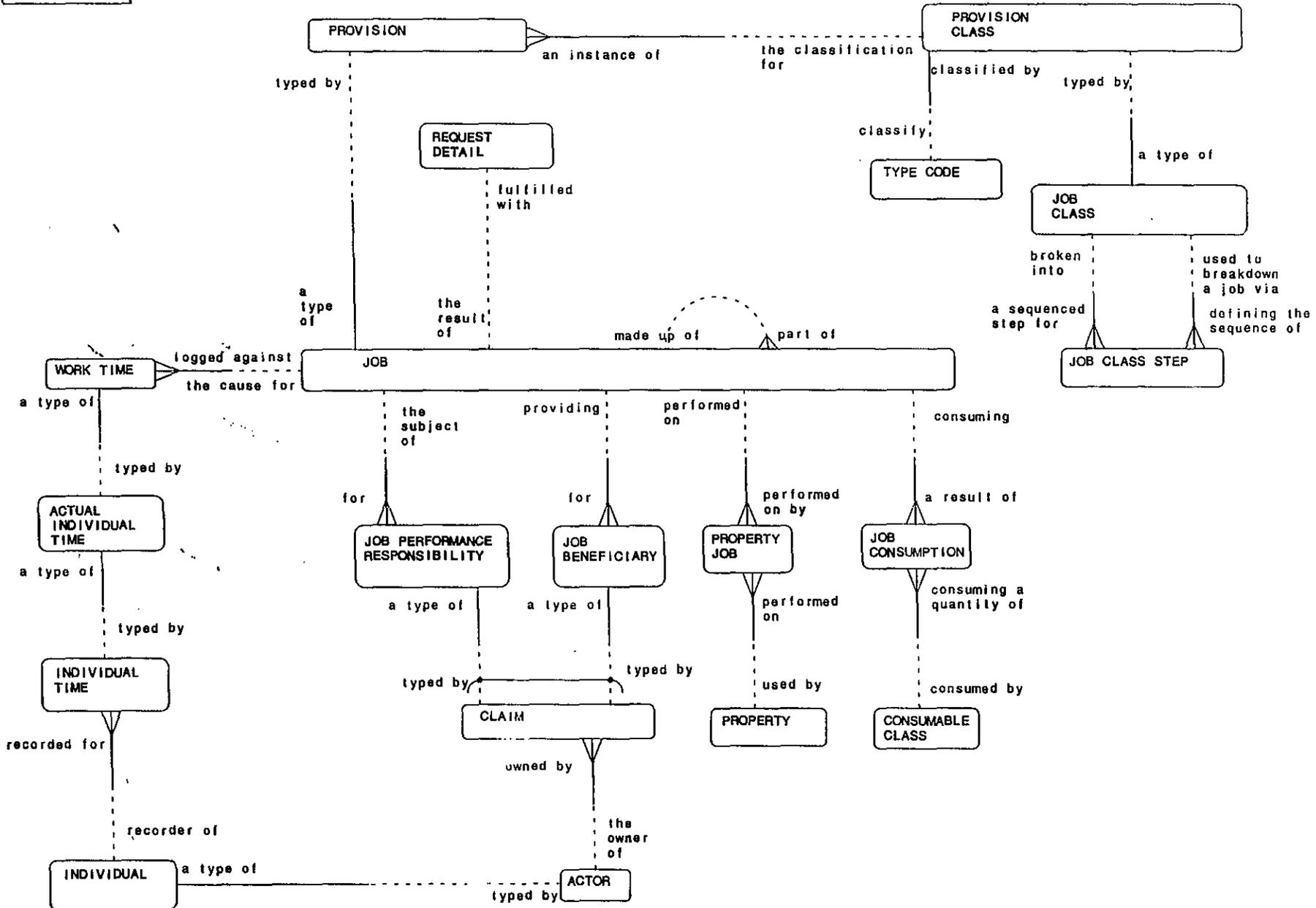
DOCUMENT CLASS HIERARCHY

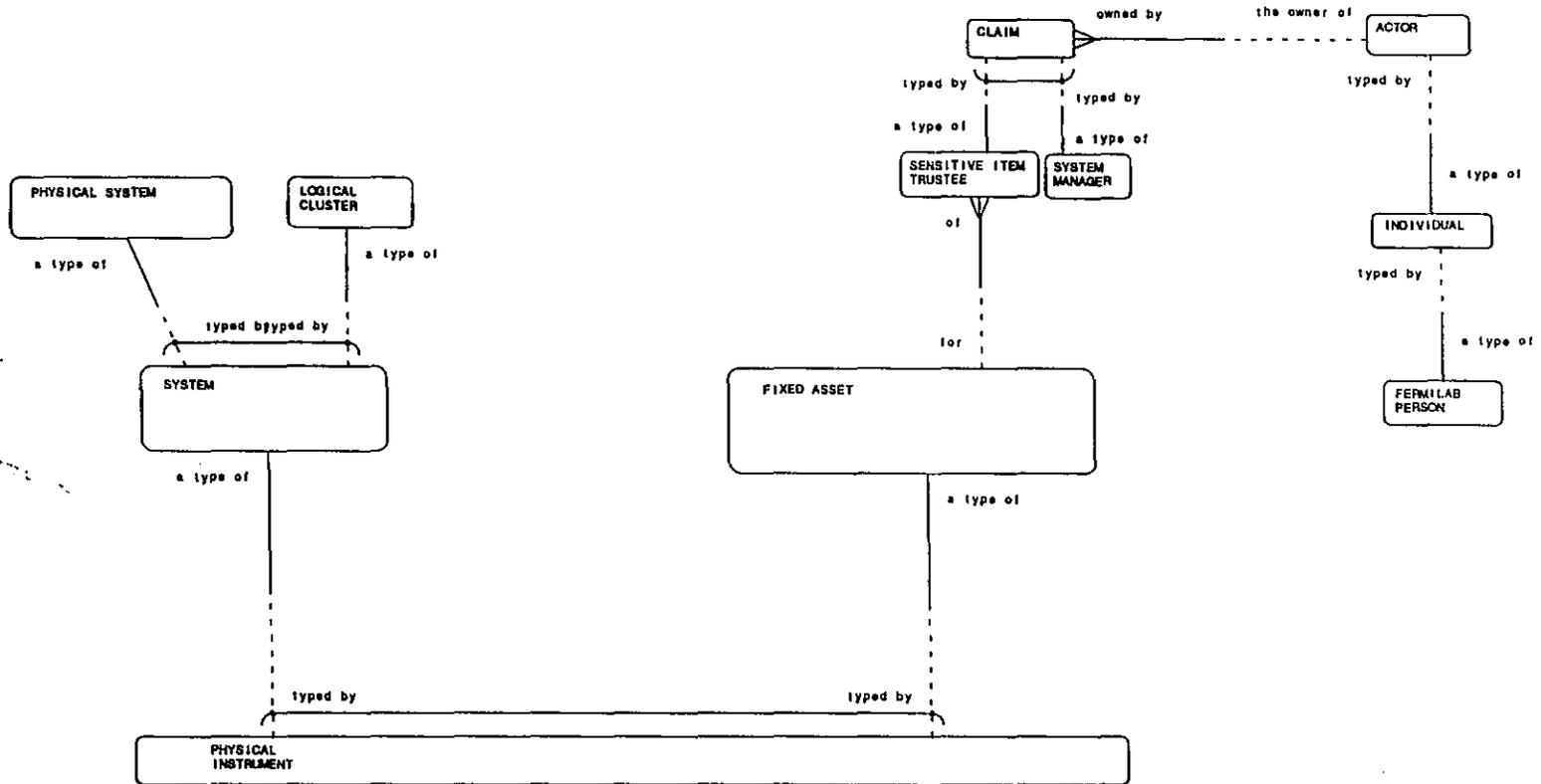


DOCUMENT HIERARCHY

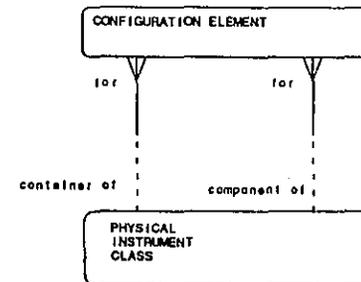


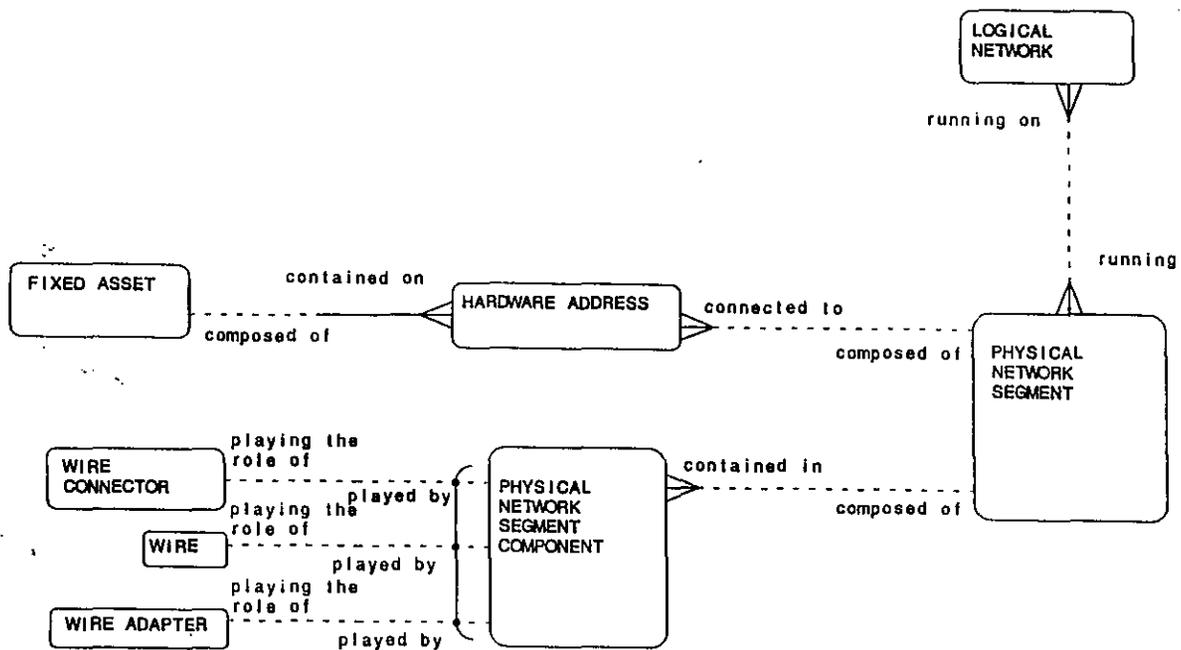


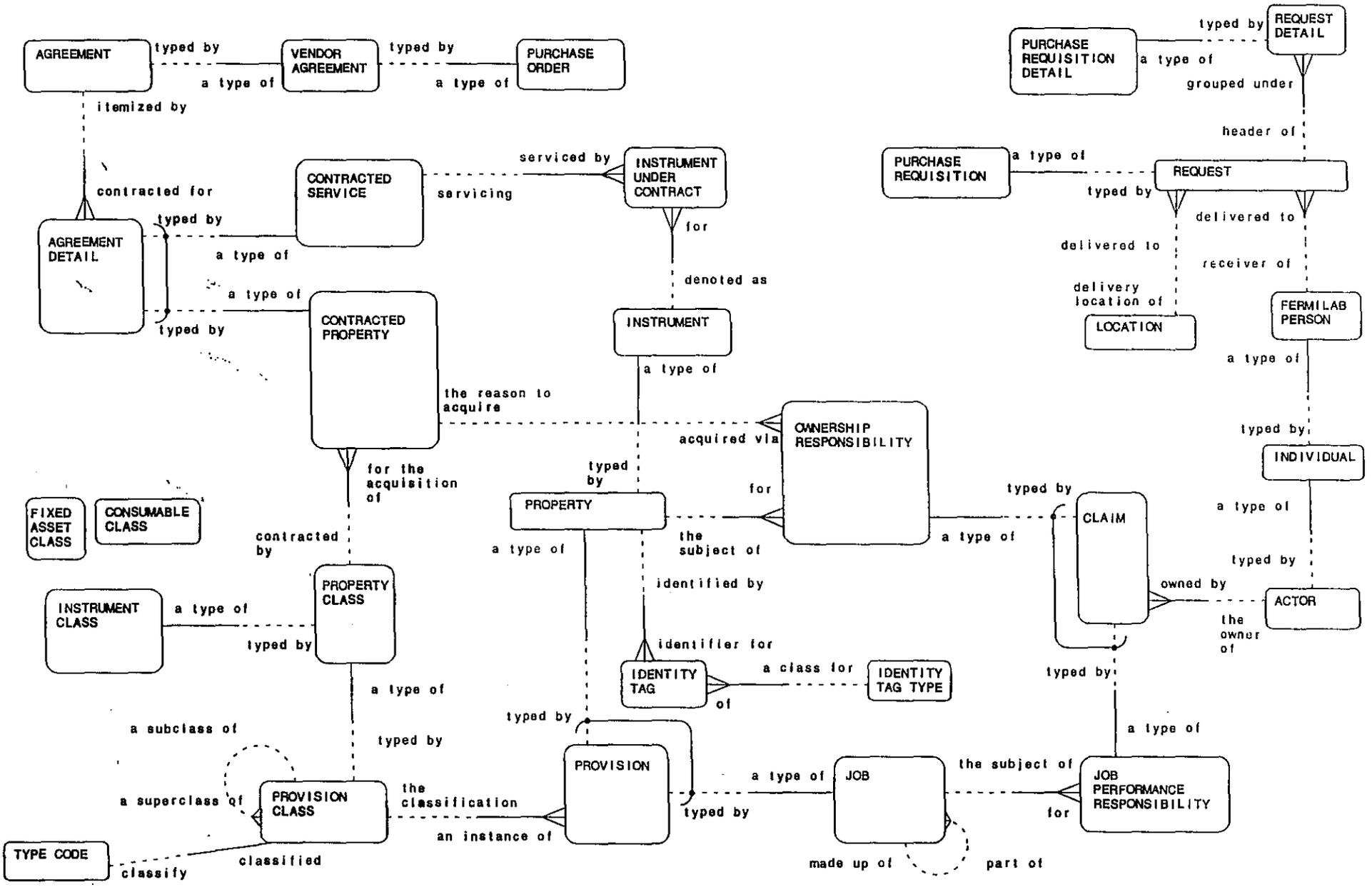


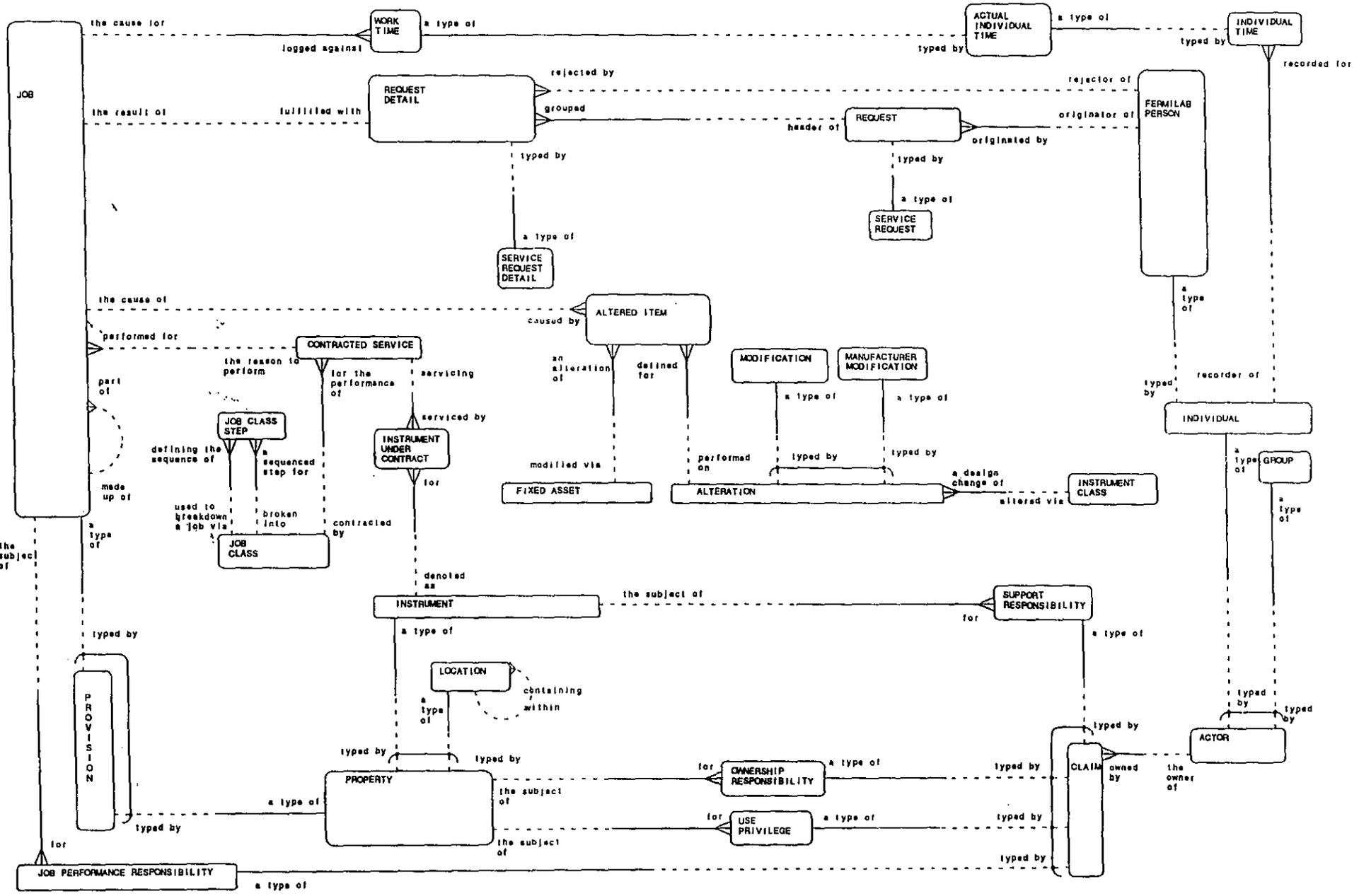


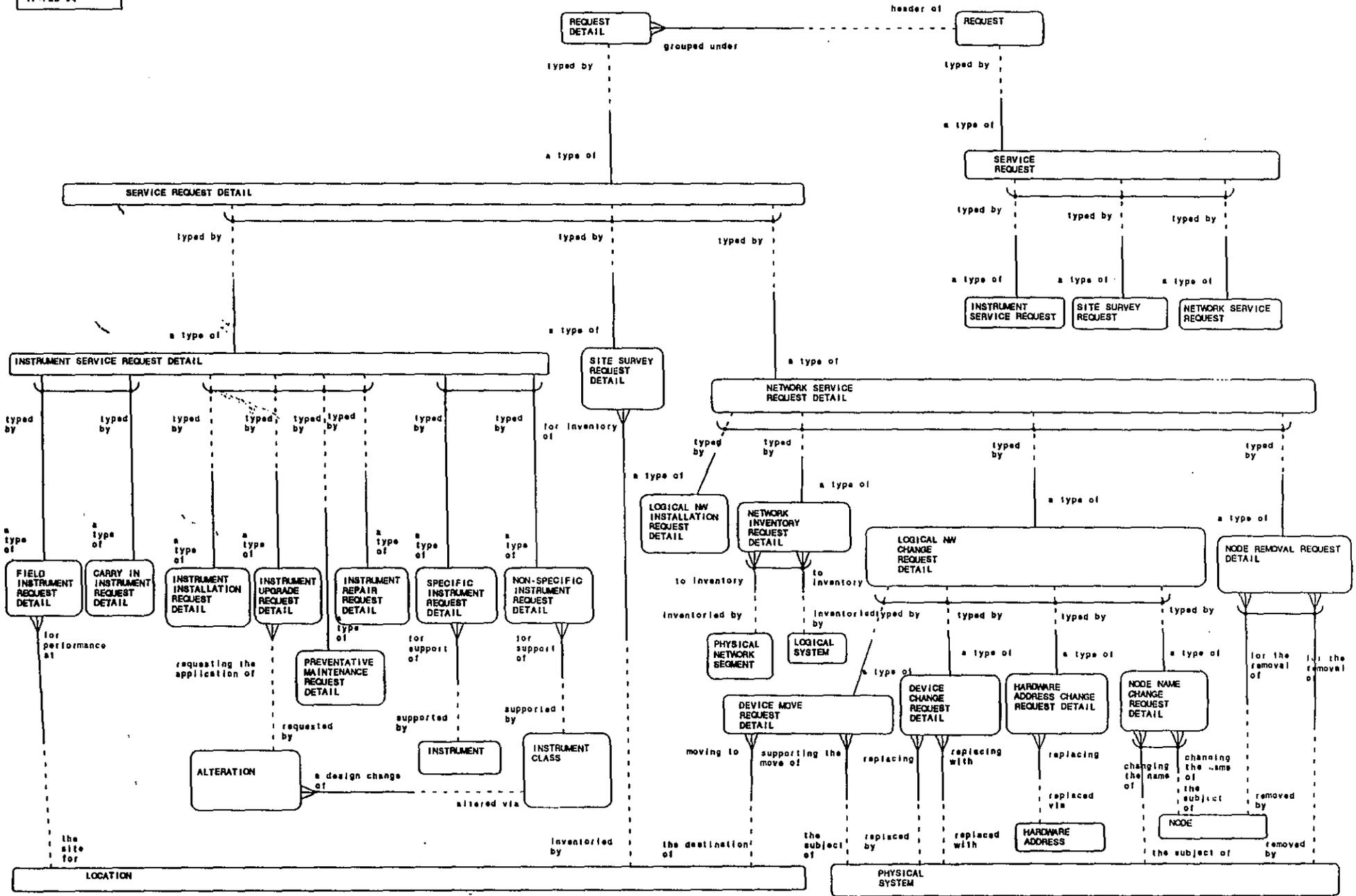
THIS RELATIONSHIP IS A GENERALIZATION. IT IMPLIES A STRICT HIERARCHICAL STRUCTURE TO PHYSICAL INSTRUMENTS. MORE DETAILED RULES ARE ALSO DISPLAYED ON THIS DIAGRAM IN THE UPPER SECTIONS. THESE RULES OVERRIDE THIS GENERALIZED RELATIONSHIP IN SOME CASES.

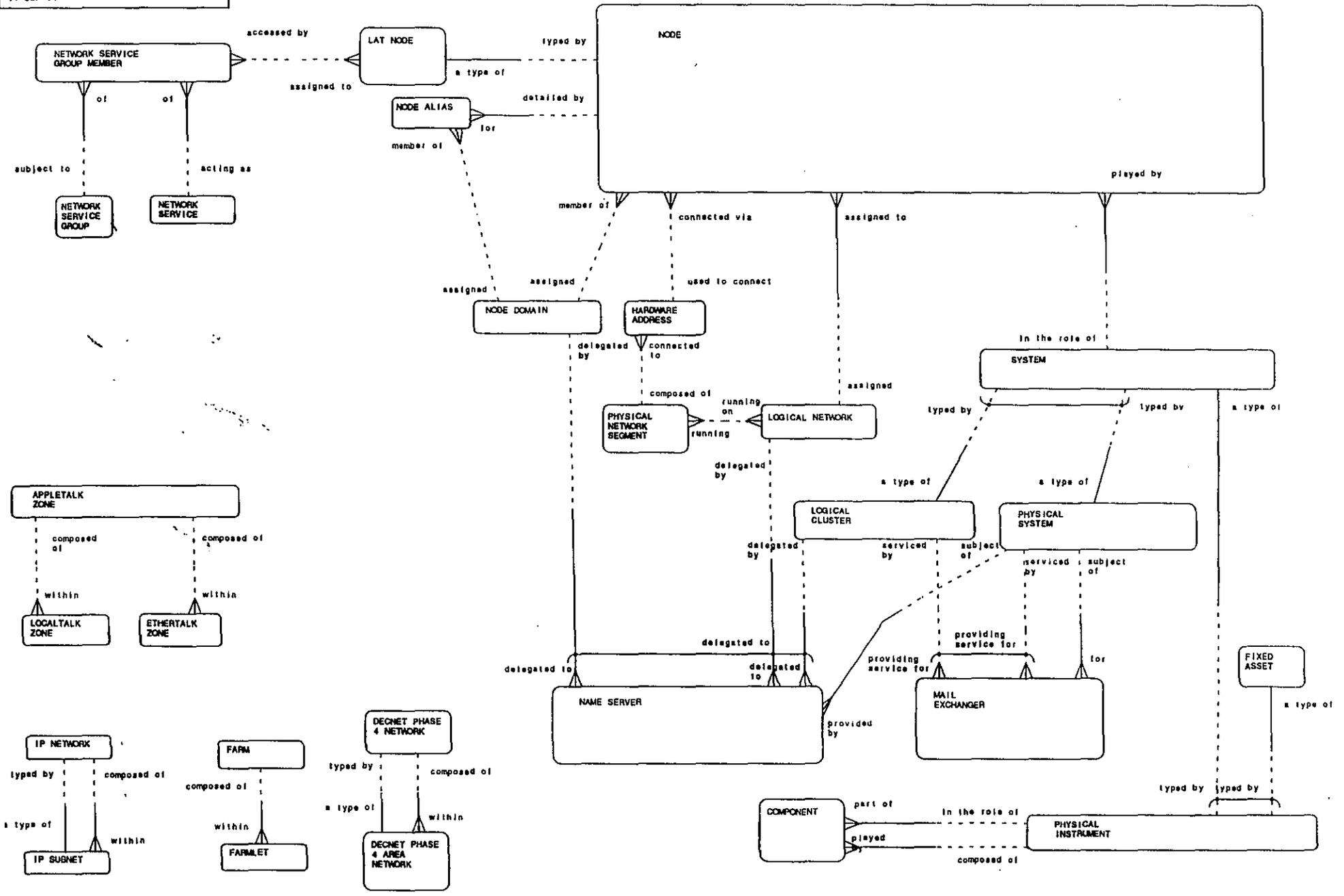












JOB CLASS

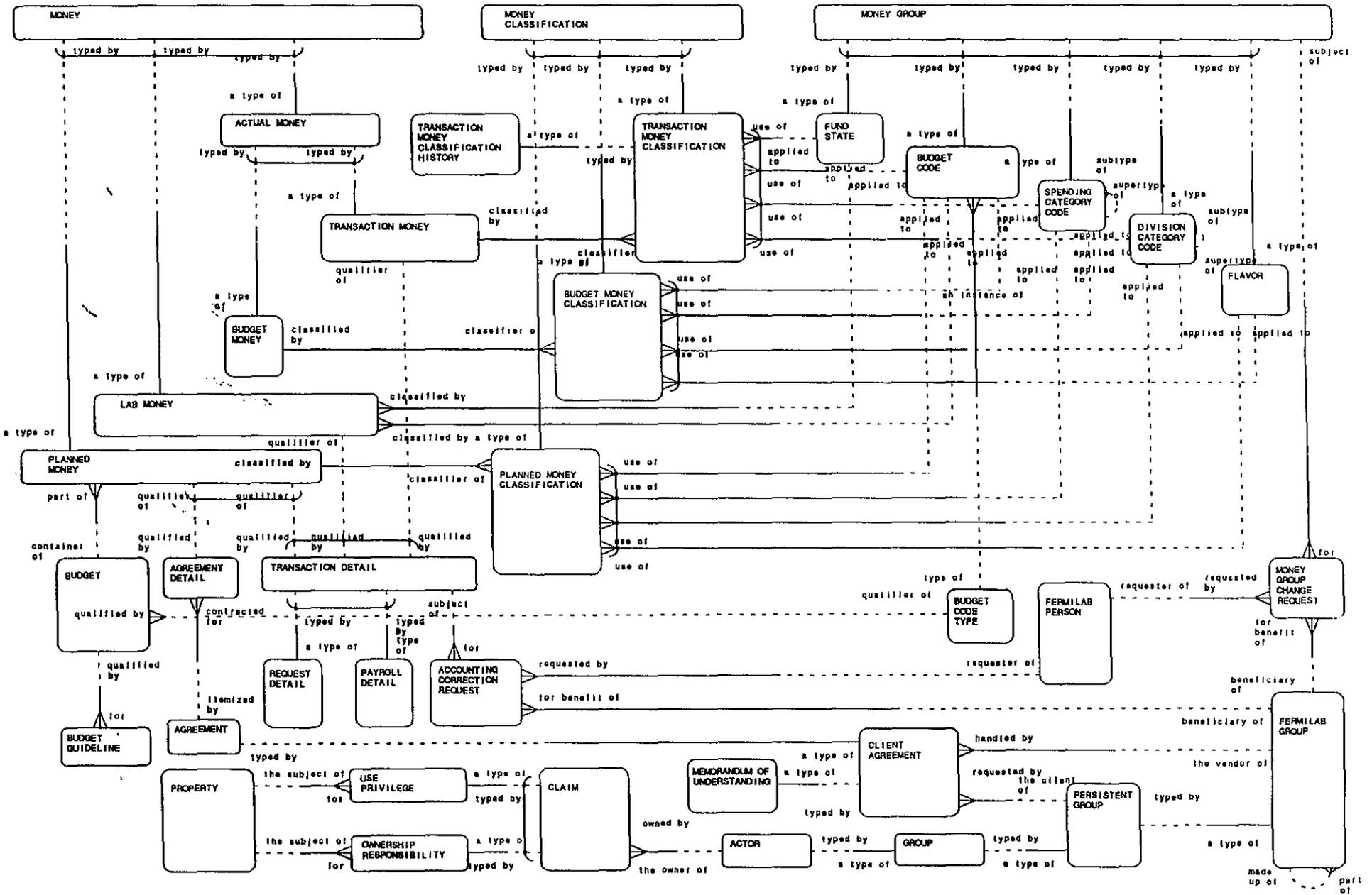
ACTOR

typed by

MEMBERSHIP

a type of

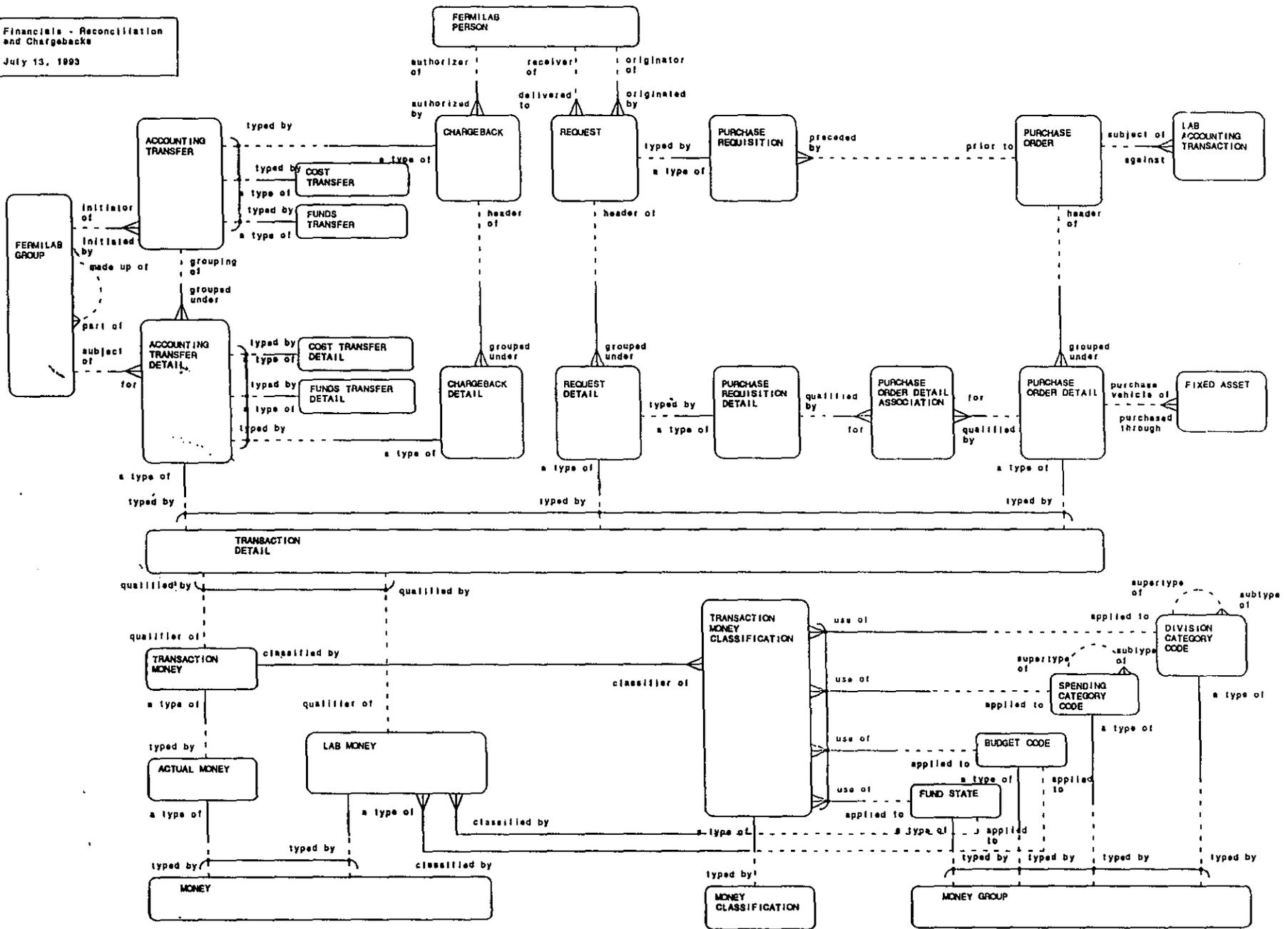
GROUP



**PURCHASE
REQUISITION**

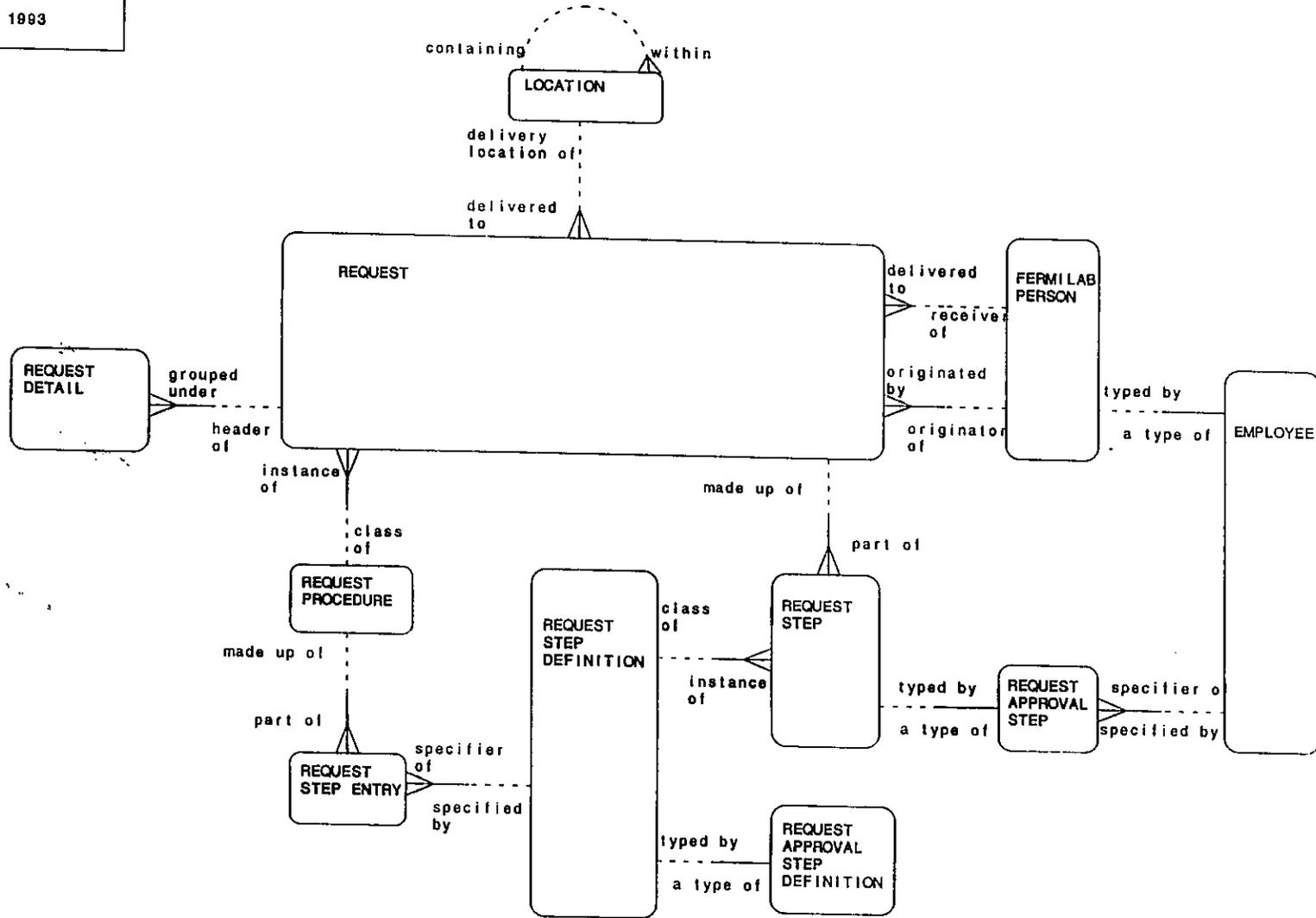
Financials - Reconciliation and Chargebacks

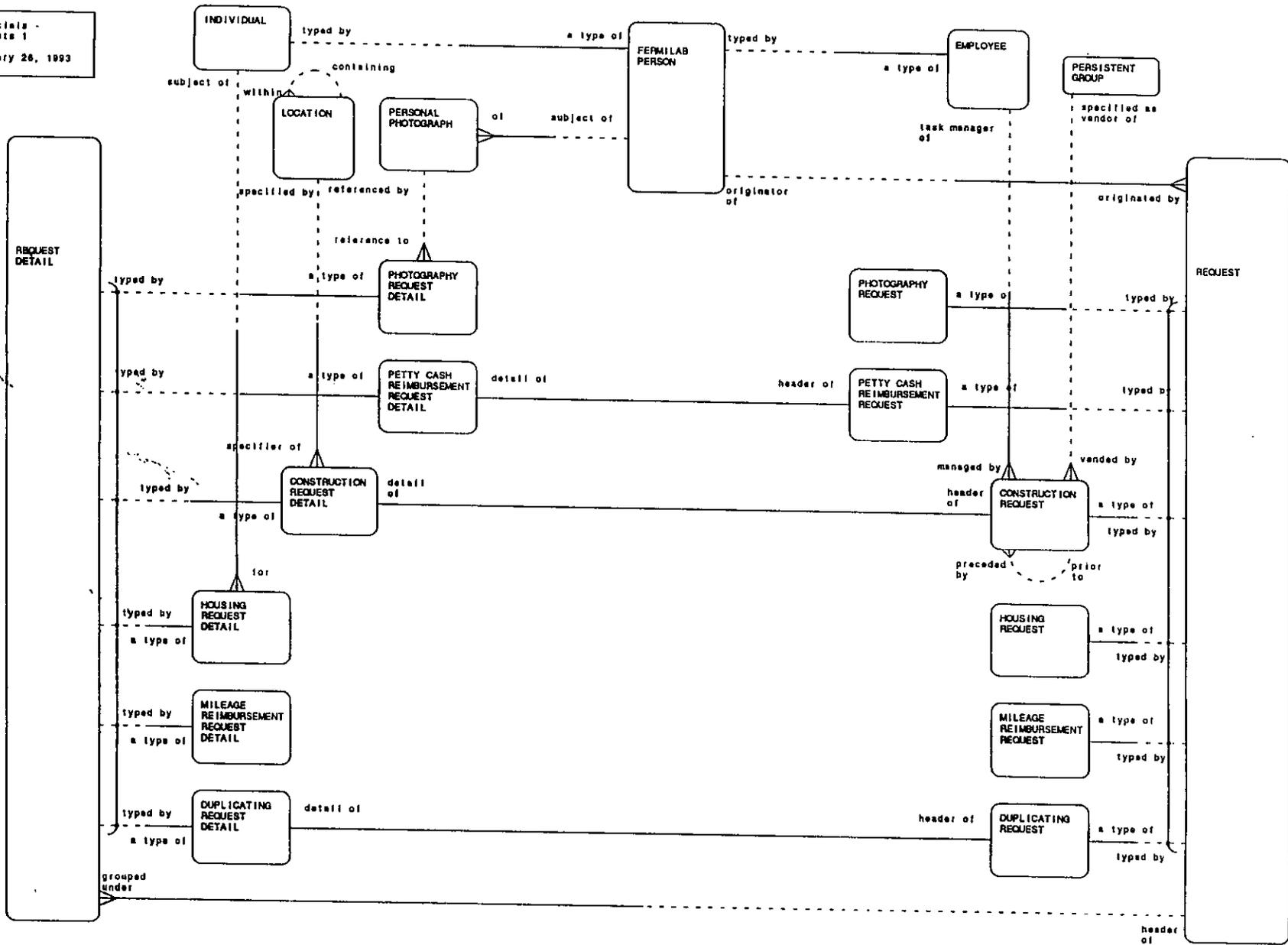
July 13, 1993

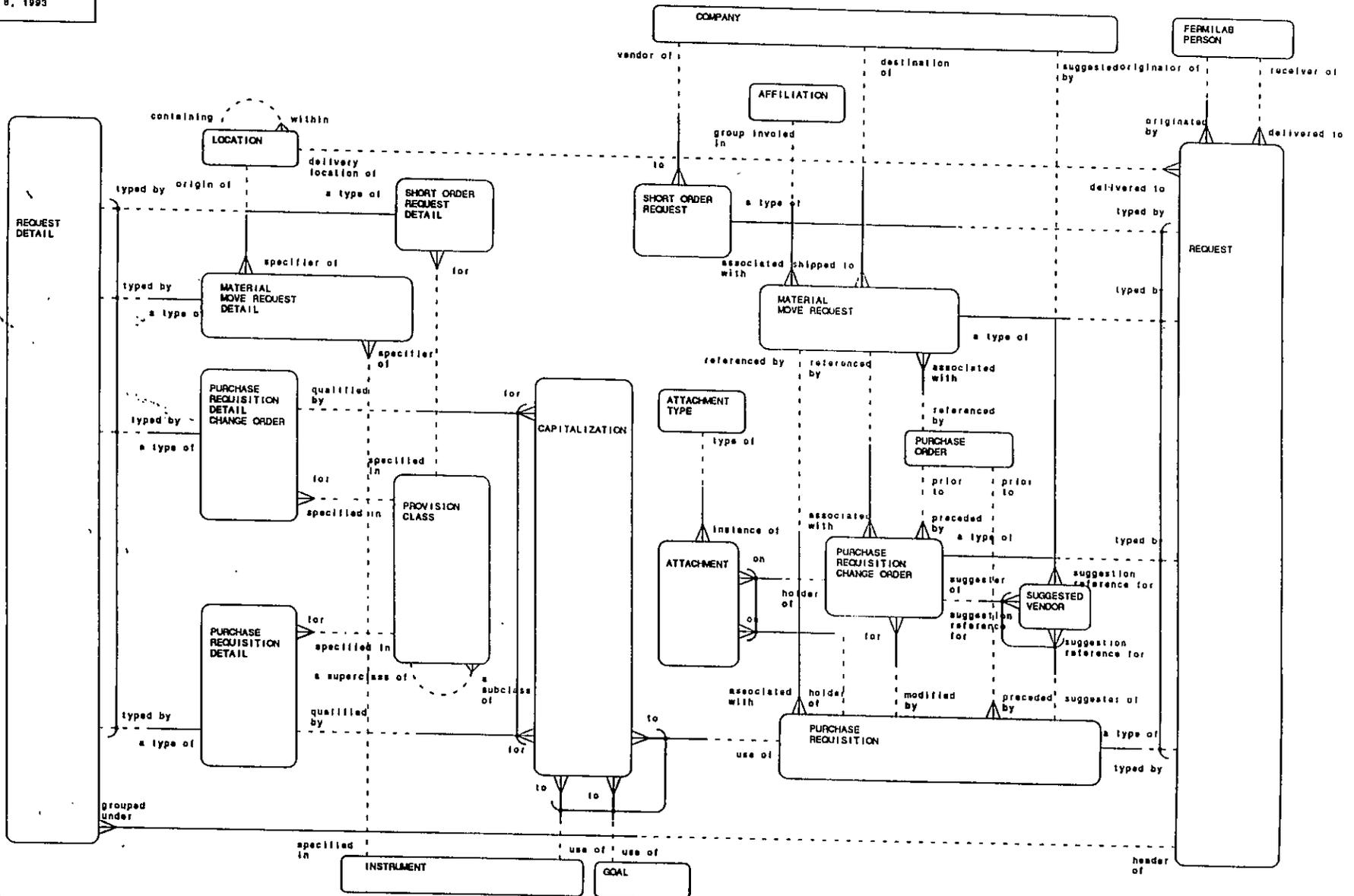


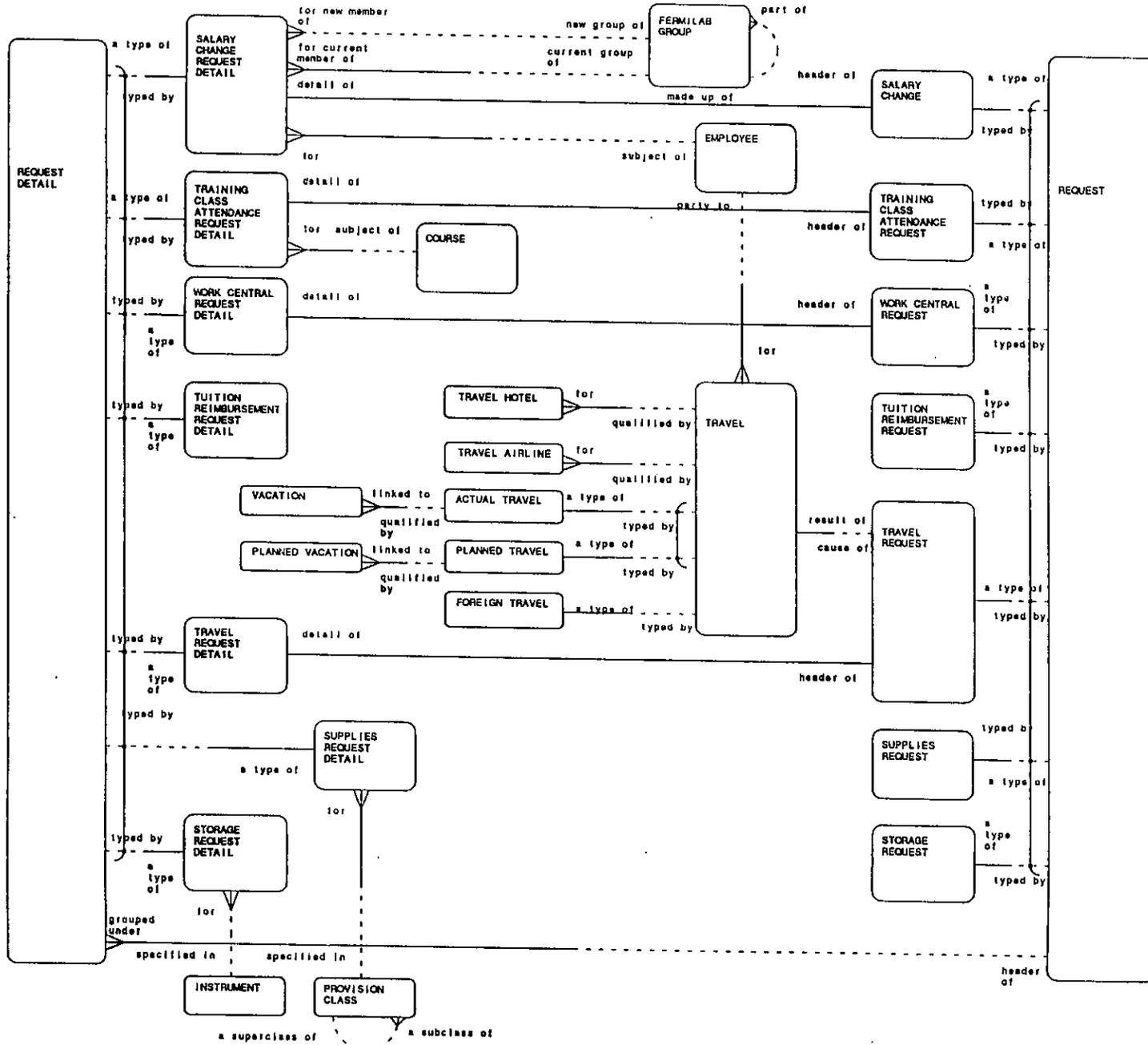
Financials -
Request Approval

March 1, 1993



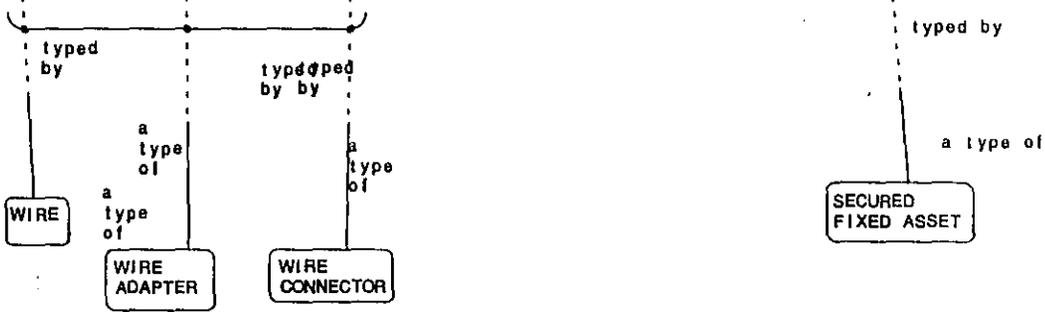




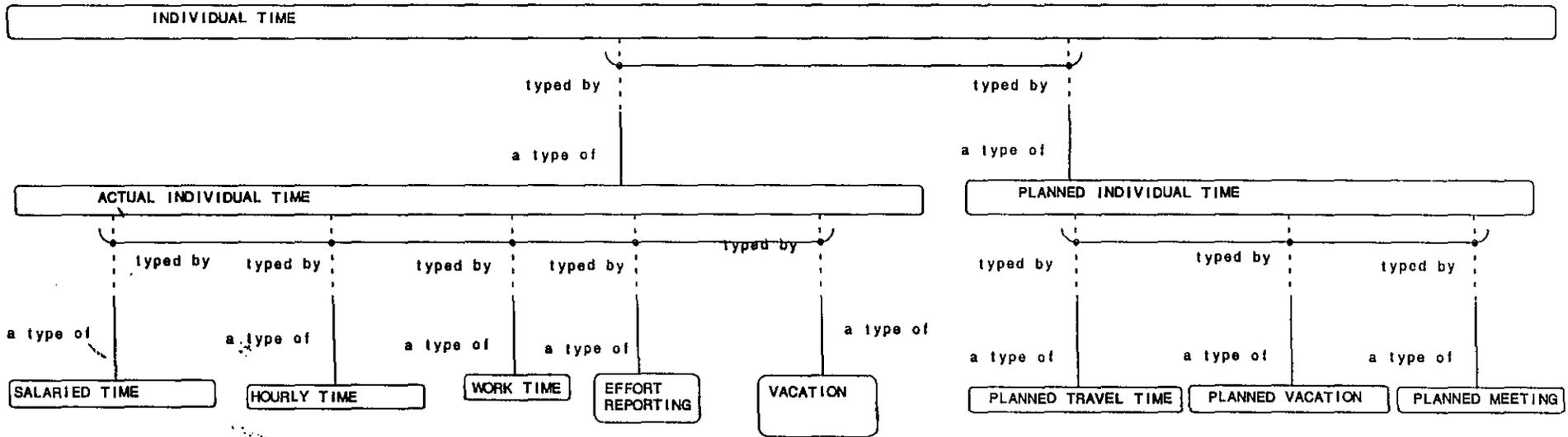


FIXED ASSET HIERARCHY

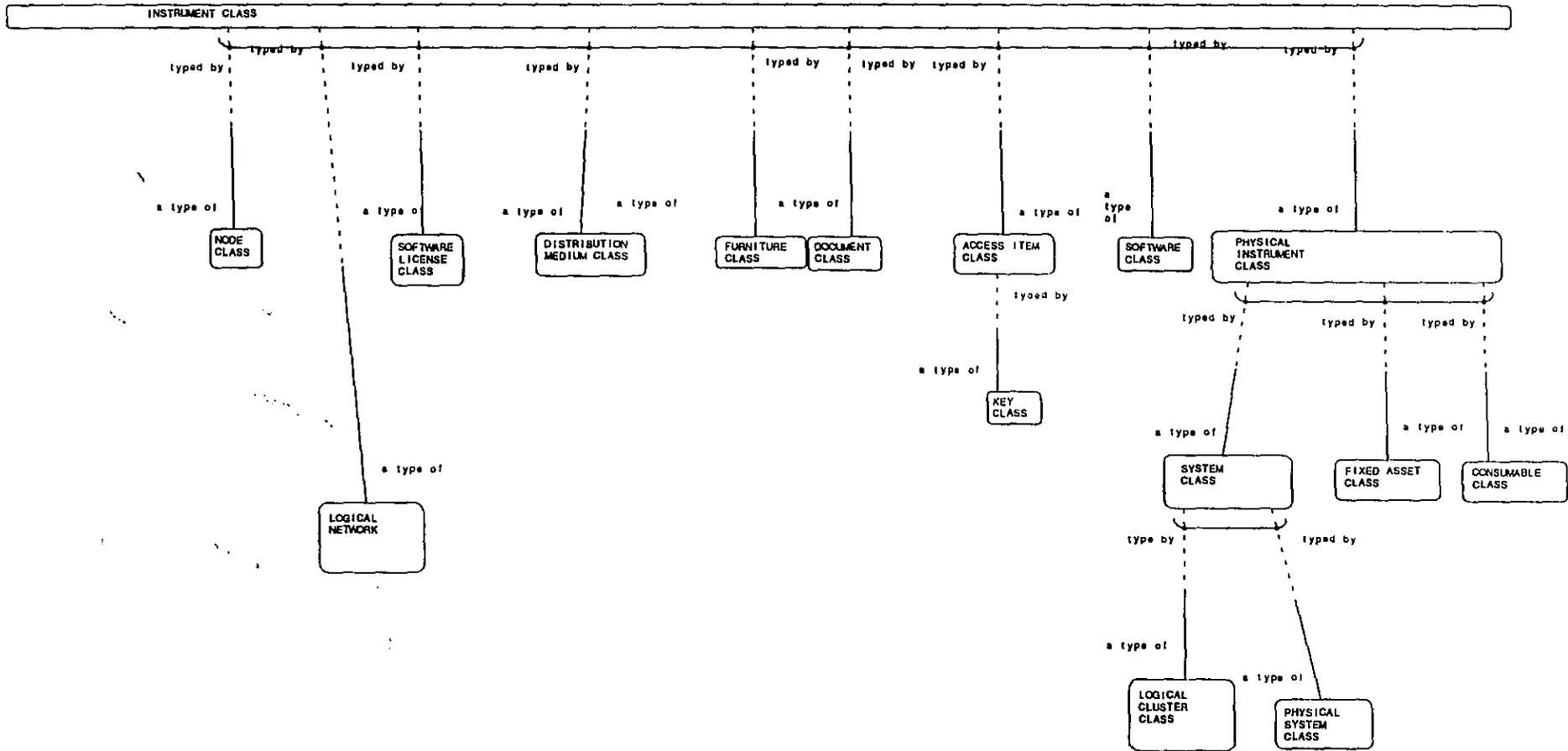
FIXED ASSET



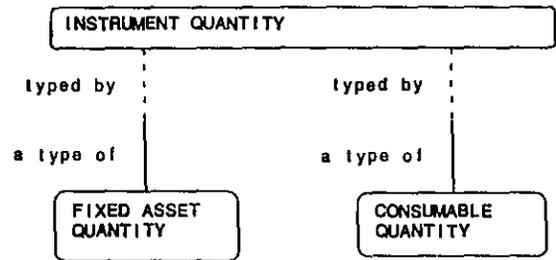
INDIVIDUAL TIME HIERARCHY



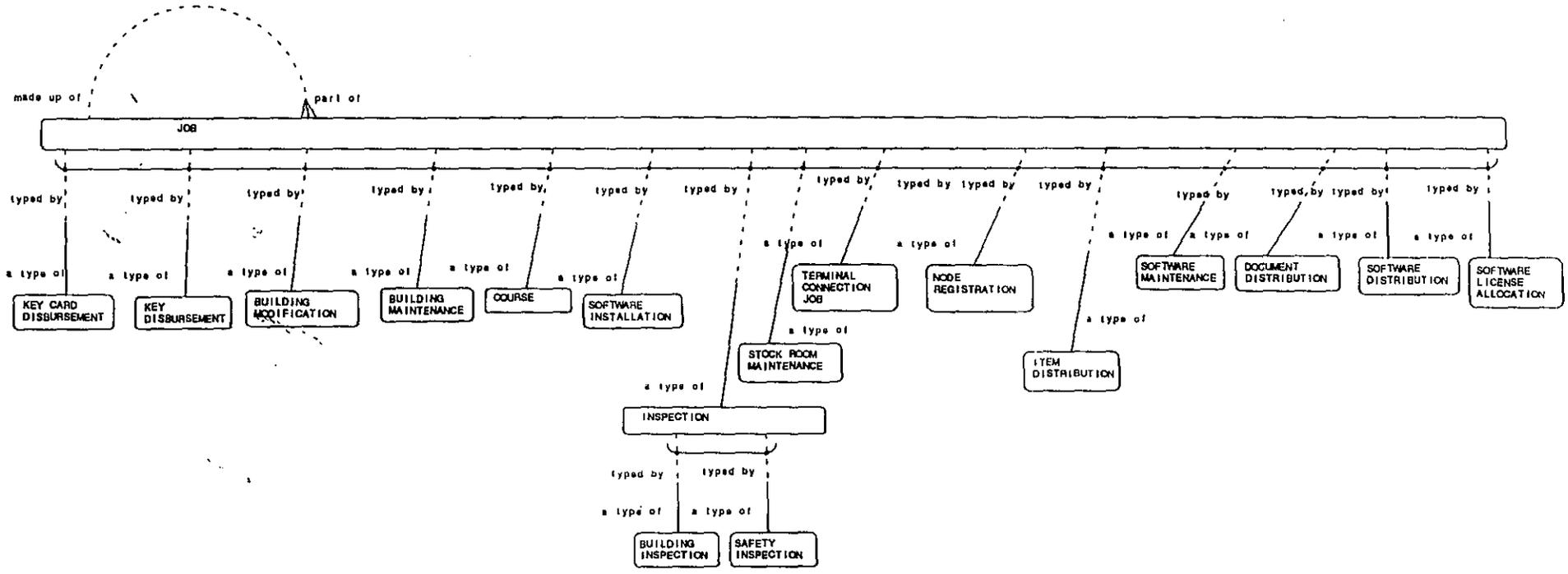
INSTRUMENT CLASS HIERARCHY



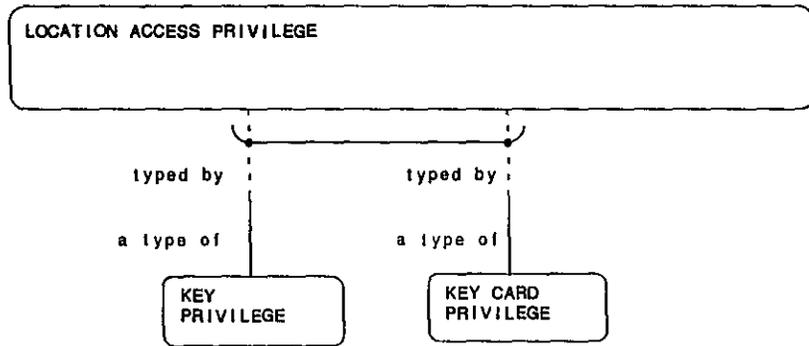
**INSTRUMENT QUANTITY
HIERARCHY**



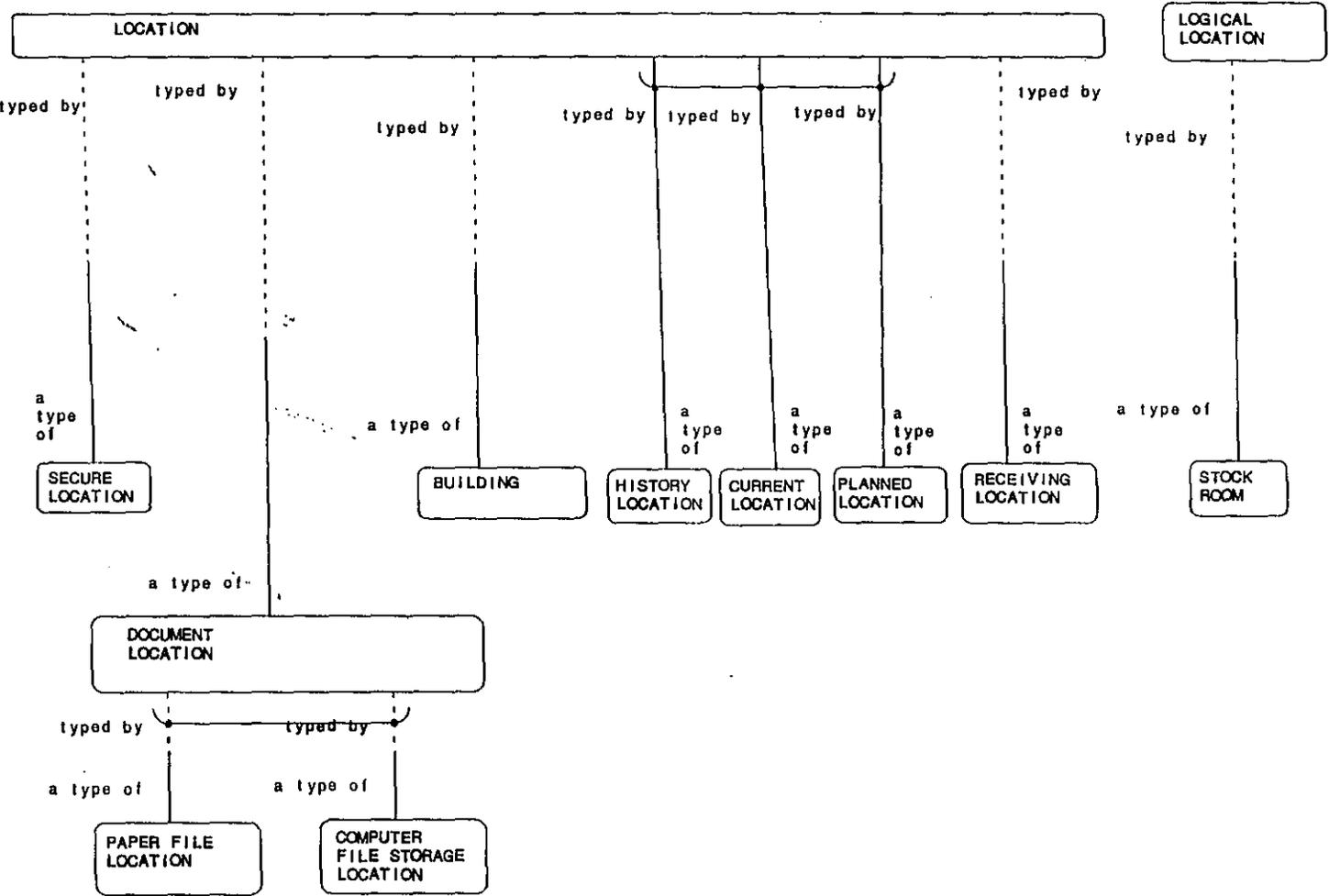
JOB HIERARCHY



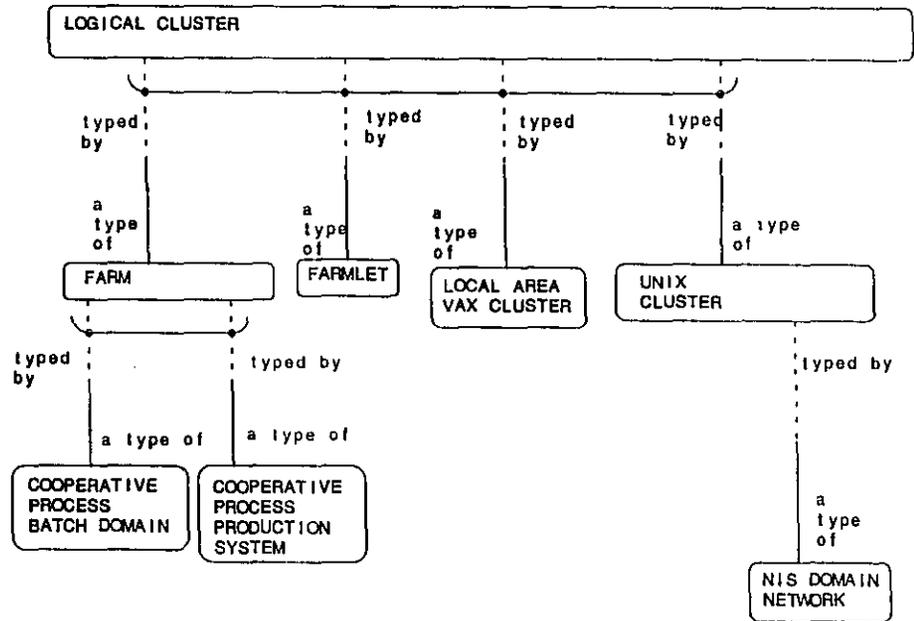
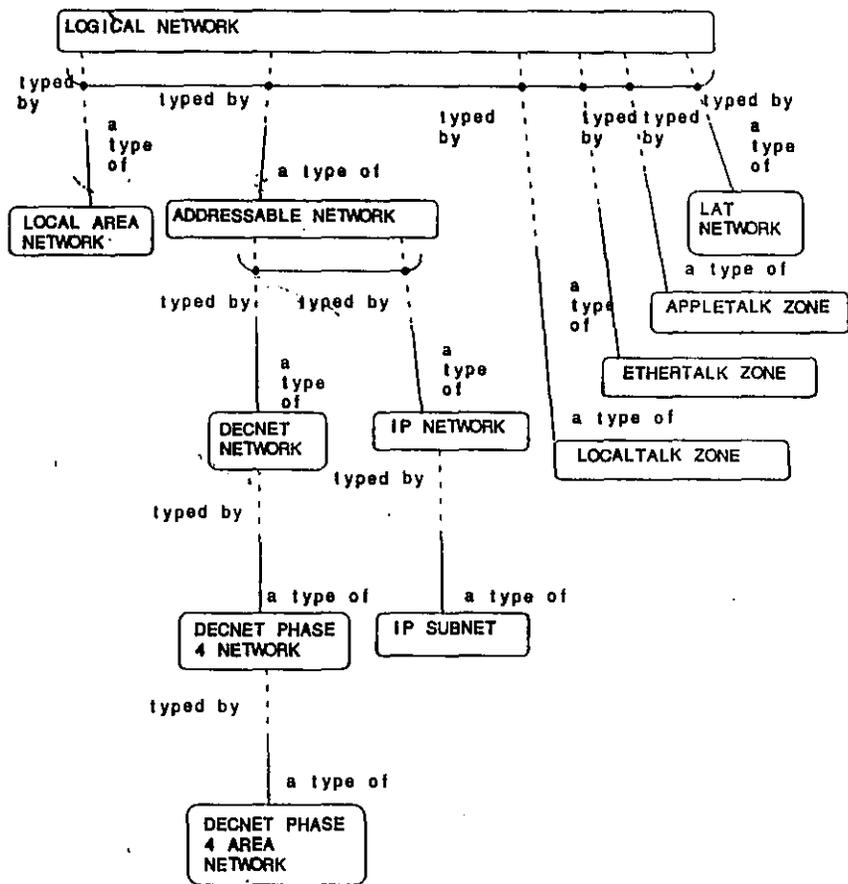
LOCATION ACCESS
PRIVILEGE HIERARCHY



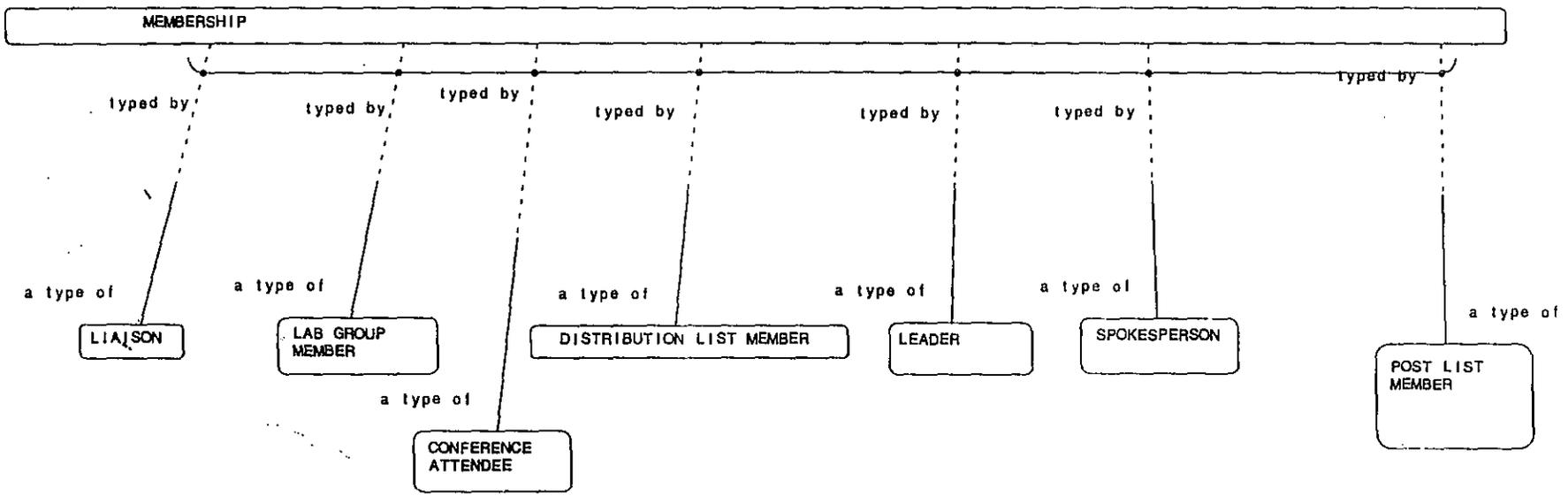
LOCATION HIERARCHY



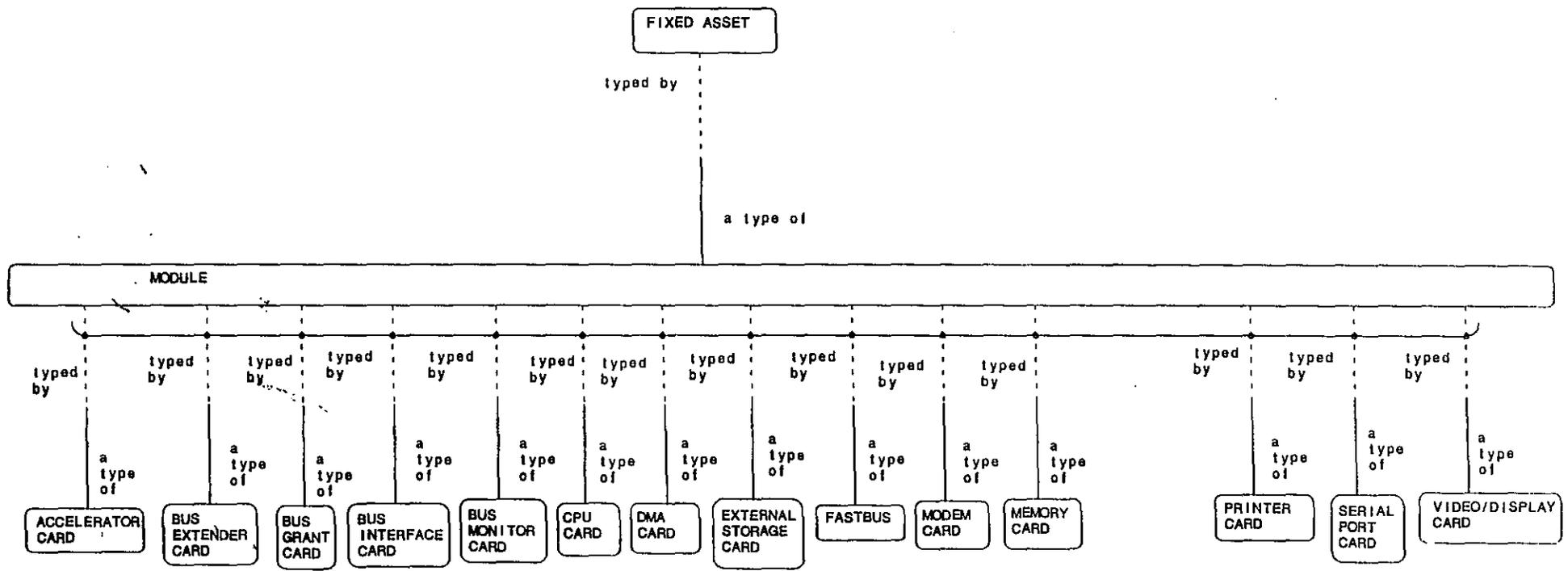
LOGICAL CLUSTER & NETWORK HIERARCHIES



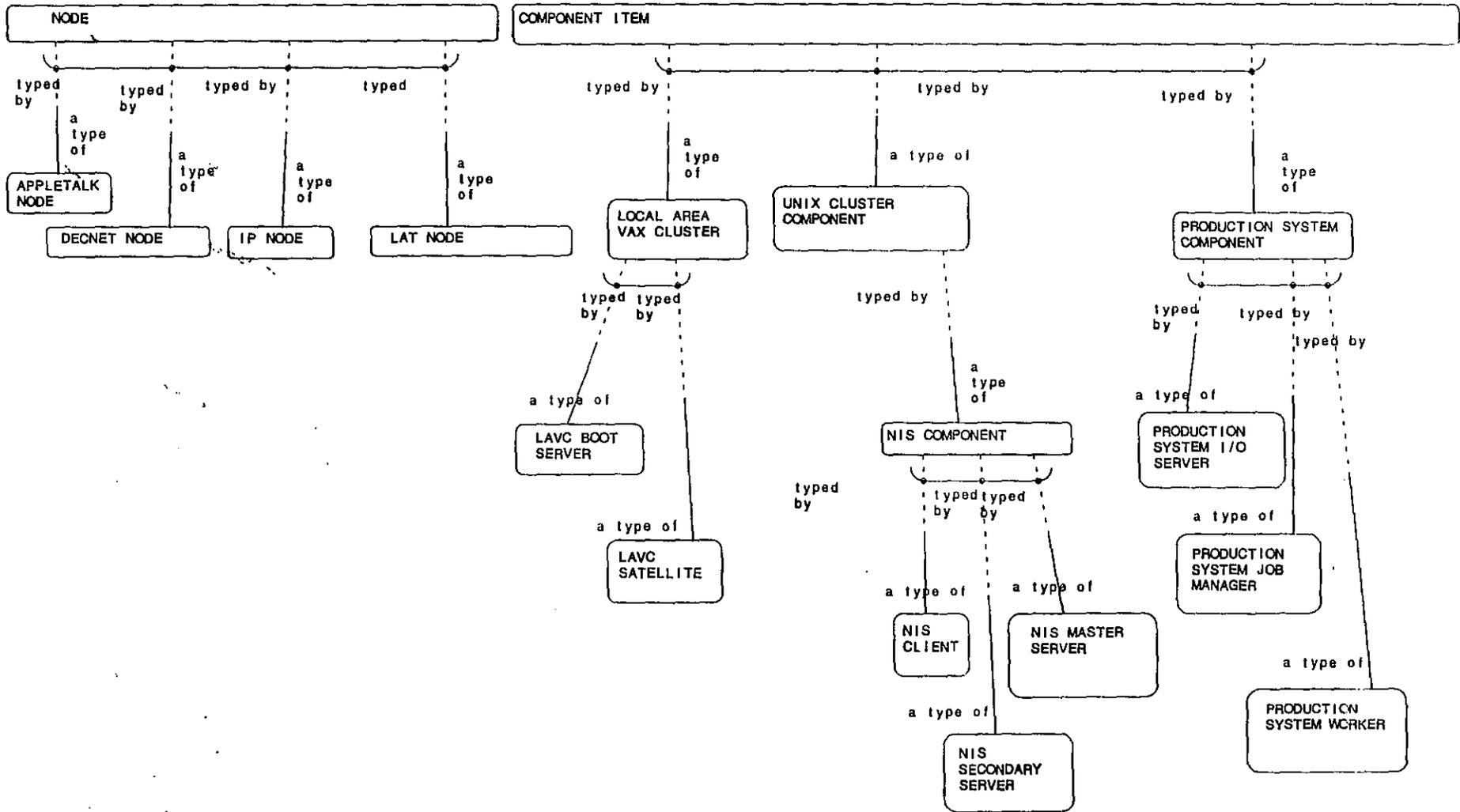
MEMBERSHIP HIERARCHY



MODULE HIERARCHY



NODE & COMPONENT ITEM HIERARCHIES



PROVISION CLASS ROOT HIERARCHY

PROVISION

an instance of

the classification for

a superclass of

a subclass of

PROVISION CLASS

typed by

a type of

JOB CLASS

typed by

a type of

PROPERTY CLASS

typed by

typed by

typed by

typed by

typed by

a type of

COURSE CLASS

BUILDING MAINTENANCE JOB CLASS

BUILDING MODIFICATION JOB CLASS

INSPECTION CLASS

STOCK ROOM MAINTENANCE JOB CLASS

typed by

a type of

INSTRUMENT CLASS

typed by

a type of

LOCATION CLASS

typed by

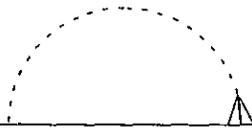
a type of

ON SITE LOCATION CLASS

typed by

a type of

OFF SITE LOCATION CLASS



PROVISION ROOT HIERARCHY

PROVISION CLASS

the classification for

a subclass of

a superclass of

an instance of

PROVISION

typed by

typed by

a type of

a type of

JOB

PROPERTY

typed by

typed by

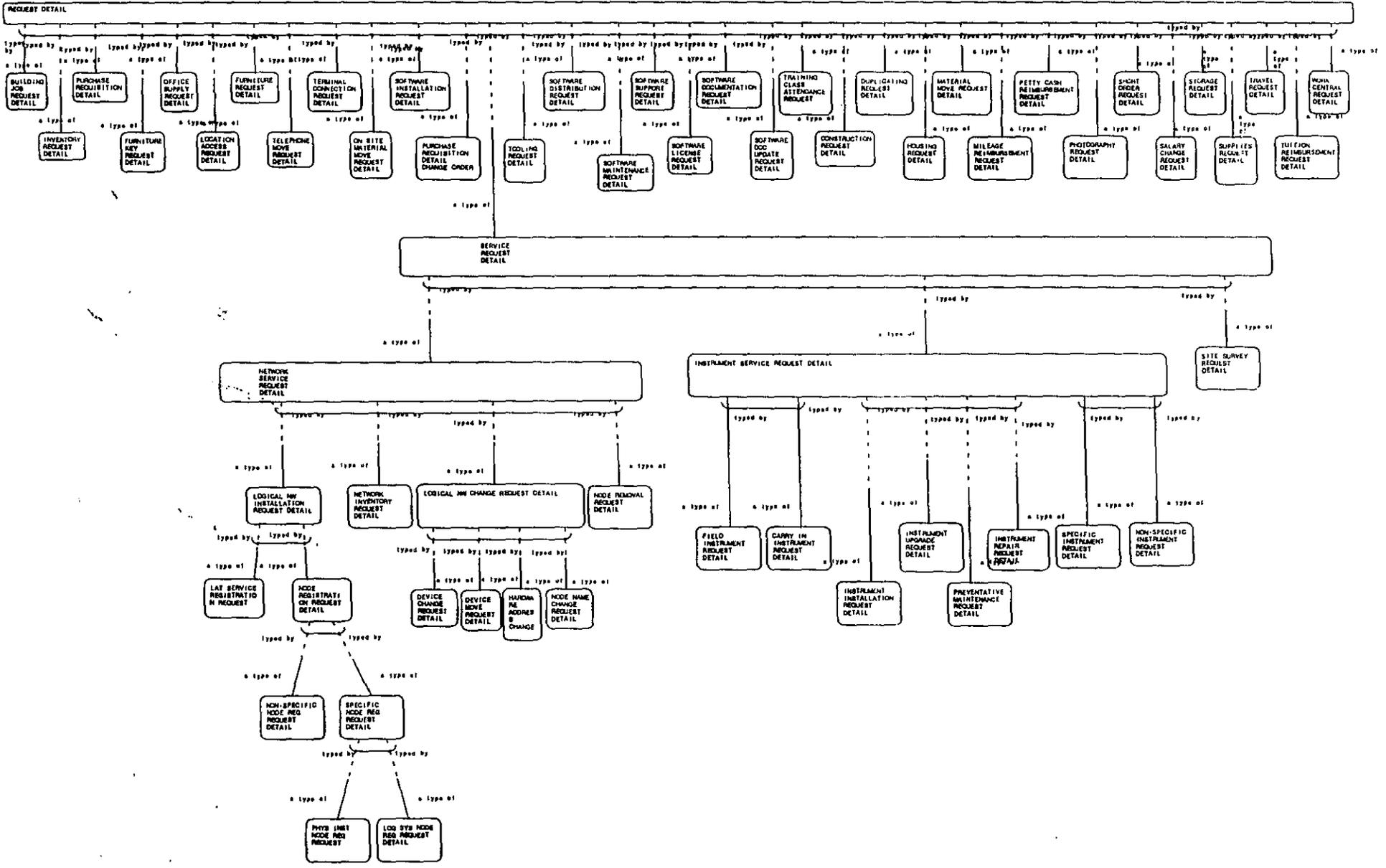
a type of

a type of

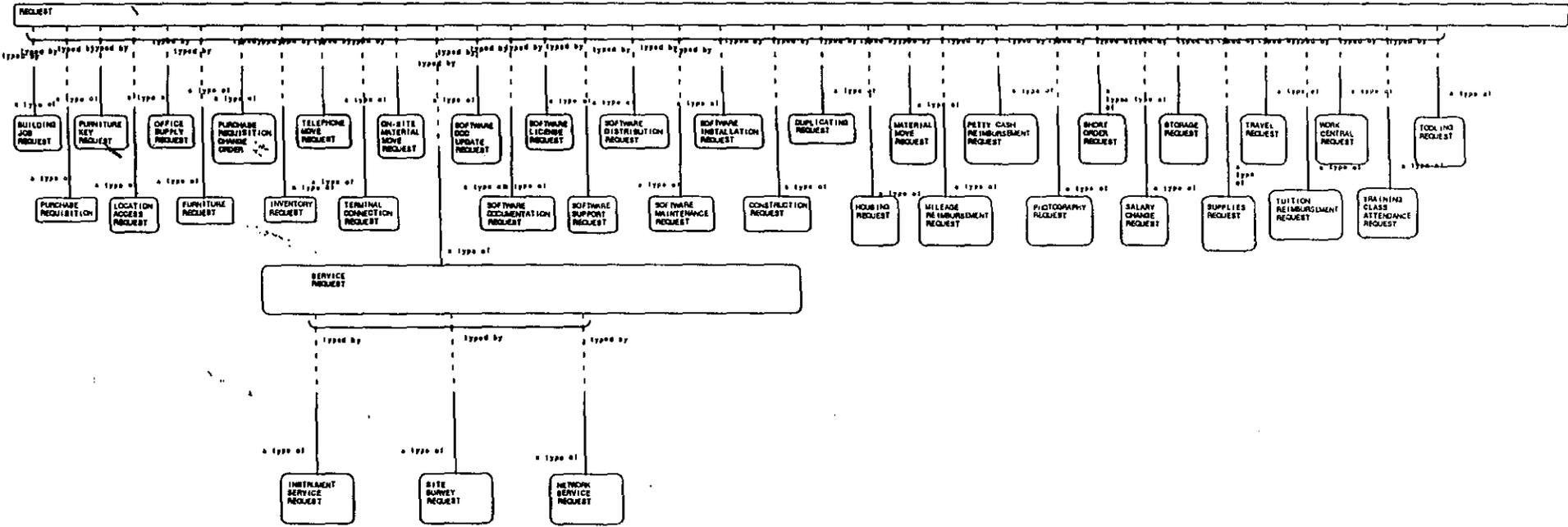
INSTRUMENT

LOCATION

REQUEST DETAIL HIERARCHY

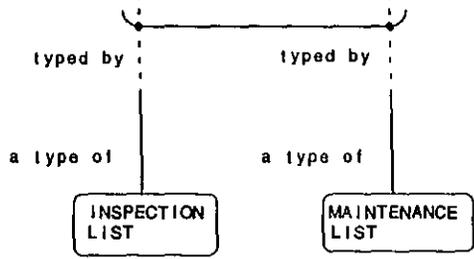


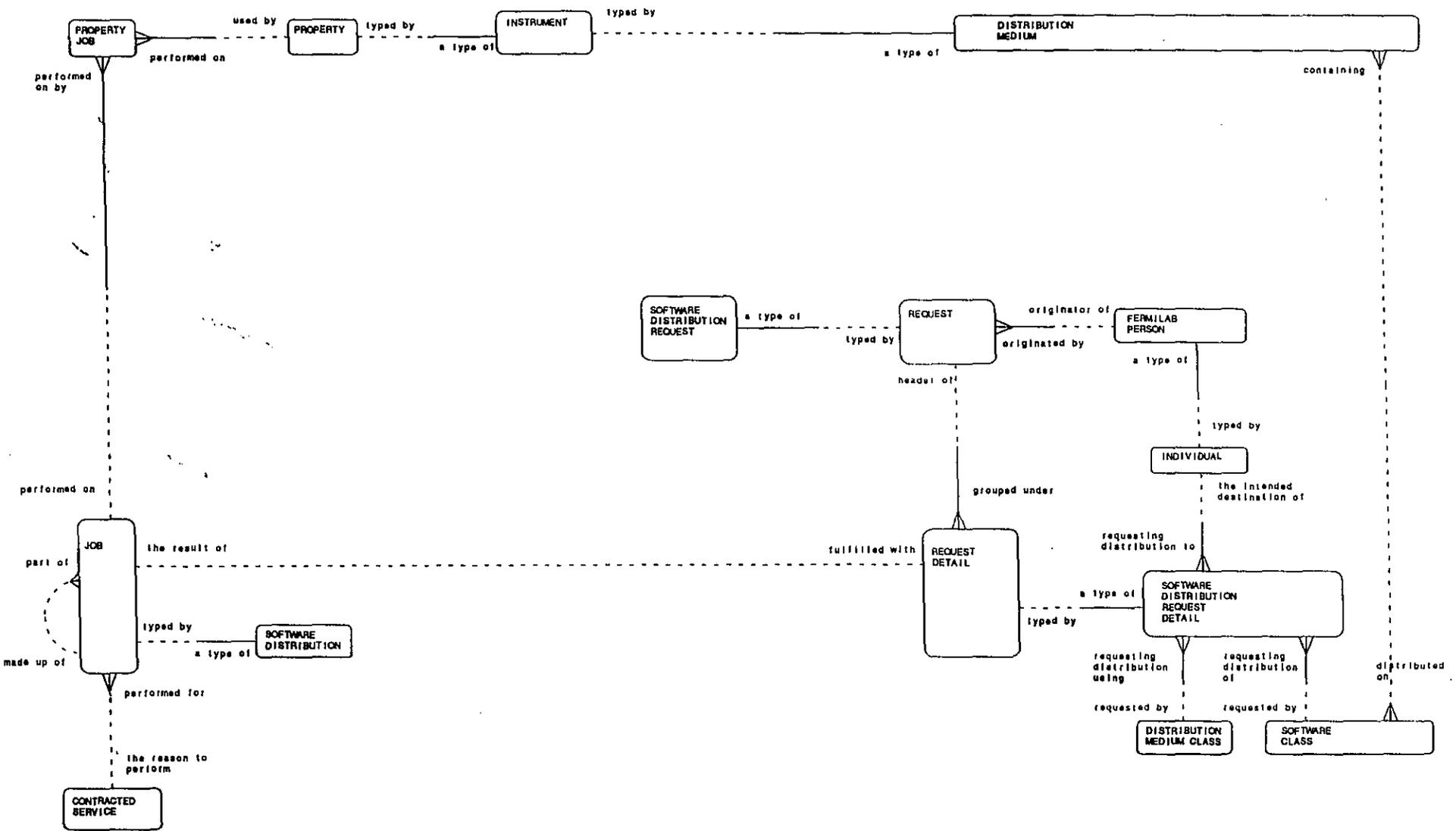
REQUEST HIERARCHY

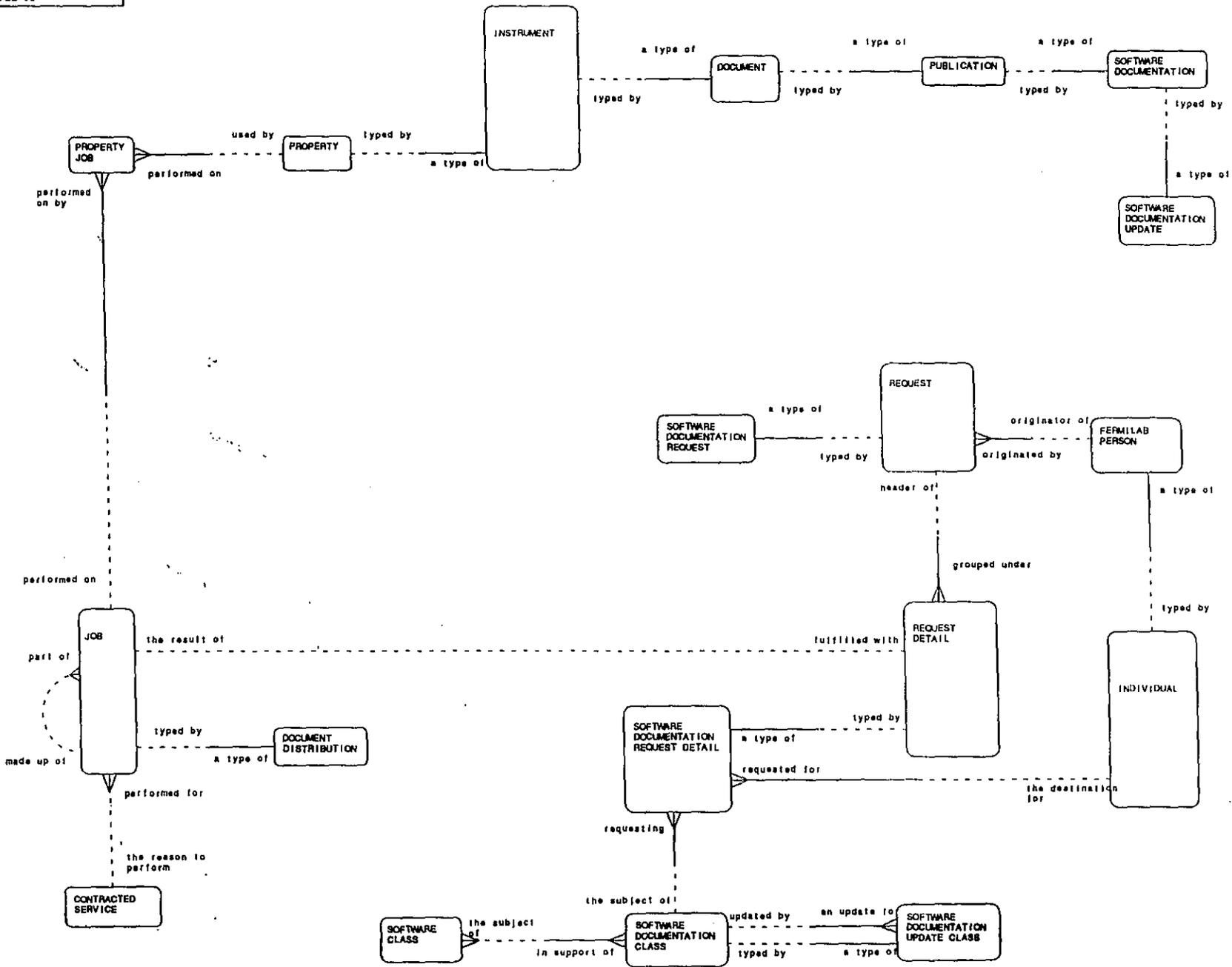


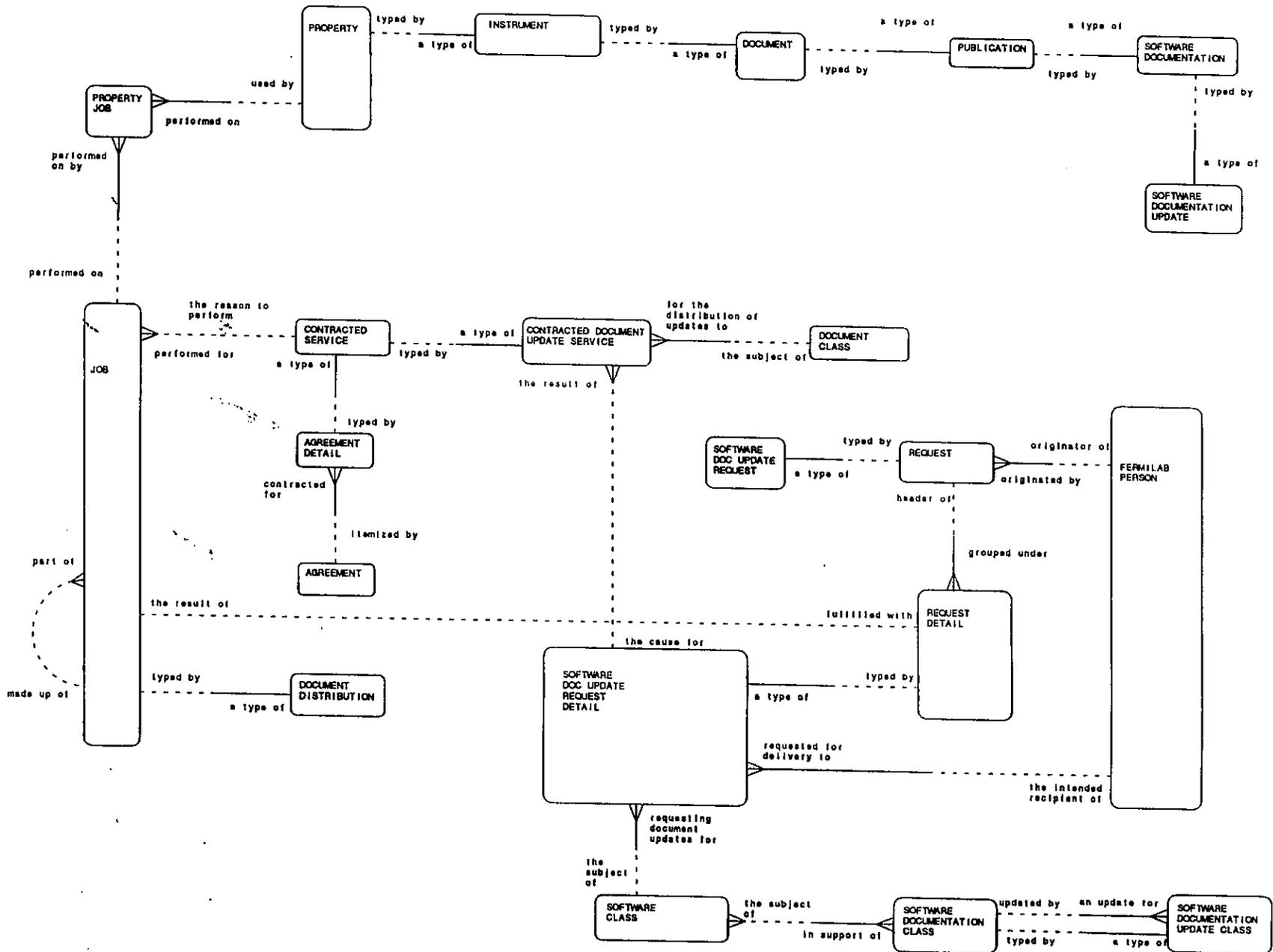
RESPONSIBILITY LIST HIERARCHY

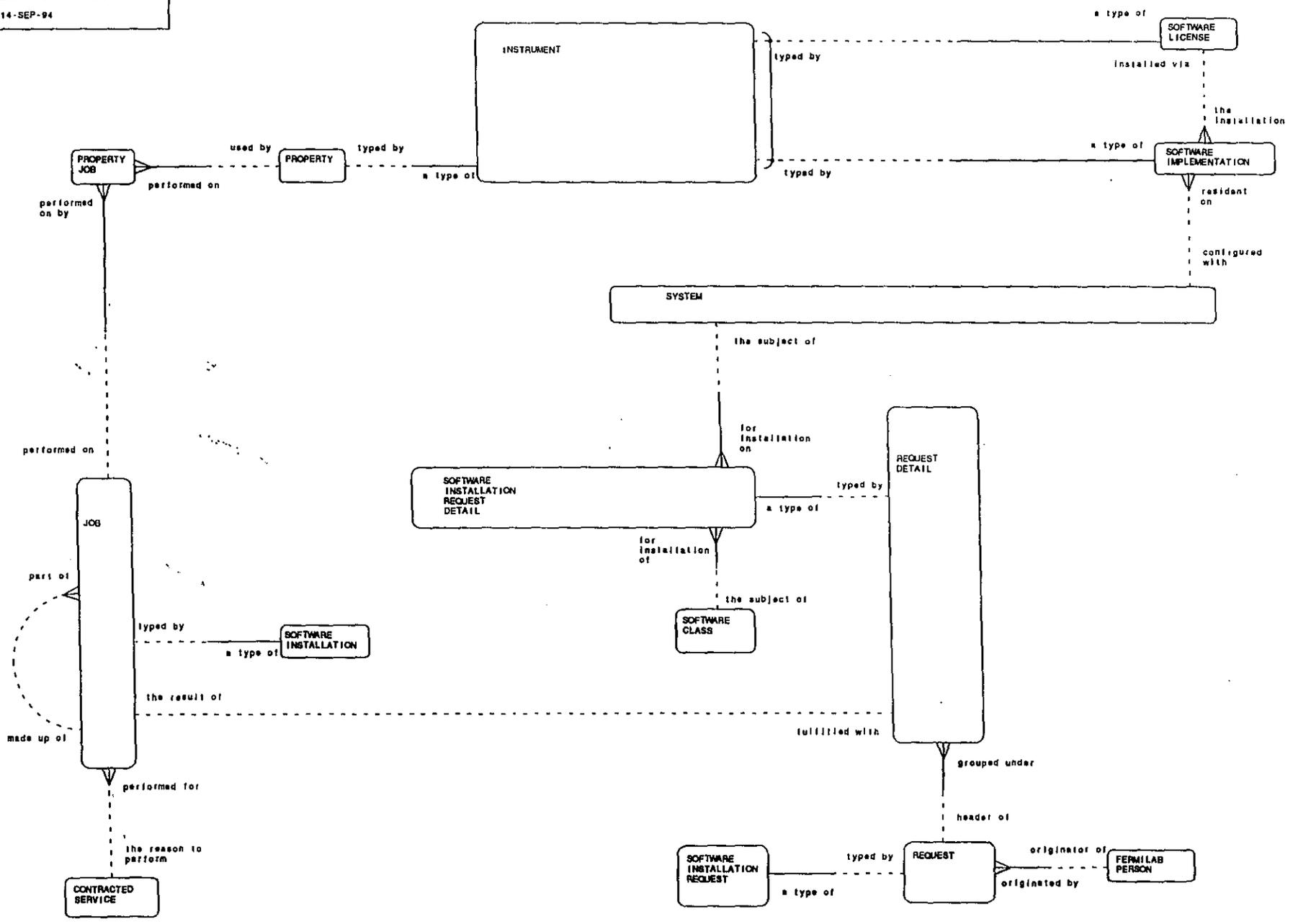
RESPONSIBILITY LIST

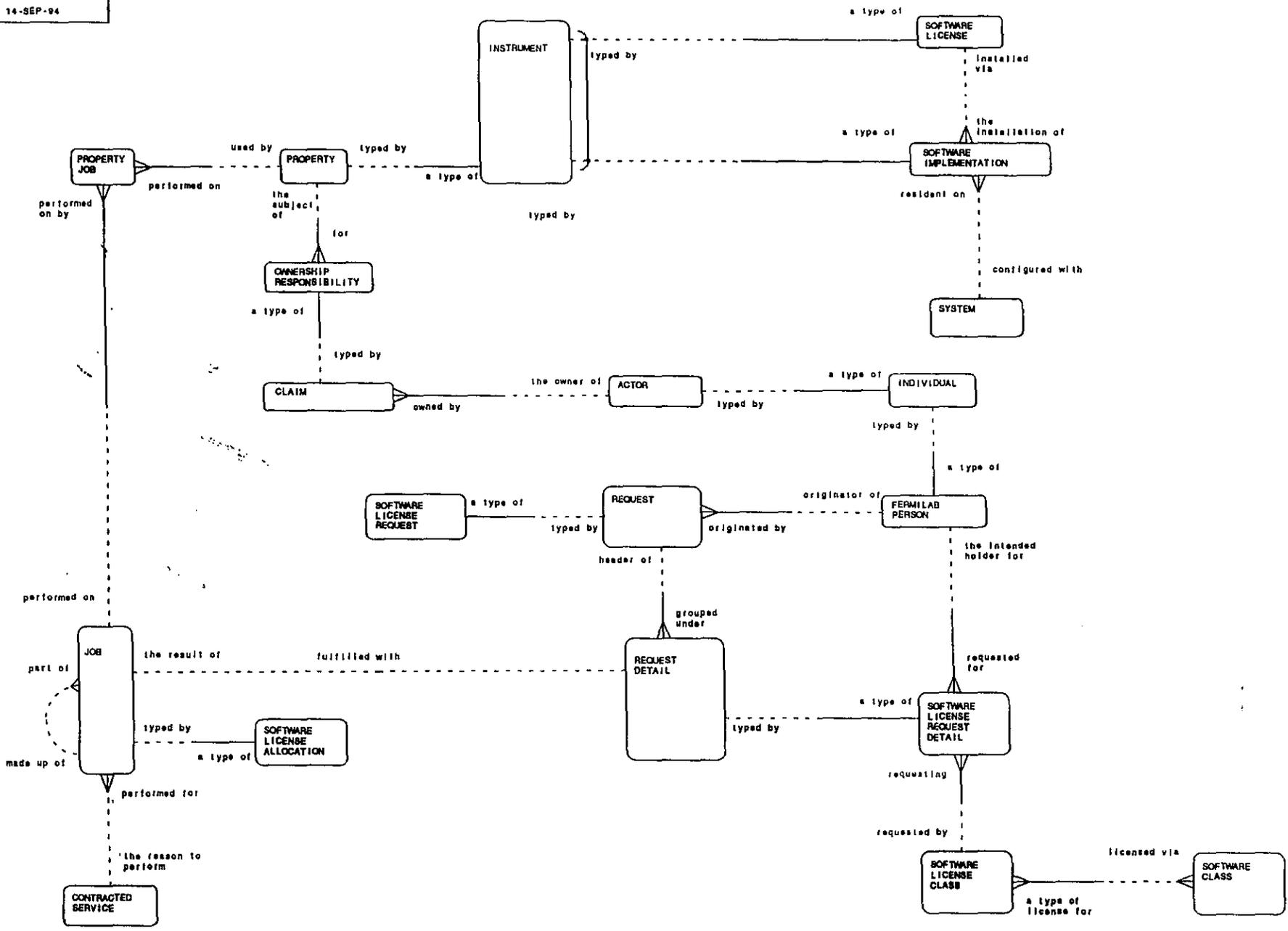


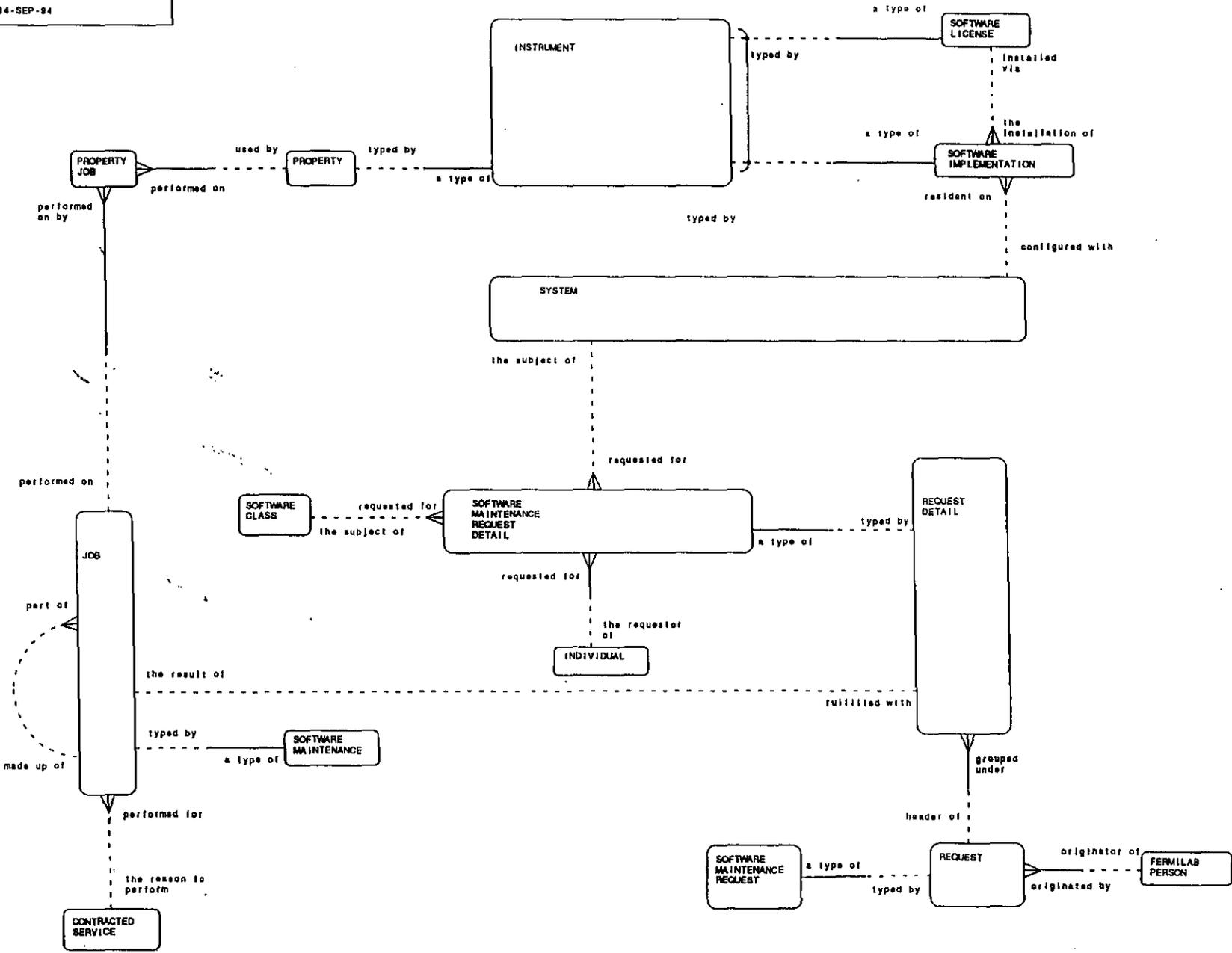


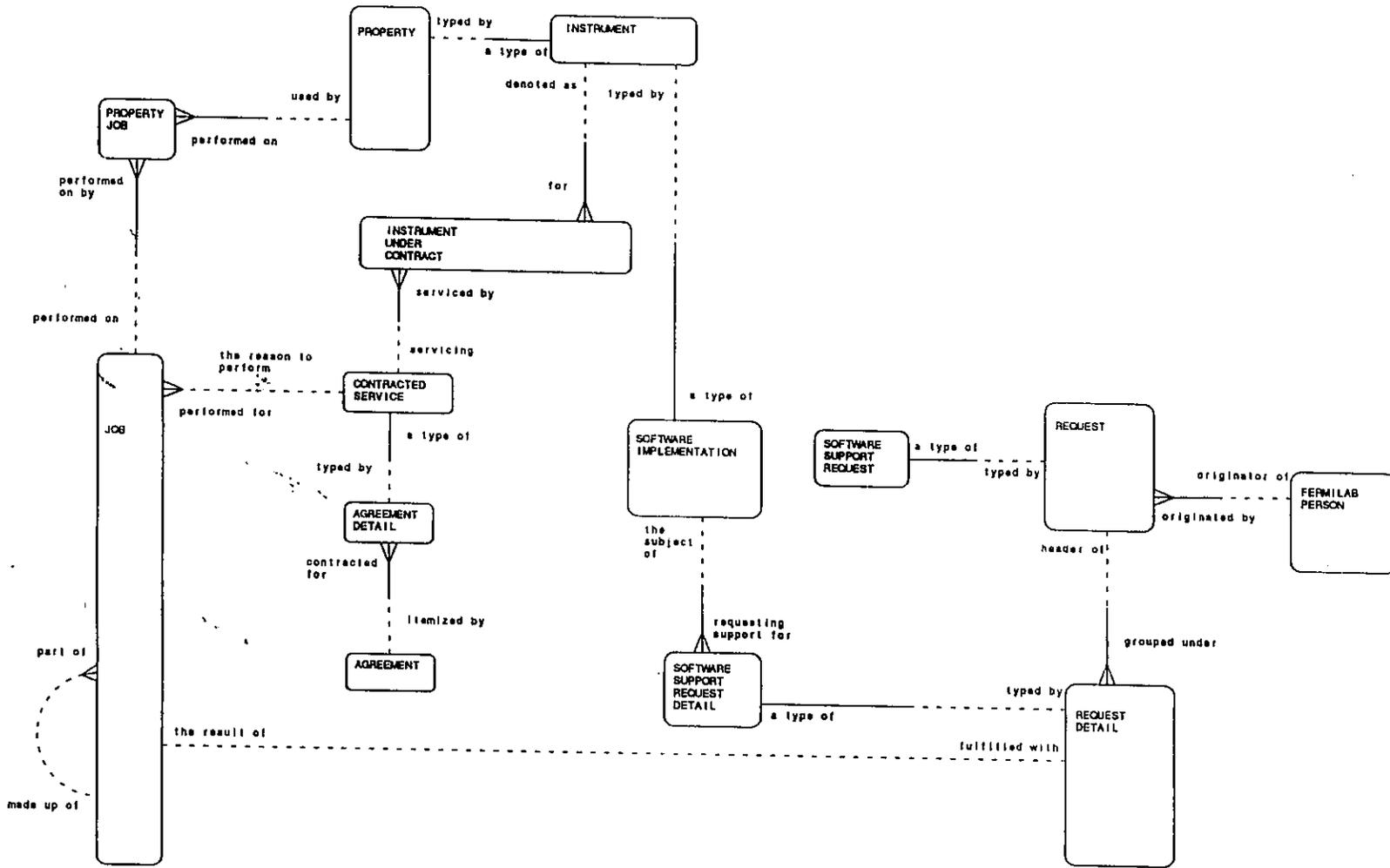






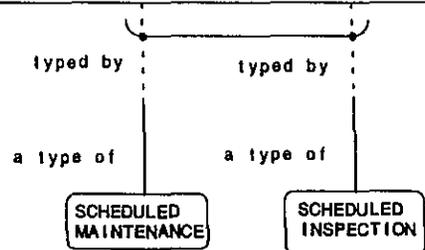




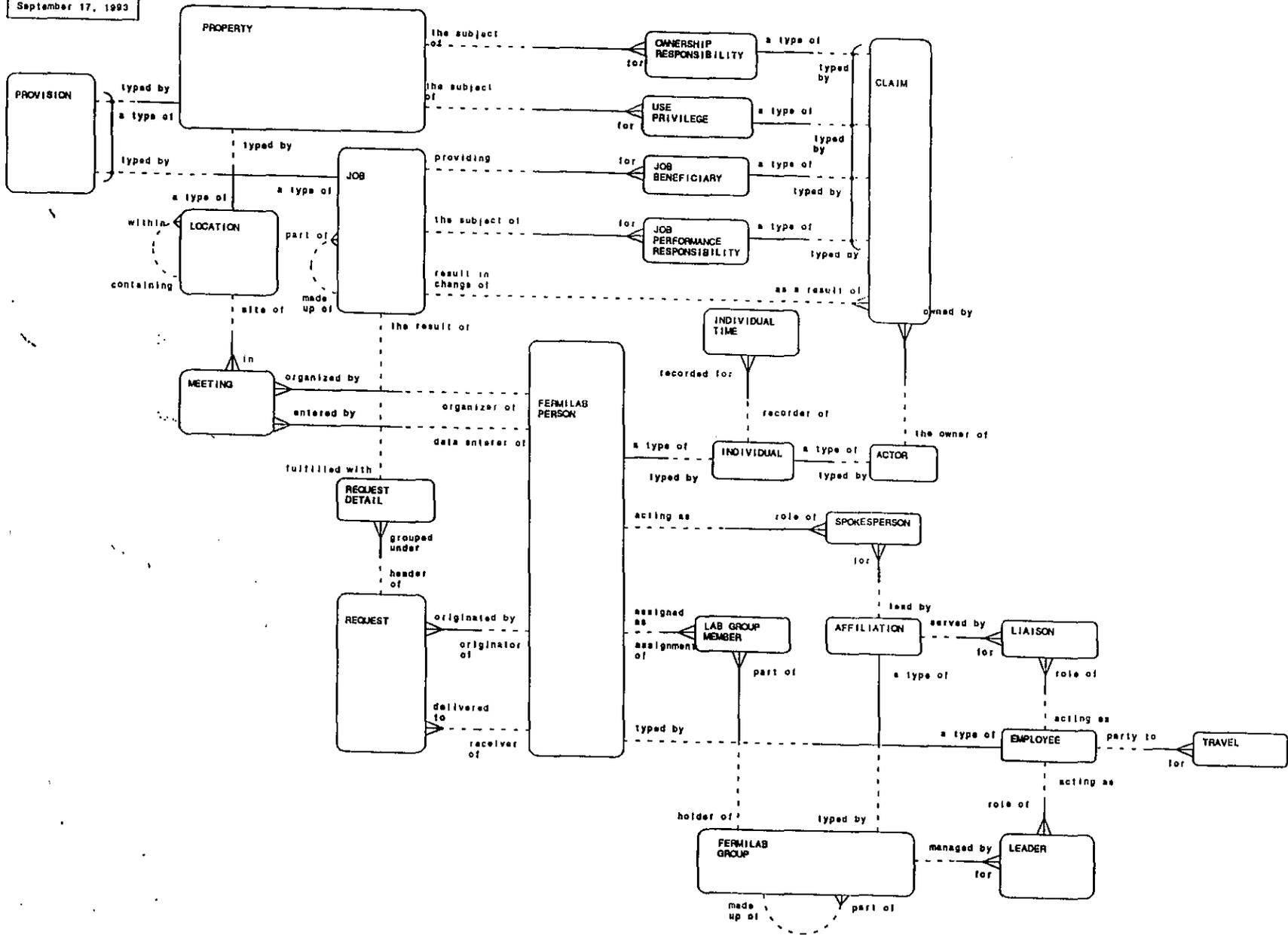


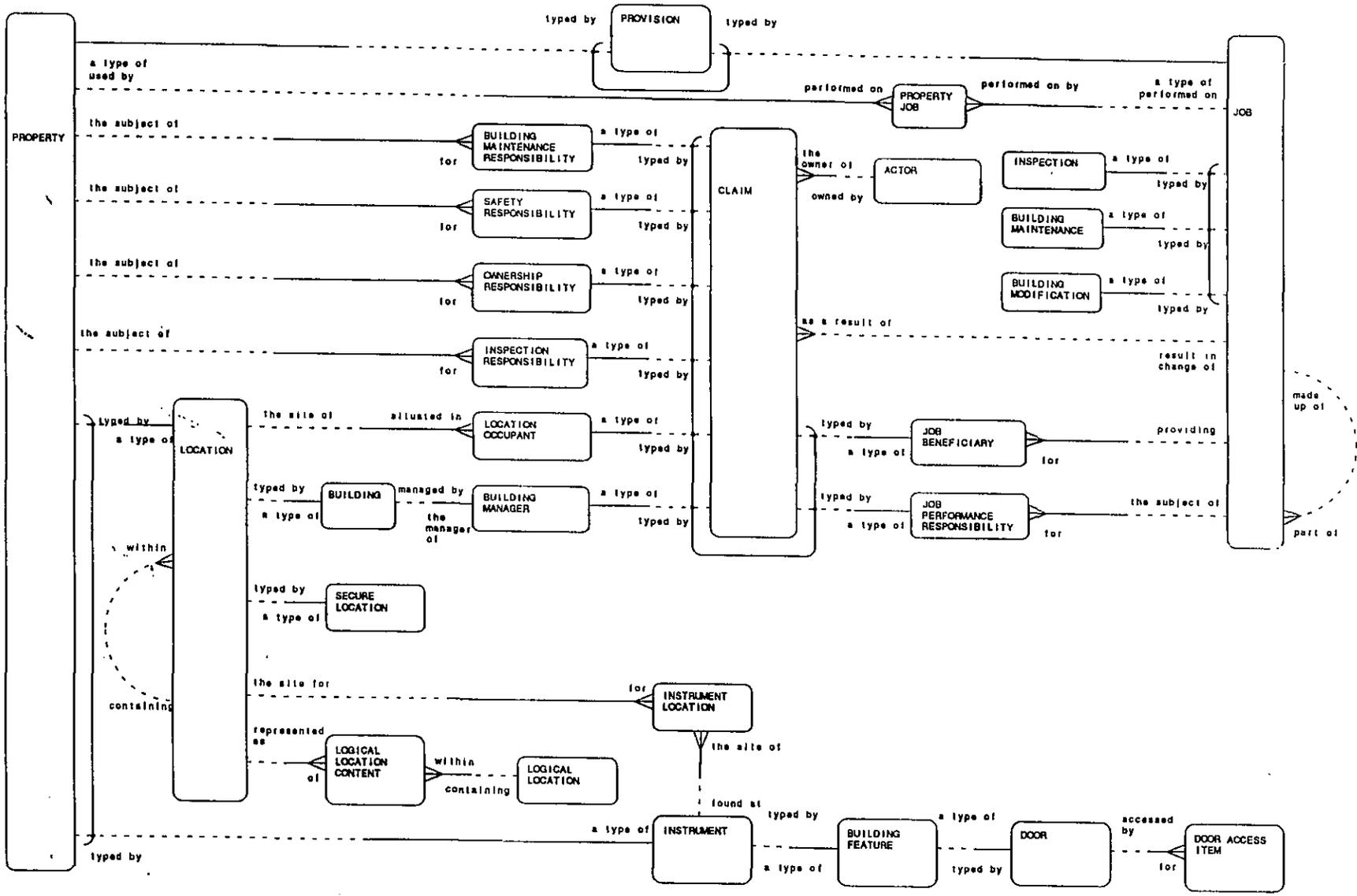
SCHEDULED WORK HIERARCHY

SCHEDULED WORK

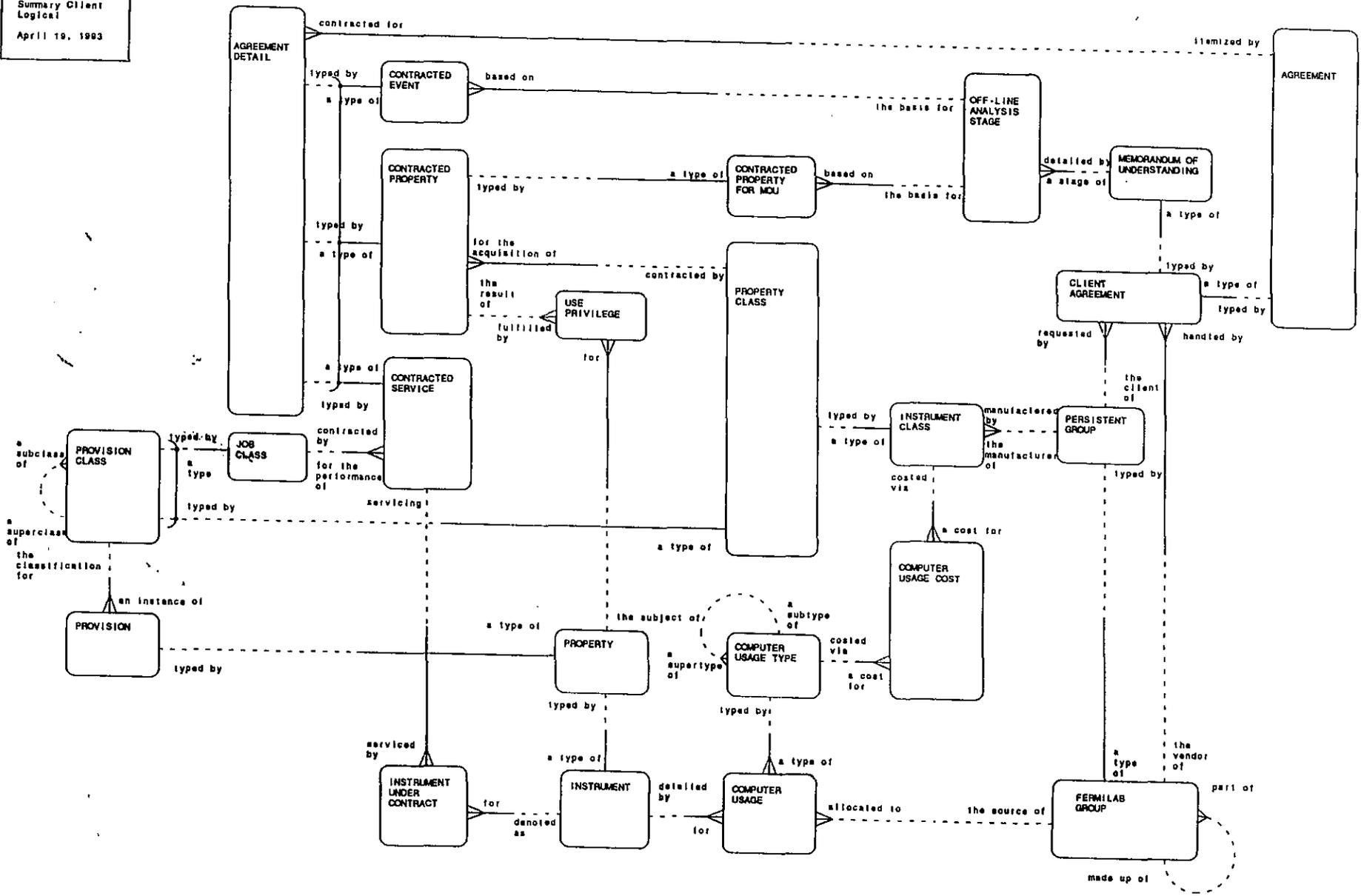


Summary
Administrative
Logical
September 17, 1993



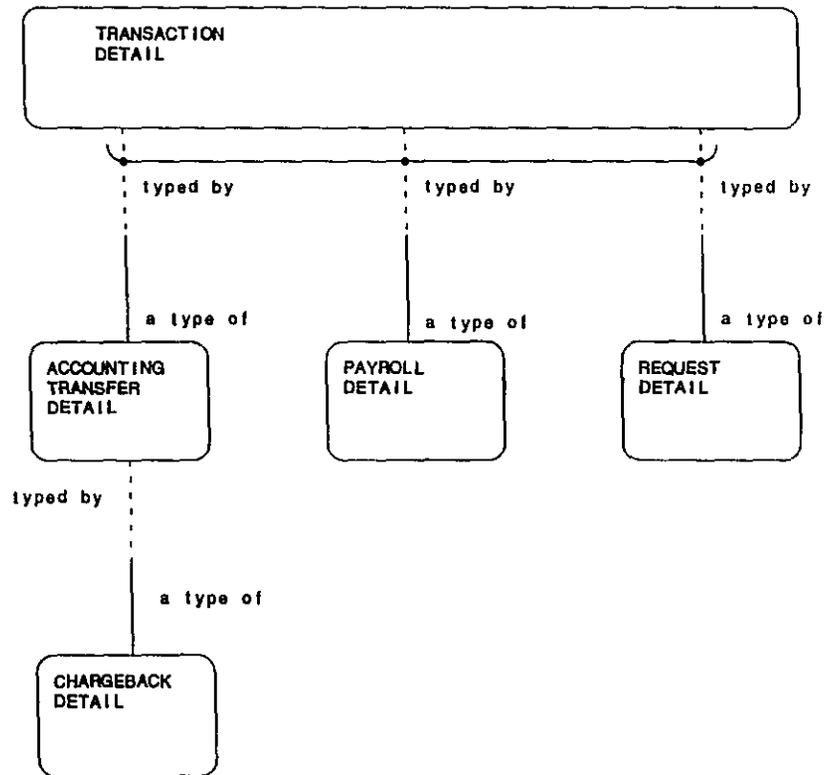


Summary Client Logical
April 19, 1993



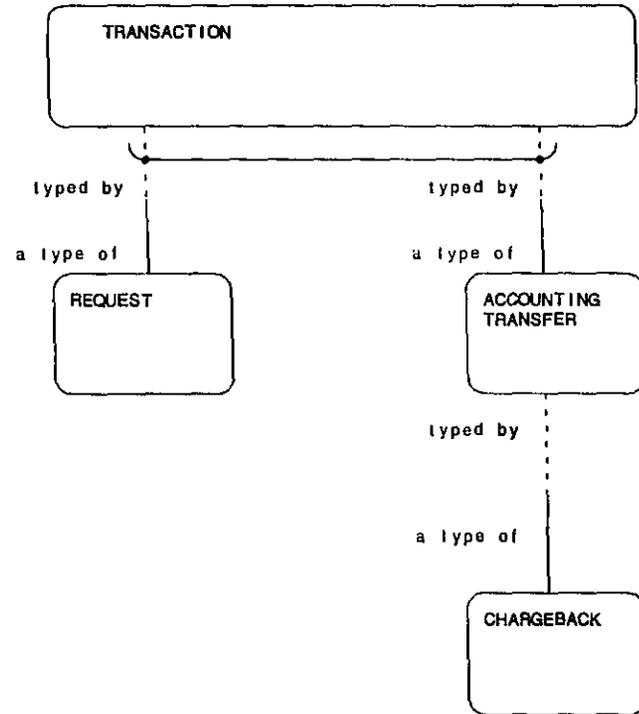
Transaction Detail
Hierarchy

April 29, 1993

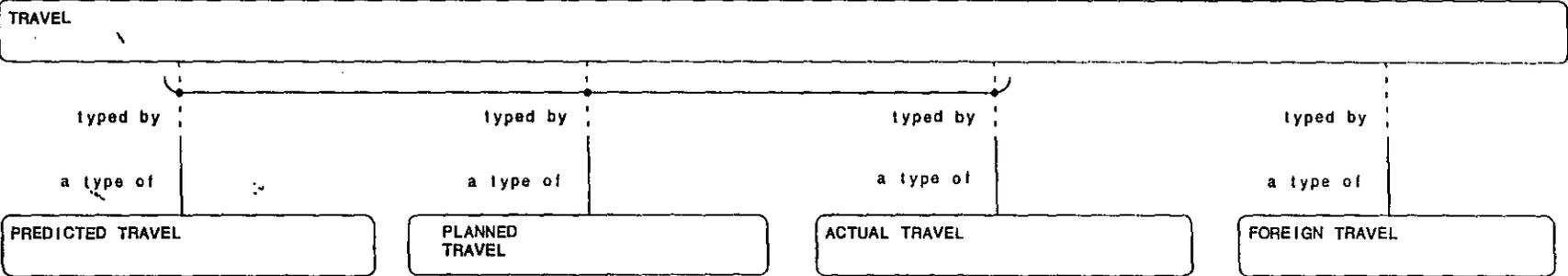


Transaction Hierarchy

April 27, 1993



Travel Hierarchy





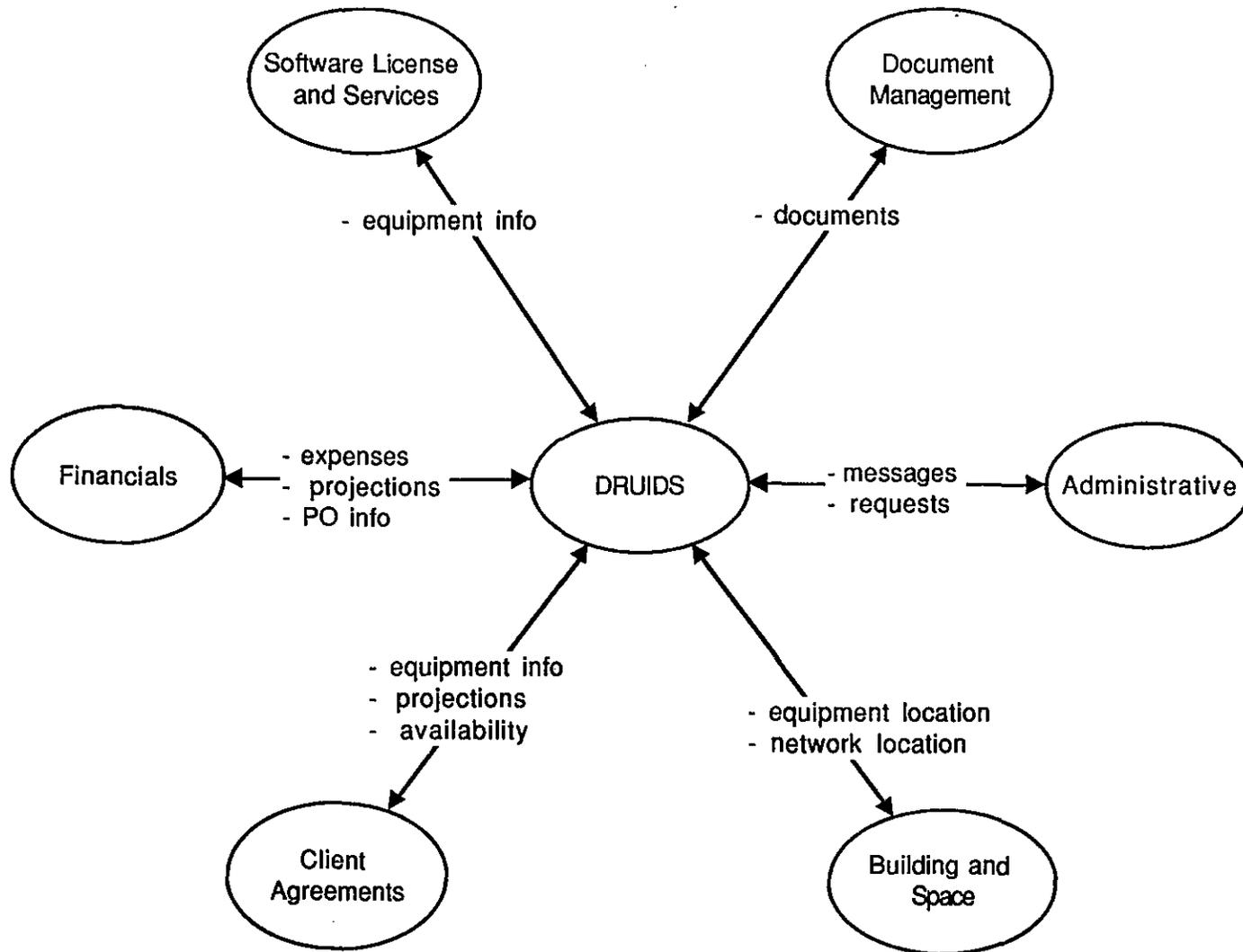
Business Requirements

2 DRUIDS

2.14 Context Diagram

Introduction

This section contains a context diagram that shows the interactions between the DRUIDS subsystem and the other subsystems of MISCOMP. The purpose of the diagram is to show a block diagram of the system.





Business Requirements

2 DRUIDS

2.15 External Interfaces

Introduction

All of the MISCOMP subsystems interact extensively with entities outside of the Computing Division and therefore outside of the MISCOMP system. The external interfaces for the DRUIDS subsystem are summarized in this section.

The future business flows for each subsystem were used as a reference to identify each point where data enters MISCOMP from an external entity (source) and each point where MISCOMP provides data to an external entity (sink).

External Interface Chart

Included in this section is a chart of external interfaces. An explanation for each column of the chart is listed below:

<i>Data Object</i>	A name given to the data which flows from a source to MISCOMP or from MISCOMP to a sink.
<i>Data Items</i>	Major data attributes which constitute a data object.
<i>Current Vehicle/Form</i>	The vehicle by which data flows to or from an external entity (e.g. e-mail, phone, memo)
<i>External Data Source/Sink</i>	The business unit which is the external interface for the data flow.
<i>Current Process</i>	Description of the process by which data currently flows to or from an external entity.
<i>Business Flow</i>	Reference to the business flow from which the external interface was identified.
<i>Future Process</i>	Reference to the external process which describes how data will flow to or from an external entity (see "External Interface Processes" later in this section).
<i>Direction</i>	The direction of data flow—"IN" refers to data which enters MISCOMP; "OUT" refers to data which leaves MISCOMP.

MISOMP Business Requirements

Volume/Frequency

Estimated number of times MISCOMP will interface with an external entity per time unit.

Peak

Estimated volume/frequency during a peak time period.

Peak Reason

Explanation for a peak time period.

Changeability

Frequency the data items of a process can be expected to change (e.g. never, seldom, often)

MISCOMP Business Requirements

MISCOMP Interaction with External Entities

Data Object	Data Items	Current Vehicle/Form	External Data Source/Sink	Current Process	Business Flow	Future Process	Direction	Volume/Freq	Peak	Peak Reason	Changeability	Comments
New Fixed Asset Receipt	Tag #, PO #, Item Description, Item Destination	Receiving Papers, PO Copy, Tags	Lab Receiving	Receive a new fixed asset into the Lab, tag the item, and enter the item into the system.	DRUIDS-FLOW-01	DRUIDS-PROC-01	IN	50/ month			Seldom	
Inventory Request	Requester, Item Requested, Date Required, Client Agreement Detail	Phone, e-mail, MOU, Walkin	Requester (non-CD)	The stockroom receives a request for a stockroom item from an external source	DRUIDS-FLOW-02	DRUIDS-PROC-02	IN	100/ month			Seldom	
Inventory Delivery Request	Requester, Item Requested, Item Location	e-mail, phone, material move request	Requester (non-CD)	Customer Service requests information from a requester regarding the pickup/delivery arrangements of an inventory request item.	DRUIDS-FLOW-03	DRUIDS-PROC-03	OUT	100/ month			Seldom	
Inventory Exchange Request	Requester, Tag #, Item Description, Exchange Reason	Fixed Asset with ID Tag	Requester (non-CD)	Requester brings a fixed asset to Customer Service for exchange	DRUIDS-FLOW-04	DRUIDS-PROC-05	IN	10/ month			Seldom	
Inventory Request Return	Requester, Item Tag #, Item Description	Fixed Asset with Tag #	Requester (non-CD)	A requester returns an item previously borrowed to the stockroom	DRUIDS-FLOW-05	DRUIDS-PROC-06	IN	75/ month			Seldom	
Property Office Notification of Obsolete Item	Item Tag #, Item Description, Item Location	Memo, Phone	Property Office	Notify the property office that tracked item is obsolete	DRUIDS-FLOW-07	DRUIDS-PROC-07	OUT	5/ month			Seldom	
Service Request	Requester, Item Tag #, Item Location, Service Required	e-mail, Phone, Walkin	Requester (non-CD)	Requester initiates a Service Request	DRUIDS-FLOW-12	DRUIDS-PROC-10	IN	50/ month			Seldom	
Requester Notification of Unperformed Service	Requester, Item Tag #, Item Location, Service Status, Repair Cost	Phone, e-mail	Requester	If there is question of the repairability of an item, notify requester; inform requester of possible repair cost.	DRUIDS-FLOW-14	DRUIDS-PROC-11	OUT	5/ month			Seldom	

MISCOMP Business Requirements

MISCOMP Interaction with External Entities

Data Object	Data Items	Current Vehicle/Form	External Data Source/Sink	Current Process	Business Flow	Future Process	Direction	Volume/Freq	Peak	Peak Reason	Changeability	Comments
Requester Decision of Unperformed Service	Requester, Item Tag #, Item Location, Service Status	Phone, e-mail	Requester	Requester advises CD Equipment Support whether it is economically feasible to repair an item or to dispose of the item.	DRUIDS-FLOW-14	DRUIDS-PROC-12	IN	5/ month			Seldom	
Service Delivery Request	Requester, Item Tag #, Item Location, Service Request Status	Phone, e-mail	Requester	CD Equipment Support contacts requester to arrange for pickup or delivery of property.	DRUIDS-FLOW-14	DRUIDS-PROC-13	OUT	50/ month			Seldom	
Vendor Repair Contact	Vendor, Item Description, PO#, Warranty Info	Phone	Vendor	Before an item is sent to a vendor for repair, the vendor is contacted for repair information.	DRUIDS-FLOW-14	DRUIDS-PROC-15	OUT	10/ month			Seldom	
Vendor Repair Info	Vendor, Item Description, PO#, Warranty Info, Vendor Contact, Shipping Instructions, RMA #, Estimated Return Date	Phone	Vendor	Before an item is sent to a vendor for repair, the vendor supplies information about the repair.	DRUIDS-FLOW-14	DRUIDS-PROC-16	IN	10/ month			Seldom	
Service Request Hold	Requester, Item Tag #, Item Location, Service Request #, Service Request Status	Memo/paper	Requester	If vendor repair is delayed, the service request is placed on hold and the requester informed.	DRUIDS-FLOW-14	DRUIDS-PROC-17	OUT	1/ month			Seldom	
Service Request Hold Reply	Requester, Item Tag #, Service Request #, Service Request Status Response	Memo/paper	Requester	The requester responds to notification that a service request has been placed on hold	DRUIDS-FLOW-14	DRUIDS-PROC-18	IN	1/ month			Seldom	

MISCOMP Business Requirements

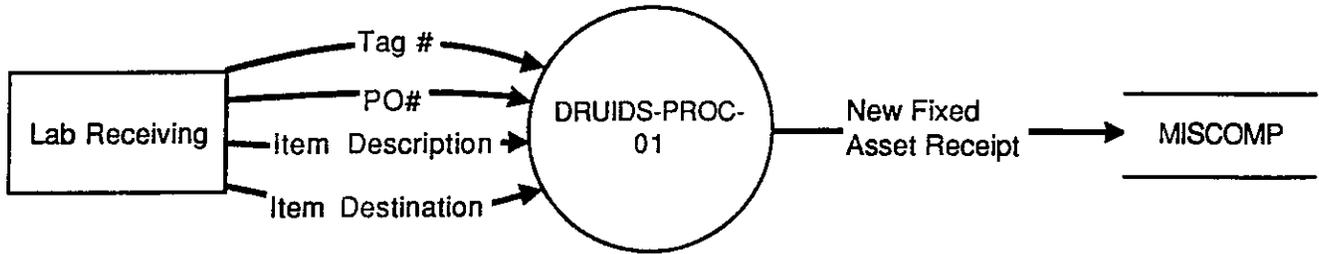
MISCOMP Interaction with External Entities

Data Object	Data Items	Current Vehicle/Form	External Data Source/Sink	Current Process	Business Flow	Future Process	Direction	Volume/Freq	Peak	Peak Reason	Changeability	Comments
Overdue Vendor Contact	Requester, Vendor, RMA #, Estimated Return Date	Phone	Vendor	If the estimated return date of a vendor repair has passed, the vendor is contacted to obtain a new estimated date.	DRUIDS-FLOW-14	DRUIDS-PROC-19	OUT	3/ month			Often	
Overdue Vendor Contact Reply	Requester, Vendor, RMA #, New Estimated Return Date	Phone	Vendor	The vendor provides a new estimated date of item under repair.	DRUIDS-FLOW-14	DRUIDS-PROC-20	IN	3/ month			Often	
Vendor Return	Item Tag #, Service Request #, Item Description	Service Request Paperwork	Lab Receiving	An item is returned from a vendor to Lab Receiving; Receiving updates MISCOMP with new fixed asset information.	DRUIDS-FLOW-14	DRUIDS-PROC-21	IN	10/ month			Seldom	
Vendor Service Request	Vendor, Service Description, Service Location	Phone, Fax, e-mail	Vendor	Contact a vendor for service	DRUIDS-FLOW-14	DRUIDS-PROC-22	OUT	10/ month			Seldom	
Vendor Service	Vendor, Service Location, Service Performed, Service Status	Phone, Fax, e-mail	Vendor	Vendor performs service as requested	DRUIDS-FLOW-14	DRUIDS-PROC-23	IN	10/ month			Seldom	
Inventory Delivery Reply	Requester, Item Requested, Delivery/Pickup Info	e-mail, phone, paper form	Requester	Requester advises of Delivery/Pickup arrangements for an Inventory Request Item	DRUIDS-FLOW-03	DRUIDS-PROC-04	IN	100/ month			Seldom	
Property Office Signoff Request	Item Tag #, Property Description, Property Value, Signoff Request	Paper form	Property Office	If an item which is being made obsolete is over a certain value, the Property Office requests signoff on item	DRUIDS-FLOW-07	DRUIDS-PROC-08	IN	3/ month			Seldom	

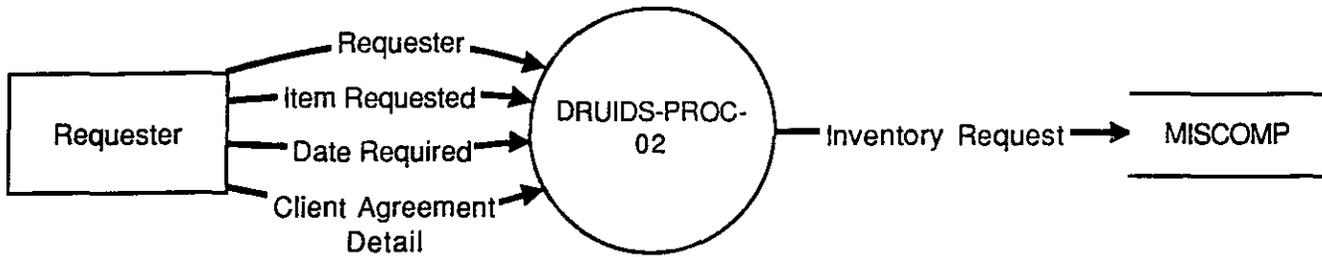
MISCOMP Business Requirements

MISCOMP Interaction with External Entities

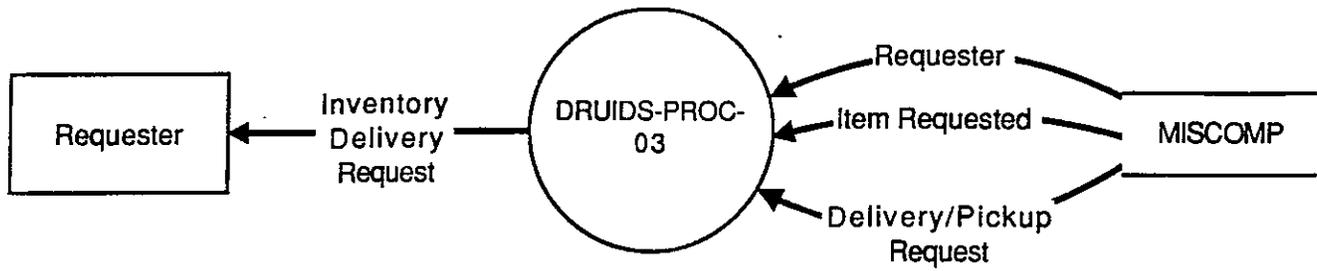
Data Object	Data Items	Current Vehicle/Form	External Data Source/Sink	Current Process	Business Flow	Future Process	Direction	Volume/Freq	Peak	Peak Reason	Changeability	Comments
Property Office Signoff	Item Tag #, Property Description, Signature	Paper form	Property Office	Appropriate CD authorized person signs off on an item which is being made obsolete and is over a certain value	DRUIDS-FLOW-07	DRUIDS-PROC-09	OUT	3/ month			Seldom	
Service Delivery Reply	Requester, Item Tag #, Item Destination	Phone, e-mail, memo	Requester	Requester provides CD Equipment Support with Pickup or Delivery information on a serviced item.	DRUIDS-FLOW-14	DRUIDS-PROC-14	IN	50/ month			Seldom	



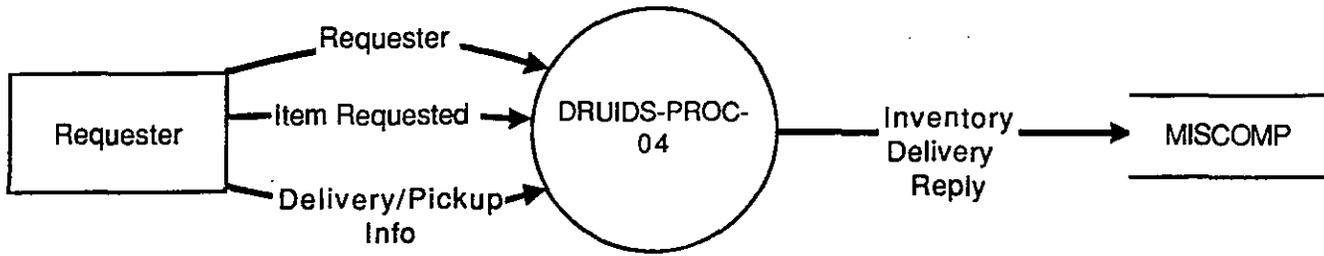
This process accepts a new fixed asset into the MISCOMP at the Lab Receiving point. New fixed asset information comes from the PO and from the physical property. The information is entered manually by a MISCOMP user.



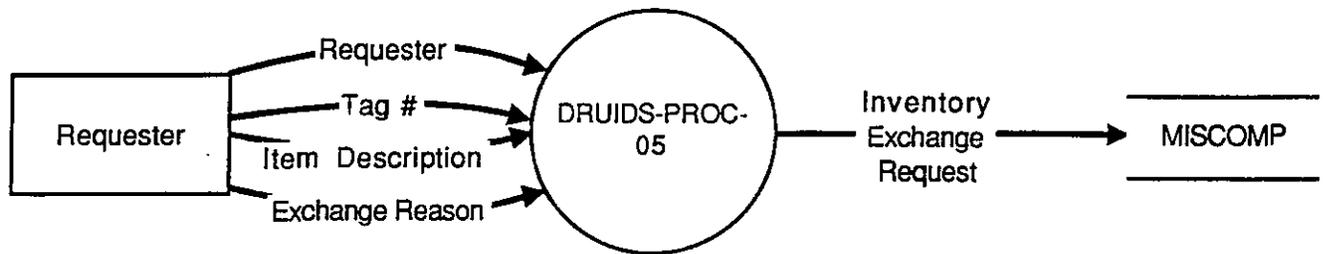
This process accepts a stockroom inventory request and enters it into the MISCOMP system. Requests may come via phone, e-mail, walkin, or MOU. A MISCOMP user manually enters a request into the system.



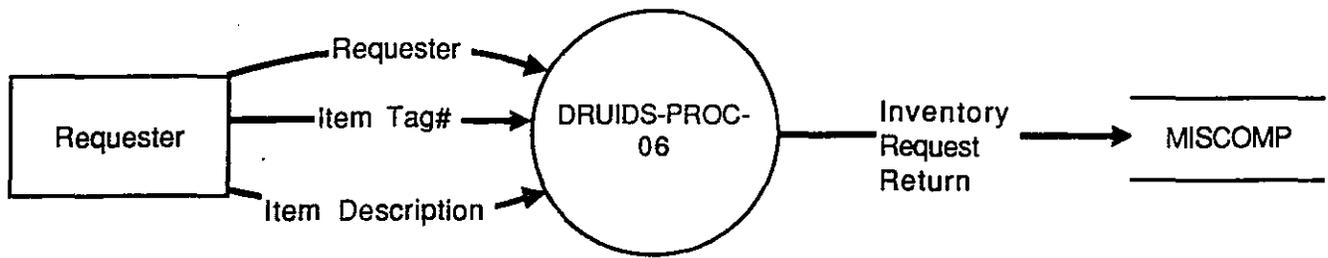
This process asks a requester of stockroom inventory for delivery/pickup information. The request is made via e-mail, phone or paper form. A MISCOMP user initiates the process manually.



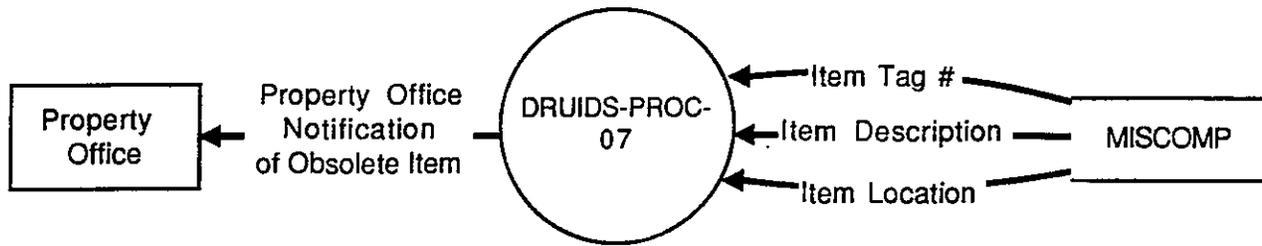
This process accepts information from a requester of stockroom inventory regarding the pickup/delivery arrangement of the inventory. The information is sent via e-mail, phone, or paper form and is entered manually by a MISCOMP user.



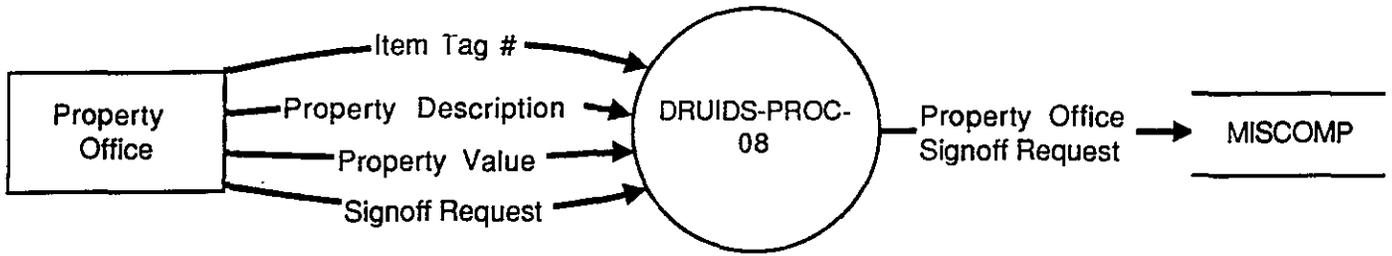
This process accepts a request to exchange a stockroom inventory item. The request comes via phone, e-mail, walkin, or paper form. A MISCOMP user manually enters the request into the system. The item is identified with a fixed asset tag #.



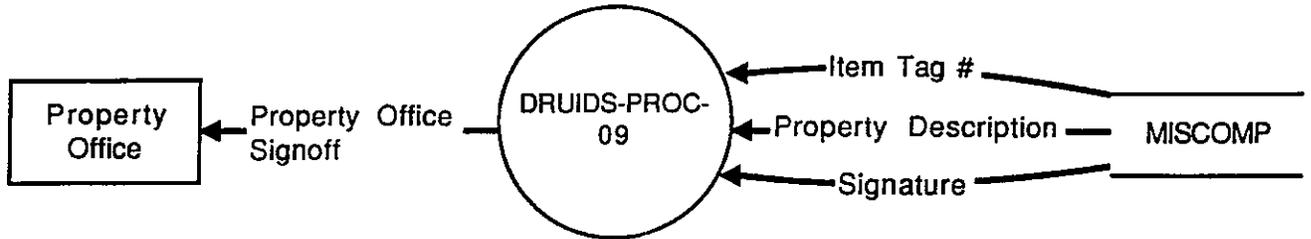
This process accepts a borrowed stockroom inventory item back into the system. When the item is returned to the stockroom, a MISCOMP user manually updates the inventory request.



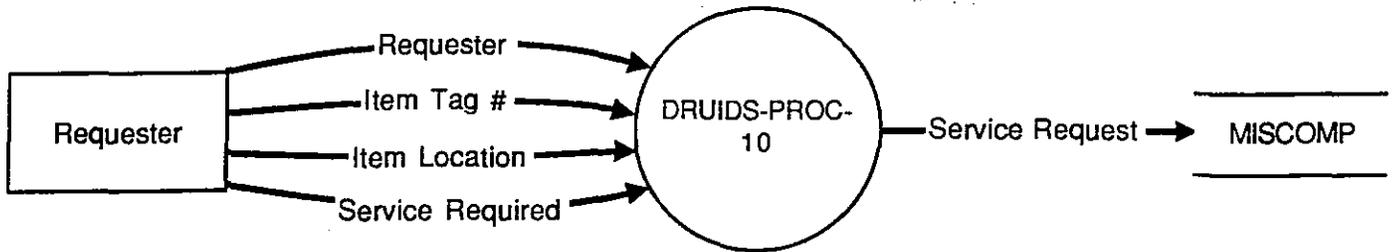
This process sends notification to the Lab Property Office that a tracked item is now obsolete. The notification is sent via e-mail, phone, or memo. MISCOMP prompts the user who is responsible for sending notification



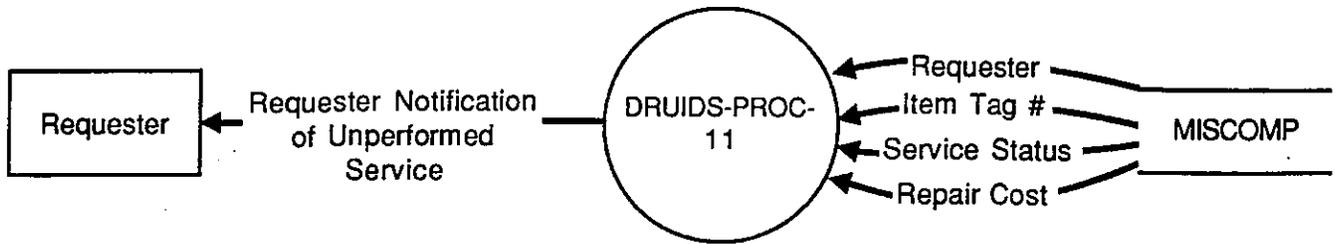
This process accepts a request for signoff on property which is being made obsolete and which is over a certain value. The request comes via paper form or e-mail and information is entered into the system manually by a MISCOMP user.



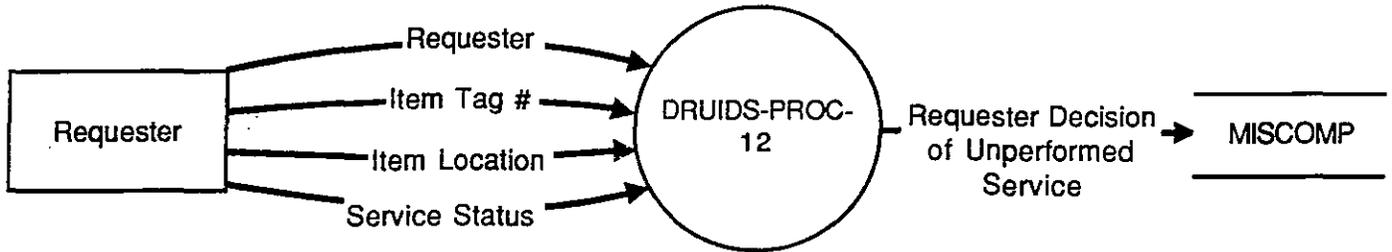
This process sends the signoff required for items being made obsolete which are over a certain value to the Lab Property Office. A MISCOMP user manually sends the form to the Property Office after it is signed by an authorized person.



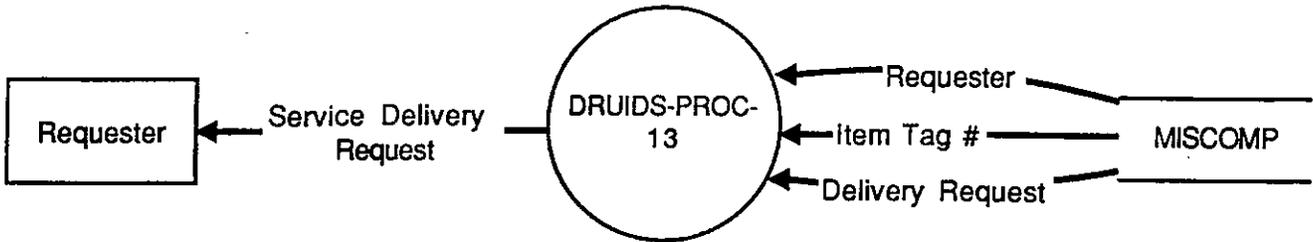
This process accepts a request for service into the MISCOMP system. The request is made by an external source via e-mail, phone or walkin. A MISCOMP user manually enters the request into the system.



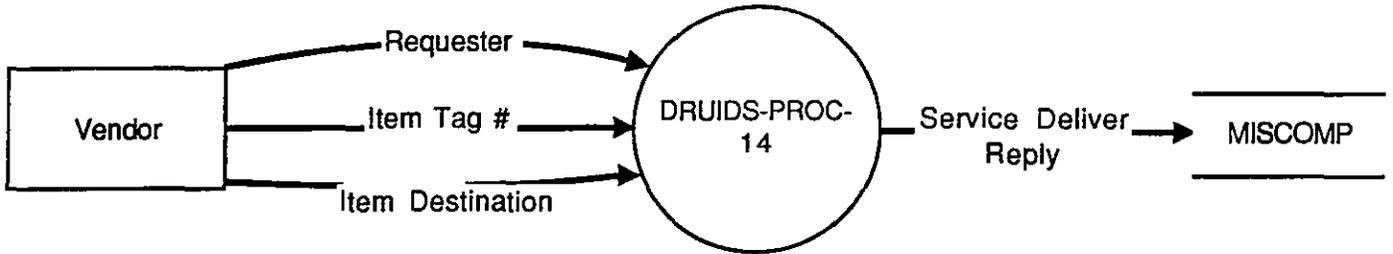
This process notifies a requester that there is a question about the repairability of an item and suggests a repair cost if applicable. A response is requested. The notification is sent via e-mail, phone or paper form. A MISCOMP user manually initiates the notification process.



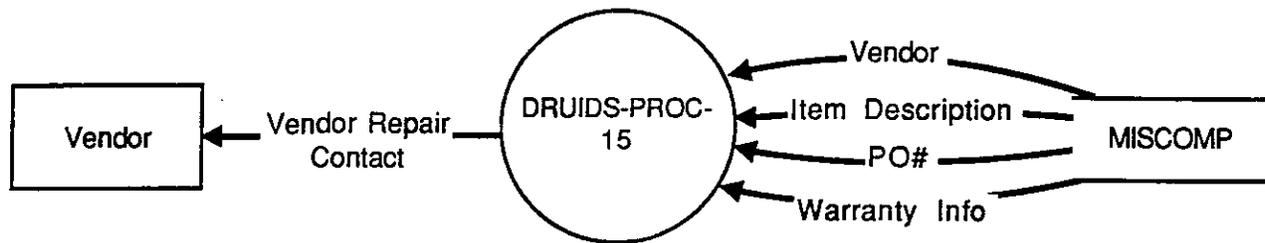
This process accepts advice from a requester of service about whether it is economically feasible to repair an item or to dispose of the item. The information comes via e-mail, phone or paper form. It is entered manually into the system by a MISCOMP user.



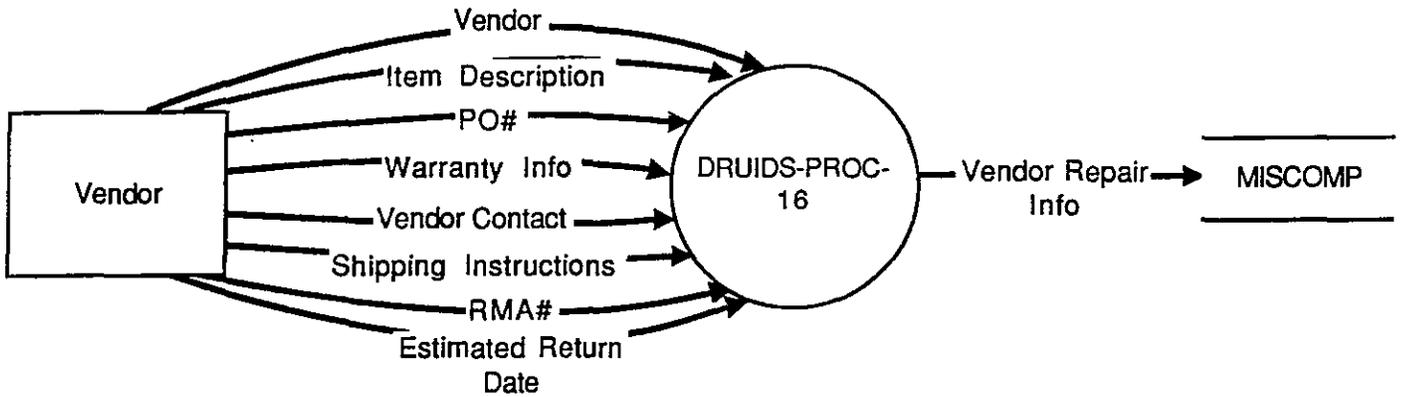
This process asks a service requester for information about the pickup or delivery of an item that has been repaired. The request is sent via e-mail, phone or paper form and is initiated by a MISCOMP user.



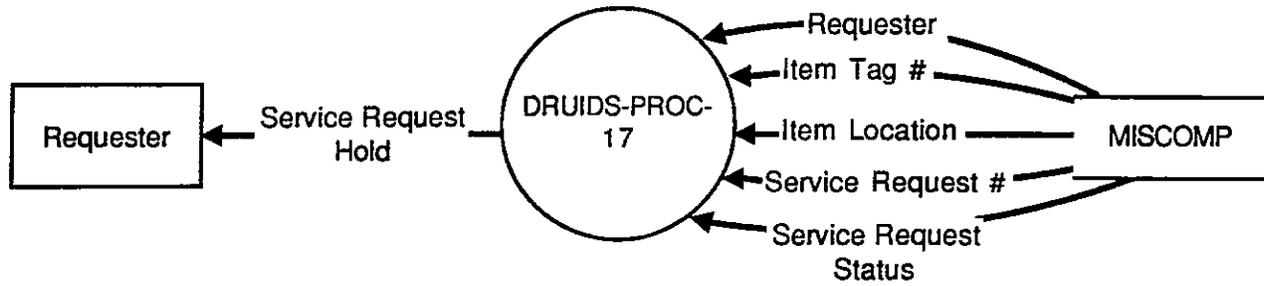
This process accepts a reply from a service requester concerning the delivery or pickup arrangements of a repaired item. The reply comes via phone, e-mail or paper form. The information is entered manually by a MISCOMP user.



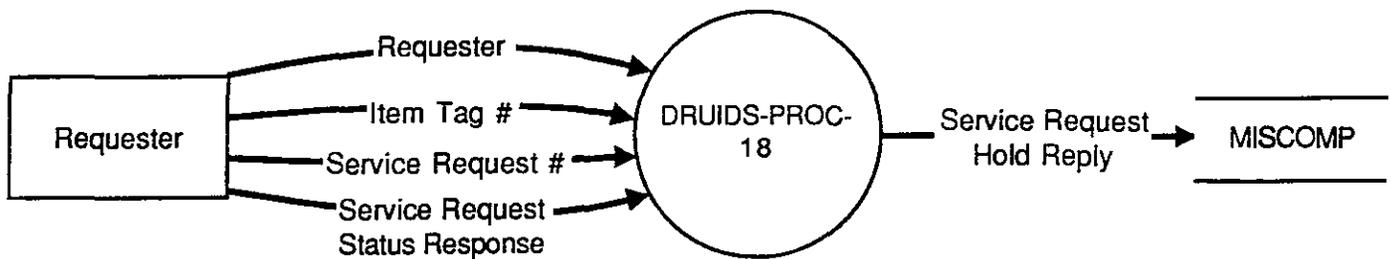
This process sends a request to the vendor which will repair an item asking for information about the service. The request is made via phone or letter. A MISCOMP user manually initiates the request.



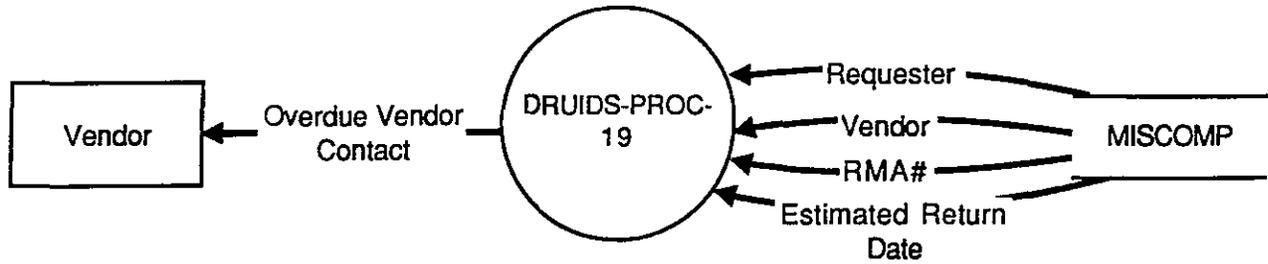
This process accepts information from a vendor about the repair of an item. The information is received via phone or letter. A MISCOMP user enters the repair information manually into the system.



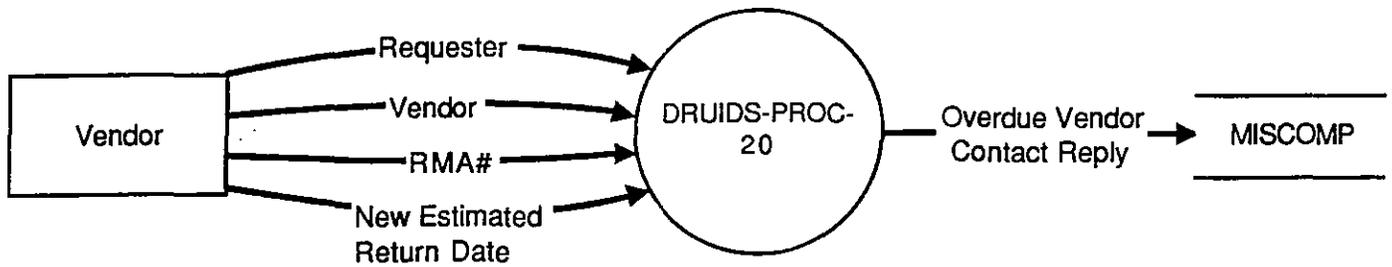
This process handles a vendor repair which has been delayed. The service request is put on hold and the requester is notified. The process is initiated by a MISCOMP user. The "hold" status is recorded manually by a MISCOMP user and the notification is sent via e-mail, phone or memo.



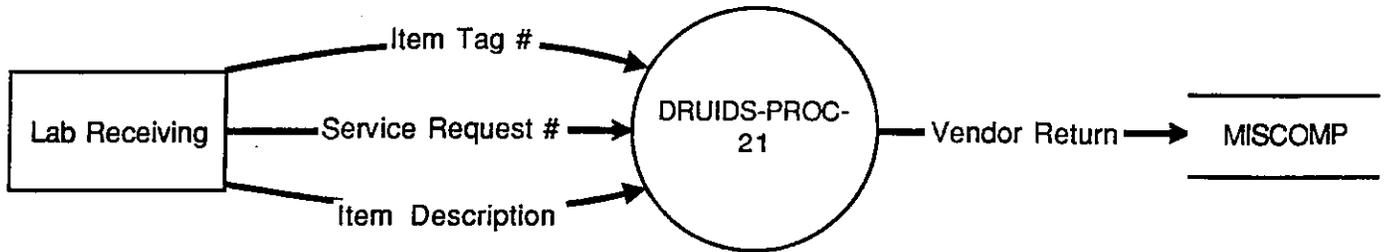
This process accepts a response from a service requester regarding the notification that a service request has been put on hold. The reply comes via e-mail, phone, or memo. The information is entered into the system manually by a MISCOMP user.



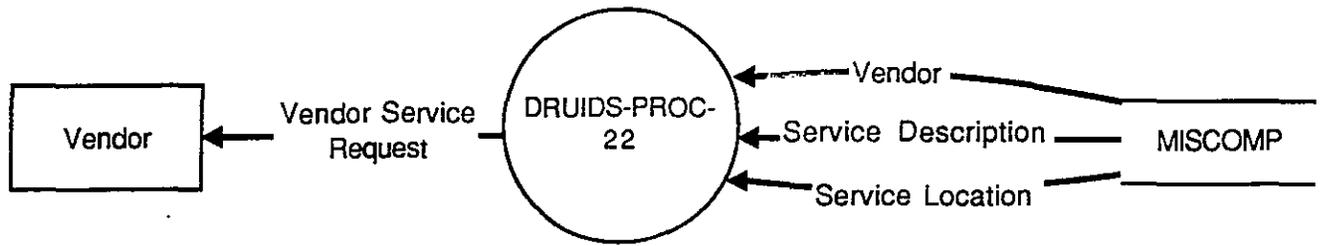
This process sends a request to a service vendor to provide a new estimated return date for the material to be repaired when the current estimated date has passed. The request is made via phone or letter. A MISCOMP user initiates the request.



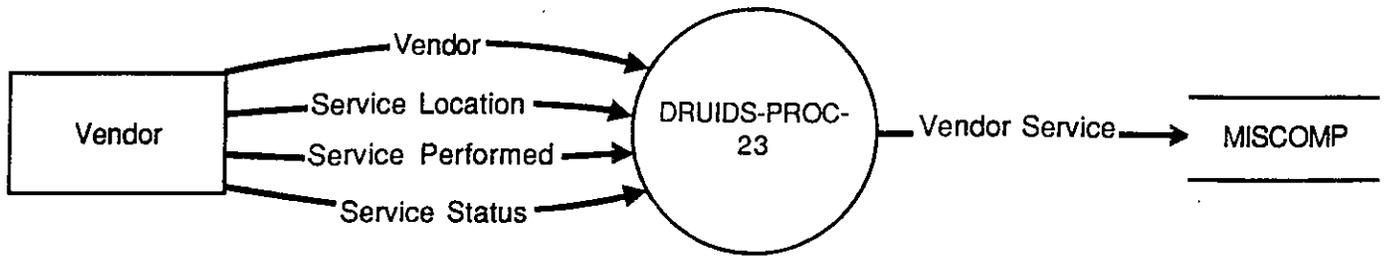
This process accepts a new estimated return date for material that is being repaired by a service vendor. The information is received via phone or letter. A MISCOMP user updates the service request with the new estimated return date.



This process accepts information about an item which was repaired by a vendor and returned to the Lab. Lab Receiving manually updates MISCOMP fixed asset information.



This process sends a request to a vendor requesting a service call. The request is made via phone, fax, or e-mail. It is initiated manually by a MISCOMP user.



This process records information about a vendor's service call. A MISCOMP user manually enters the information which is received via paper form, phone or fax.



Business Requirements

2 DRUIDS

2.16 DRUIDS Subsystem Issues

No.	Issue	Response	Assigned	Done
1.	A sensitive item claim should be added to the Fixed Asset ERD.	The entity has been added. And, it has been enumerated within the Fixed Asset tracking functions.	BA,DR	08/12/93
2.	Physical Cluster Configurations need to be accounted for within the functional model.	We generalized the configuration functions into one that maintains <u>physical instrument</u> configurations.	BA,DR	08/12/93
3.	Repairable Consumables must be addressed. More specifically, we need to account for quantities of a stockroom's consumables that are located at a vendor.	A function was added to the stockroom functions. Consumable Quantity in Repair was added as an entity to the ERD.	BA,DR	08/12/93
4.	Quantities of consumables must be reservable within a stockroom.	Wordings changed in Stockroom functions. Stock Administration Rule's relationships changed to include consumable classes.	BA,DR	08/12/93
5.	The data model should show an architecture for assembling physical instruments via a data driven "bill of material" like model.	The data model for physical instrument configurations was amended.	BA,DR	08/12/93

MISOMP Business Requirements

6.	Physical Instrument assembly information should be usable throughout MISCOMP, in particular for reservation of items, stock rule definitions, purchase requisitions, etc...	This was not completely addressed within our initial scope, but is a good business idea. We need to discuss this issue further. We would like Vicky's input in these discussions.	BA,DR	
7.	Fixed assets may be secured, even if they are not in a secure location.	We added a secure fixed asset entity as an orthogonal subtype of fixed asset. We added a function within the fixed asset tracking functions to highlight this business process.	BA,DR	08/12/93
8.	The system manager claim should appear in the physical instrument configuration ERD.	This was added.	BA,DR	08/12/93
9.	The claimant should be notified when a claim is about to expire.	A function was added to Fixed Asset Tracking. A function exists within stockroom control to ensure that borrowed fixed assets are returned on time.	BA,DR	08/12/93
10.	Fermilab parties involved in an agreement should be notified when that agreement is about to end.	This is handled by various functions throughout DRUIDS and Client subsystems. As we move into design, we will have to address some of the details more specifically.	BA,DR	08/12/93
11.	A new, updated glossary should be available.	A new glossary was generated.	BA,DR	08/18/93
12.	Functions that handle spares and reservations within a stockroom should be re-arranged under the "Define stockroom rules..." function.	These functions were rearranged.	BA,DR	08/18/93
13.	Withdraws and exchanges from the stockroom should require a checking of stockroom administration rules, but not necessarily the strict enforcement of these rules.	The wording was changed in these functions.	BA,DR	08/18/93

MISOMP Business Requirements

14.	The "receive a network service request" subfunctions should be made consistent with the data model.	The subfunctions were removed.	BA,DR	08/18/93
15.	The network inventory service request detail should be clearly defined.	It is now defined and in the glossary. Also, new relationships were drawn to it on the ERD.	BA,DR	08/18/93
16.	An instrument installation should be included within the instrument service request detail types.	A new entity, instrument installation request detail was added to the data model and the glossary.	BA,DR	08/18/93
17.	The cancellation and rejection of a service request should be distinct functions.	One function was broken into 2 functions.	BA,DR	08/18/93
18.	Vendor involvement with a service request may be done on or off-site.	Vendor utilization function was reworded. And a new function to manage on-site vendor work was added.	BA,DR	08/18/93
19.	We track vendor work time for work done on site.	The data model was changed to allow for any individual to have work time.	BA,DR	08/18/93
20.	Open a service request function should be made more clear to state that we are re-opening a service request that was put on hold or that we are initiating work for the first time.	The open function was replaced by two functions.	BA,DR	08/18/93
21.	Tracking instrument alterations should be done as part of the management and performance of work function.	The function was moved.	BA,DR	08/18/93

MISOMP Business Requirements

22.	How are chargebacks handled in the scheme of MISCOMP?	Chargebacks *can* be derived from information stored in agreement details, consumables consumed, and work time for jobs. Decisions need to be made as to what exactly will be charged back. At present, the model does not rule any particular cost scheme out. Actual cost transfers are handled in financials.	BA,DR	08/18/93
23.	How are the functions that support the loaning of instruments based on a purchase order supported by the data model?	When a person asks to exchange the rights of an item being purchased by on an existing purchase order for a similar piece of equipment, the following steps are applied. A. An ownership privilege is created against the item withdrawn from stock, and that claim is related to the contracted property (PO line item) of the in process purchase order. B. When the items enter Fermilab as a result of the PO, the stockroom receives the number of items that already have an ownership claim logged against the contracted property. Also, see stockroom ERD.	BA,DR	08/18/93
24.	Reword exchange fixed asset validation function in stockroom control.	New functions were added that enumerate the validations that need to take place.	BA,DR	08/18/93
25.	Eliminate cannabalize as a function and allow excess to be symmetric with scrap.	Functions removed and added.	BA,DR	08/18/93
26.	Instrument obsolescence needs to be more clearly defined.	Functions reworded.	BA,DR	08/18/93
27.	Rename logical network installation request details to be more meaningful.	Done. See ERD and glossary.	BA,DR	08/18/93

MISOMP Business Requirements

28.	Fix the typo in the definition of network inventory service request detail.	Done. Will be apparent upon next release of system glossary.	BA,DR	08/26/93
29.	Only state that a class or fleet of items in a stockroom may be obsoleted. Do not reference requests and approvals as these may be mechanisms.	Functions have been changed.	BA,DR	08/26/93
30.	The Network Service Request Details should be renamed.	Done, ERD and entity names changed to reflect new understandings.	BA,DR	10/11/93
31.	Should people beside Fermi people be allowed to originate a request?	Only Fermi people can originate a request, but they may do it on the behalf of an external person.	BA,DR	08/26/93
32.	The Business Flows for service requests need to be totally reworked.	All of the business flows were revised, especially the service request flows.	BA,DR	09/2/93

