**FAQ – Frequently Asked Questions**

**To support**

**LMC Properties / Asset Redeployment and Public Sales System**

**Background:** The LMCPI Asset Redeployment System (ARS) and Public Sales System is a web based inventory management tool provided by Dynaprice allowing LM to list surplus assets and residual inventory for redeployment internally and ultimately to be viewed and offered for sale to a list of preselected “clients” who would have the potential to pay “cash” for those items.

The various “views”: Inventory, Redeployment, and Sales are called Venues. A venue is another way of saying web page or site. Our surplus asset data base is managed by (Wayne Croft 301-897-6435) by placing surplus assets into the LM Central Inventory Venue. From this “venue” we can set visibility at either the LM Redeployment Venue or the LM Sales Venue (or both). We also have options to show the item on other public web sales sites such as “wwx”. Broadcast emails announcing new surplus and wanted items. There are over one thousand employees representing all business areas and most business locations registered in our data base. Because of the wide variety of items many business locations have a variety of employee “clients” registered. We are constantly marketing the ARS to LM employees around the country. Although we do not seek international participation, we have redeployed and sold assets in other countries.

We also have hundreds of outside buyers registered to view surplus when it is offered for public sale. Each buyer is assigned “list selectors” that allow us to send email notices based on specific interest levels for each registration: for examples; machine tools, facilities equipment, IT, Telecom, vehicles, salvage, residual material, and more.

While all the venues reside in the public domain, access to the LM Inventory Venue is restricted to LM registered Administrators. The LM Redeployment web site is limited to employees and requires access via a Lockheed Martin Corporation server screened by LM internal server IP addresses. The LM Sales Venue may be viewed at any time by anyone but sales are typically by invitation to bid in a sealed bid process with notices going to selected clients using predetermine selectors.

As we start the list of FAQ aimed at administrators and users please keep in mind that the process for handling surplus capital assets and residual inventories are maintained in LM CRX-651 Lockheed Martin Surplus Equipment.

**Instructions for Offering/Requesting Lockheed Martin Equipment via**

**the Asset Redeployment System (ARS)**

1. Connect to the [ARS](http://www.dynaprice.com/lmcredeploy/) website.



1. Sign into the system via the “Log in” link at the top right of the main screen.



1. Enter your User ID (which defaults to your LM email address) and Password (which is provided to you when you Register for ARS). The system permits you to change both.



1. From the right side of the Offered > Menu of Product Categories toolbar, select “Input.”

 

1. From the Major Category offerings, click on the category that best classifies the item you intend to offer/request.



1. Select the sub-category and perhaps even the sub-sub-category options that further refine your choices for classifying your offering/request.





1. Once the “Enter New Item” screen appears, you have reached the end of your category options. The Category title you chose or drilled down to will be highlighted.



1. For the Headline field, it defaults to an “Offered” item. However, if you are requesting an item, select the “Wanted” button. Include your geographic location (city, state) in the Headline to allow the reviewer to quickly determine if the item’s transfer is logistically feasible.



1. Complete the required fields (highlighted in red) and the other fields as necessary. When completing the Summary and Description fields, accurately describe your offering/request and provide as much detail as possible to avoid confusion and reduce the number of questions raised.



1. Click the “Add Item” button at the bottom of the screen to load your offering/request.



1. When loading a spreadsheet containing an extended description, use the Excel 2003 format: .xls (not .xlsx). Do not use color, and delete all but the essential columns. You only need to provide information related to the offering/request, making it clear to reviewers what you have available for sale or what you wish to acquire.
2. When attaching a photograph of the offering, use the JPG format (rather than a GIF or PNG). The size of the photograph should be small (i.e., the standard size recommended by Microsoft’s photo editor).
3. Should you have multiple offerings/requests, list each one separately according to category and sub-category(ies). This will allow you to manage your requests on an individual basis.
4. After 30 days, your offered/requested items will be deleted automatically. Before that time, you can edit or delete your offerings/requests.
5. When responding to someone interested in your offering/request, include the original email link for your offering/request in your email reply to confirm shipment.
6. Log out of ARS.

**Questions/Concerns**

1. Email [**amo.fc-lmcpi@lmco.com**](http://www.dynaprice.com/lmcredeploy/ContactUs.cfm) or call the CAIRO Coordinator directly at 301-897-6435.

**FAQ for LM Internal Users**

QI1. What is the web address for internal users?

AI1. http://www.dynaprice.com/lmcredeploy/

Who all can input items in the ARS (LM Redeployment Venue? Any LM affiliated user having access to the system can input surplus or wanted posting in the redeployment venue?

If a person self registers where will the data reside?

*The data will be in all venues and will all be the same. While access to the LM internal venue is restricted to LM users by IP address, LM users may log into the public web site by using their LM ID and password. Internal users may also register with the sales venue by using their personal email address and password.*

Why do the users need to use the Request Transfer Icon?

*The two main reasons are 1) that using of the Request Transfer Icon sends an automated message to the custodian requesting shipment and 2) that using Request Transfer Icon captures the transfer data for the LMCPI month to date savings worksheet.*

What are the main steps in making a transfer transaction complete? By the Requestor, the Custodian, the Administrator?

What other steps must users make to complete a transaction? *After the deal making is done and the item is shipped the users must go into the system and validate*

*NO* ***ADMIN INTERACTION FOR APPROVING ORDERS*** *- we currently have a setting that allows for the automation of order approval, pick list and order confirmation emails to be sent right at the time of order execution by the user from within the shopping cart. This alleviates the need for a central inventory staff member to intervene into the process by approving the order. This setting however, is coupled with completing the order and archiving it which assumes no tracking is required for the shipment and delivery of the items. In other words, when this option is chosen, the order is auto-completed and auto-archived with no chance to for the users in the field to notify the system that they have* ***shipped*** *the item(s) or for the requestor to notify the system that they have* ***received*** *the item(s). I think this ability is central to what you would like in order to better control the process and status of ongoing internal transfer requests in the system.*

Only admin users can post items in the INVENTORY VENUE. People in the field can post items in the Redeployment venue which then require approval (form within the inventory venue) by an admin user.

**FAQ for LM Sales Venue Buyers**

QS1. What is the web address for external buyers?

*AS1. http://www.dynaprice.com/lmcsales/*

**FAQ for LM Administrators**

Qa1. What is the web address for external buyers?

*Aa1. http://www.dynaprice.com/lmcinv/*

When you have multiple venues, how do you decide where to post the items?

*For LM it is preferred listings be made in the LM Central Inventory Venue although others may apply.*

Why do we have a LM Central Inventory Venue? *The LM Central Inventory Venue record should have more data than the sales or redeployment venues to give the data base more flexibility yet make it a one step process; meaning one more complete posting is made and only the visibility needs to be changed.*

When you have multiple venues, how do you decide which venue you use for notification to clients? *You send your notifications to the target audience and use the venue aimed at that audience so for redeployment you send in that venue, for sales you send in that venue. Note: the LM Central Inventory Venue is never used to send email notices.*

If the data is maintained in one data base and viewed in different venues why is the data not exactly the same?

*The data is actually the same. The differences are caused by some data fields that are unique to each venue. This is by design. The Company ID, Company Status, Permission Level, Tax ID number, Privacy Notes, and List Selectors are unique to each venue and are managed by the site administrators.*

How do you use sorting and screening to get list or users and surplus postings? *This is one of the uses of Venue Ops.*

Sorting

Why do my screen list of users and sorts have differing numbers of users?

*Based on the prior question (answer) after a registration is complete the items listed above, noted to the administrator as shaded areas in the individual records can result in some records being screened (sorted) in and some screened (sorted) out.*

Why does a list of users screened or sorted not match up with the same screening selectors when I make a list compared to when I set up a broadcast email?

*Clients may remain active and search the data base but may opt out of receiving broadcast email notices.*

Reporting

How do we export data to an excel spread sheet? *One example is the inventory search function in venue operations which has an export to excel option.*

Can we export deal making reports to an excel spread sheet? *Not at this time it requires a custom report.*

What is a custom report? T*hese are reports written by Dynaprice at user request and for a fee that creates data reports unique for the user and not systemic in nature.*

When the administrator registers an internal LM employee client what should they make the company status?

*The company status for LM employees should be “affiliated”. This will be consistent when employees do a self registration which has a default of “affiliated”.*

How should administrators register outside clients for the Sales Venues?

*It is recommended that the “customers” wishing to bid on our surplus self register and be responsible for the content of their registration. If the Administrator does the registration the company status should read “none”.*

What is the standard process for broadcast emails in the ARS for internal viewing?

*The administrator creates a system email in the redeployment venue and the system automatically attaches the most recent listing based on the number of days selected by the administrator.*

What is a broadcast email?

*A broadcast email is a formatted email notice linked to the surplus item being shown in the ARS or in the Sales Venue; which is sent to interested parties by using Venue Operations to screen for selected items and selected clients.*

From which venue do I send broadcast emails?

*The administrator will select the venue based on the client list intended to see the items. So for internal surplus the email is sent from the Redeployment Site, for the LM Sales it is the appropriate Sales Site.*

How do I construct the email with the right items?

*You can screen the listings for the appropriate items and put them in a special list.*

How do I construct the list of email recipients?

*You create a list in venue operations by screening on predetermined selectors and then USE that list with the appropriate item listings.*

How does the appropriate Staff Member get assigned? *N/A*

How does Archive work and why do we need to archive? *We archive to build a data base of transactions and feed our monthly and year to date reporting.*

What do we archive? *To build a data base for reporting we will archive everything except items pulled back from listing by listing business unit that has change their mind*

How or where do we archive? *Archive in the LM Central Inventory Venue by using the deal making tab. finalize the deal, Show the distribution – go to the bottom and check both archive blocks and then submit.*

Why do some listings not archive when the contract / order have already been archived. *The system keeps other activity threads – active – if there is other activity the Venue administrator needs to archive the items individually.*

Note: Archive using the scrap report!

After making a listing I notice the Description column is Blank, what causes this to happen? *N/A*

What are the added Icons in the LM Central Inventory Venue? *N/A*

Why do some registered users not get the broadcast emails? *N/A*

I went in and uncheck the spot for NOT wanting emails and when I went back later it was checked again. How can this happen? *N/A*

Or how does the not wanting emails get turned on and off? *N/A*

**Transfer Request – between business units**.

Admin Deal links to the deal making page this is for administrators only and should be done only in the LM Inventory Venue and only when the business units fail to complete the “deal”.

When logged into the LM Redeployment site, why does it log me out when I click to go to the home page? *This does not happen. This is a simple screen design that just does not show your name. You are still logged in and can continue with any other function.*

Assigned staff member – when an administrator does a listing the administrator MUST assign themselves as the assigned staff member. If that staff member changes, such as when a different CAIRO Employee does the listing and it does not transfer and the business unit asks us to sell it, then the seller reassigns themselves to yet another CAIRO person.

What is the procedure to add a location code when the users address is not in the location code drop down box? *First determine if the user is unique such as a home office and apply the location code for the business unit to which that person reports. If it is a new office a location code may be added using Venue Operations in the inventory venue.*

What is the tool to fully mange the locations, add, edit and delete to correct errors etc……. *VenueOps -> Custom - >click locations.*

QA1. What is the purpose and use of the LM Inventory Venue?

**FAQ with General Application to all LM ARS users:**

QG1. What is a “venue”?

*AG2. A venue is a web window to view our data base of surplus assets and wanted listings.*

QG2. How do I register to be a client for LM Surplus?

*AG2. All persons interested in being an LM Surplus client may go to the web site of interest, being Internal Redeployment and / or Sales and self register.*

If a person self registers where will the data reside?

*The registration data will support all venues and will all be the same.*

**Can the system track status? Which system and what status can be tracked?**

I would do the exact same thing for the “confirmation of items ordered” email which is sent to the requestor. If you wish to track when the items are received/delivered, then the requestor would go back to the confirmation email, click the link which brings them to a similar screen where they can tell the system that the have taken ownership of the items.

This proposal gives you the ability to track status on the Internal Transfer Request: SIGNED, SHIPPED, DELIVERED (completed) with these status points. An admin user  could use the transaction/contract search pages to gain a summary review of ALL the orders at any given time: EXAMPLE:  show me all order that are being shipped, show me all orders that are delivered or show me all orders that have been requested but have not yet been shipped, etc..  (*See pricing quote below)*

This process will only be as reliable as to the thoroughness of the users in the field clicking on the links and notifying the system of these activities. If they are not trained and instructed to do this, then you will end up with a bunch of Internal Transfer requests that are showing their latest status of SHIPPED, requiring you to follow up with each participating party on the current state of the request.

c) To help better control undisciplined users who are late in marking the orders shipped/received or not doing it all, I could create a custom report to help venue administrators manage this much more easily. The report could, for example, show ALL outstanding Int. Transfer orders that were created say 60 days ago that have not yet shipped. I could make it where you could click a Icon and an email would go out to each one the item owners asking them to follow up on the status of the order. If the order has been shipped then they should be reminded that they are supposed to inform the system by clicking on the link in the mails... etc…. If there is a problem, they should contact so-and-so... etc, etc it would of course read any way you like to read. This would be much easier than having to search out each and every item and then calling up the responsible party to follow up and see where the item has landed.  (*See pricing quote below)*

**How is category built?**

*Process – we have in inventory venue item which has visibility in redeployment venue.*

*The item has been transferred internally but the two business units did it off line.*

*(Later notes will also show what happens when it is scrapped or sold locally)*

*First step: Go to item in the Inventory Venue – Select Admin Deal – reset initiator to the person making the request to get the item – this changes the requestor information and used that clients business unit and location evaluate and correct quantity – select transfer (NBV) per unit (may be zero) – this is to be per unit - uncheck the email –*

*Submit and you will move to Create order screen – verify quantity and net book value – click line item number so the values can be input – replacement cost – related cost – UPDATE – verify values – pick facility lookup – default for requestor – transfer terms – leave blank - save changes – (only refreshes page)*

*(side bar – when the BU does use the system she will get a notification that the equipment will be shipped - at that time the administrator needs to update the values with current net book value, replacement cost, shipping cost, related cost*

*Note this is the point where automated request and forced deals match up in the process.*

*Completed – verify – edit as needed – archive*

**Follow-up on Delinquent Confirmation of Shipments**

To follow-up on delinquent confirmations you can do the following:

1. *Go to Venue Ops*
2. *Click on Reports at bottom in the Custom Row*
3. *Click "GO" next to the Delinquent Internal Transfer Confirmations report.*
4. *You should get a listing of all Internal Transfer Requests that have not been advanced to status* ***Shipped*** *by the item custodians which are more than 30 days old from the time of the order creation.*
5. *You can then click on the Send Reminder Notices Icon at the bottom of the page to send the emails out the each and every item custodian, reminding them to follow the directions and notify of you of status on the transfer. i.e. either shipped or cannot comply.*

The steps that it takes create an Internal Transfer Request from within the Inventory Venue on Someone’s behalf is found below.

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**Manual Internal Transfer Request Creation Process**

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1)  *Find the item view using any preferred means: Fast Find; using the menu structure, etc...*

*2)  On the information page, click the Admin Deal Icon*

*3)  On the Deal making Dialogue screen, click the Reset Initiator link to change the recipient of the Inquiry (you don’t want this to be you unless you are going to scrap)*

*4)  Under the Action to take Dropdown box, select “Agree for Contract” and with a disposition type of Transfer: Internal*

*5)  Uncheck the Responding to checkbox next to the recipient’s name.*

*6)  Enter a comment in the Message Content Text area.*

*7)  Uncheck Retain Initiator next to the recipient’s name*

*8) Click Submit*

*9) This will take you to the newly created contract (IT order)*

*10) On the Create Order screen, click Create Order*

*11) Make any changes to the details of the contract and* ***click Save Order Changes.***

*If price is needed do that in the item level in inventory, if NBV changes change it in item level in inventory…these will NOT show up on the contract screen make sure there is no 5% charge.*

*12) Click the Approve Icon to move the status to accepted*

*13) From here, you can wait for shipment confirmation from the Item custodian OR just Mark it Complete if you know that that has already occurred – when all is done archive*

**TIPS for Using our Website**

It's easy to find just what you want on our website. Do a [**Fast** FIND](http://www.dynaprice.com/lmcinv/detSearch.cfm?name=ALL%20CATEGORIES#find) or use a more advanced [Full Search](http://www.dynaprice.com/lmcinv/detSearch.cfm?name=ALL%20CATEGORIES#full) from the top of every page. Or drill down through our menus to find the right product category, and then use its own **Category-specific SEARCH engine**.

It's easy [to buy, sell and trade](http://www.dynaprice.com/lmcinv/detSearch.cfm?name=ALL%20CATEGORIES#trade) with us using simple Icons next to the full description of each item we offer. We ensure full, mutual understanding in deal making begun on the web by finalizing all transactions in person, by mail, or on the phone. For a full description of our business policies, click **Terms/Conditions** at the top of each page.

**Fast** FIND **searching from the page-top:**

**By Item#:** Enter the Item ID number (without punctuation) in the text box next to "**Fast** FIND" and click GO. When asked, confirm that you are searching for an Item ID number and not a number in a description.

**By Category Name:** Enter the first few letters of the category name in the text box and click GO.

**By Item Description:** Enter the first few letters of a manufacturer, model or other key word that might be used in a summary description of an item in the text box and click GO.

Full Search **(with advanced features) from the page-top:**

Next to the Fast FIND is a link to our Full Search system, which conducts more advanced searching within the last product category menu topic viewed. Click that link for a form allowing entry of more extensive search criteria, with options for sorting the items found. Instructions for use accompany that form.

Category-specific SEARCH **for maximum precision:**

***We recommend*** that you first find the right category (using Fast FIND, Full Search, or the full menu system), then use the category-specific SEARCH facility at upper right of that category's summary listings page to find particular items within that category.

[[Top]](http://www.dynaprice.com/lmcinv/detSearch.cfm?name=ALL%20CATEGORIES#top)

TRADING WITH US **is easy:**

To **request a bid from us** on your surplus items, simply click CONTACT US at upper right on every page and email us a well-described list of your offerings.

To **buy from our inventory,** click LISTINGS near the page top and find the category you want by working your way down our menu system (or using express search, as described above) to find a comparison table of available items in that category. Or click on the "What's New" graphic for a listing of the newest additions to our inventory. Click on the Item ID number for any listing to obtain a full spec sheet describing it, generally including an offering price. (All prices are "each" or "per item" except where otherwise specified.)

To **accept an offered price** and gain a priority claim on the item, simply click the ACCEPT Icon on the specifications page and send us your desired quantity (if more than one are offered) and contact information. (Note that submitting an acceptance does NOT bind either of us; it simply establishes the price and quantity of a possible deal subject to further dialog and a final, formal agreement.)

To **make a counter-offer on price or quantity** after you have read the full item specifications, simply click the COUNTER Icon on the specifications page and send us your desired price, quantity and contact information. (Note that all web transactions are subject to further dialog and final formal agreement.)

**MS2 PROPS**

**Automation features**

Location codes and registration addresses: those 2 data sources no longer have anything to do with one another. The company location codes as we got from the registrations are not feeding the popup one.
You can manage the list of codes in venue operations -> locations

**IP Address: How do you change IP addresses in the Redeployment Venue?**

*Note: one you submit the updated IP address you must rebuild the web site. Do this by going to home and selecting the build / rebuild web page option. You will get a full list of IP addresses and other security programming information.*

*The IP address is a security screen. LM internal users must be coded affiliated or higher and access the LM Redeployment Venue from a LM server or a server that we have registered the IP address. IP addresses are added or changed change in Dynaspecs by venue administrator or by a request to Dynaprice. Using Dynaspects – the company is one word “Lockheed” the rest is your Dynaprice ID and password.(warning – when adding an IP address, make sure you are at the end of the list of IP addresses and separate them with commas. Go Dynapspecs –LMC Redeployment – Basic Elements REVISE – down to Accepted Network Access IP List ad IP*

*To get the IP address the normal procedure to assure access is to find the IP address by pasting the address below into your web browser and go to get IP address. Have each person do this and send the result to Teresa Harvey – I assume theirs is different from yours but most likely only a few variations. Also remember if you are using the NASA system the only problem is that you need to switch over to the lmco server and get access.*

<http://www.dynaprice.com/from.cfm>

When I do it this is what I get. *Your LM co workers should get something similar and email it to Wayne Croft – Administrator so he can have the web service verify it is ok. This should be an LM address only.*

*REMOTE IP ADDRESS SEEN IS****192.31.106.42***

How do I get a list of all current IP addresses? *An Administrator must log on to Dynaspecs select the home page select build rebuild the home page GO*

How does a user determine their IP address for Dynaprice?

*You can always get the IP address our server sees (which may be a proxy server, not the ipconfig report) by going to* [*www.dynaprice.com/from.cfm*](http://www.dynaprice.com/from.cfm)*.*

*That is the one reported on a Website Inaccessible message.  That is the IP address to add to the list.*

*The pop-ups are normal for a change in the IP list (a reminder) and a logout (the expiration notice).*

**Contracts**: *for an external sale a deal gets changed into a contract by "accepting" the deal and selecting agreeing for contract in the transaction deal making page*

 *Contracts for an internal transfer is turned immediately into a contract where an admin user must approve the transfer -- you all have auto-approved turned on so that step is skipped* –

*Contracts should be done as the assigned staff member or assumed ID to close and archive but make yourself the assigned staff member.*

*Both of these contract types, internal and external are searchable/listable from the pending contracts screen from the deals line via Venue Operations.*

**Deals** – hit go then define search.

*Deal making for an external sale a deal gets changed into a contract by "accepting" the deal and selecting agreeing for contract in the transaction deal making page
an internal transfer is turned immediately into a contract where an admin user must approve the transfer -- you all have auto-approved turned on so that step is skipped
both of these contract types, internal and external are searchable/listable from the pending contracts screen from the deals line via Venue Operations.*

How do I access contract information? *When a contract is in process for an item the quantity will be reduced for that item to equal the contract(s). In the inventory venue you access the listing, edit the listing, and a blue contract number will show up just below the adjusted quantity (upper center of the template).*

**What is the difference between deal making and a contract?**

**How do we create user list for emailing different groups:**

1. *Venue ops*
2. *On the Lists line select edit with “create new”  selected in the dropdown*
3. *Give the list a name in the popup window*
4. *Click the set criteria Icon to set the criteria to build the list—in this case, set the email box =  pat.h..@lmco etc..*
5. *View/edit list will show the results.*
6. *Click use to send a message to the list*

**How do we process a locked out client for password problems:** tip:   *on the screen where it says they have exhausted all their login attempts have them add - &logout=true - to the end of the URL in the address window and click go or hit enter. This should give them 3 more chances to login*

*The system only generates passwords on self-registrations. Administrators can set the password to whatever you want; give it them and it should work. I have tried doing this a number of times and I know it works.*Did you remember to set the permissions of those users to the min. to get into the site? I believe for redeployment company status must be at least employee.

Un-documented tip:   *on the screen where it says they have exhausted all their login attempts have them add &logout=true to the end of the URL in the address window and click go or hit enter. This should give them 3 more chances to login; but make sure all the conditions are right for a successful login.*
*If this does not work then see the attachment for instructions on the official way to help someone locked out.*

**How is the custom scrap report generated and used?**

Did you select the descriptor in the list of checkboxes on the previous page? They only appear as filter criteria if you checked them.
The next question I have of you is which dates are you trying to enter and why?
You told me you wanted all of Chuck’s listings, if you want a particular upload by date then why not use the data upload Icon?

1. the architecture of the automation process was for the custodian to indicate shipment solely by clicking the confirmation of shipment link in the request for transfer email that he receives. I believe this is a "yes" to your question. it is expected that the item listing to disappear from the redeployment venue after all the qty are requested i.e. allocated to internal transfers.

2) the screen where the confirmation of shipment is done by the custodian is one that is fully customizable by you. (remember we talked long ago about having the fields that allow a custodian to notify the system why he cannot comply with a request. as well) so to address the issue of entering a tracking number could be handled on this screen. Just tell me what you want on the screen, your ideas for what you want to accomplish, etc.. and i can give you a quote.

3) to accommodate the need to know the charge number and choice of shipper,we can offer customizations on the screen where the details of the order are entered. it is the same screen where the facility codes are chosen and other address changes are noted. you can add those sort of changes here. let me know what you would like and i can give you a quote on this as well.  (see attachment)

**How do you locate a specific pending contract?**

*Go into venue operations -> “deals” and pick pending contracts and enter the item no in the item id field and click search. The individual contract should be found.*

*but in the meantime you should be able to generate the report that want by using the advanced reporting options in the inventory search area.
1) use the facility = moorestown
2) add date > than 30 days ago

same results, the only thing the scrap routine is going to do is give you controls at top for actually scrapping it immediately or extending the life of the item for another 30 days

in fact, you can go in and see the standard scrap report right now and see how this works. the customizations that i am talking about are going to be just some minor tweaks to the one you see here.
Venue ops- > expirations -> Scrap Inventory. (*[*http://www.dynaprice.com/lmcinv/scrap.cfm?bnewsubmit=1*](http://www.dynaprice.com/lmcinv/scrap.cfm?bnewsubmit=1)*)*
Follows is the list of customizations :
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1) A filter to select the scrap items based on typing in the poster's last name , like Koneski

2) Modifying the column list to add/remove any columns you would like to see on the screen. (I will ask you what those should be as we approach the development date of the report)

3) Adding in a symbol next to the listing to indicate whether the item was involved in any non-contractual inquiries.

4) Adding the export to excel capabilities.

How do we use the What’s New link in the Redeployment Venue?

**What is different between the what’s new and featured items feature in the Redeployment venue?**

**How do we make list from automatic feed uploads? Go to Venue operations in the inventory menu. Select advanced search and reporting. Facility like look up and select desired home office (ie Moorestown).** *Enter the date range to pull the exact date of the desired automated upload. You can also enter a broad range of dates that end 30 days ago and get only the dated items meaning older than 30 days or the date you choose.*

**To change category – particularly useful with automated uploads –** *go to item and EDIT to change categories.*

**List Selectors:**

**What are List Selectors? T***his is fielded information that allows sub groups – read on.*

**How do we best manage list selectors?**

*For internal clients this might be used to isolate sub groups within in a business area. For example LM ES has MS2 and M&FC each of those may be used as a list selector.*

*For external client the list selector is used to categorize the buyers by their interest. We use the same categories and codes as we use in our monthly report. Again as an example buyers who have an interest in Machine Tools are coded “mt” in the list selector. Since most buyers may at one time or another be interested in generic items unrelated to their specific field of manufacturing, we code most buyers with additional codes of Fleet, and FAC (facilities).*

**Incomplete Registrations and quick reg.**

*Quick Registration allows clients to register without all the “required” fields – or basically make an incomplete reservation. This may cause a problem later if you attempt to edit the incomplete file if you get there from the “list” function. To make the edits try searching for the user in the people search.*

If you enter the registration page from within the "lists" you do not get the proper admin mode to select quick reg. try searching for the user use the people search and see if that option is available.

1. How does the” Use **Description** in place of structured data in listings” on the input screen work? *It spreads the description out along the column heads and should be used when specific tech data or specifications are not available.*

Define or make a legend on how to fill out a listing page. *Start this at the price references*

*Price (a) selling price (LM seldom uses this one) For LM this is only used upon a priced sale such as a closed bid auction.*

**Separate listings** for each serial number in comma-delimited list

Pricing Contracts / transfers – This is revised – combine with red paragraph below which is the more current. *This must be performed before completion of the contract and archiving. Go to venue ops, Deals (you can go and do a search or you can enter a reference search at this spot), item# - or better, if it has been requested you can select “outstanding” then select FIND and the entire list will appear.*

*It is important that you select the yellow number in the left upper corner of the line item. This is the number of the contract 67826 – not the listing number 114343. The screen that appears is a colorful screen mostly dominated with green. You go to the line item you wish to price. This is typically only one line item but it will have a small blue number at the beginning of the line. Be careful and use select only on the blue number (do not select the box and not the X but specifically on the blue line item) then select – update – PRICE the items and then mark complete and archive at the top of the next page to appear.*

How do we price redeployment contracts? BUT only for redeployment contract records NOT for SALES Contracts. *You will continue your process but when anyone finishes a contract to record a transfer the PRICE input should be done in the inventory item screen and NOT in the contract screen. The price is input in purchase cost. The special report / savings worksheet will calculate the savings by using the purchase cost minus the NBV then IF there is other cost those must be added in the contract screen and will also be deducted from the savings. There is even one more subtle issue. We no longer do added cost to show shipping. But that ability is still active in case there would be that rare occurrence where there was some added cost to using used that would not happen if you bought new. An example may be if you transferred a vehicle that needed a repair and the getting unit agreed to it and then had to pay for the repair. But in any case the added cost is still added at the contract level.*

The LM Inventory input screen has a price at the top which is zero for transfers and actual for outside sales. This screen also has under “inventory information” an acquisition cost which would be EITHER the original price from the asset record OR it would be the replacement value from research. This value is critical because it will be the basis for calculation of the cost avoidance / savings on all reports.

For sales, this is tricky for the reports because it typically shows a very high original acquisition cost against a relatively low contract price. Both show at different places on the avoidance / savings reports but the calculated savings uses only the quantity x the item / contracts price at the top.

**Separate line items. Under the plan the 100+ furniture listings would require contracts and a listing. However the roll up for the report will be the eight major categories. The furniture and fixtures would join all the other Facilities Equipment which would mean we could do the “LOT” listings because only the business unit information will be captured and with the total dollars. Not the description like chair.**

Question: Am I reading this correctly that when I as the Administrator send a message using the send question link that the email goes only to the systems email address AMO.Fc-LMCPI.@lmco.com AND not to the custodian? I*t depends from where you initiate the question.
the action from line in the email indicates that you did it from the inventory venue which is not set up to do:  "deal directly with.."*
How do I learn what the ARS ICONS mean? *An ICON’s relationship or purpose is imbedded in the ICON and can be accessed by placing the mouse cursor over the icon in question.*

Changing a price on an item after a contract is created never updates the line items in the contract as this price would have been the one that was agreed to at the time it was created.

 **What are the different types of searches? What is the difference between Fast Find and Full Search?**

*The fast find search only does text scan searches (not fielded searches) of headline, summary , description, make and model. Not any other fields!*

*If you were getting city and state results by using the FastFind it is because you were following the unorthodox approach of putting that data in the headline (a practice we would frown upon as well which is no better than putting it in the storage @ field, INMO)*

*This is another example of unstructured, inconsistent data mgmt where the searching is done on a text scan of the data…*

*You have some headlines with city and state, some without, you could have variations and undisciplined text entries  like Bethesda, Maryland or Bethesda, MD or Maryland – Beth. Etc… making for unpredictable and inconsistent search result possibilities.*

*I.e. None of the uploaded PROPS records have city and state in the headline as a result you would never find them that way.*

**How do we handle Upload Listings Unassigned from automated uploads.** *Using the Venue Operations / Inventory venue Upload*