PHASE THREE

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Manually Update Status?

MODULE: Document Register

INTRODUCTION

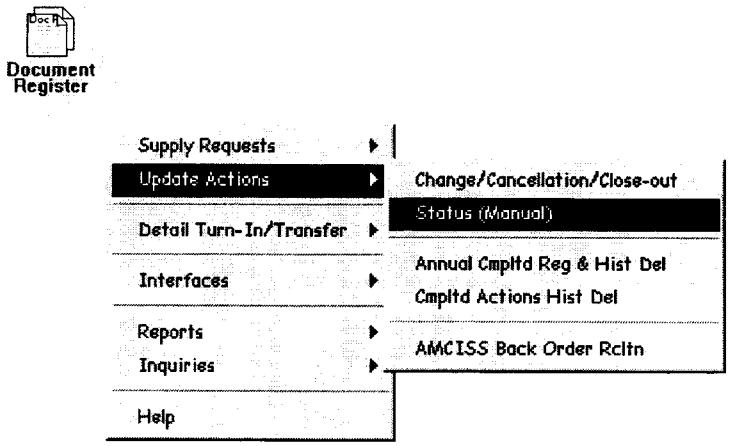
This section outlines the procedures for manually updating the status of a supply request. An example of why you would manually post status is if you purchased an item from a local vendor and they sent you status on your order. This would not be coming from your Supply Support Activity.

PREREQUISITES

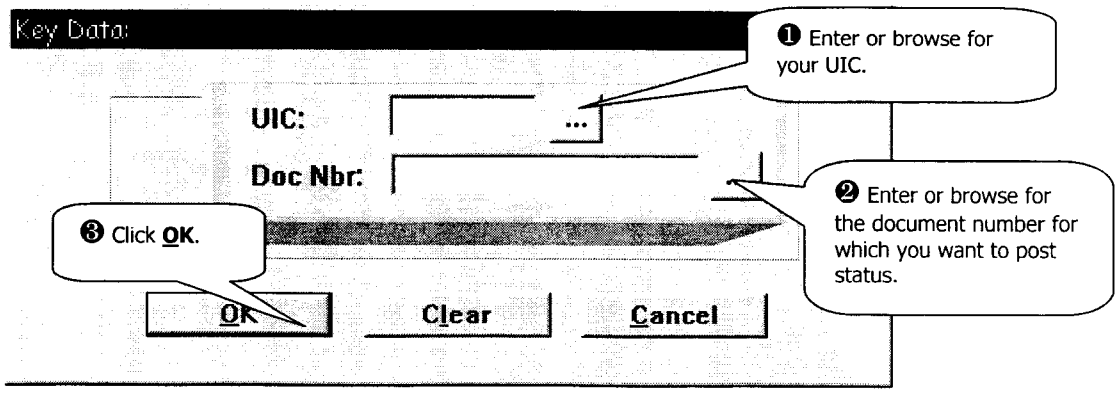
None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Status (Manual)** from the program list.

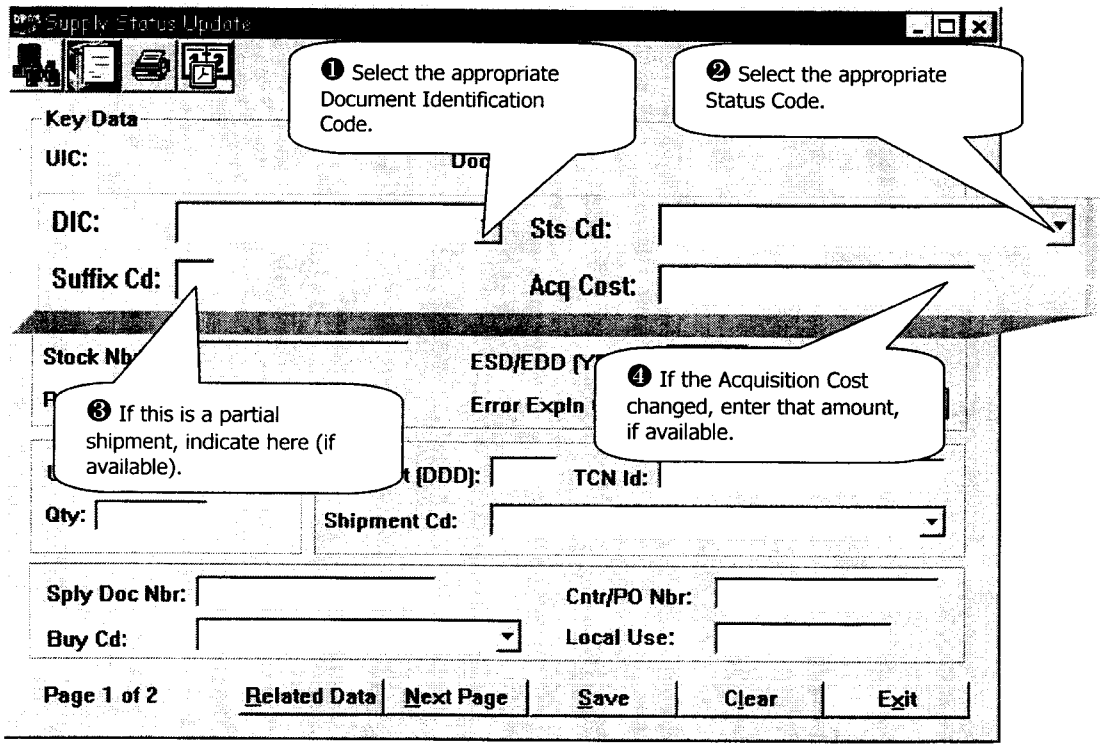


STEP 1:



Manually Update Status? (Cont'd)

STEP 2:

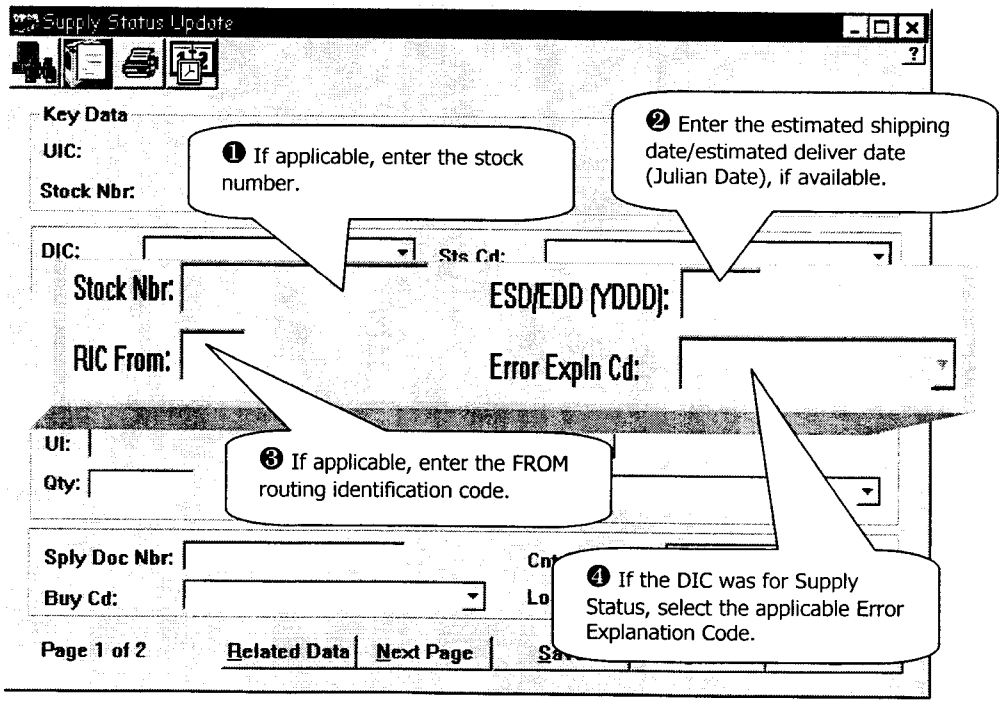


Document Identification Codes		
If your supply interface is AMCISS or you have no supply interface:	**If your supply interface is SARSS-O:**	
ZE1 – Supply Status to requisitioner.	AE1 – Supply Status to requisitioner (rp 30-35).	AS1 – Shipment Status to requisitioner (rp 30-45).
ZE2 – Supply Status to supplementary address	AE2 – Supply Status to supplementary address (rp 45-50).	AS2 – Shipment Status to supplementary addressee (rp 45-50).
ZR1 – Shipping Status	AE3 – Supply Status to rp 54.	AS3 – Shipment Status to rp 54.
ZU1 – Reply to Cancellation Request to requisitioner in response to cancellation request.	AE4 – Supply Status to rp 55 (for intra-service use only).	AS4 – Shipment Status to rp 55 (for intra-service use only).
ZU2 – Reply to Cancellation Request to supplementary addressee in response to cancellation request.	AE5 – Supply Status to rp 56 (for intra-service use only).	AS5 – Shipment Status to rp 56 (for intra-service use only).
	AE6 – Supply Status to ICP from storage.	AU0 – Reply to Cancellation Request
	AE9 – Supply Status from the Defense Automatic Addressing System (DAAS).	AU2 – Reply to Cancellation Request-Shipment Status to supplemental addressee (rp 45-50)
		AU3 – Reply to Cancellation Request-Shipment Status to rp 54.

Manually Update Status? (Cont'd)

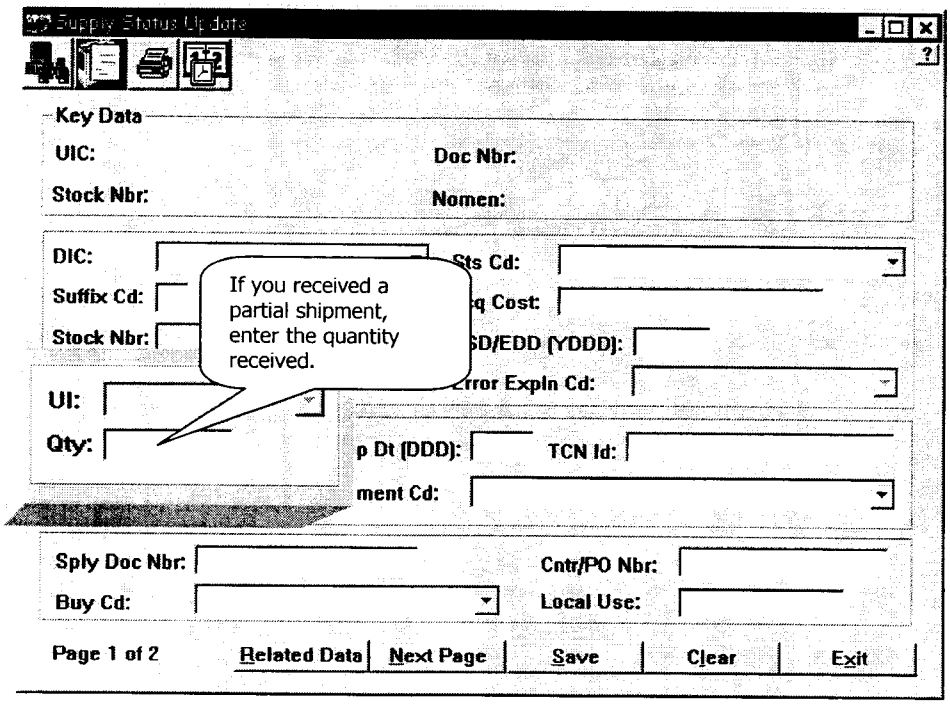
Document Identification Codes	Status Codes
AU4 - Reply to Cancellation Request-Shipment Status to rp 55 (for intra-service use only). AU5 - Reply to Cancellation Request-Shipment Status to rp 56 (for intra-service use only).	**If the DIC was for Supply Status (AE_ or ZE_) the following are the applicable Status Codes (see Annex R of the On-Line DPAS Help for definitions of the codes):** A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, B4, B5, B6, B7, B8, B9, BA, BB, BC, BD, BE, BF, BG, BH, BJ, BK, BL, BM, BN, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, C1, C2, C3, C4, C5, C6, C7, C8, C9, CA, CB., CC, CD, CE. CG, CH, CJ, CK, CL, CM, CN, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DJ, DK, DL, DM, DN, DP, DQ, DR, DY, D1, D2, D3, D4, D5, D6, D7 and D8.
AUA - Reply to Cancellation Request-Material Release Confirmation to ICP. Release of quantity greater than requested (due to unit pack).	
AUB - Reply to Cancellation Request-Material Release Confirmation to ICP. Release of quantity less than requested (due to unit pack or partial denial).	**If the DIC was for Supply Status (AE_. AS_, AU, ZR_ or ZU_) the Status Code field is not available.**
D6S - Material Receipt Acknowledgement	**If the DIC was for Supply Status (D6S) the following are the applicable Status:** F – Final Receipt P – Partial Receipt

STEP 3:



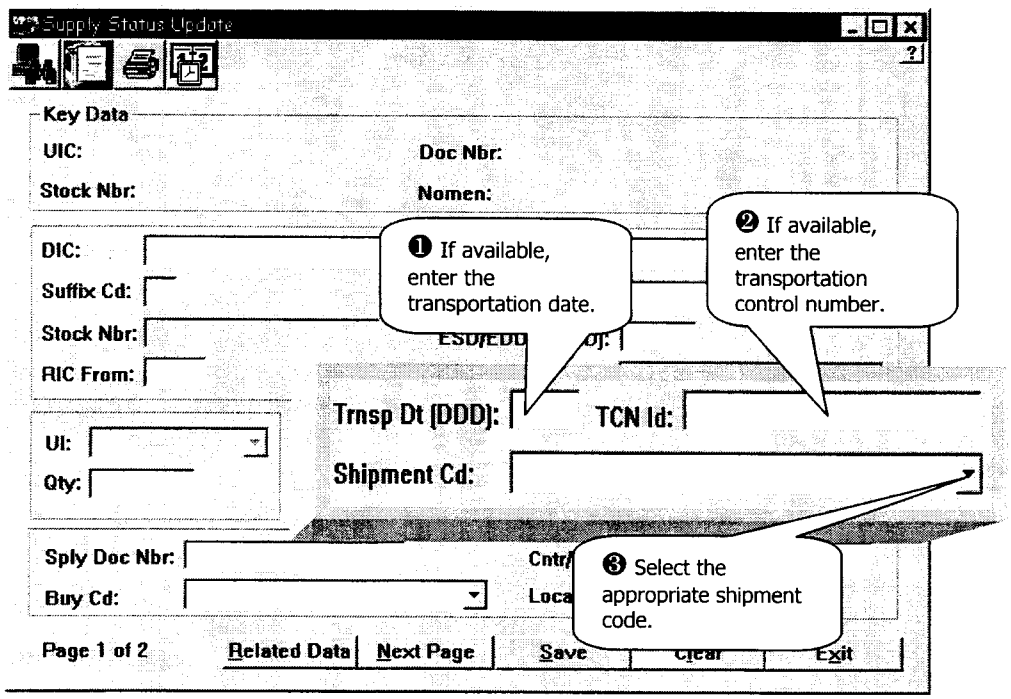
Manually Update Status? (Cont'd)

STEP 4:



Manually Update Status? (Cont'd)

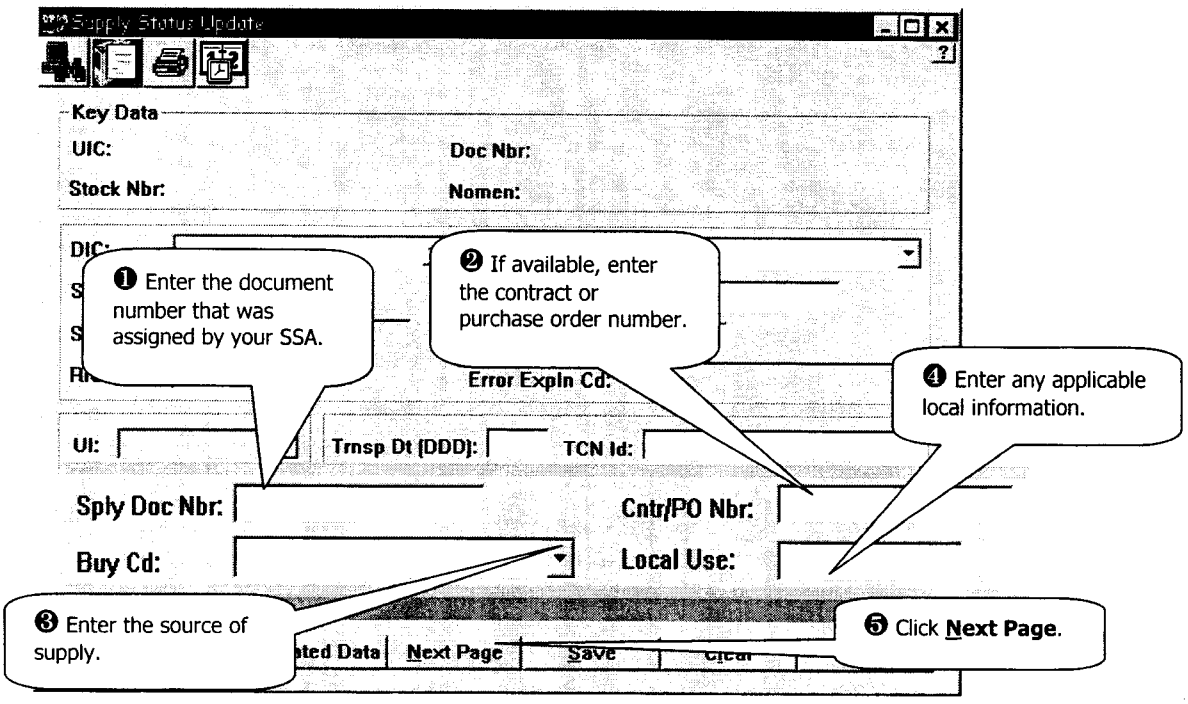
STEP 5:



Shipment Codes
2 – Government Watercraft
3 – Roll/On Roll/Off Service
4 – Armed Forces Courier Service
5 – Surf-Small Package Carrier
6 – Military Official Mail (MOM)
7 – Express Mail
8 – Pipeline
9 – Local Develop by Government or Commercial Truck
Click on the pick list to display additional Shipment Codes.

Manually Update Status? (Cont'd)

STEP 6:

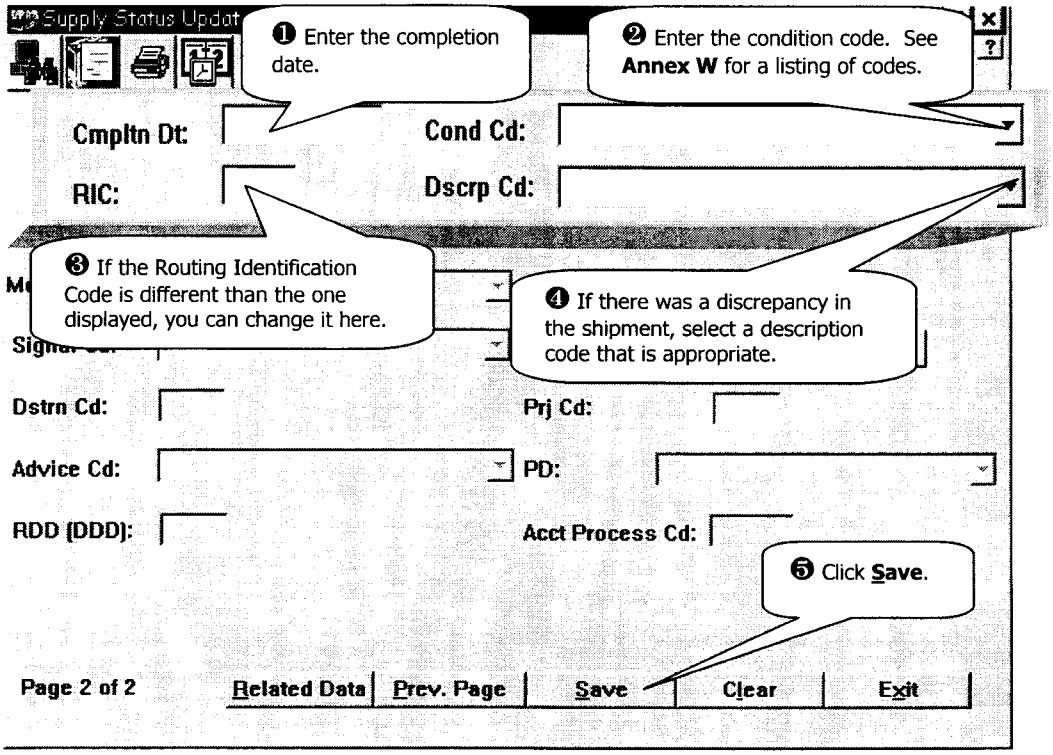


Buy Codes
B - Other DOD agencies
J - DRMO (Defense Reutilization & Marketing Office)
S - Local Procurement
T - Army
U - DLA
V - GSA

Manually Update Status? (Cont'd)

STEP 7:

If your DIC was a D6S, then these fields will be available to you; otherwise, this entire page will be grayed out and you should click the **Save** button to process the transaction.



Description Codes
G – Wrong Item
M – Damaged Item
N – Shortage
P – Overage
R – Duplicate Shipment
S – Duplicate Pseudo-Receipt
M – Damaged Item

Change, Cancel, Or Close Out A Document Number?

MODULE: Document Register

INTRODUCTION

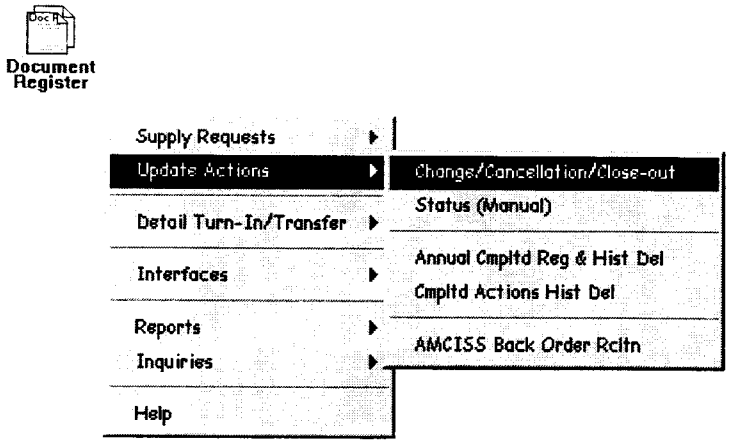
This section outlines the procedures for changing, canceling, or closing out a document number.

PREREQUISITES

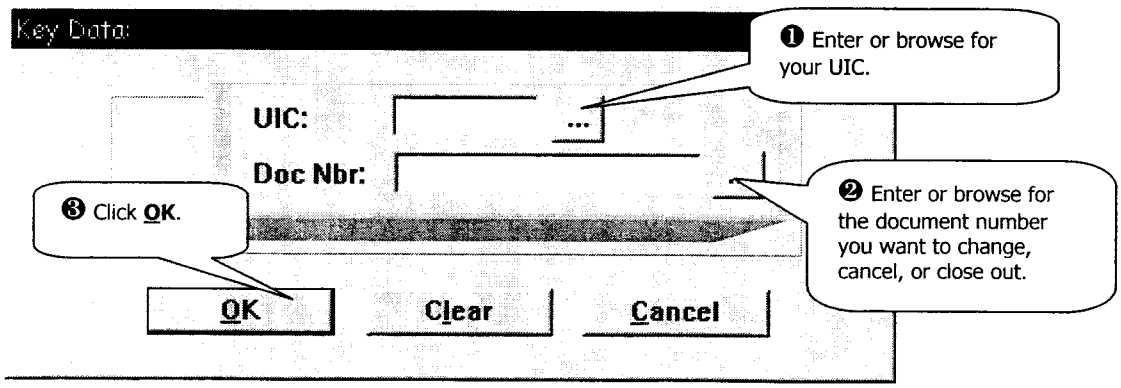
None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Change/Cancellation/Close-Out** from the program list.

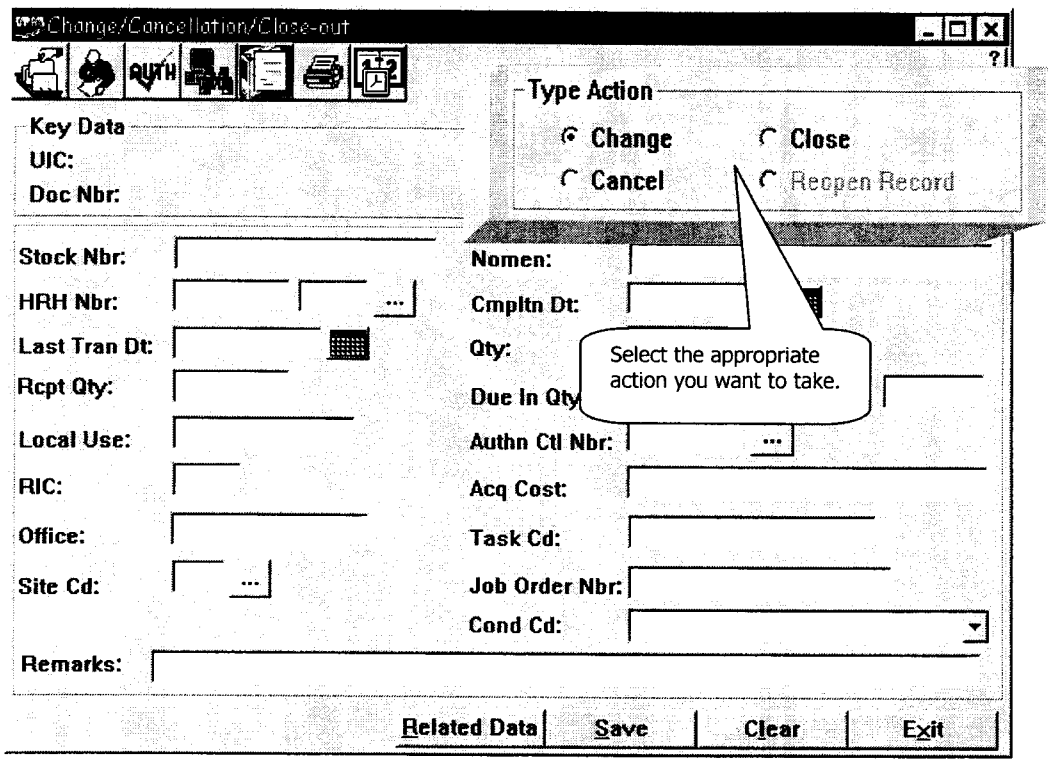


STEP 1:



Change, Cancel, Or Close Out A Document Number? (Cont'd)

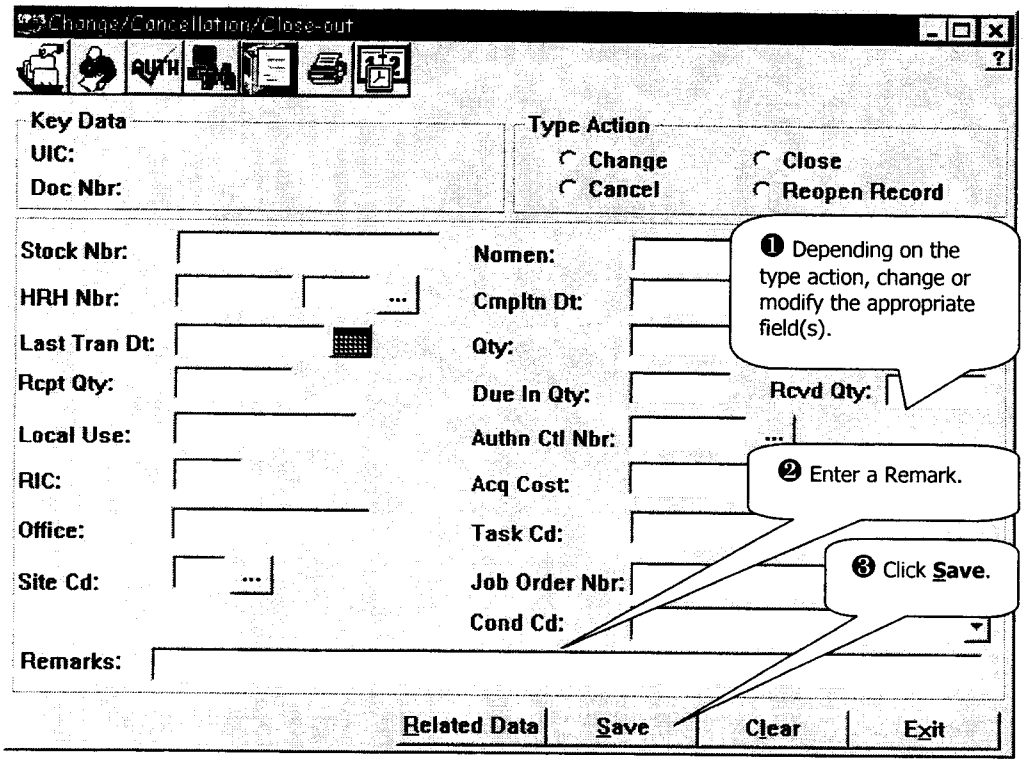
STEP 2:



Type Action Codes
If you selected Change: You can change any of the displayed fields. **If you selected Cancel:** DPAS will display the current date in the **Cmpltn Dt** field. You **MUST** enter a remark for this process. **If you selected Close** You will be required to enter the **Cmpltn Dt**. The only field that can be changed is the **Nomen** field. The other fields on the screen will not be accessible. **If you selected Reopen:** You will be able to remove the **Cmpltn Dt** and the **Last Tran Dt**.

Change, Cancel, Or Close Out A Document Number? (Cont'd)

STEP 3:



Modify, Cancel, Or Follow Up Actions Sent To My SSA?

MODULE: Document Register

INTRODUCTION

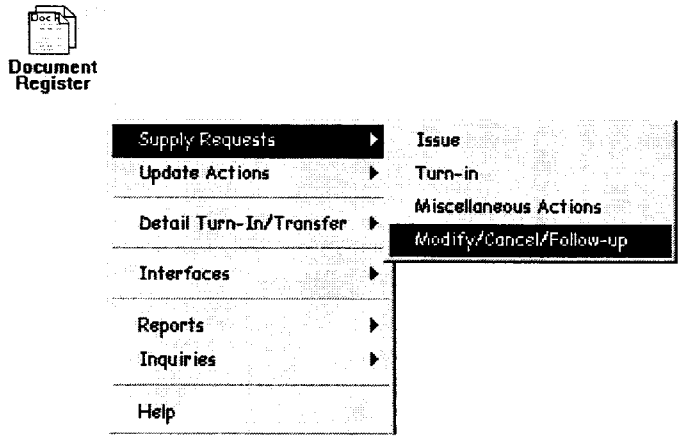
This section outlines the procedures for modifying, canceling, or following up of supply actions that were previously sent to the Supply Support Activity. These transactions are sent during the supply export process to your SSA.

PREREQUISITES

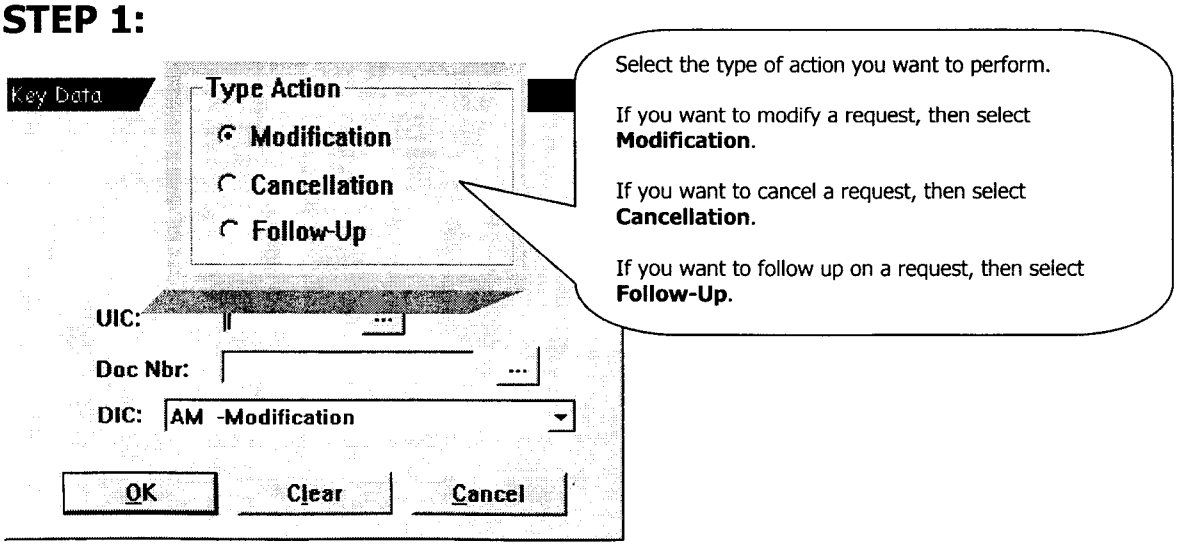
None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Modify/Cancel/Follow-up** from the program list.

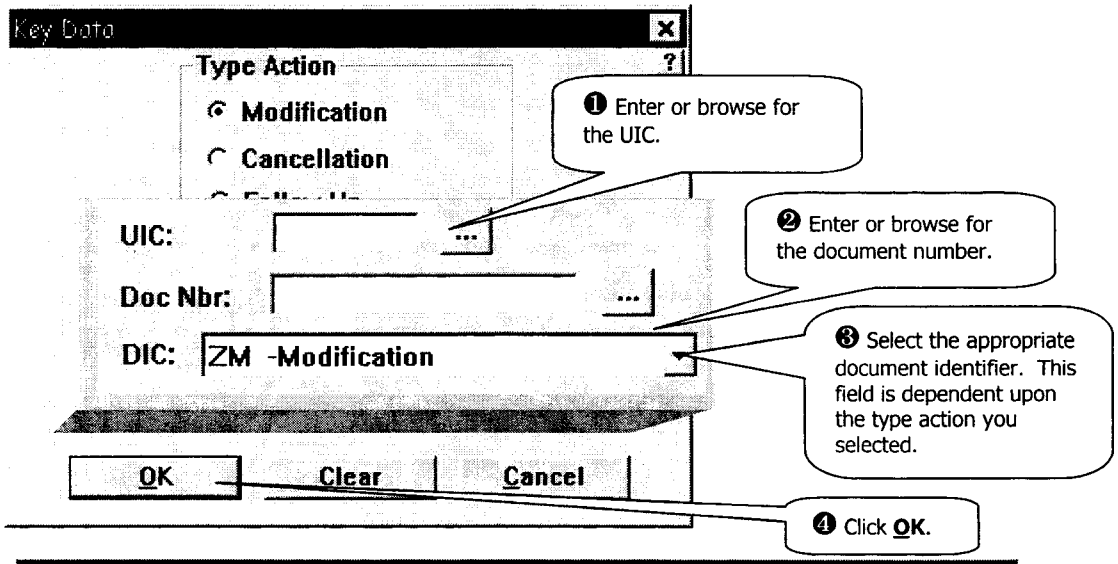


STEP 1:



Modify, Cancel, Or Follow Up Actions Sent To My SSA? (Cont'd)

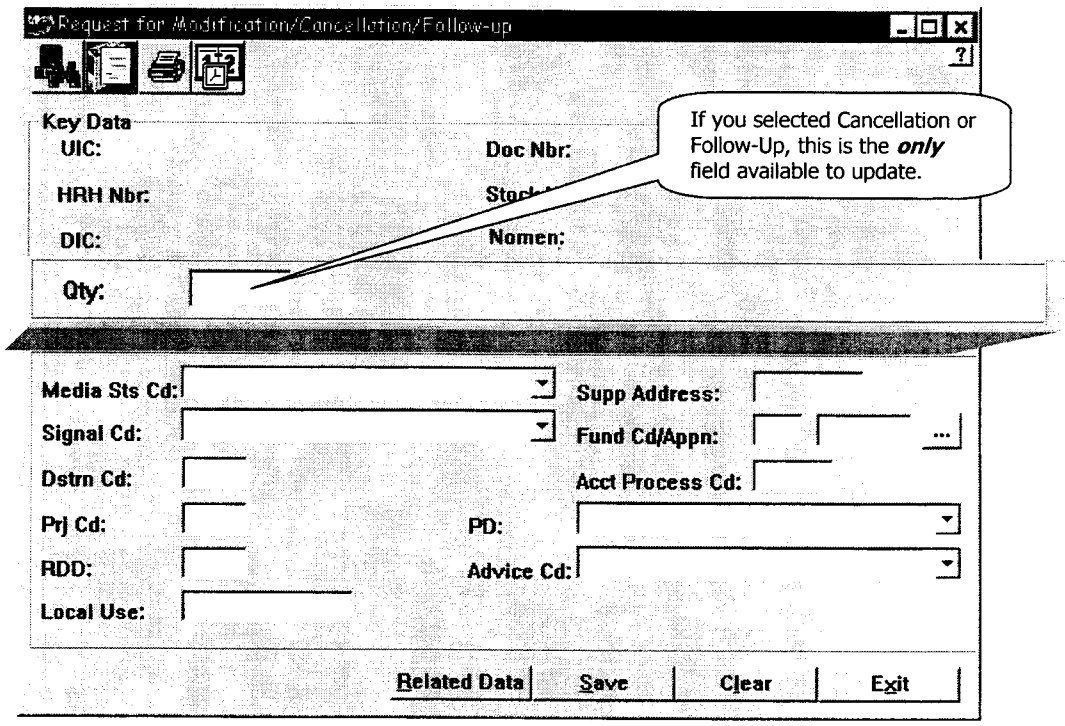
STEP 2:



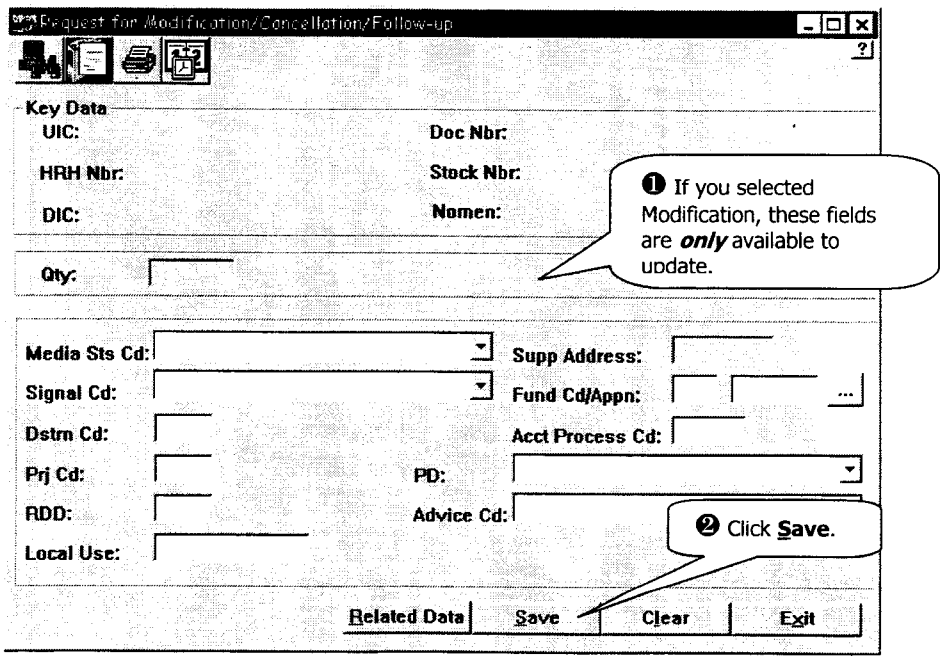
Document Identifier Codes
These are the applicable codes if you selected the Type Action Code for Modification:
ZM - Modification
These are the applicable codes if you selected the Type Action Code for Cancellation::
ZC1 – Cancel from Requisitioner
ZC2 – Cancel from Supplementary Address
These are the applicable codes if you selected the Type Action Code for Follow-Up:
ZF1 – Follow-Up from Requisitioner
ZF2 – Follow-Up from Supplementary Address

Modify, Cancel, Or Follow Up Actions Sent To My SSA? (Cont'd)

STEP 3:



STEP 4:



Add A Component?

MODULE: Hand Receipt

INTRODUCTION

This section outlines the procedures for adding a component in DPAS. This may require you to use the Document Register and Authorizations (if applicable to your Activity).

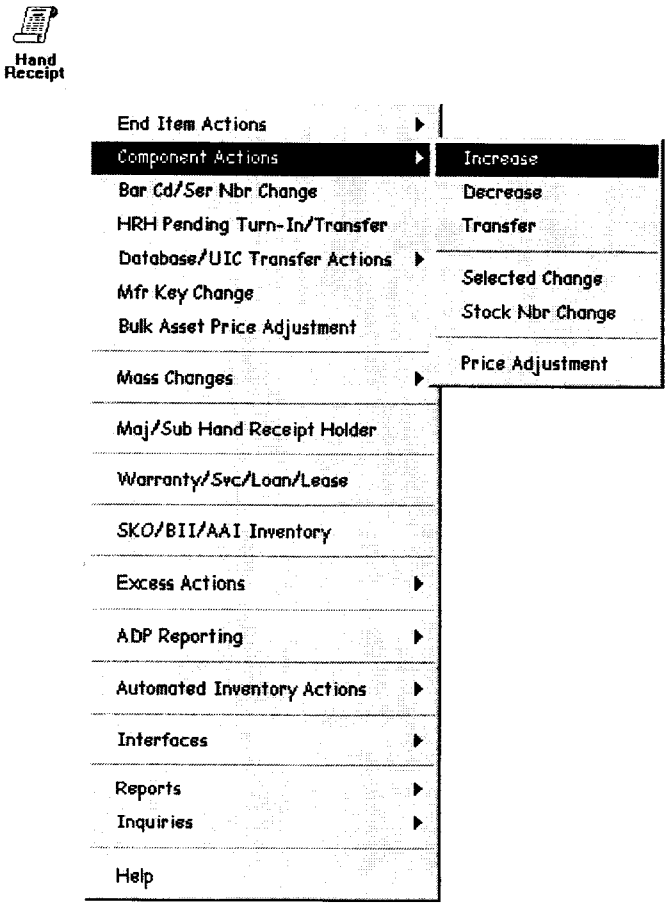
PREREQUISITES

The component item must be cataloged.

If you are required to use the Document Register and/or Authorizations, refer to Phase One, page P1-26, **Adding Authorizations** and page P1-32, **Requesting a Document Number** before performing this process.

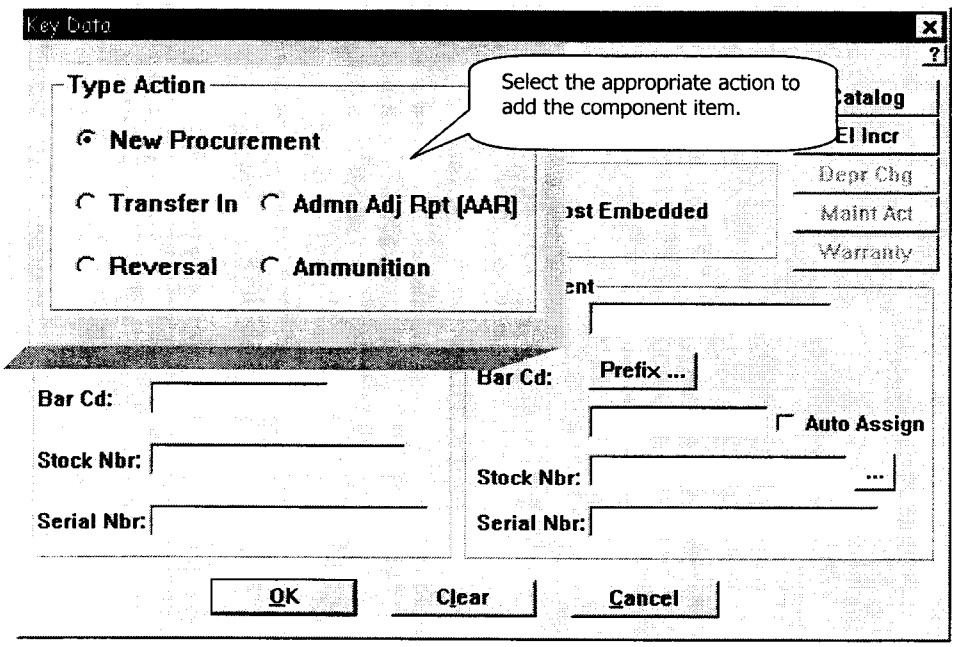
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Increase** from the program list.

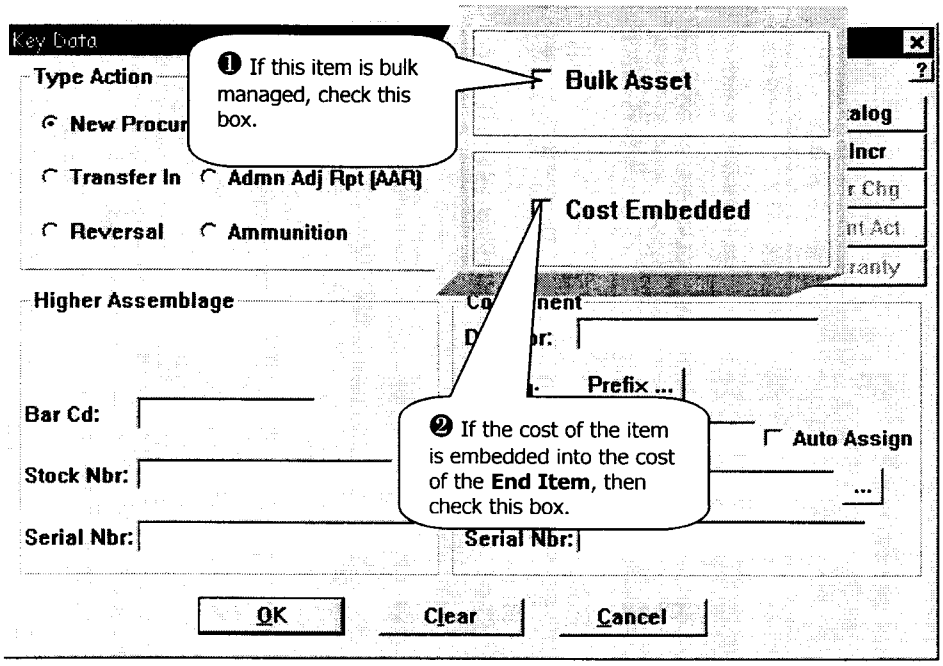


Add A Component? (Cont'd)

STEP 1:

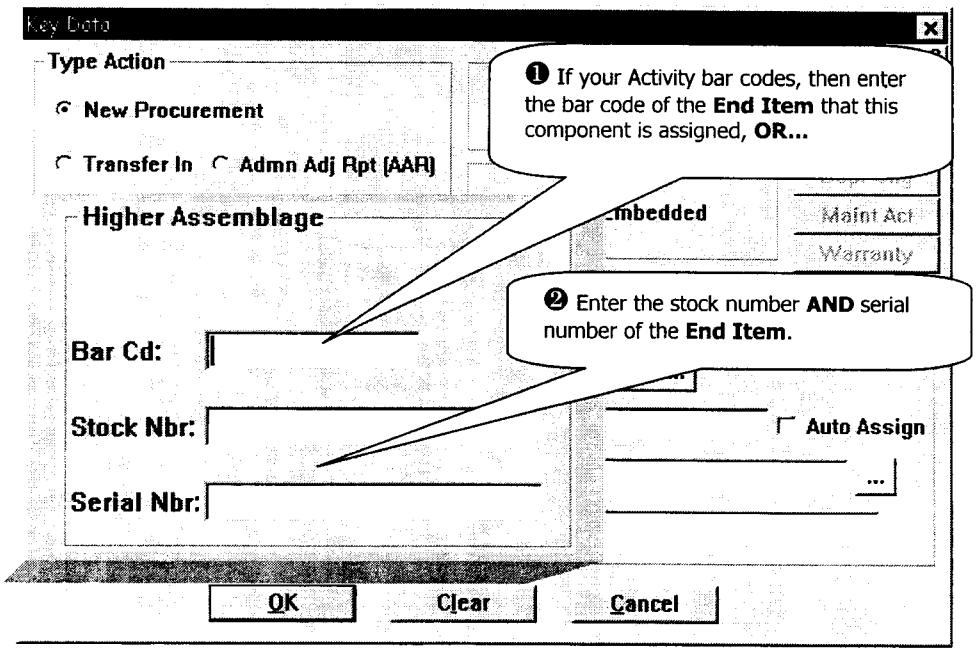


STEP 2:

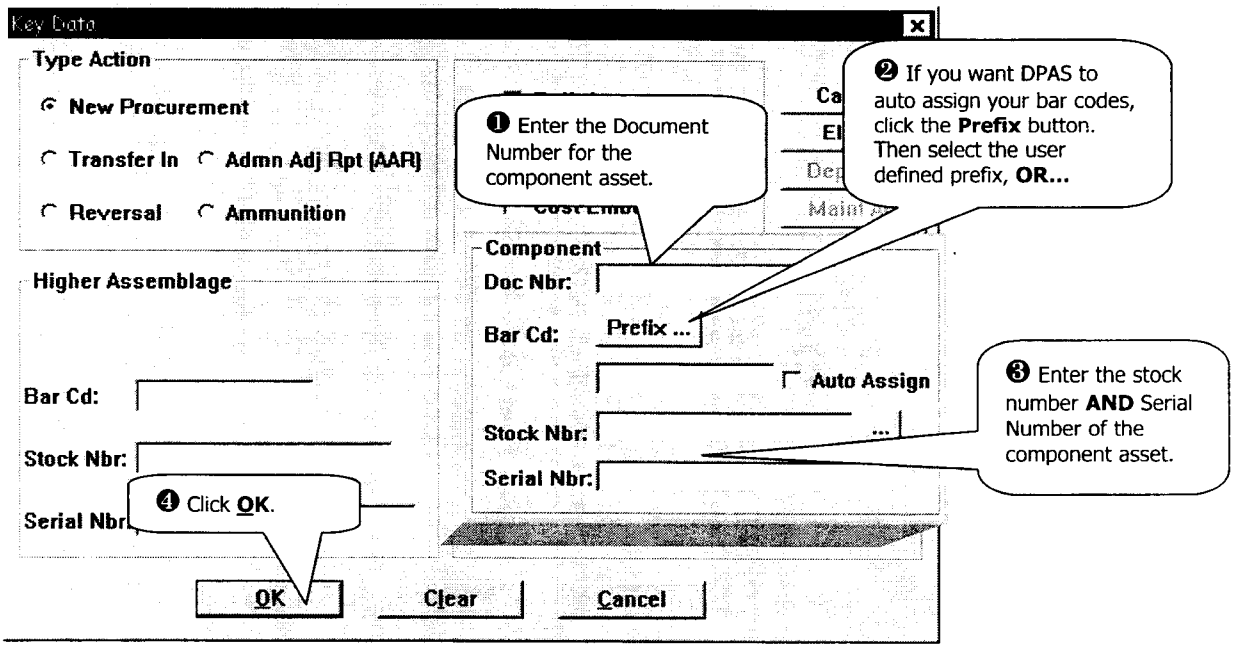


Add A Component? (Cont'd)

STEP 3:

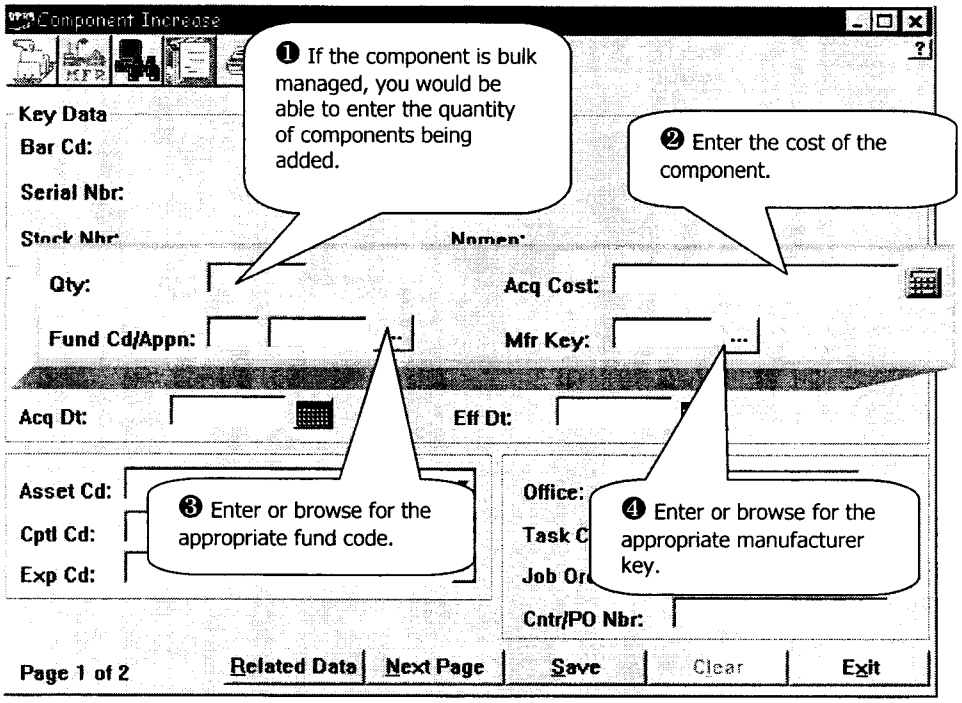


STEP 4:

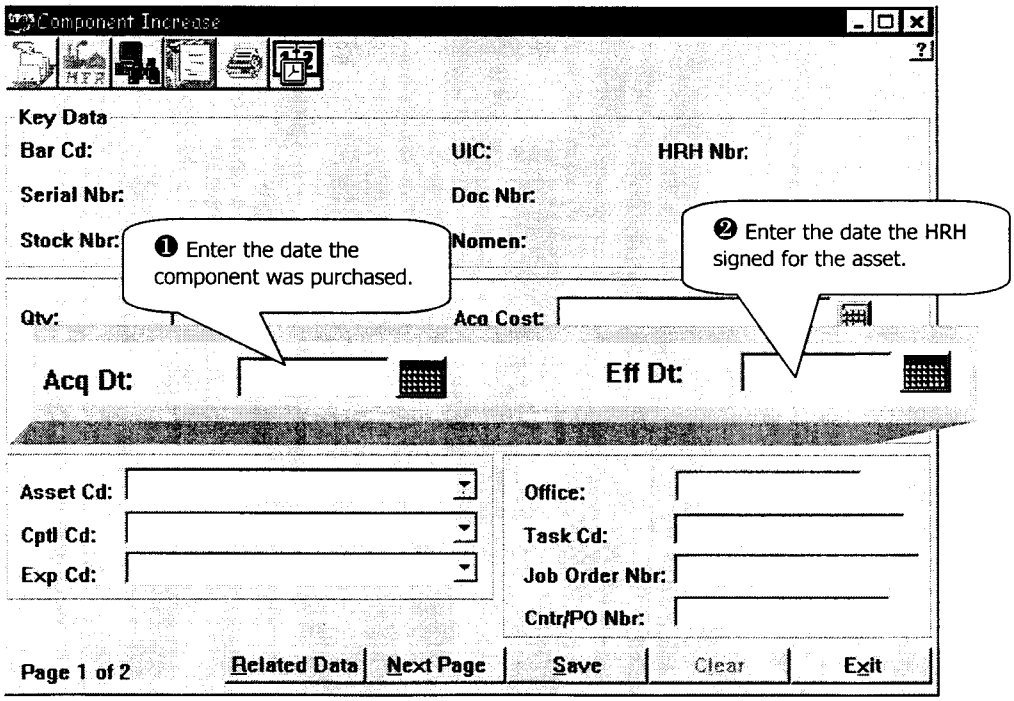


Add A Component? (Cont'd)

STEP 5:

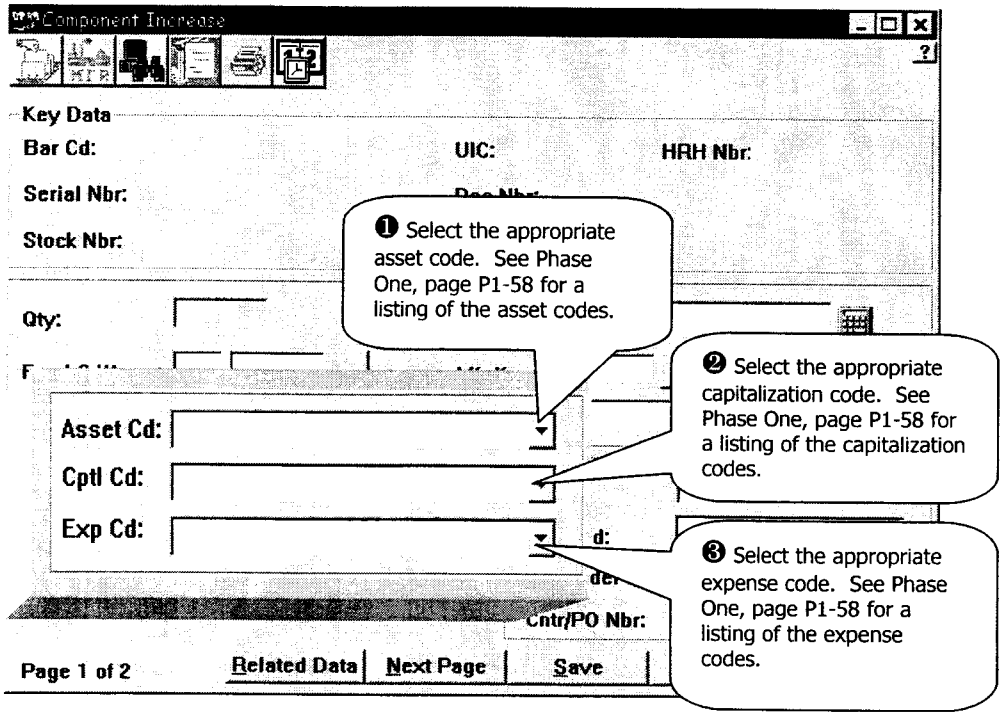


STEP 6:

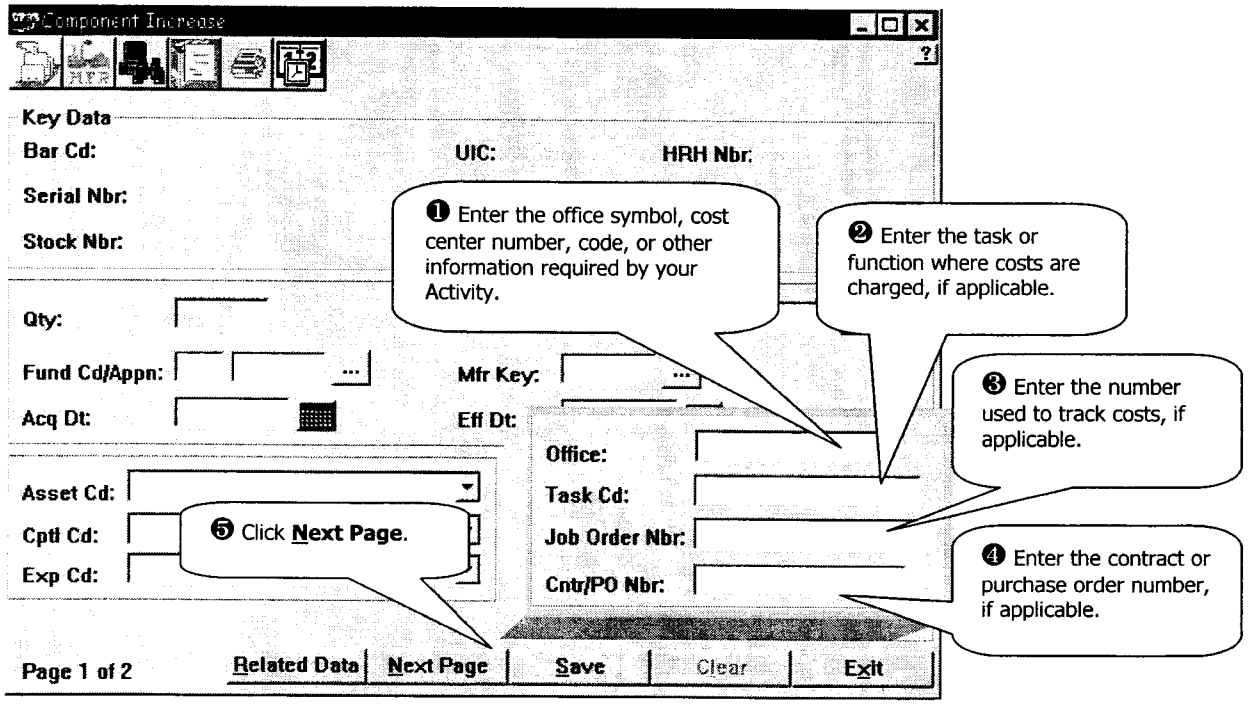


Add A Component? (Cont'd)

STEP 7:

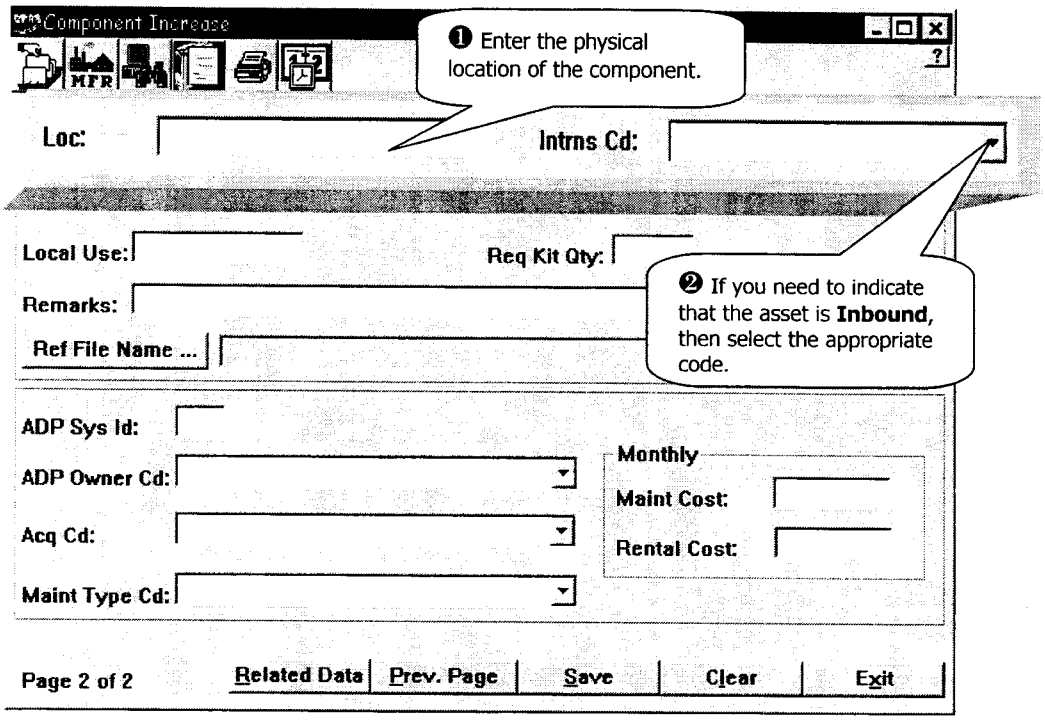


STEP 8:

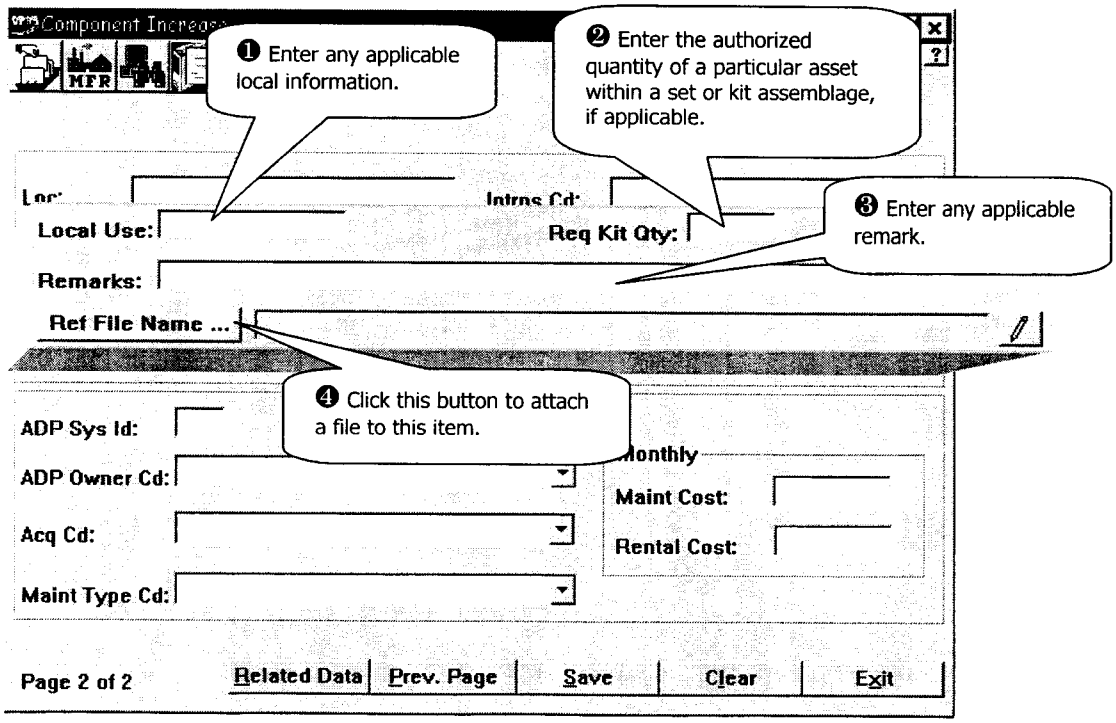


Add A Component? (Cont'd)

STEP 9:

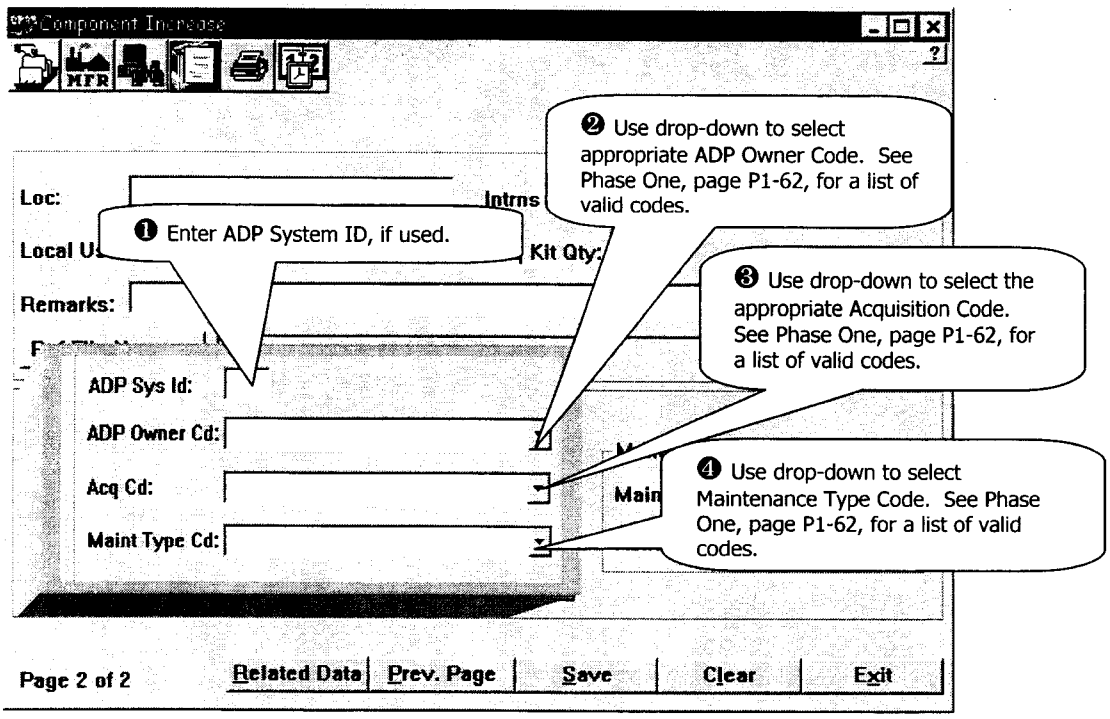


STEP 10:

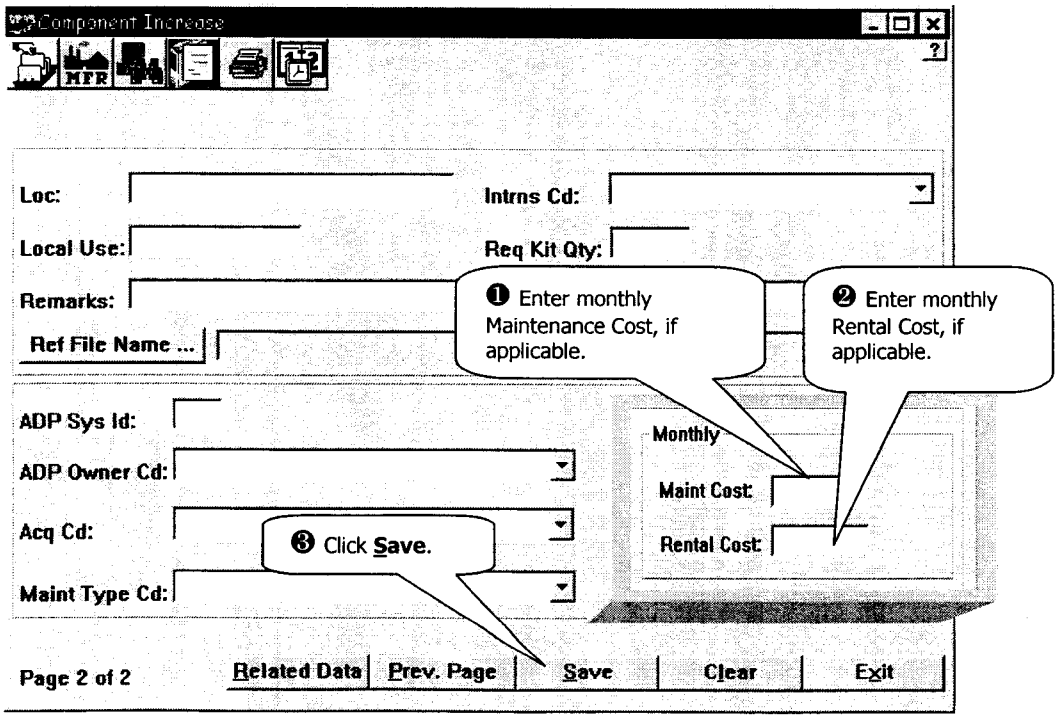


Add A Component? (Cont'd)

STEP 11:

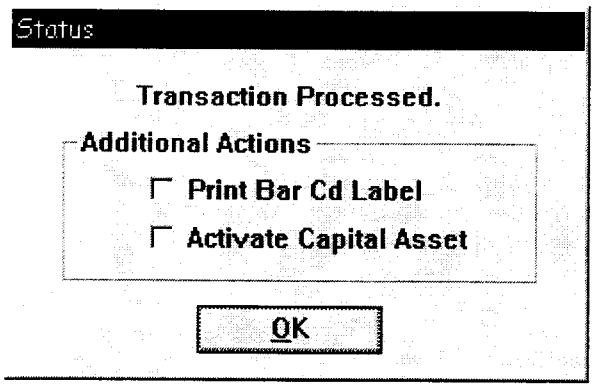


STEP 12:



Add A Component? (Cont'd)

When you process the transaction, the following dialog box is displayed:



NOTE:

Print Bar Cd Label – This will print a bar code label.

Activate Capital Asset – If the item is a capital asset, you can activate the item for depreciation at this point.

Delete A Component?

MODULE: Hand Receipt

INTRODUCTION

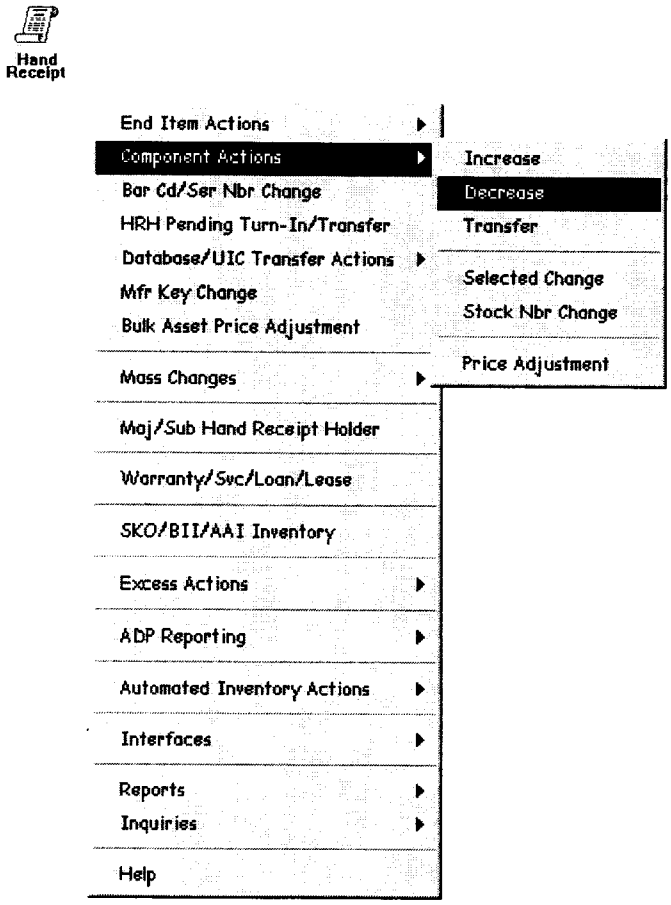
This section outlines the procedures for deleting a component in DPAS.

PREREQUISITES

If your Activity uses Excess reporting in DPAS, refer to Phase One, page P1-84, **Excessing An Asset**. If your Activity uses the Document Register, refer to Phase One, page P1-93, **Obtaining a Turn-In Document Number**, before performing this process.

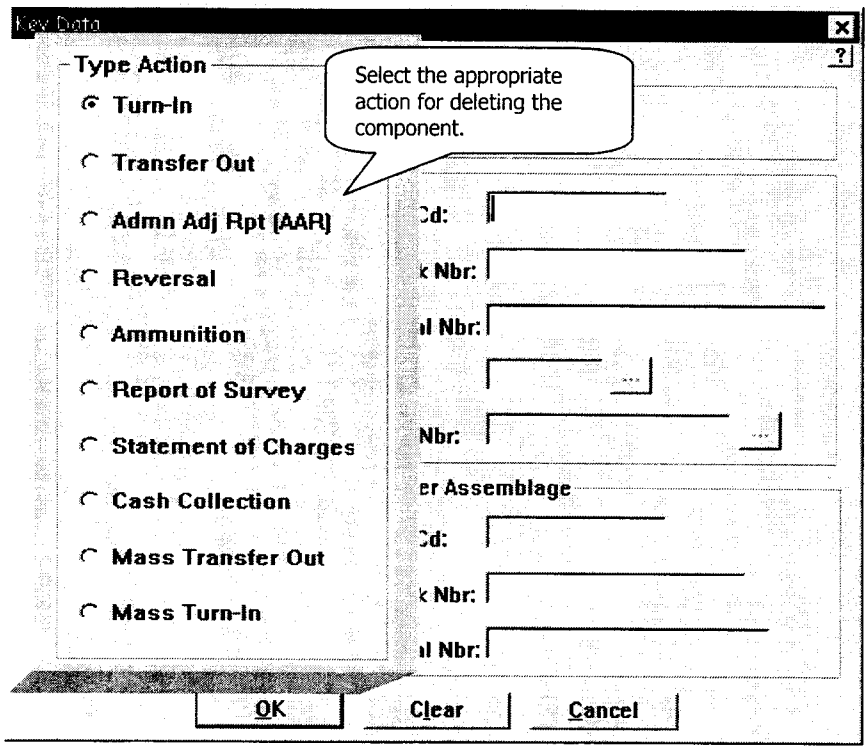
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Decrease** from the program list.

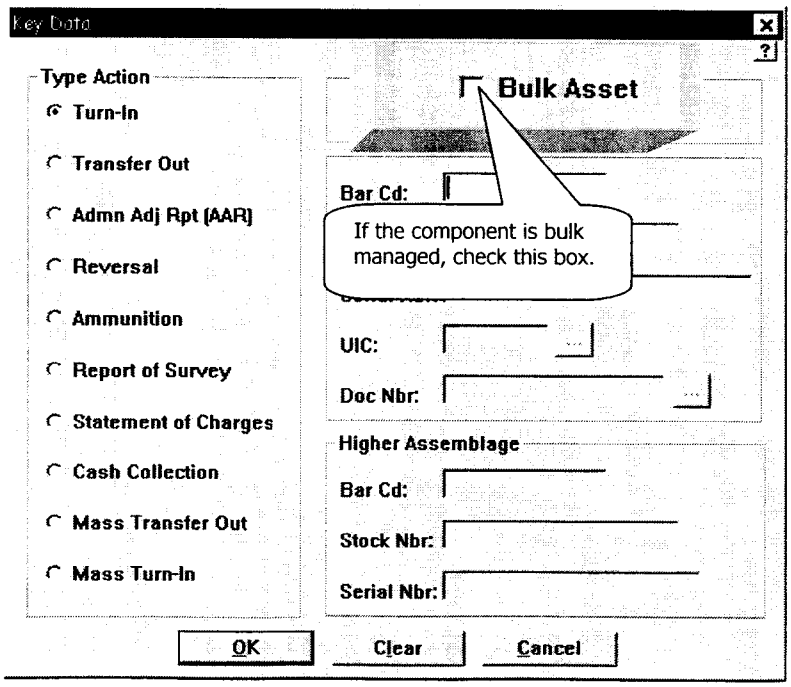


Delete A Component? (Cont'd)

STEP 1:

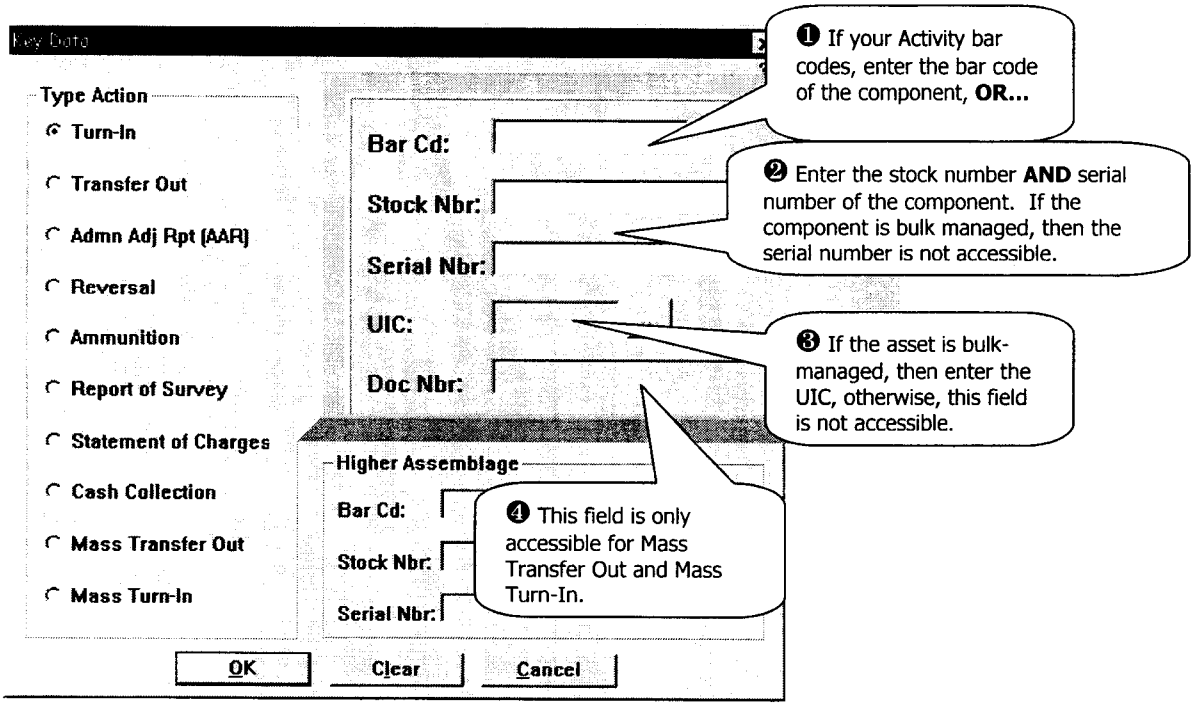


STEP 2:

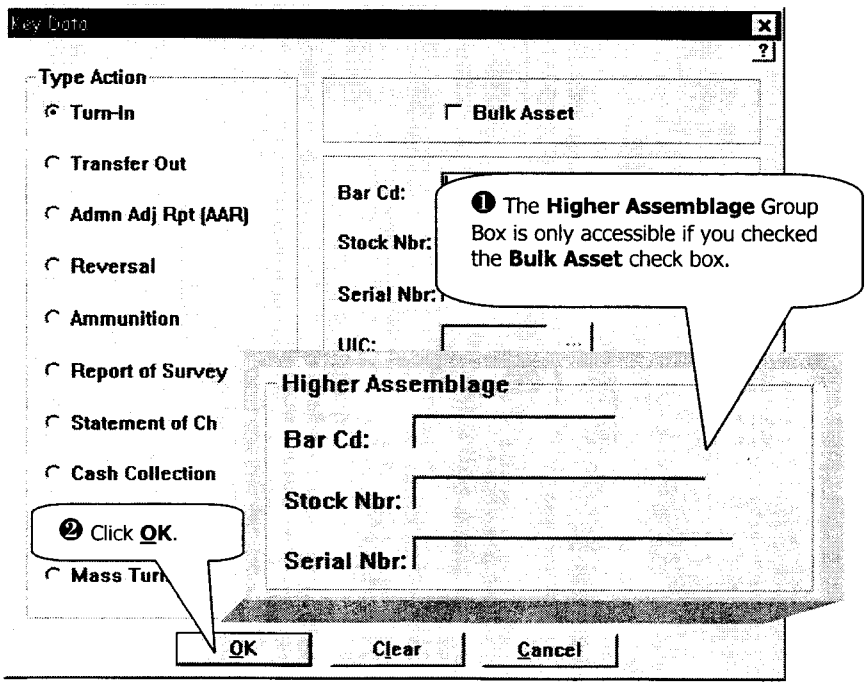


Delete A Component? (Cont'd)

STEP 3:

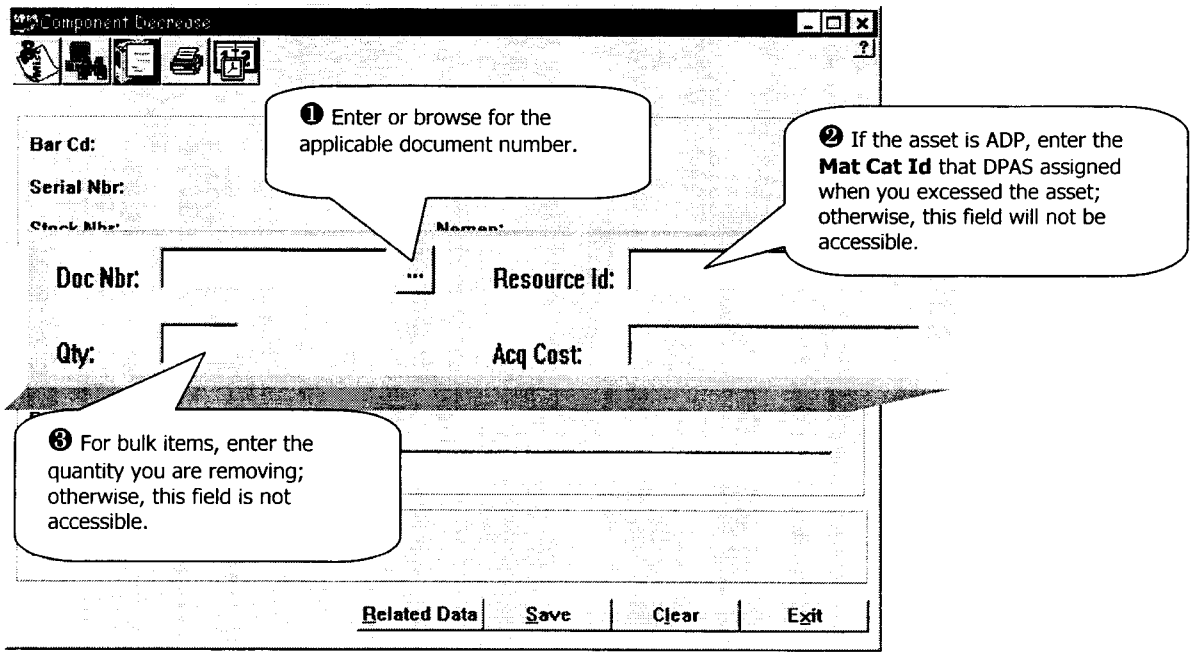


STEP 4:

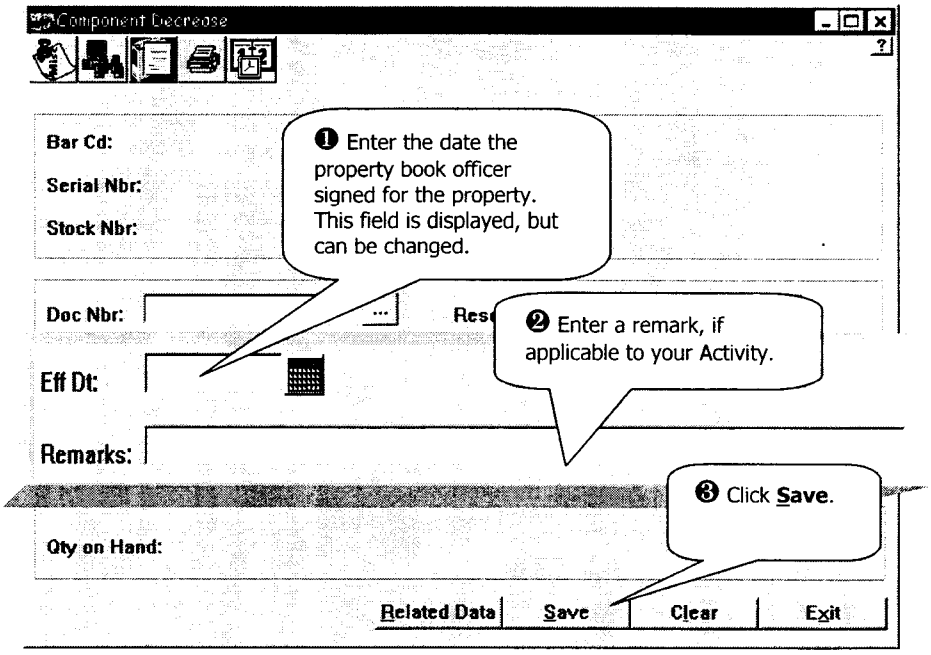


Delete A Component? (Cont'd)

STEP 5:



STEP 6:



Change Information About A Component?

MODULE: Hand Receipt

INTRODUCTION

The Selected Changes process is used to change basic information about a component asset. The user can change any of the fields that are not grayed on the screen. What cannot be changed using this process are the Serial Number, Bar Code and Acquisition Cost.

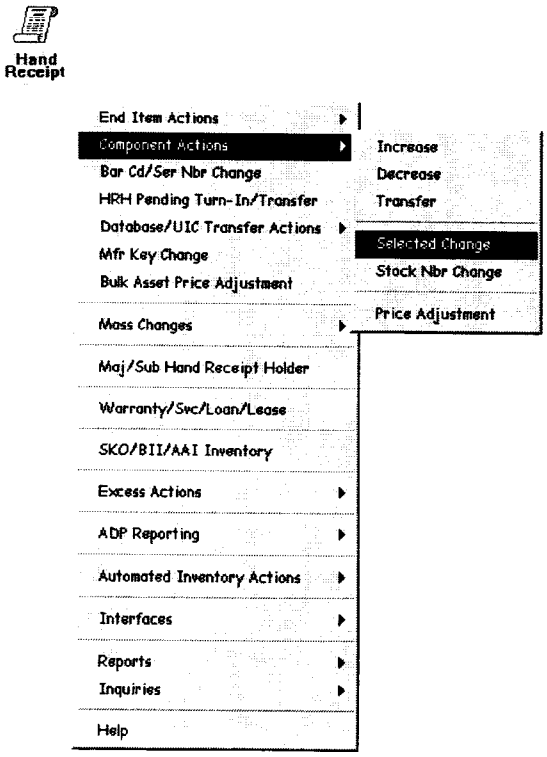
Once the transaction is processed, a Financial, DITMS, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

None

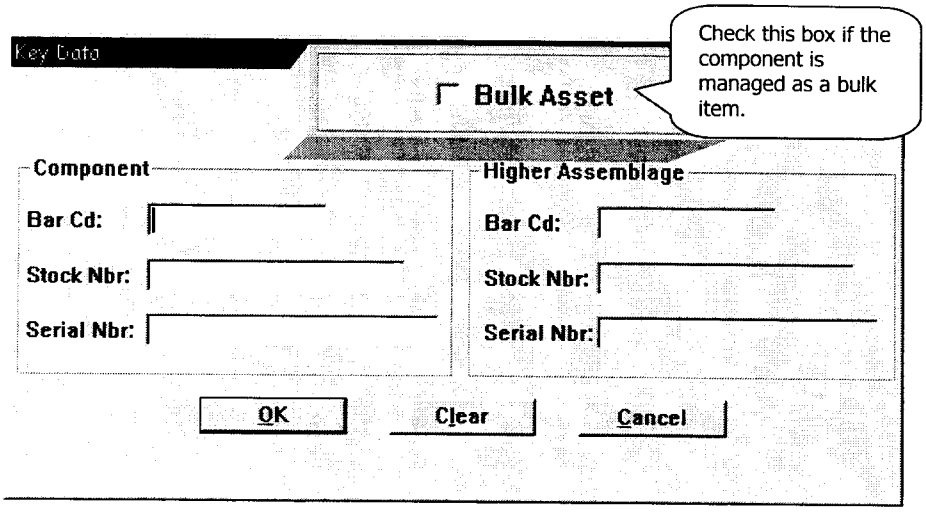
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Selected Change** from the program list.

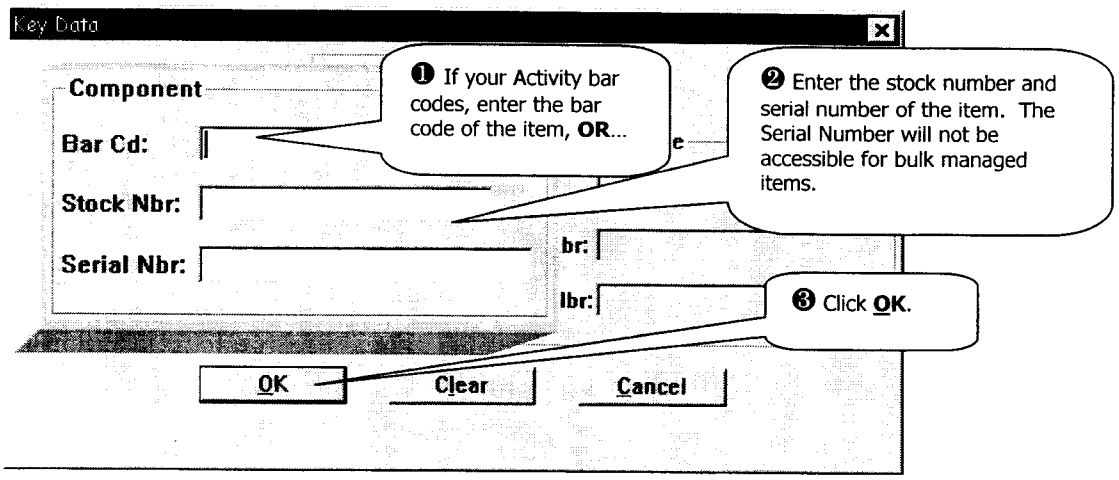


Change Information About A Component? (Cont'd)

STEP 1:

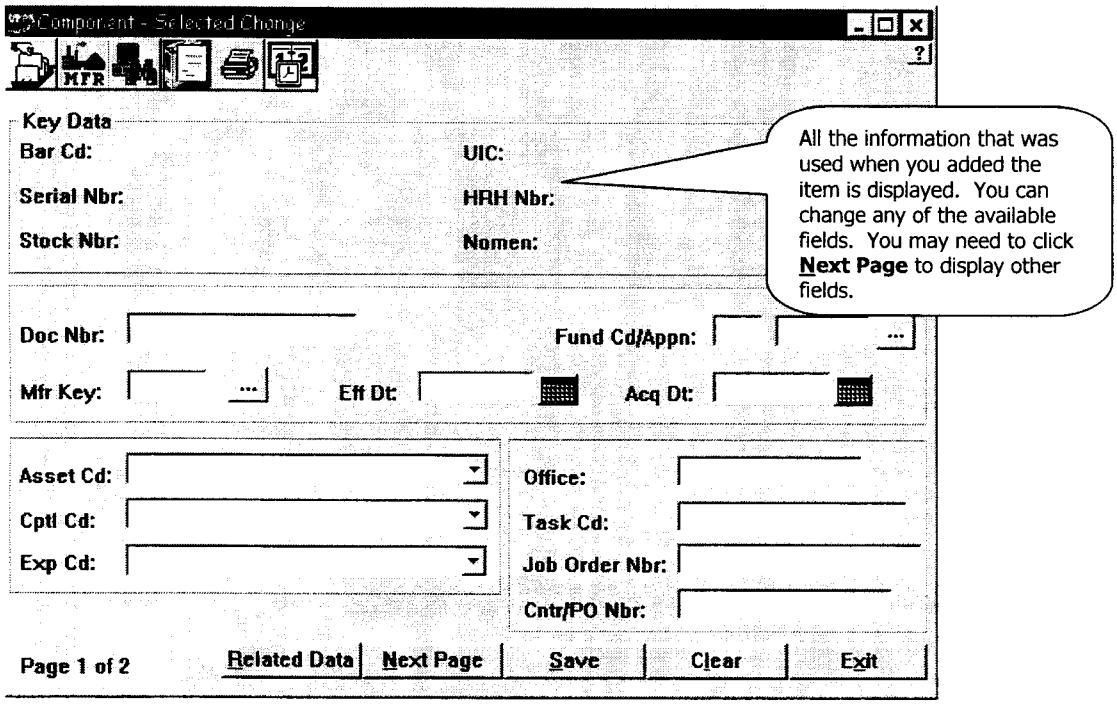


STEP 2:

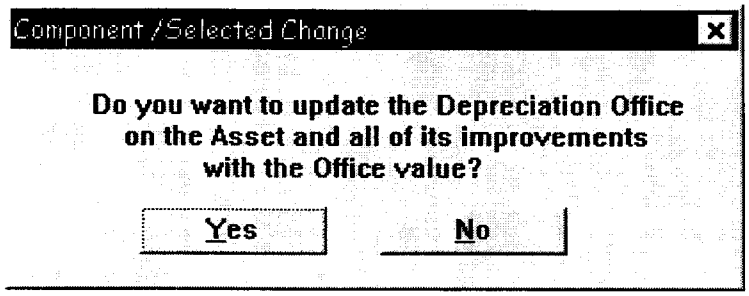


Change Information About A Component? (Cont'd)

STEP 3:



If you change the Office field, the following dialog box is displayed:



NOTE:
If the asset is changed to capital, you can activate the item for depreciation from the Transaction Processed dialog box.

Change The Stock Number Of A Component?

MODULE: Hand Receipt

INTRODUCTION

This process allows the user to change the Stock Number of one specific component asset. The Bar Code or Stock Number/Serial Number is entered to select the particular asset. Once the new Stock Number is entered review the information displayed and change any that are necessary

If the Document Register is being used, this transaction requires an AAR Document be built prior to processing. If you have not built the Document before entering this process you can use the Jump Button on the Menu Bar to build it without leaving this process.

If all of the assets under this Stock Number are to be changed to a new Stock Number it is faster/easier to use the Stock Number/Selected Change process under the Catalog – Mass Changes Menu.

If the Expense Code and/or the Asset Code are changed, the record will be evaluated and a Financial Transaction will be produced, if necessary.

PREREQUISITES

If your Activity uses the Document Register, you will need to obtain an **AAR** document number. The process for obtaining the AAR document number can be found in Phase Two, page P2-19, **Obtain Miscellaneous Document Numbers**.

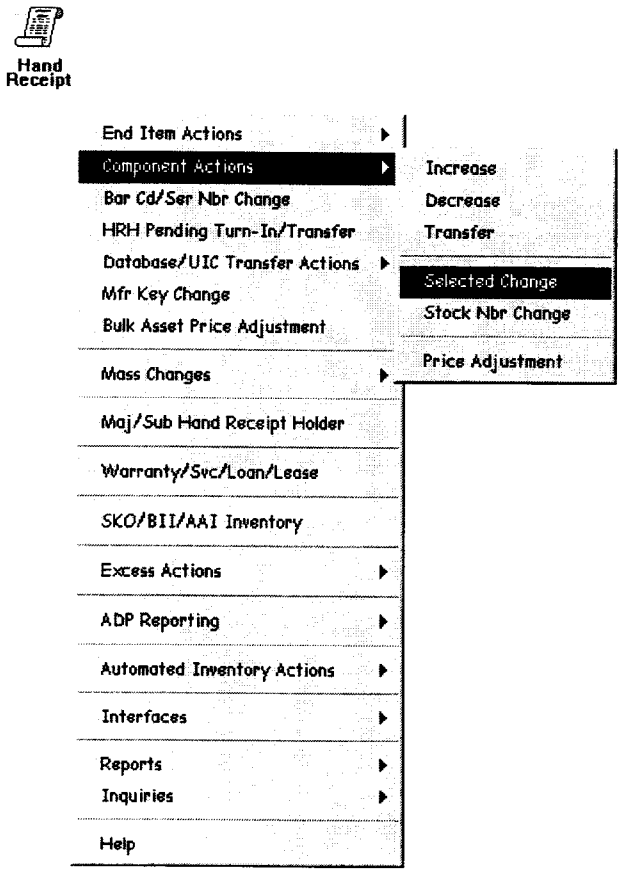
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

2. Select **Component Actions** from the program group.

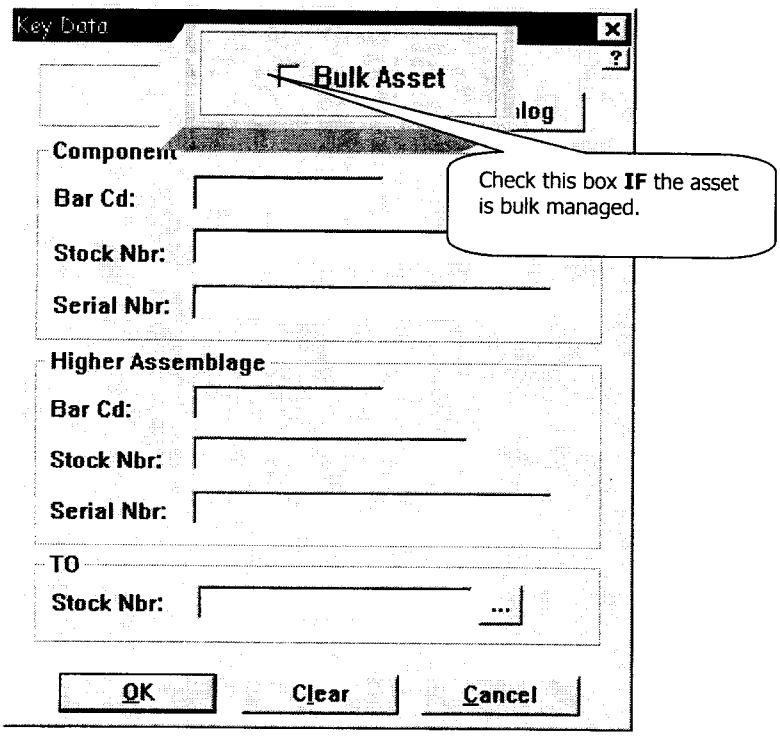
Change The Stock Number Of A Component? (Cont'd)

3. Select **Stock Nbr Chg** from the program list.

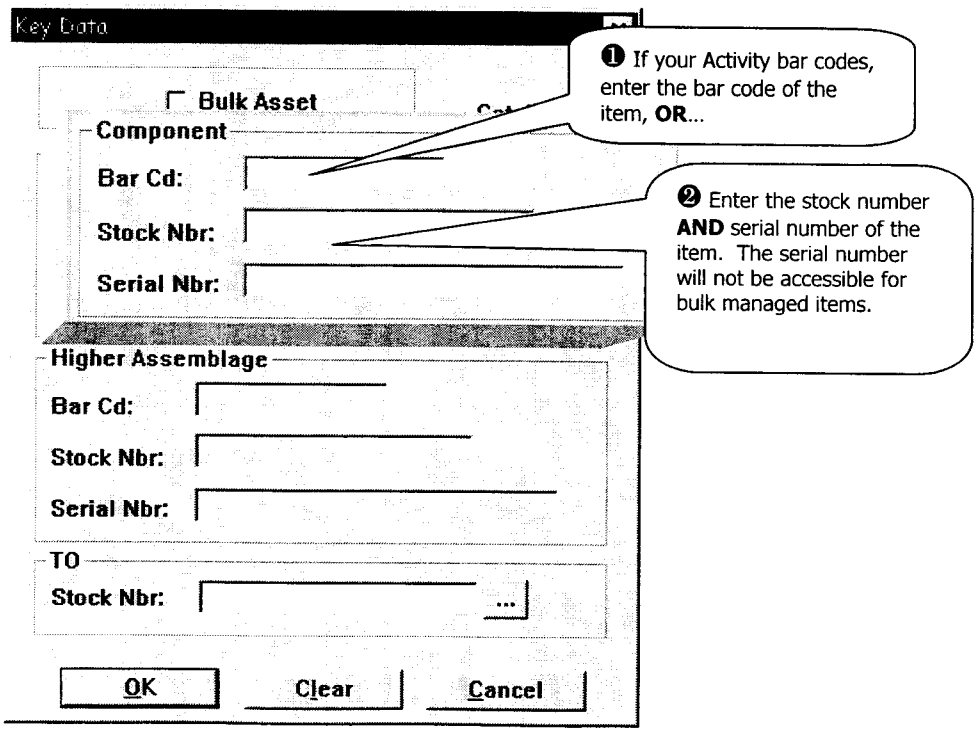


Change The Stock Number Of A Component? (Cont'd)

STEP 1:

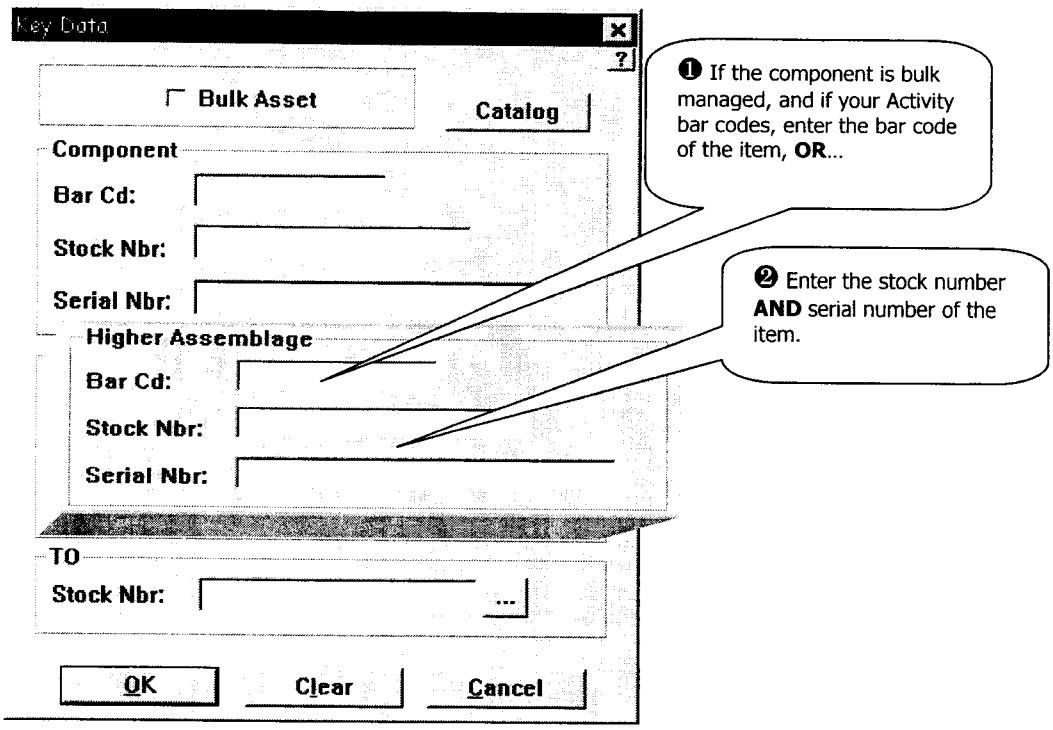


STEP 2:

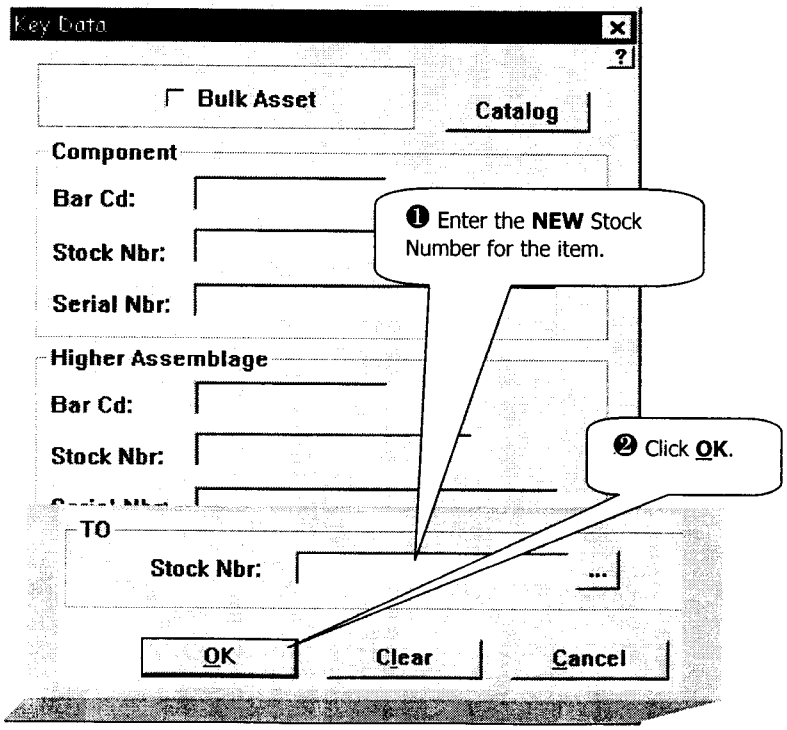


Change The Stock Number Of A Component? (Cont'd)

STEP 3:

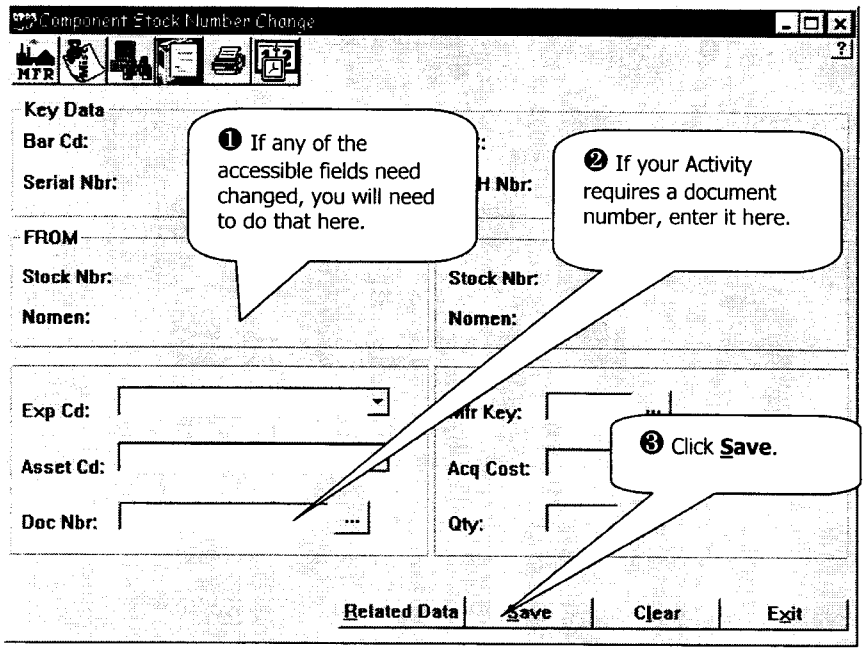


STEP 4:



Change The Stock Number Of A Component? (Cont'd)

STEP 5:



HINT!
If applicable to your Activity, check to make sure that the data is correct (DPAS will display the previous Stock Number's information). You will need to delete out the current information first and then enter the appropriate information.

SHORTCUT!
You can obtain an AAR document number from this process by selecting the button on the input screen of the Stock Number Change screen.

Change The Price Of A Component?

MODULE: Hand Receipt

INTRODUCTION

This process is used to change the Acquisition Cost of a component asset.

If the asset was originally determined to be a Capital Asset and the Price Adjustment lowers the Cost of the asset to a value below the Capital Asset Threshold, the user will be asked whether the asset should continue to depreciate. If the asset is to continue to depreciate mark the Capital Funds radio button, otherwise mark the Non-Capital Funds radio button.

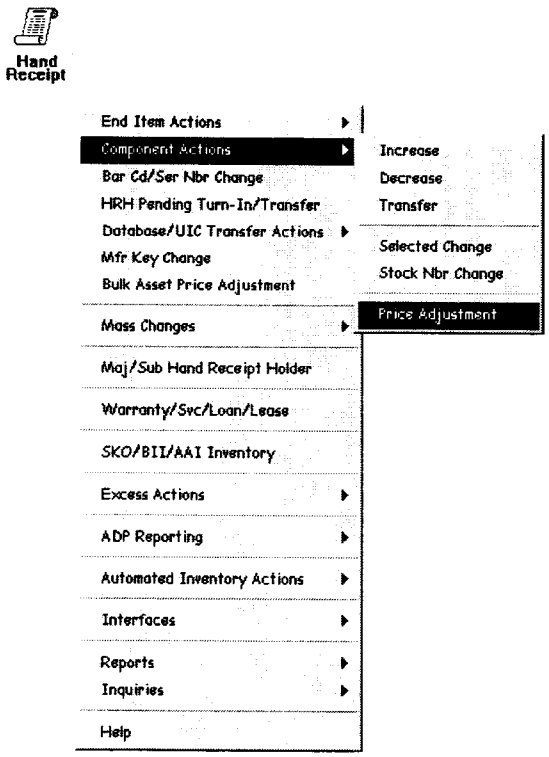
A financial transaction will be produced automatically based on the information entered.

PREREQUISITES

None

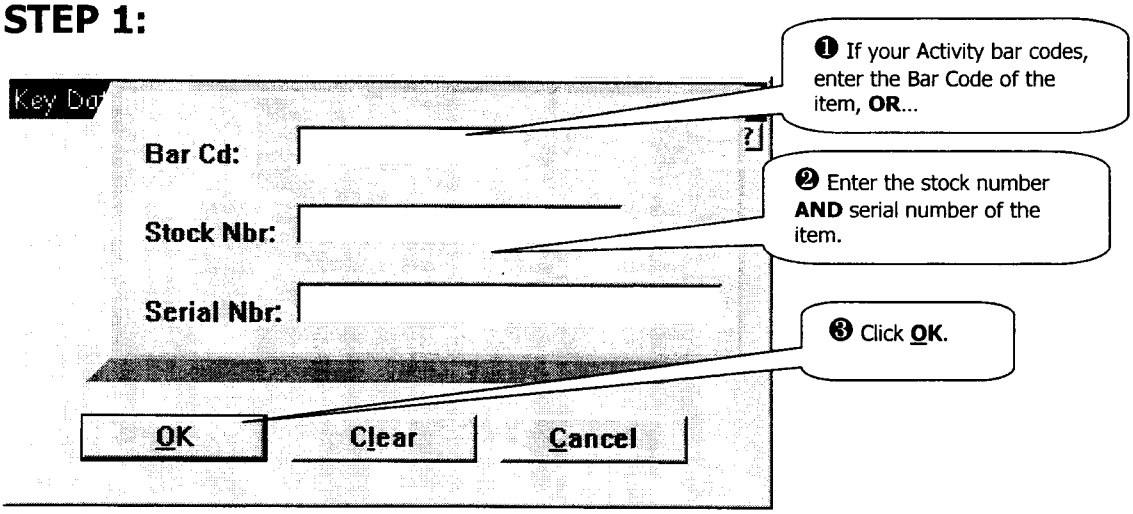
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Price Adjustment** from the program list.

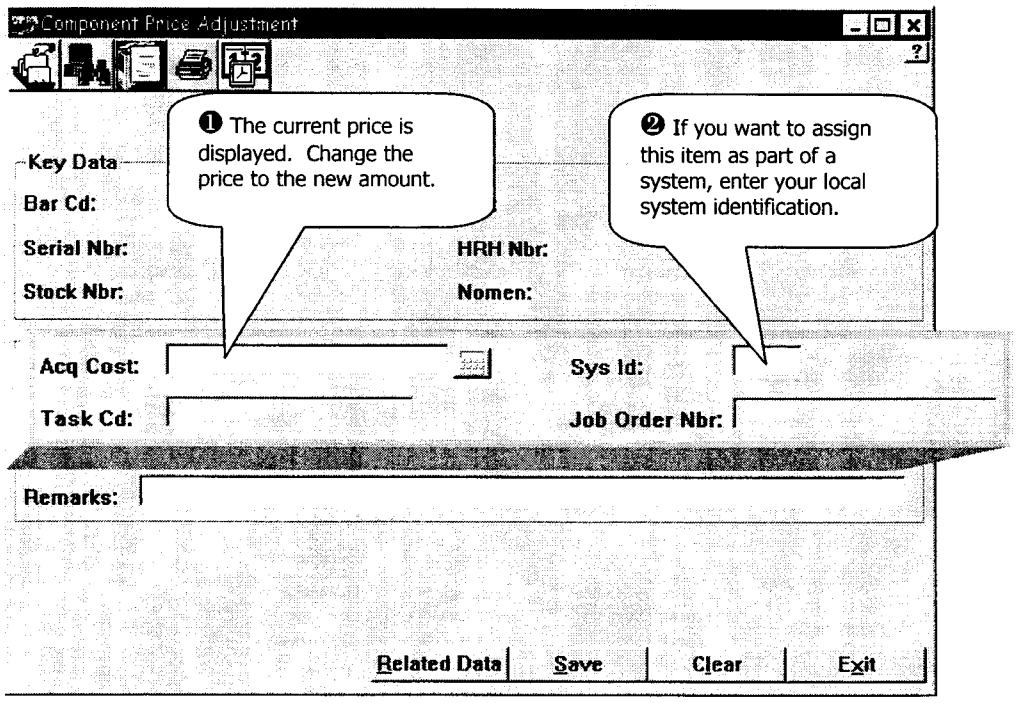


Change The Price Of A Component? (Cont'd)

STEP 1:

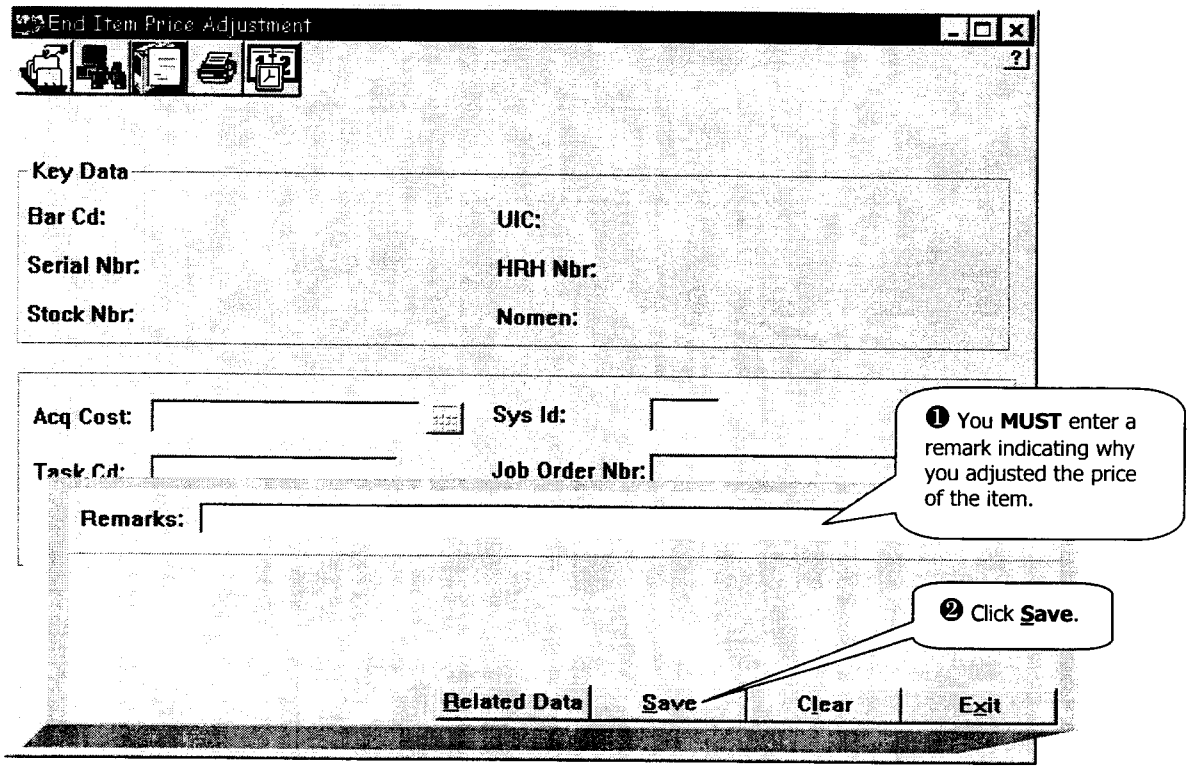


STEP 2:

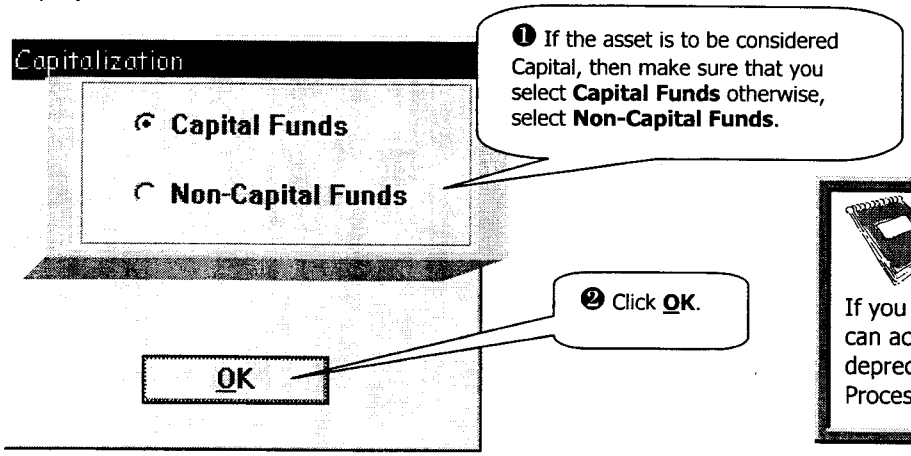


Change The Price Of A Component? (Cont'd)

STEP 3:



If the asset is capital and you adjust the amount below the threshold amount, the following is displayed:



NOTE:
If you select **Capital Funds**, you can activate the item for depreciation from the Transaction Processed dialog box.

Transfer A Component?

MODULE: Hand Receipt

INTRODUCTION

This process provides for the interactive transfer of a component between two (2) hand receipt holders and/or UIC's within the same database. All lower level components will be updated during this process. UIC security will be validated using the UIC (To). When the component is embedded (Cmpn Cost Cd = Y), the process will verify that the total cost of embedded components on the gaining assemblage does not exceed the acquisition cost on the end item. When the total cost of the embedded components on the gaining assemblage exceeds the acquisition cost, an error message will be displayed and the user will not be able to process transaction until a price change is made on the end item to include costs of the embedded components. When the UIC is changed, the applicable financial transactions will be generated for the component and all lower level components. The end item total cost will be decreased by the total acquisition cost of all non-embedded (Cmpn Cost Cd = N) components affected by this process. A transaction history record is written for each component and each depreciation/multiple cost record affected by this action. When transaction is processed a management message will be written to the Management Message Table. The transaction process box will be displayed with options OK and Mgt Msg. If user selects OK, the key data dialog box will be displayed. If the user selects Mgt Msg, a dialog box will be displayed listing all management messages written by the user, program and UIC. When record is selected, user will be able to enter data in the user message text area.

PREREQUISITES

If your Activity uses the DPAS Document Register module, you must create a Lateral Transfer document.

If your activity uses the DPAS Authorization Module, a valid authorization must exist for each asset being transferred in.

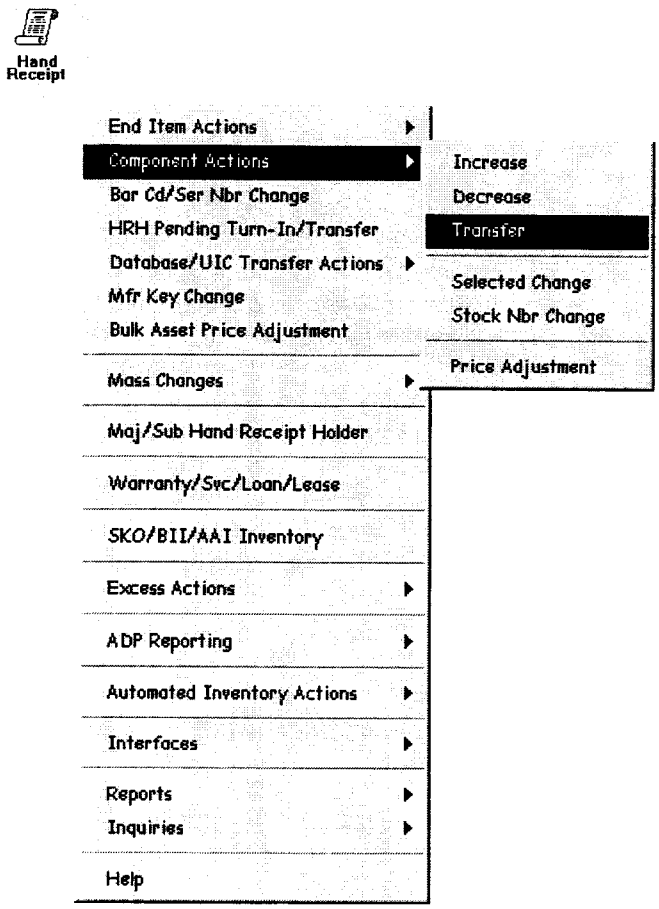
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

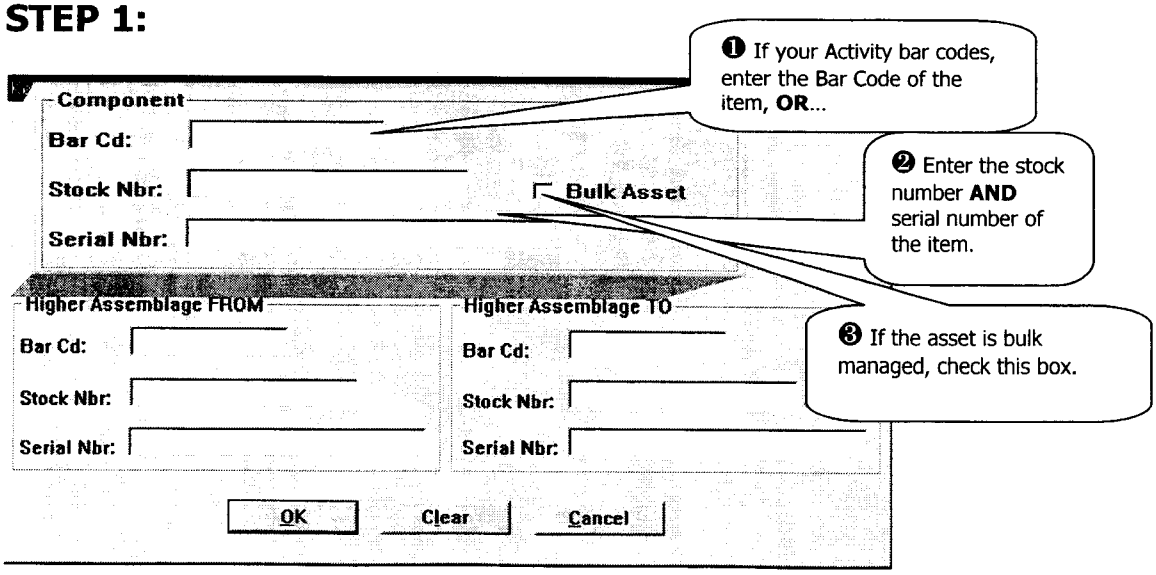
2. Select **Component Actions** from the program group.

Transfer A Component? (Cont'd)

3. Select **Transfer** from the program list.

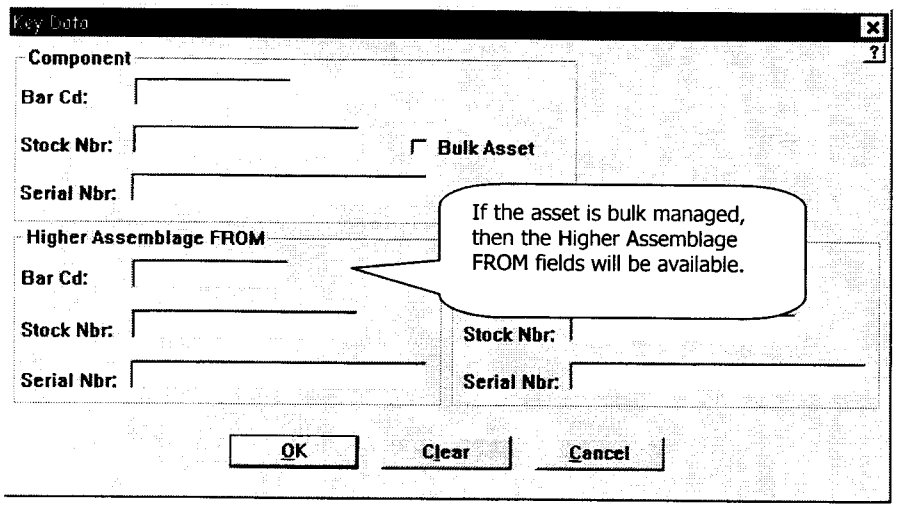


STEP 1:

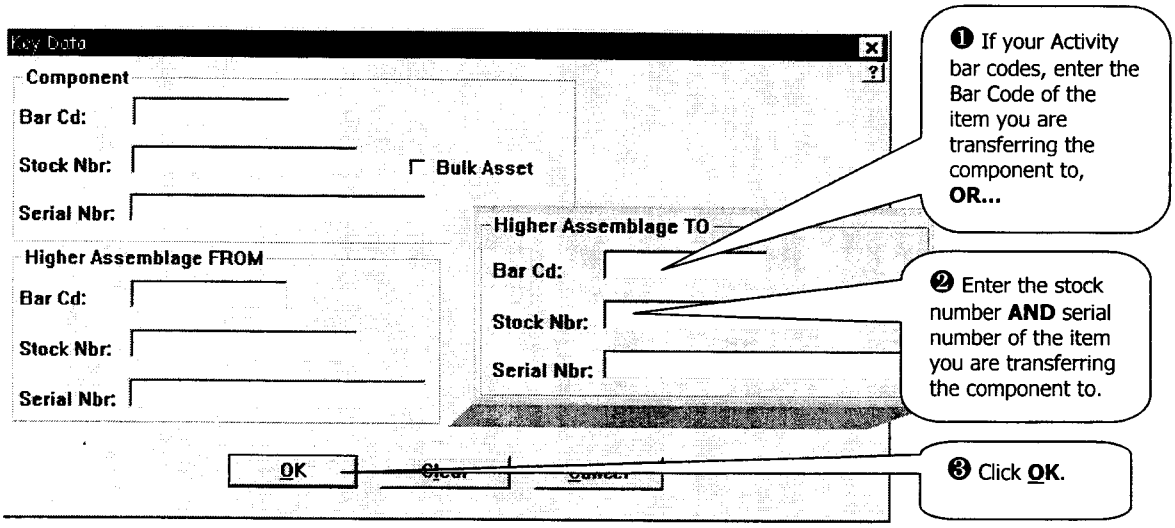


Transfer A Component? (Cont'd)

STEP 2:

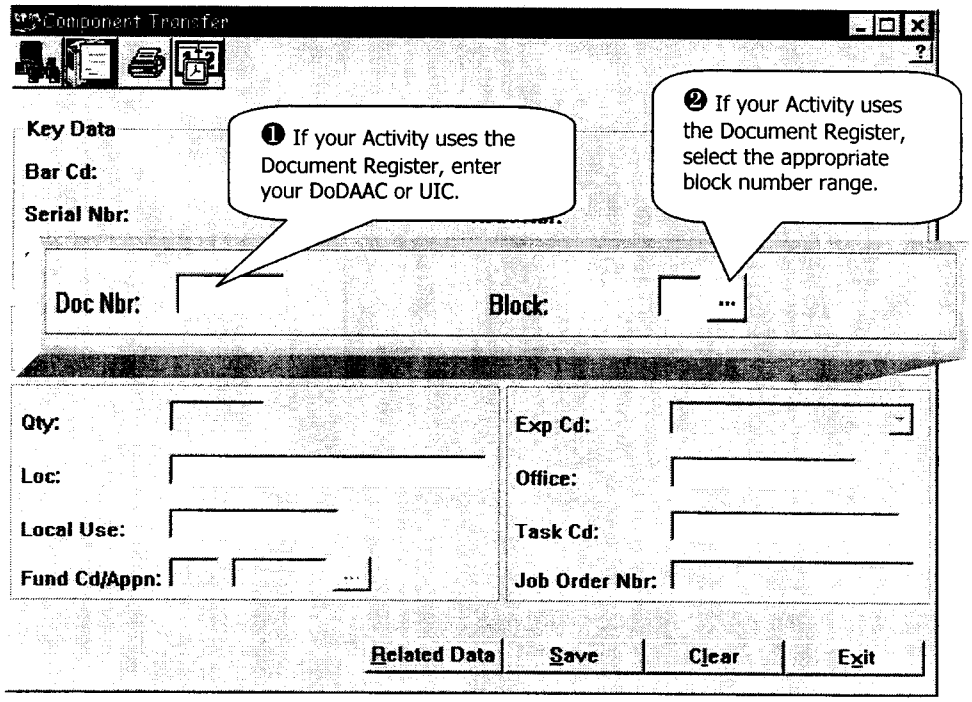


STEP 3:

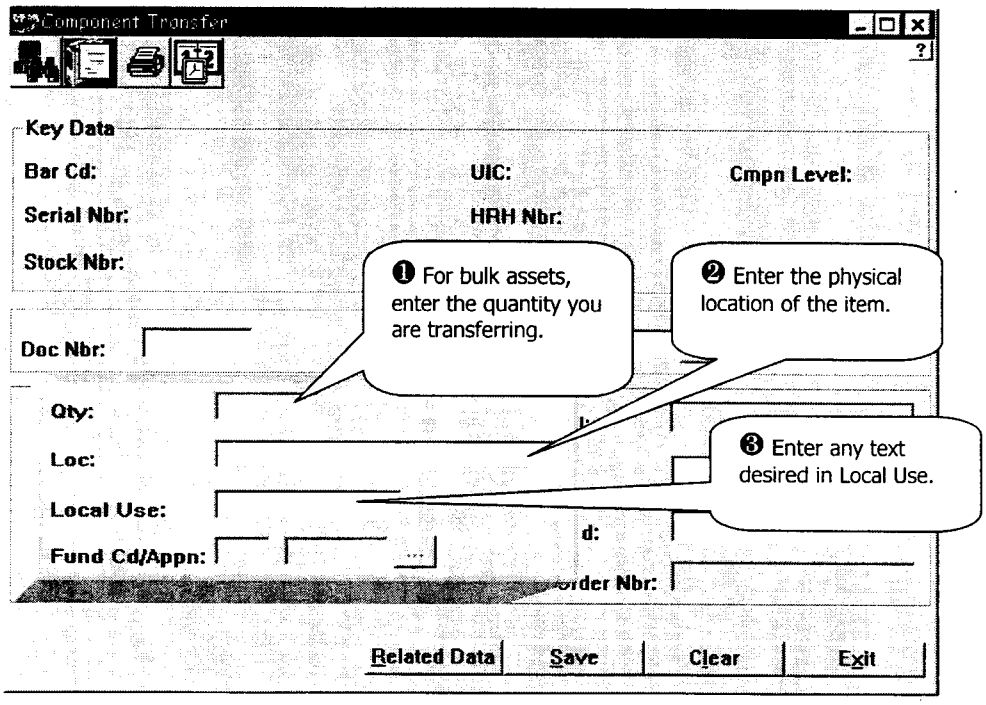


Transfer A Component? (Cont'd)

STEP 4:

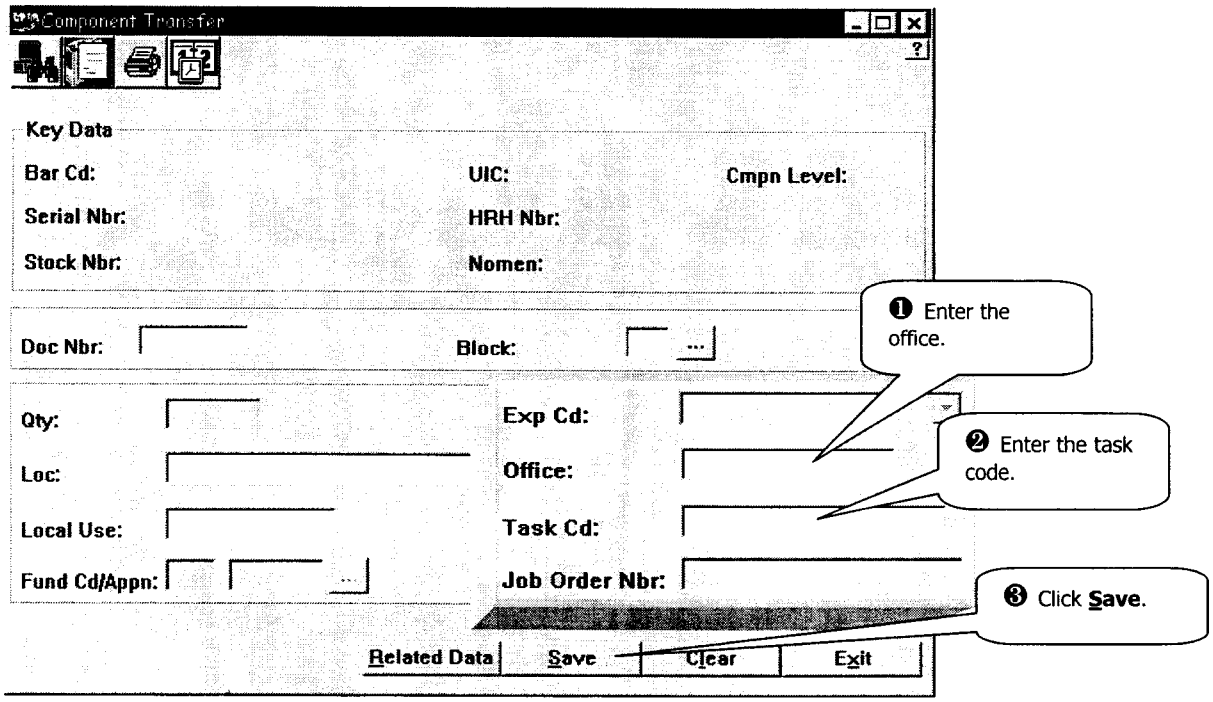


STEP 5:



Transfer A Component? (Cont'd)

STEP 6:



NOTE:
You can activate the item for depreciation from the Transaction Processed dialog box.

Configure An SKO, BII, Or AAI?

MODULE: Catalog

INTRODUCTION

This process will show you how you can configure Sets, Kits, and Outfits (SKO), Basic Issue Items (BII), or Additional Authorized Items (AAI).

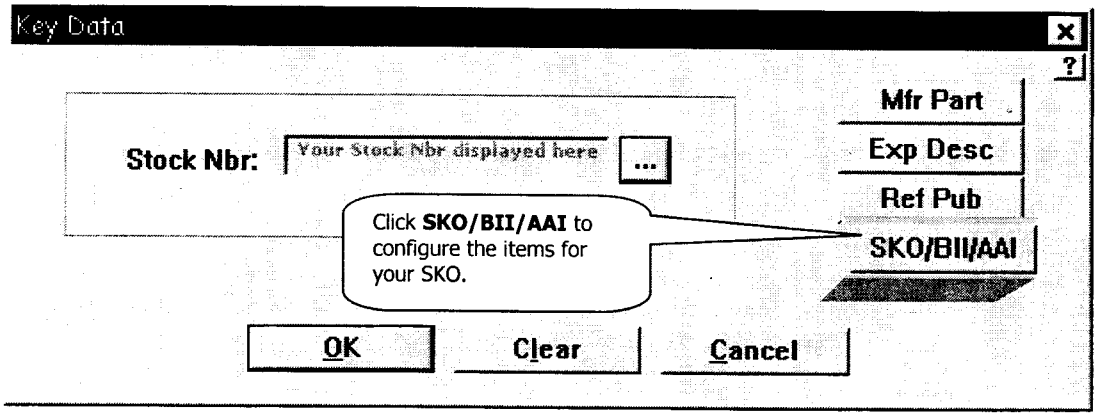
PREREQUISITES

The main item will need to be cataloged. The configuration items do not need to be cataloged. Follow the steps from Phase One, page P1-7, **Adding A Catalog Record**. Make sure that when you catalog the item, you indicate the appropriate Reference Code. If the Reference Code is N/A, DPAS will not allow you to configure your SKO/BII/AAI.

STEPS TO PERFORM ACTION

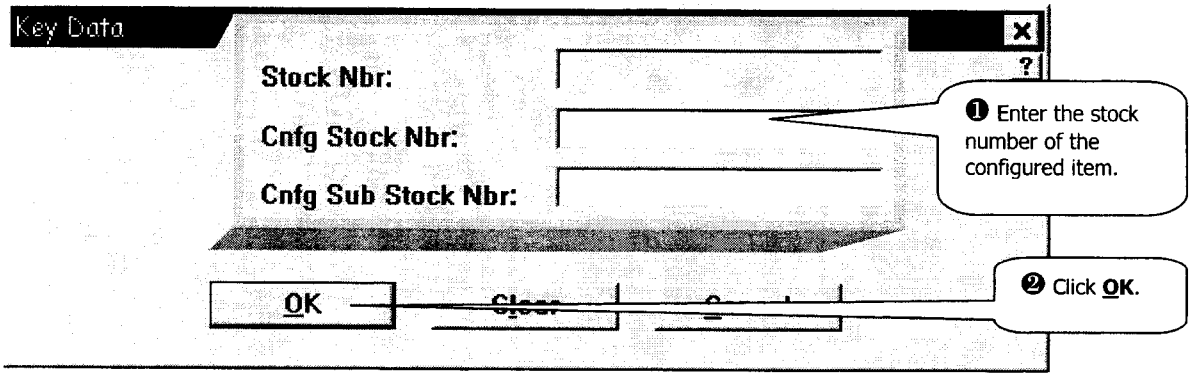
Once you have cataloged your asset, the Catalog Key Data screen is returned and the four buttons that were once grayed out, are now accessible to you.

STEP 1:



Configure An SKO, BII, Or AAI? (Cont'd)

STEP 2:

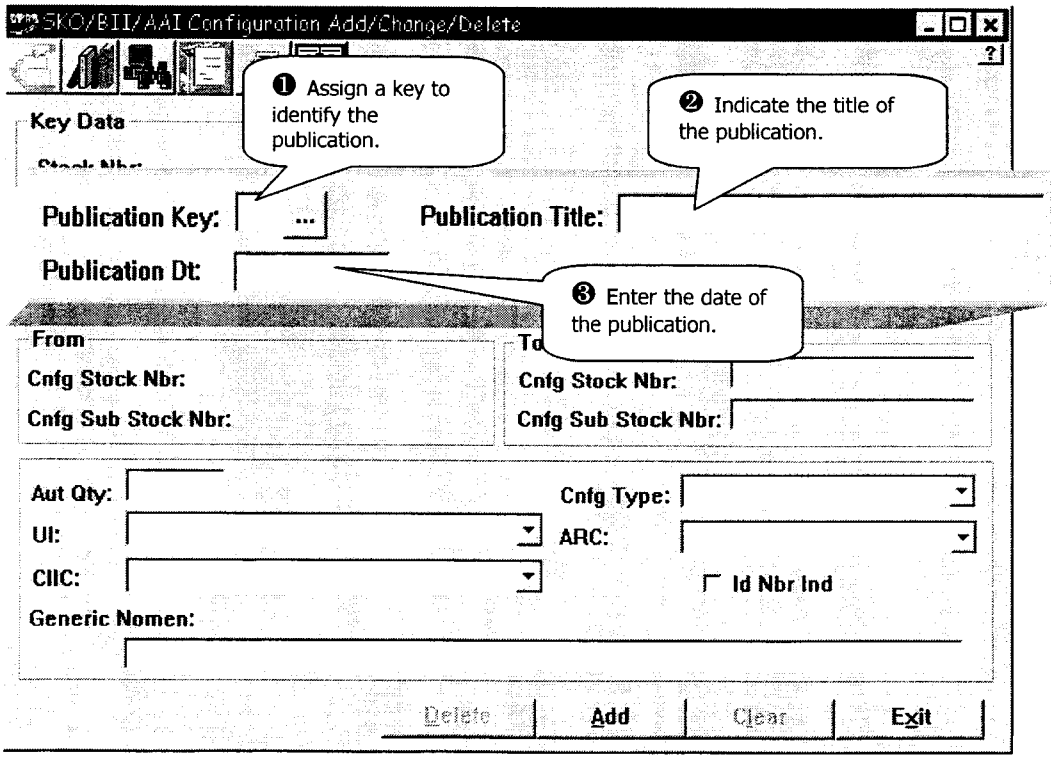


HINT!

Before you can add the **Configuration Sub Stock Number**, the **Configuration Stock Number** must first be configured on the SKO Table.

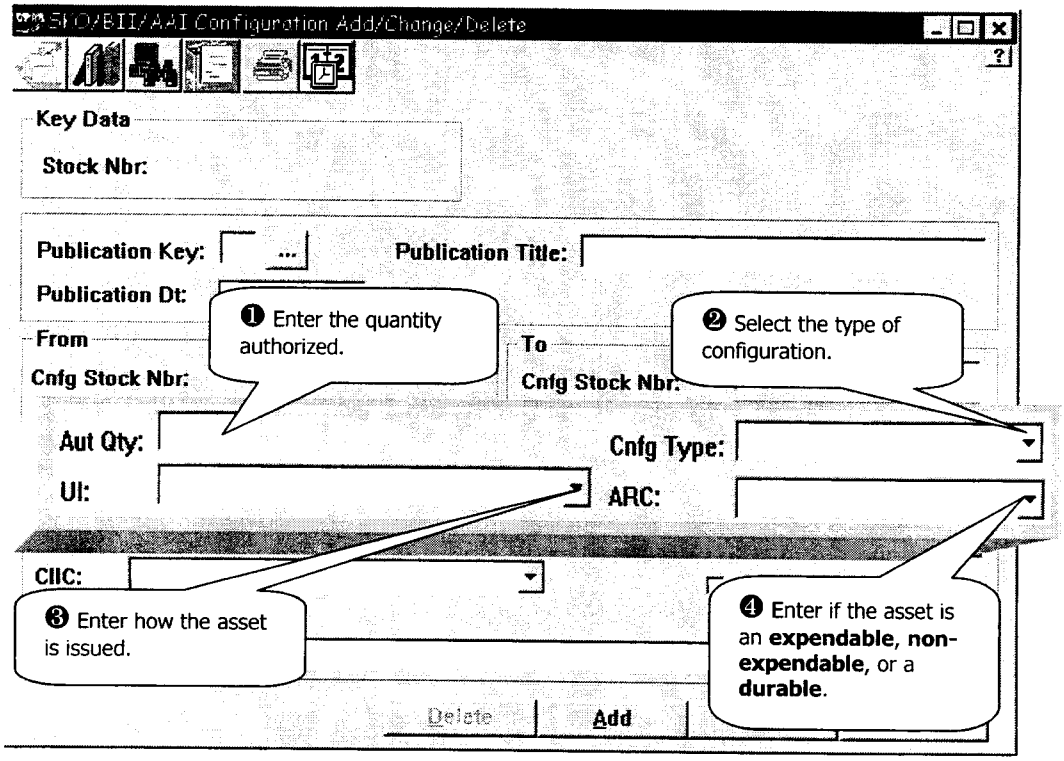
The configuration stock number and configuration sub stock numbers of an SKO do not need to be cataloged.

STEP 3:



Configure An SKO, BII, Or AAI? (Cont'd)

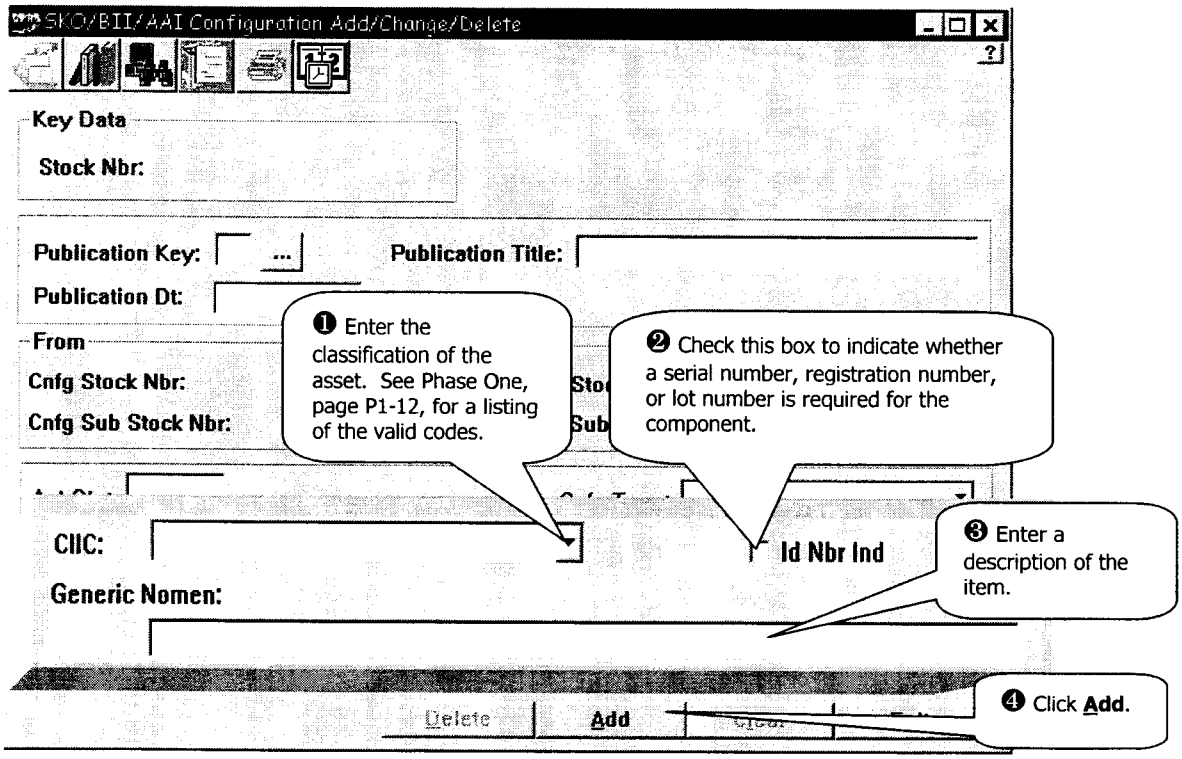
STEP 4:



Configuration Types
A – Additional Authorized Item
B – Basic Issue Item
C - Component

Configure An SKO, BII, Or AAI? (Cont'd)

STEP 5:



If you want to add a **Configuration Sub Stock Number**, when the key data screen is returned, enter the configuration stock number **AND** the configuration sub stock number.

Add An SKO, BII, Or AAI To My Property Book?

MODULE: Hand Receipt

INTRODUCTION

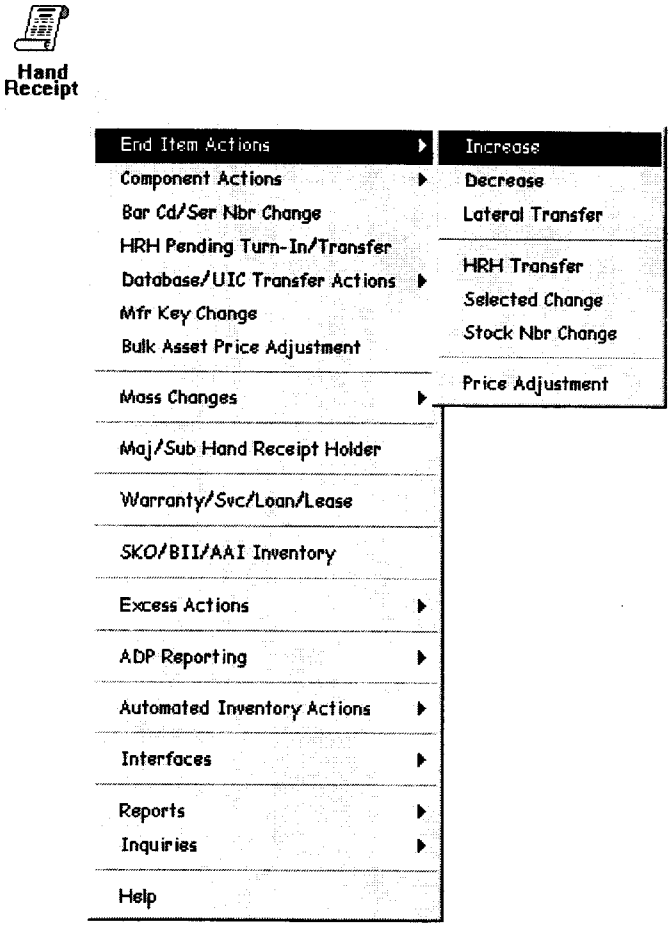
Once you have configured your SKO/BII/AAI, you will be able to add it to your property book.

PREREQUISITES

If your Activity uses the Document Register and/or the Authorizations, you will first need to obtain the appropriate information. Refer to Phase One, page P1-32, **Requesting A Document Number**, and page P1-26, **Adding Authorizations**.

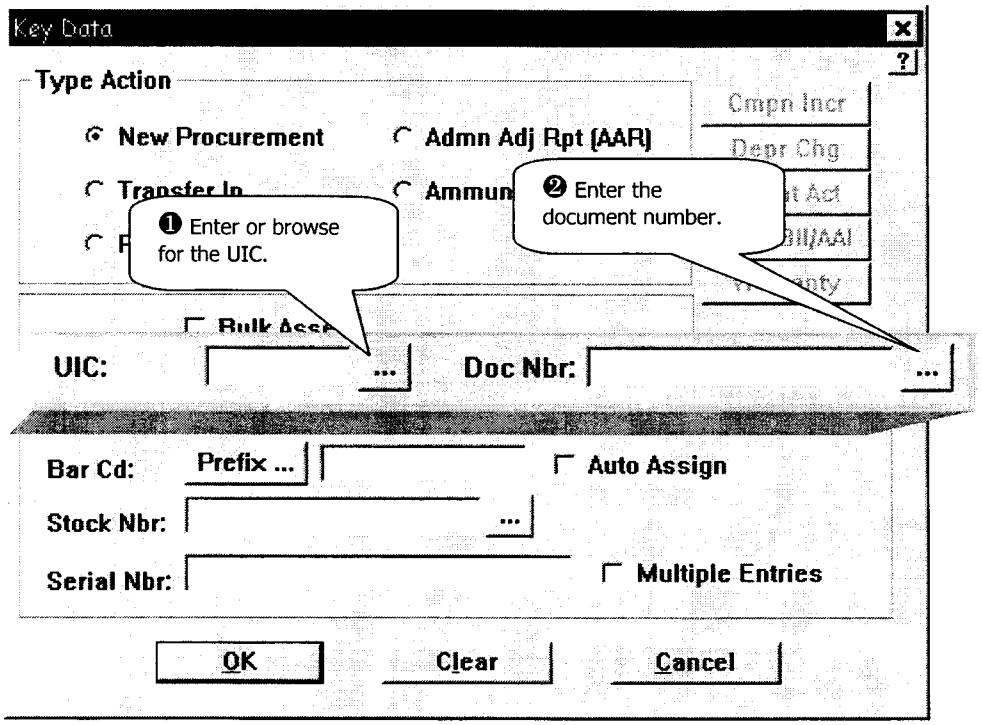
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.

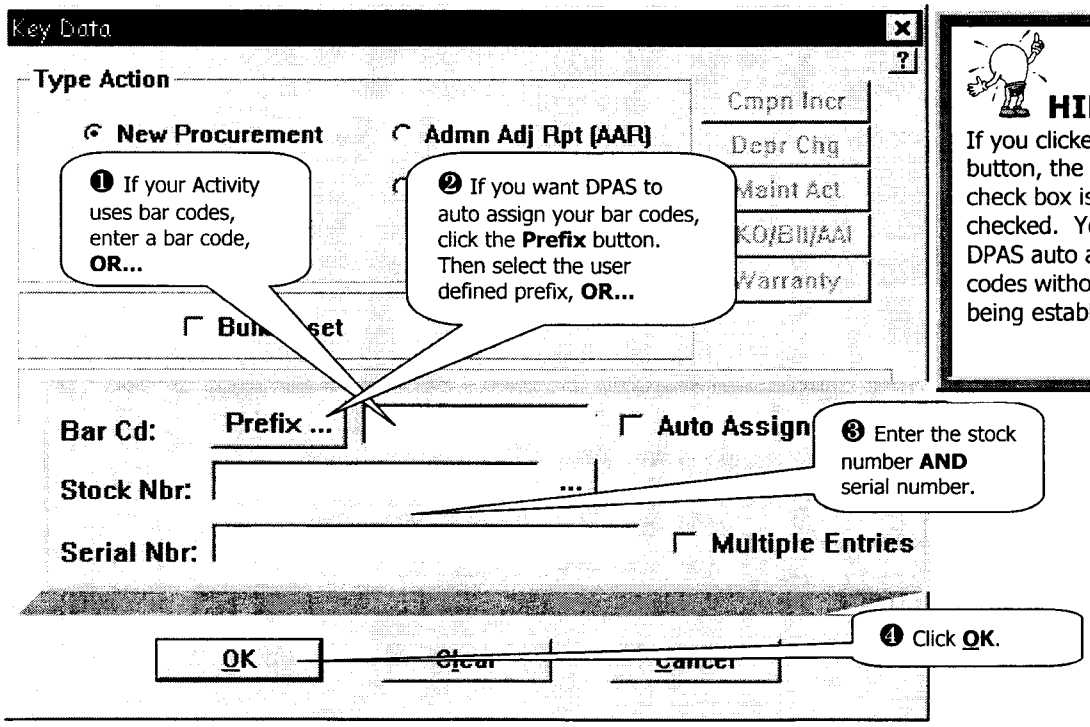


Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 1:



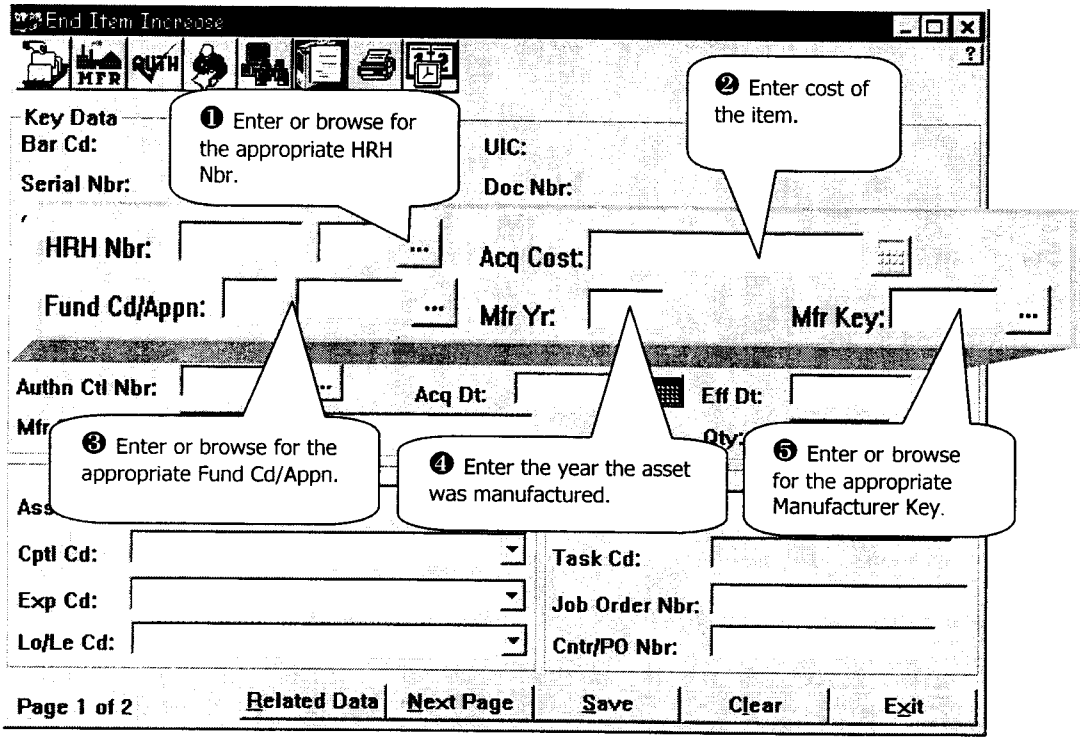
STEP 2:



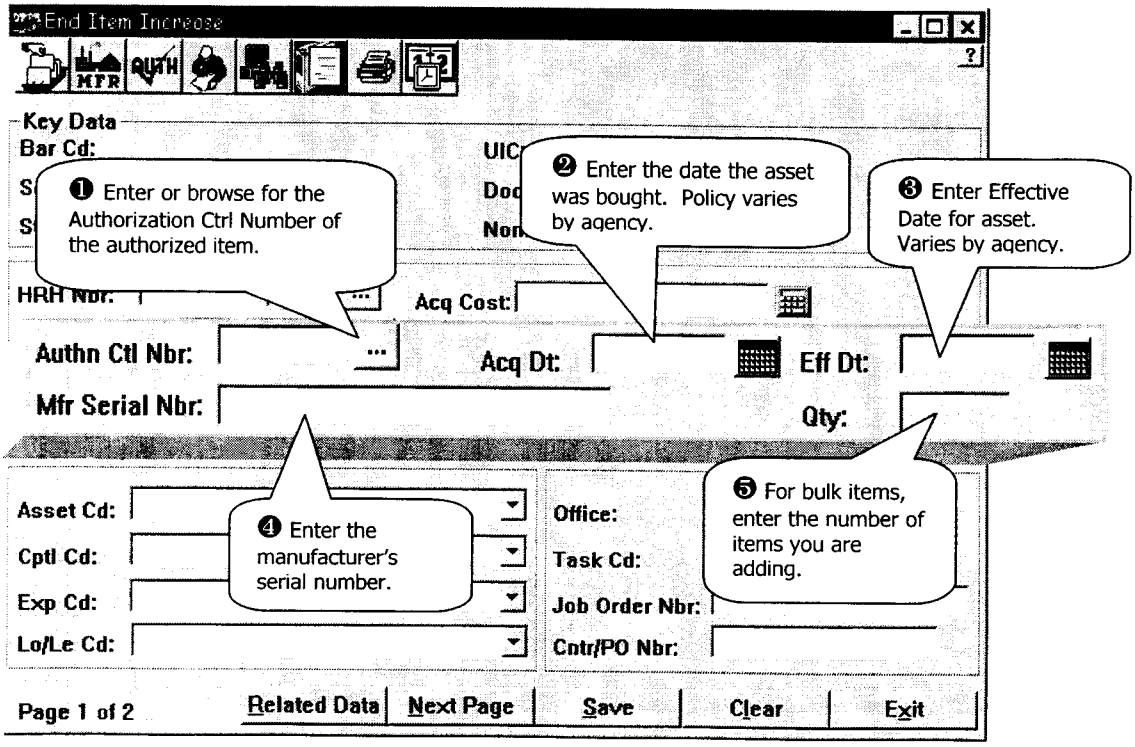
HINT!
If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 3:

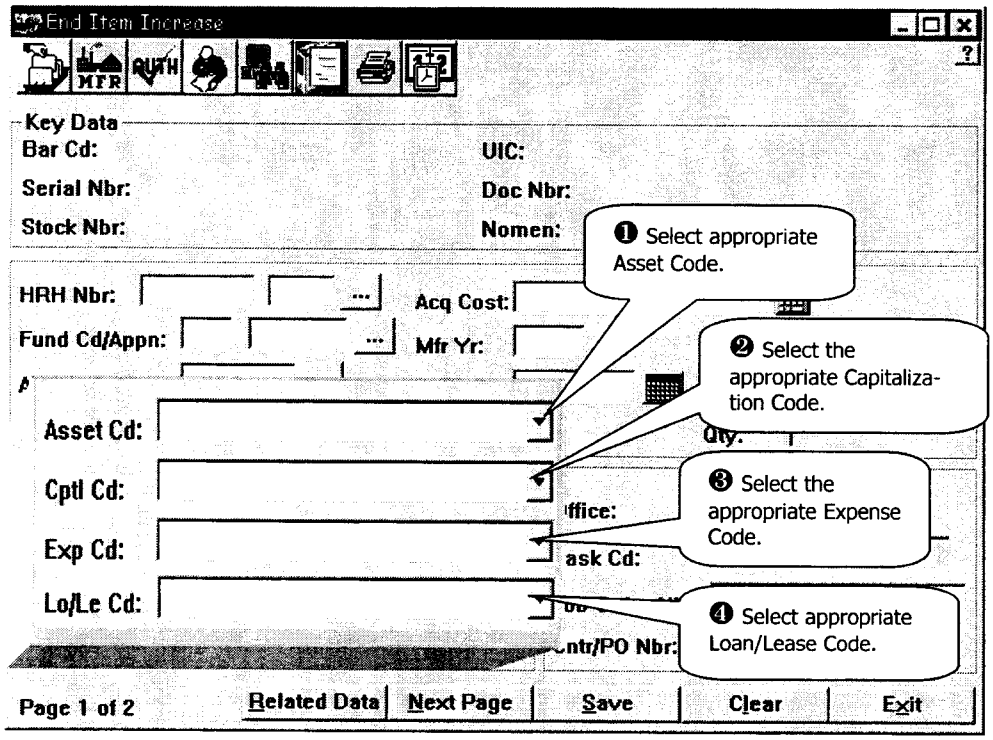


STEP 4:

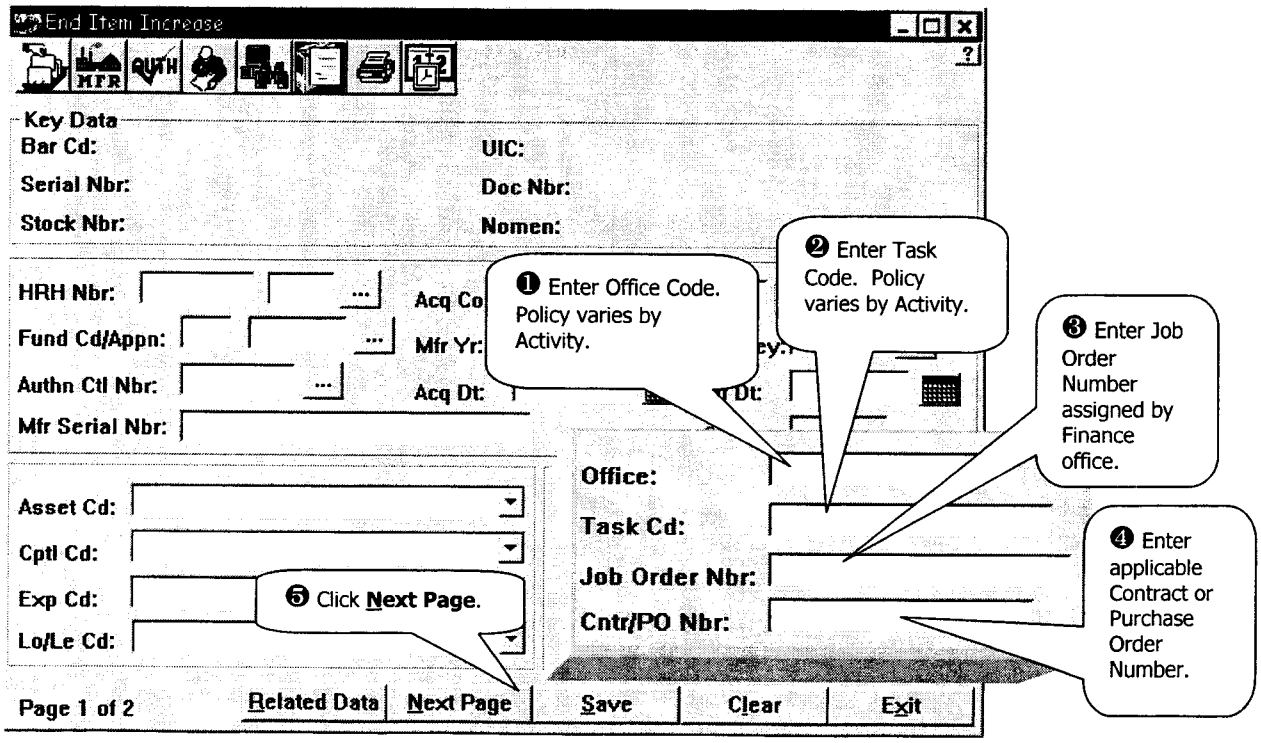


Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 5:

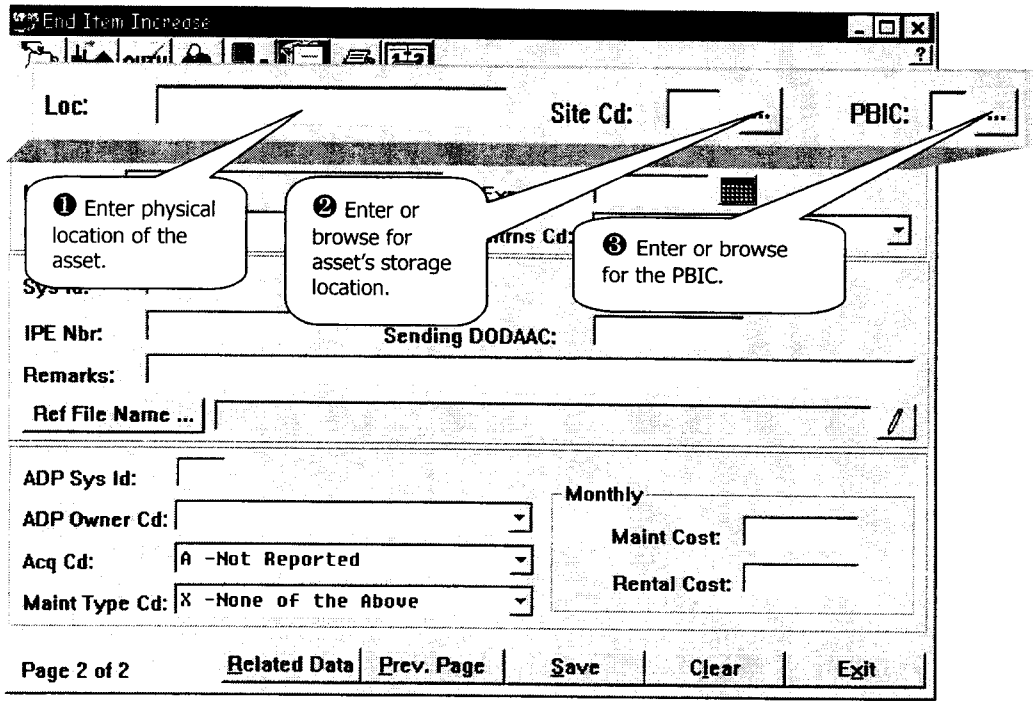


STEP 6:

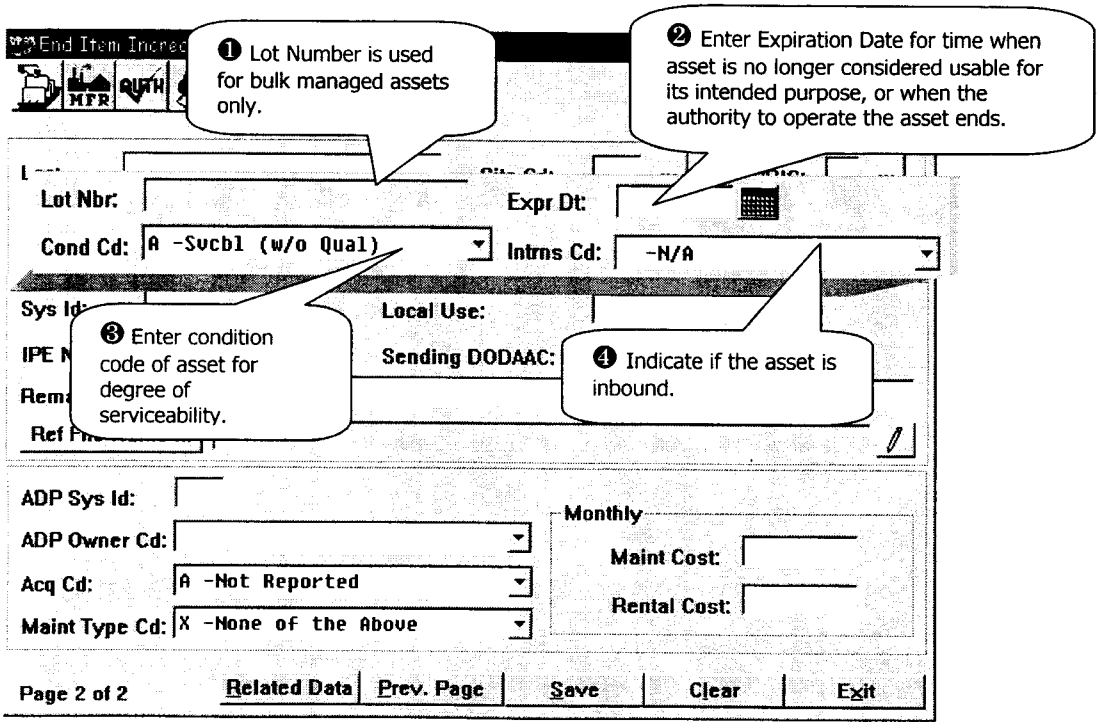


Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 7:

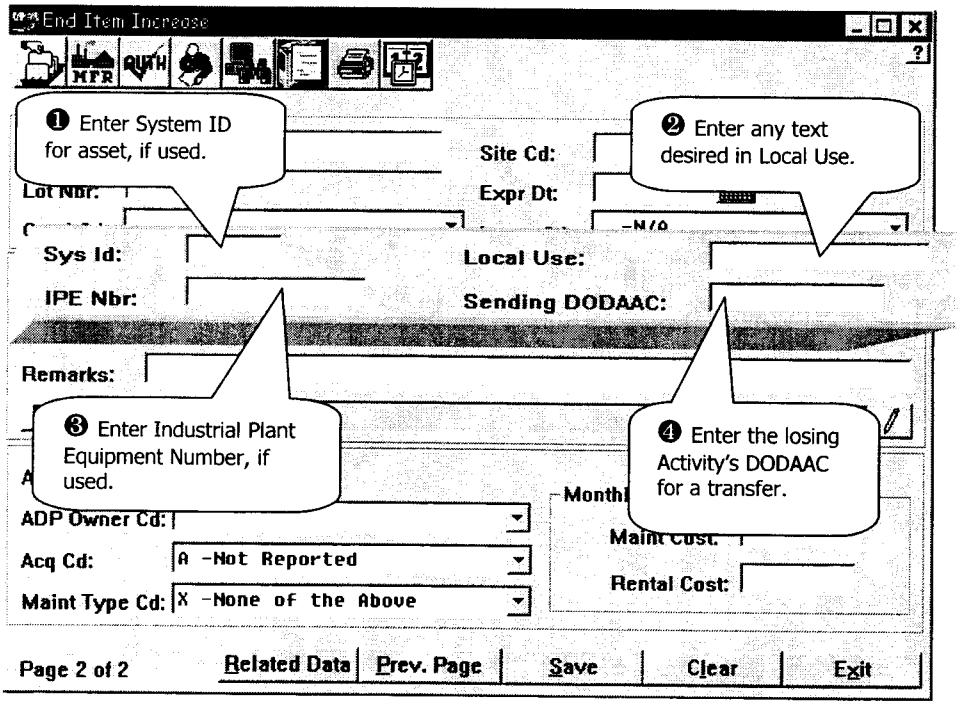


STEP 8:

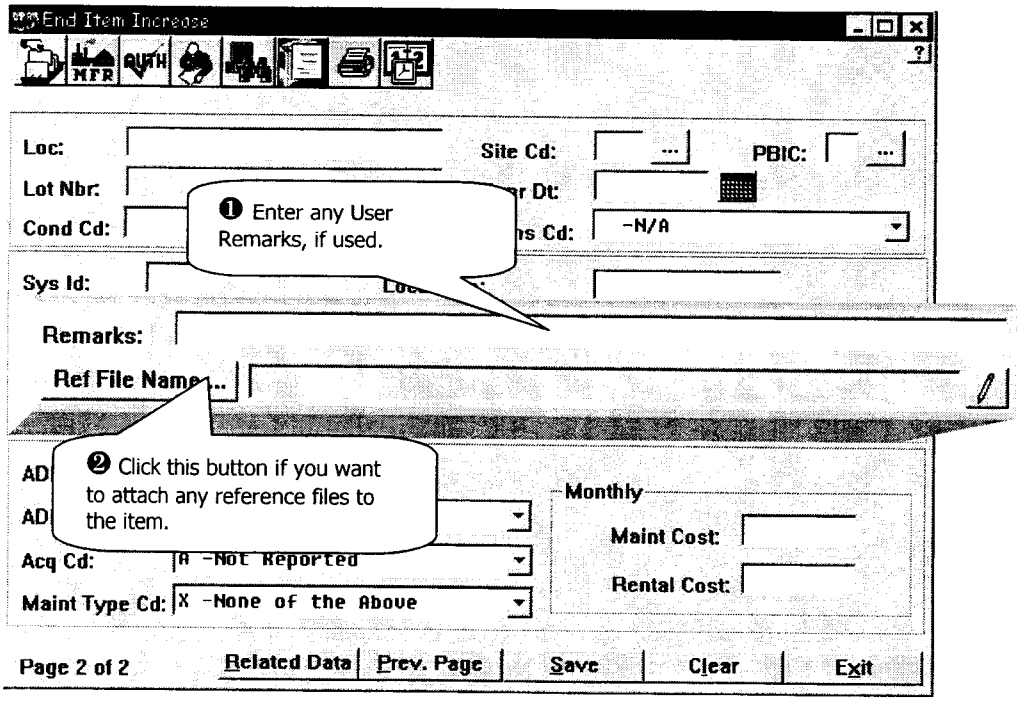


Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 9:

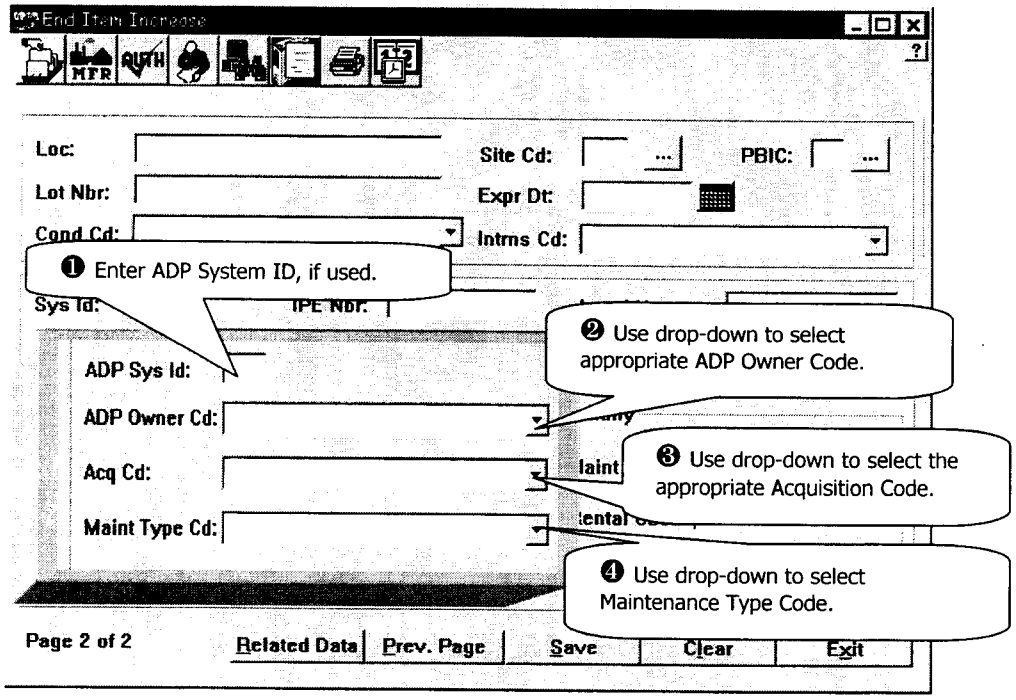


STEP 10:

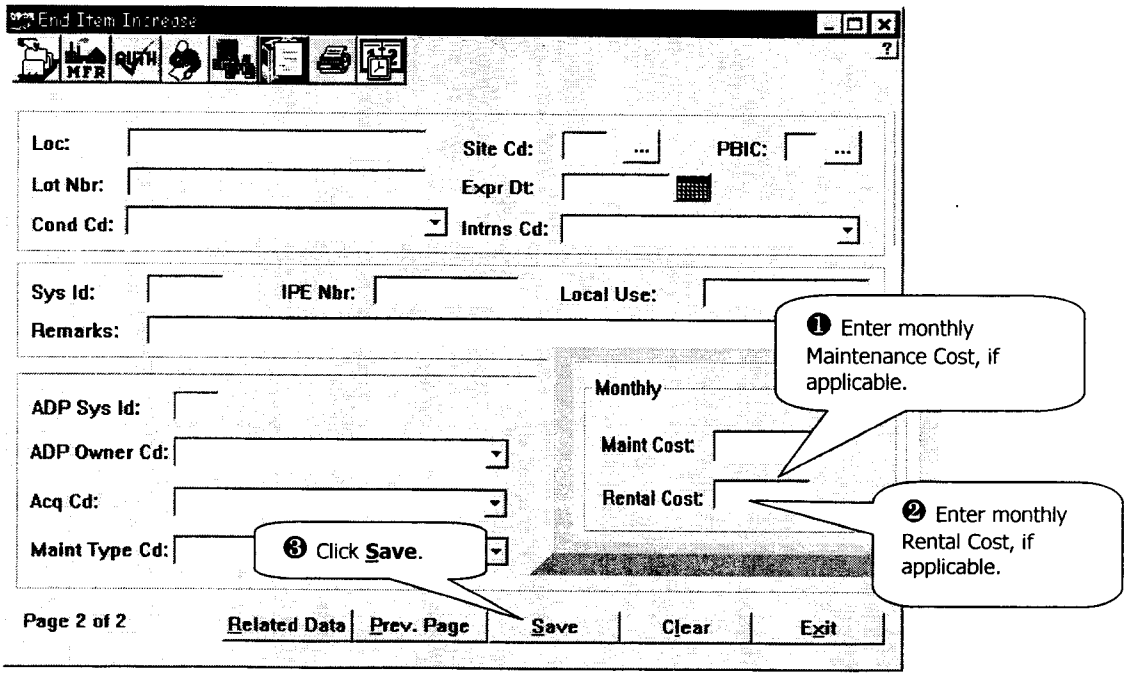


Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 11:



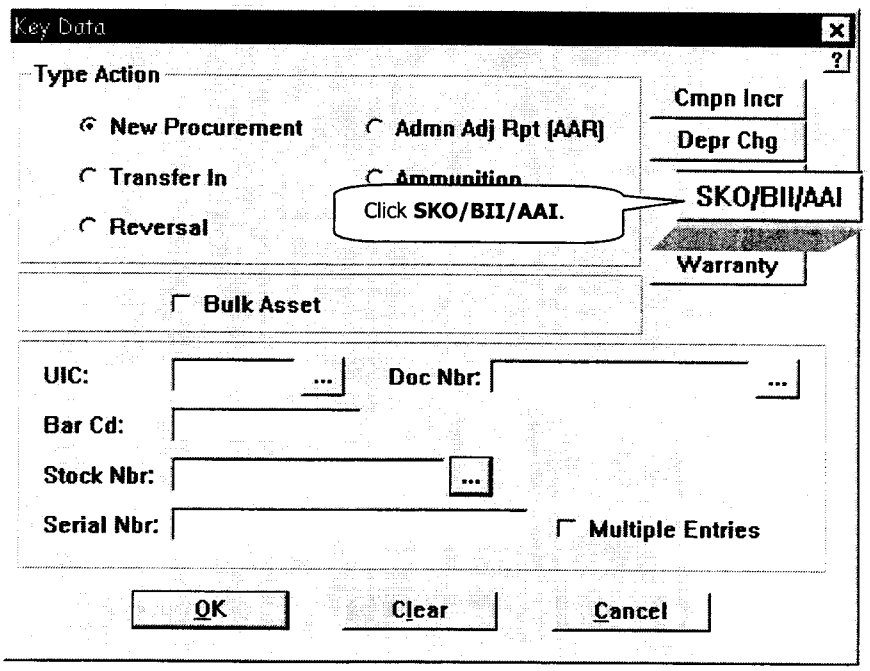
STEP 12:



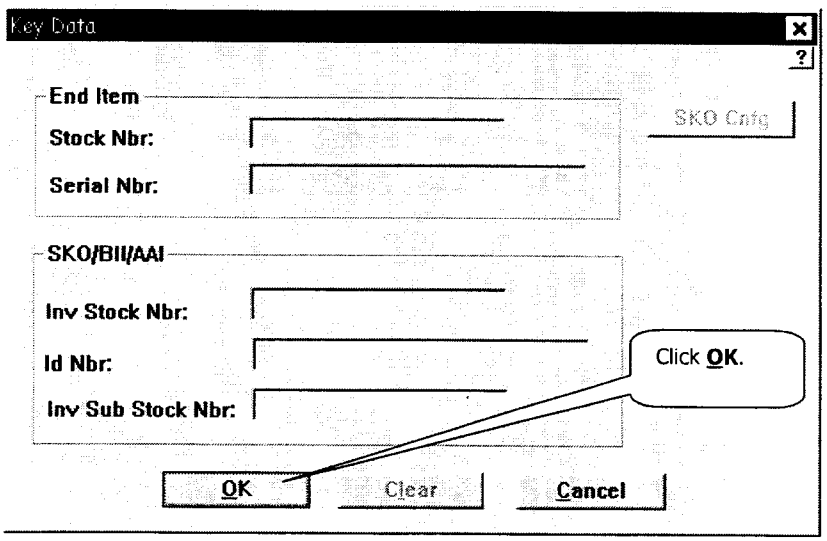
Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

Once the transaction is processed, DPAS will return to the Key Data screen. You will be able to add the serial numbers for the items that were configured, if necessary, by following steps 13 through 15.

STEP 13:



STEP 14:



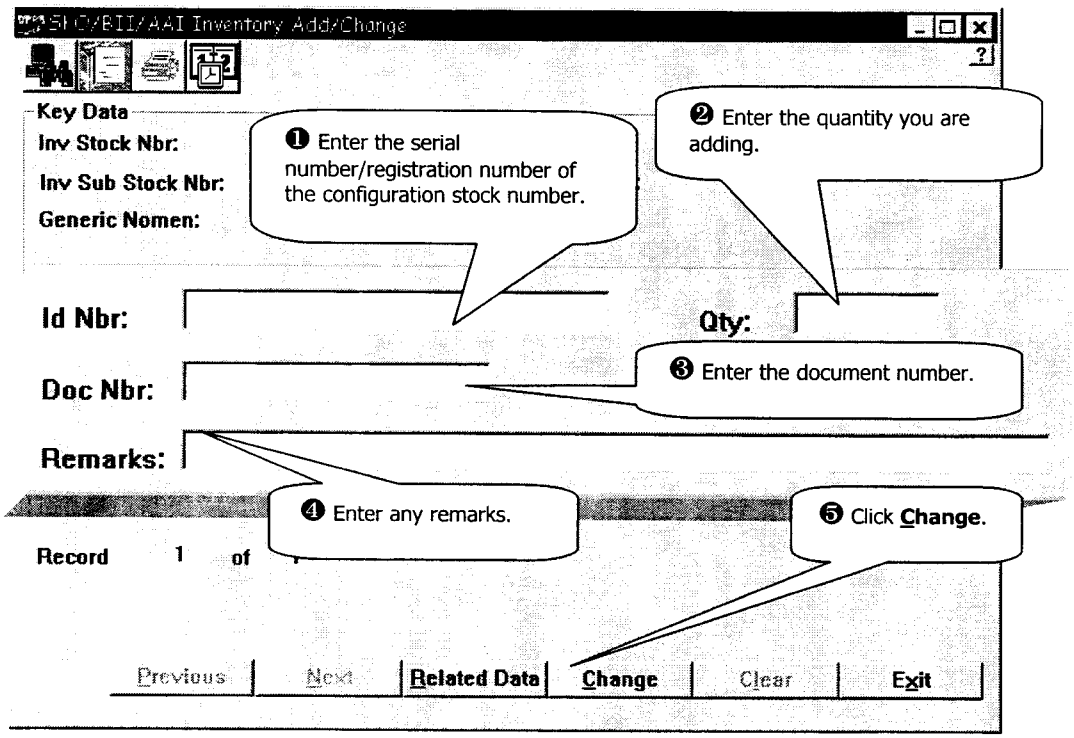
HINT!

DPAS will return the SKO Inventory Key Data screen, but all fields are not accessible.

The Stock Nbr/Serial Nbr are displayed for the End Item.

Add An SKO, BII, Or AAI To My Property Book? (Cont'd)

STEP 15:



Add Improvement Costs?

MODULE: Accounting

INTRODUCTION

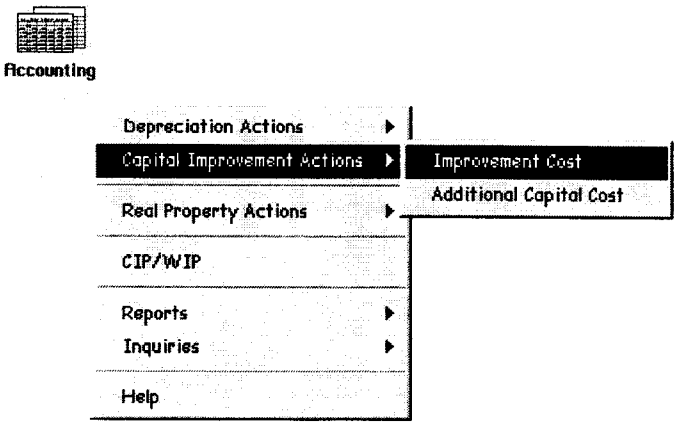
This section outlines the procedures for adding improvement costs to capital assets in DPAS.

PREREQUISITES

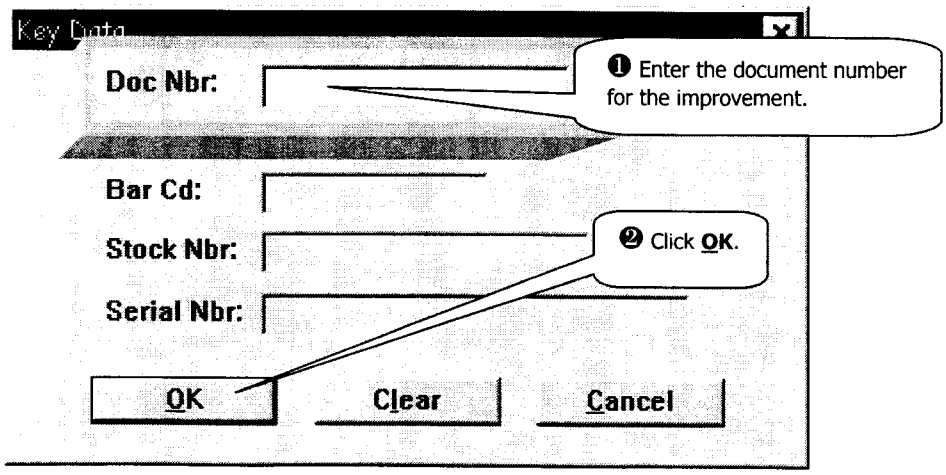
None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2, Select **Capital Improvement Actions** from the program group.
3. Select **Improvement Cost** from the program list.

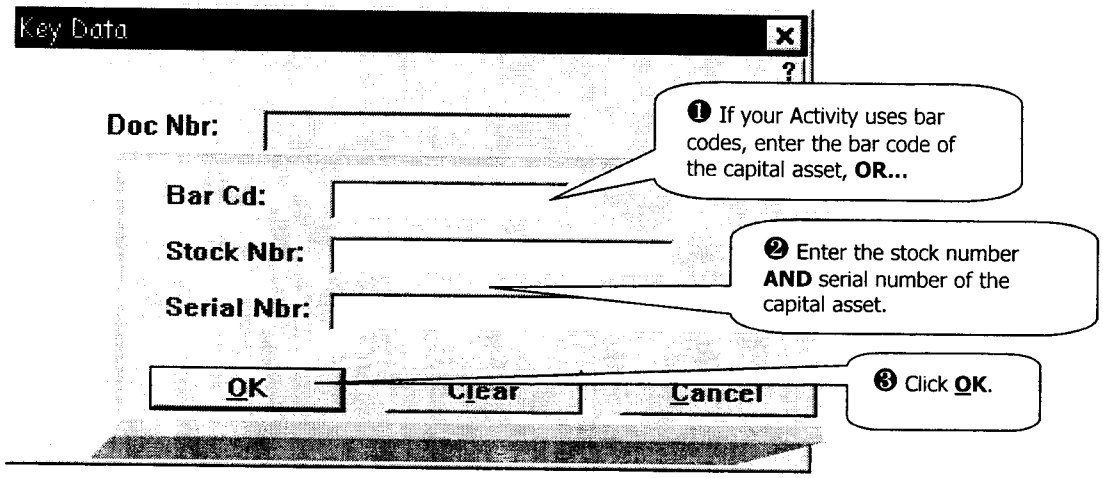


STEP 1:

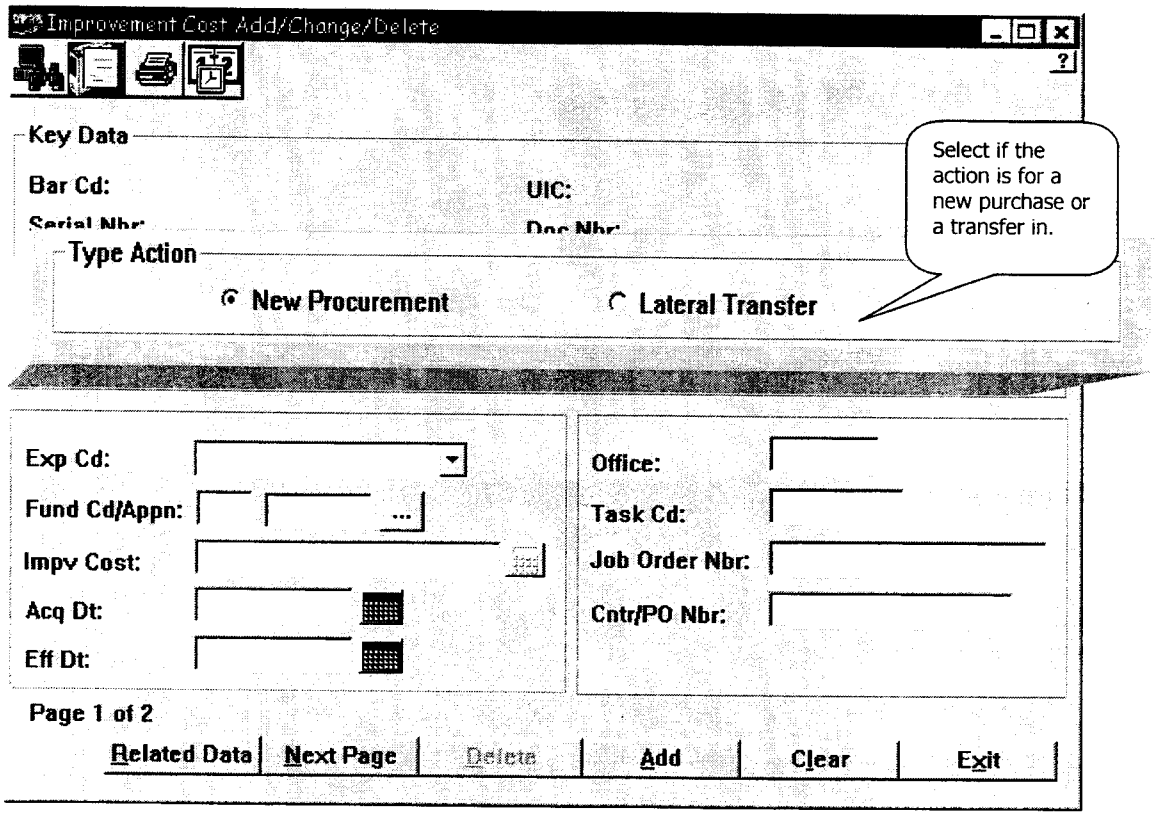


Add Improvement Costs? (Cont'd)

STEP 2:

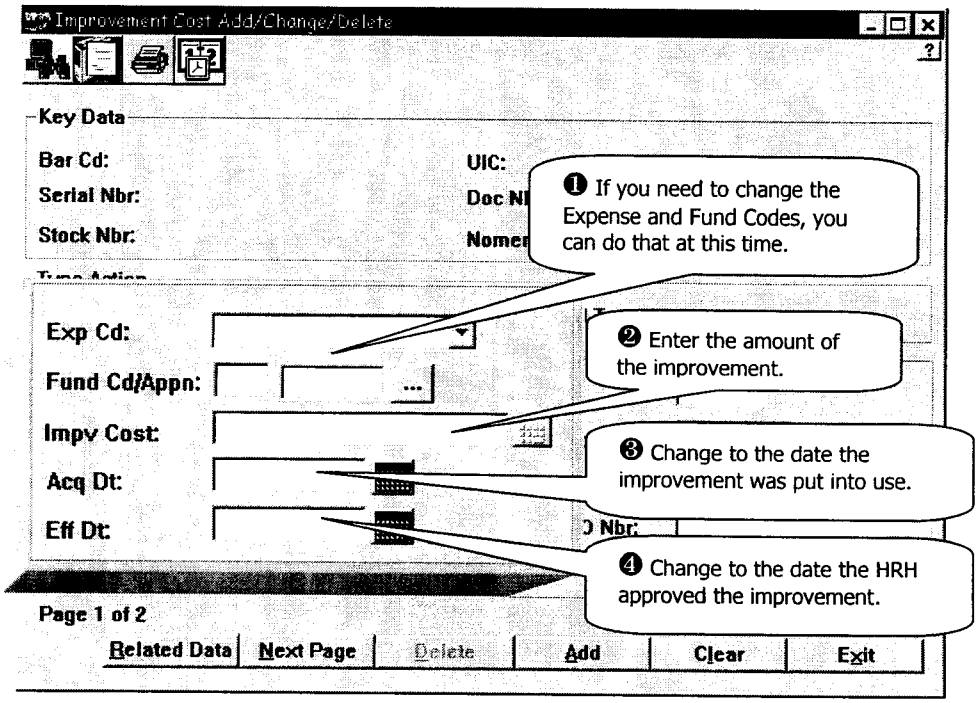


STEP 3:



Add Improvement Costs? (Cont'd)

STEP 4:



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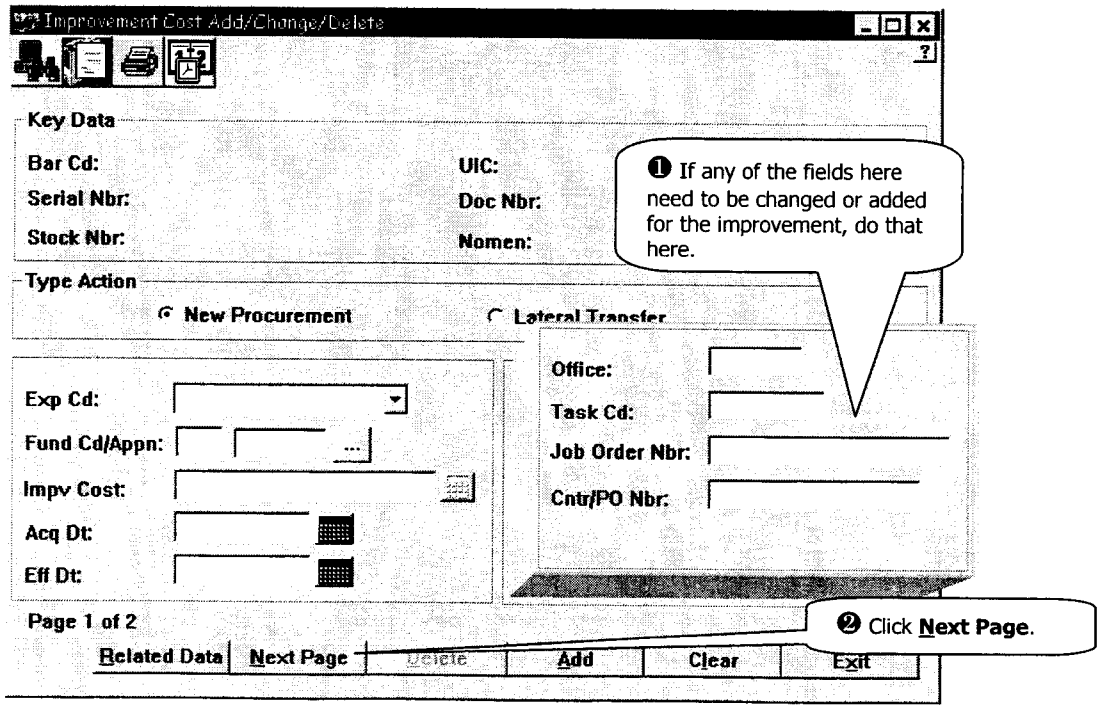
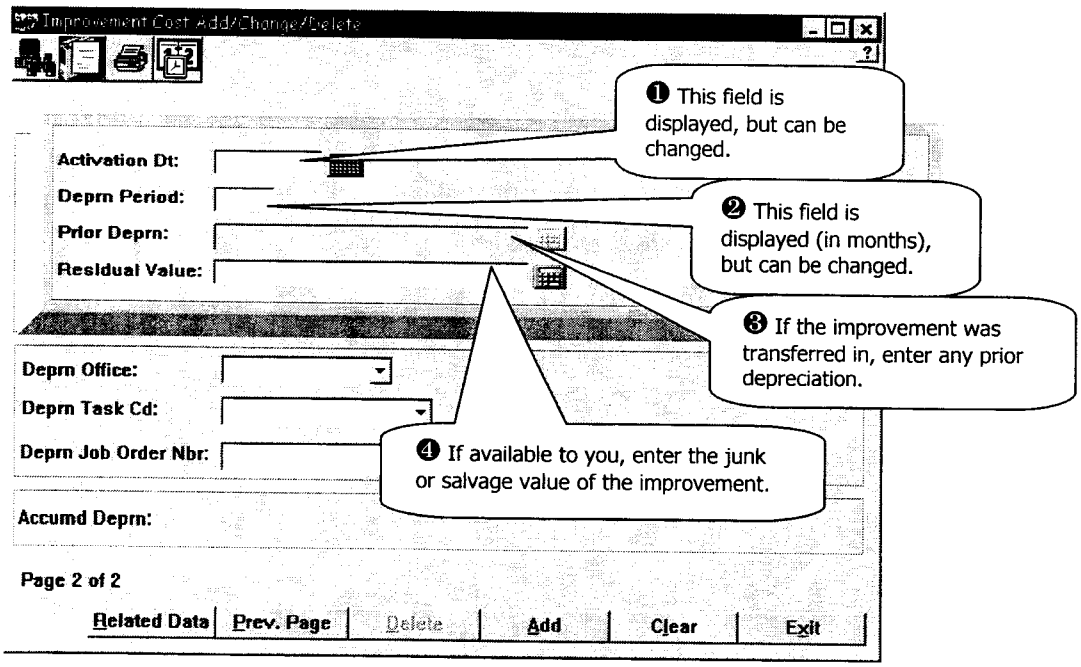
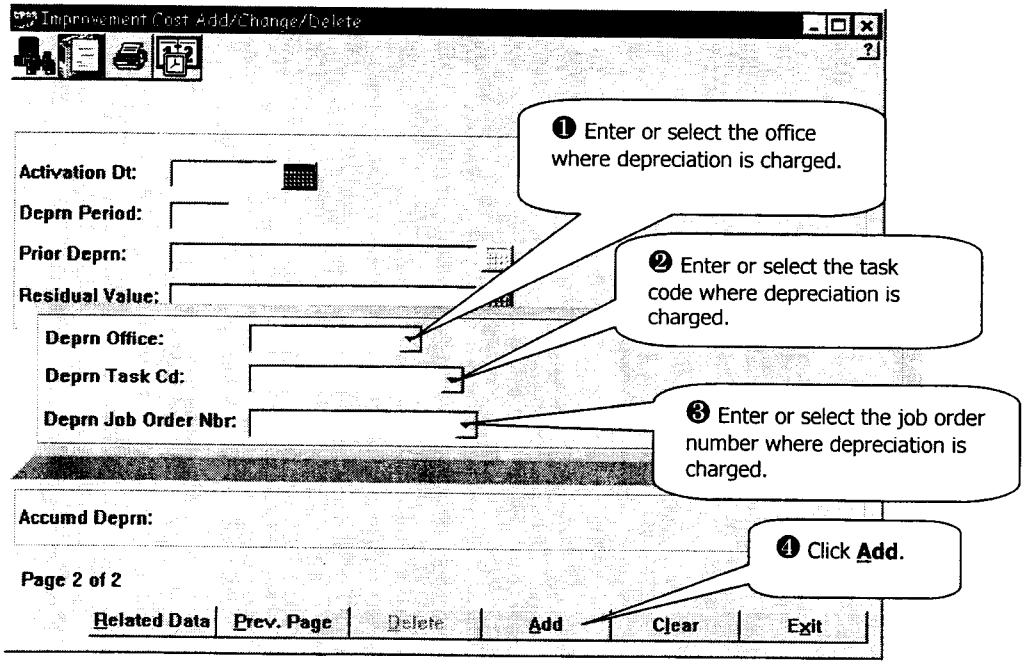


Add Improvement Costs? (Cont'd)

STEP 6:



STEP 7:



Add Additional Capital Costs?

MODULE: Accounting

INTRODUCTION

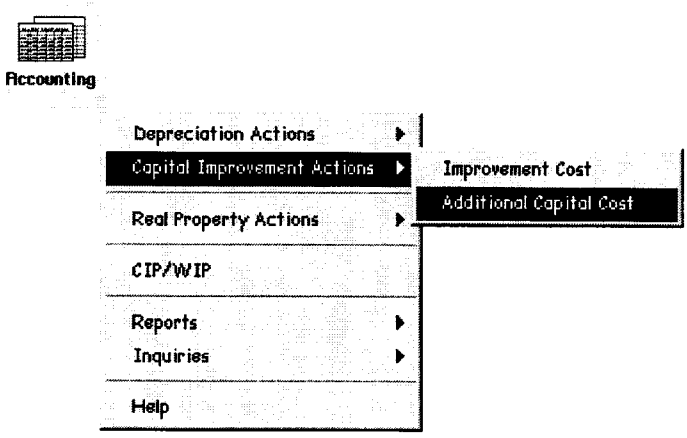
This section outlines the procedures for adding additional capital costs in DPAS.

PREREQUISITES

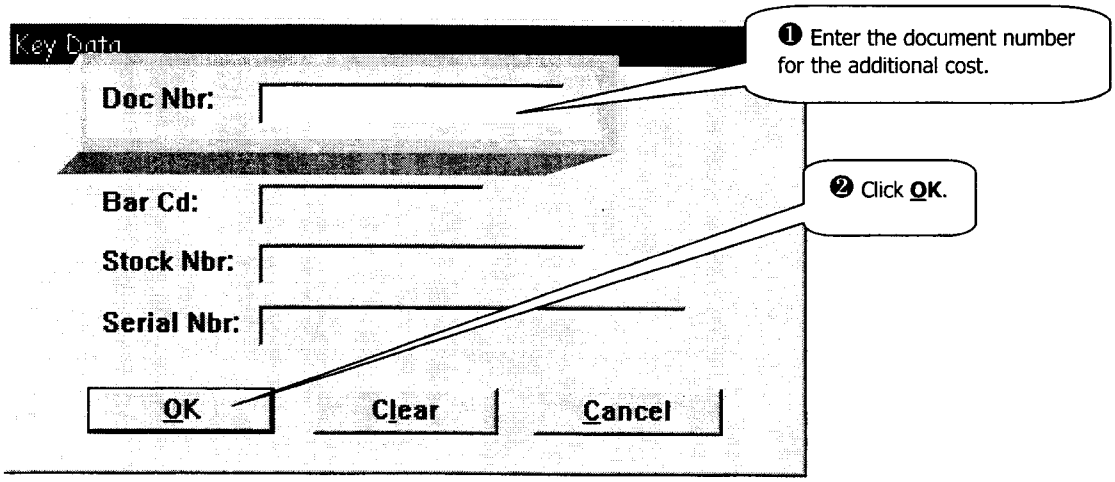
None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Capital Improvement Actions** from the program group.
3. Select **Additional Capital Cost** from the program list.

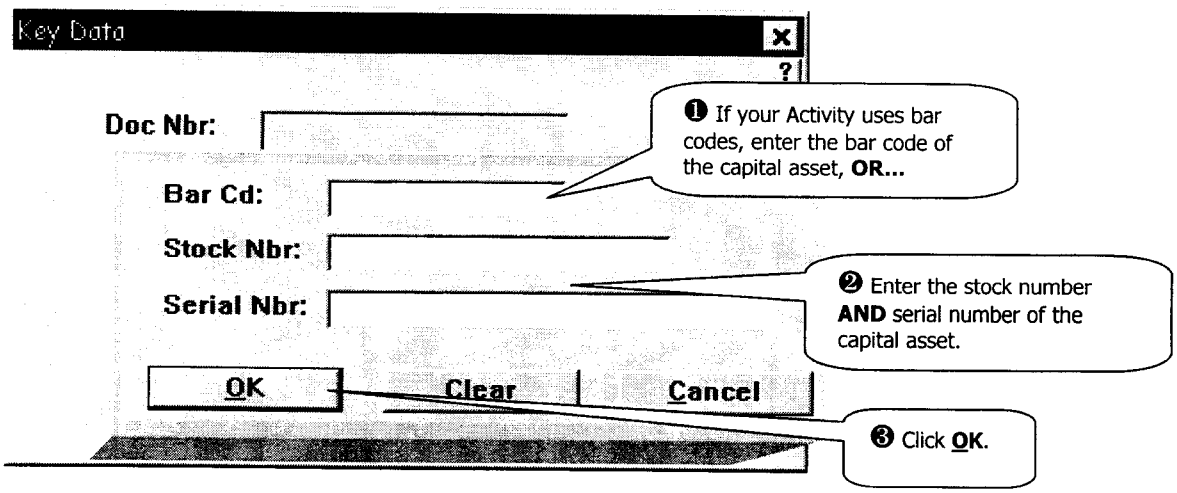


STEP 1:

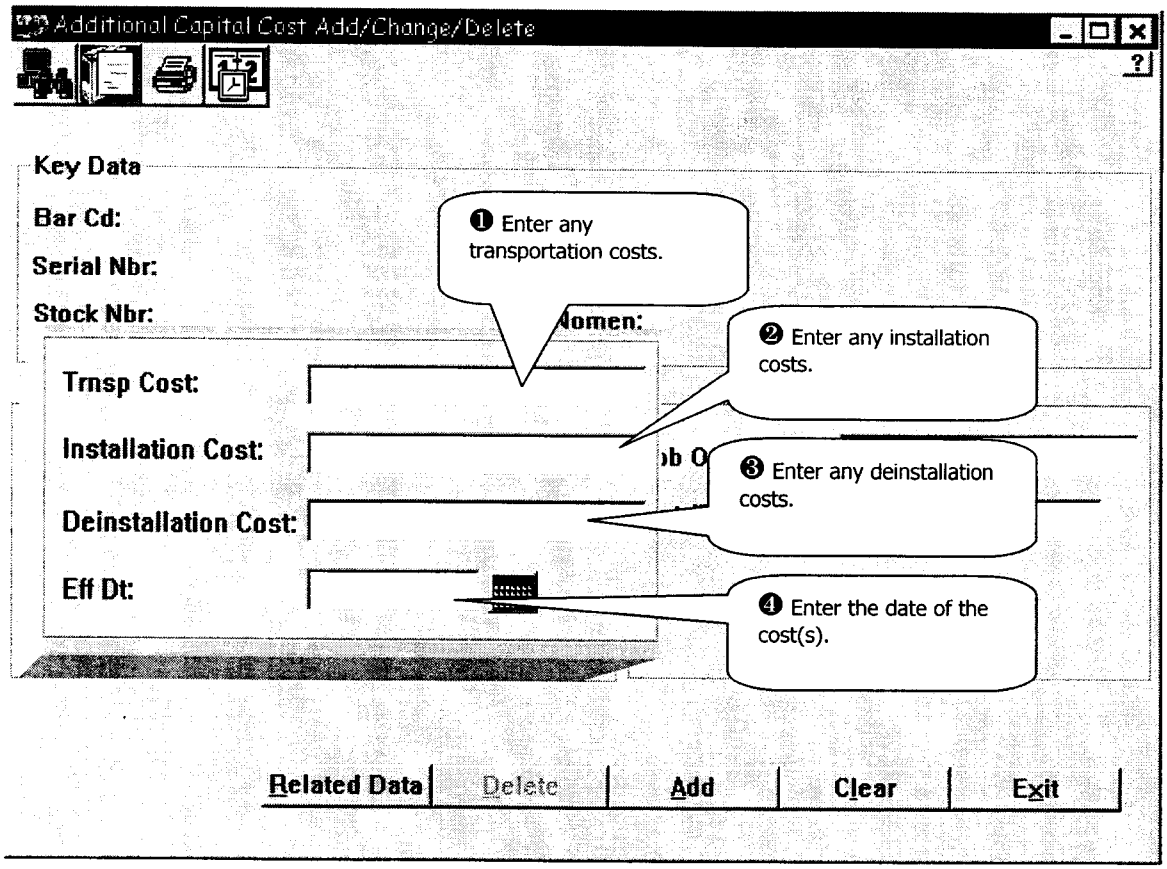


Add Additional Capital Costs? (Cont'd)

STEP 2:

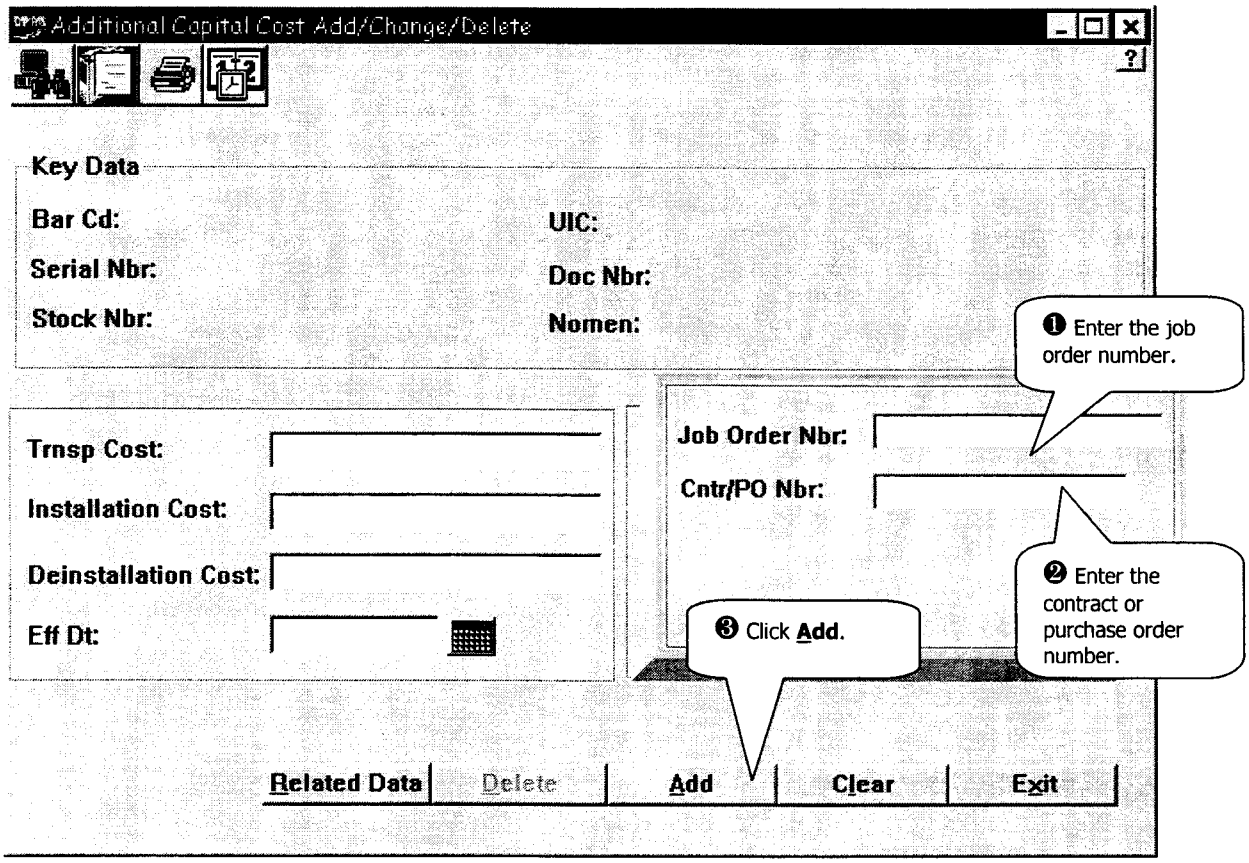


STEP 3:



Add Additional Capital Costs? (Cont'd)

STEP 4:



NOTE:
Your finance and Accounting Office usually assigns this number. This is the key element in this screen, especially for Working Capital Fund funded assets. The JOB ORD NBR must match the Capital Asset record on the Serial Hand Receipt Table, Component Hand Receipt Table or Improvement cost record.

Add Real Property?

MODULE: Accounting

INTRODUCTION

The purpose of this process is to provide for the interactive update or establishment of a real property asset/improvement. If the Real Property System Cd of the Unit Identification Code (UIC) is not equal to a space, you can only add Improvement records to DPAS and change Improvement records generated through DPAS. You can only view, not change data input to DPAS through the interfaced real property system. If the Real Property System Cd of the UIC is equal to a space, the user can add/change/delete Real Property Assets and add Improvement records. Mass change programs (UIC, Fund Cd/Appn, and Office) will change all the appropriate records regardless of IFS or DPAS generated, and write a record to the Real Property Export Table identifying the change required to the interfaced real property system. Assets identified as Heritage or Wpn Sys Sprt Cd will not depreciate or generate accounting transactions. Land (Asset Cd 'D') will not depreciate, but if land is other than stewardship land and meets the capital criteria, system will generate accounting transactions.

PREREQUISITES

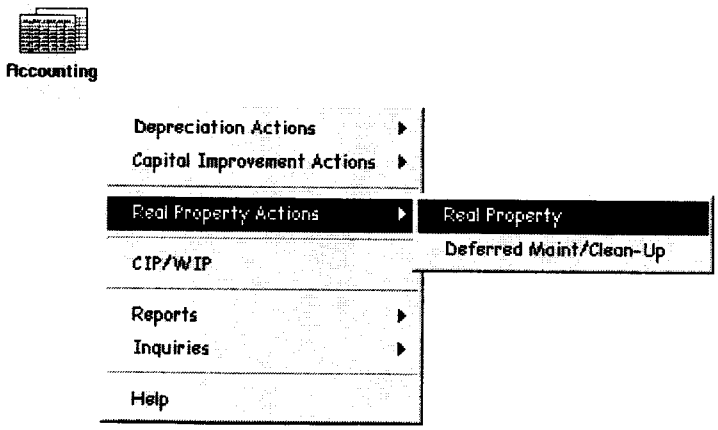
If DPAS is interfaced with your real property system, the Installation and Facility Number must exist in DPAS prior to user adding an Improvement record.

The Unit Identification Code record must be established.

A Fund Code/Appropriation Allotment Serial Number Table record must be established for the asset.

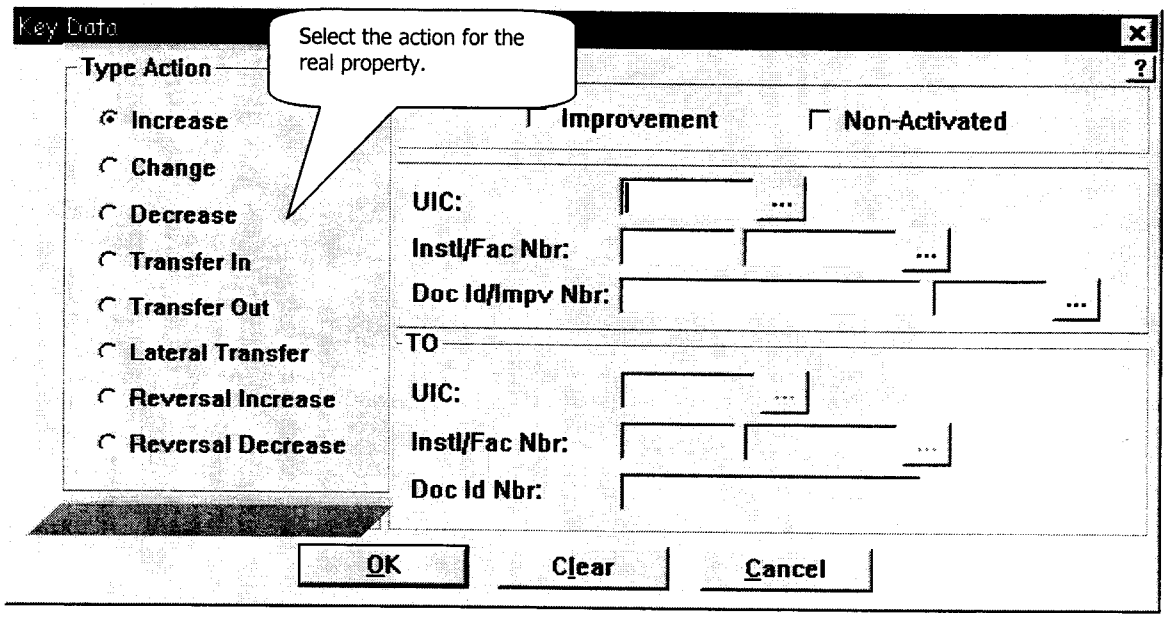
STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Real Property** from the program list.

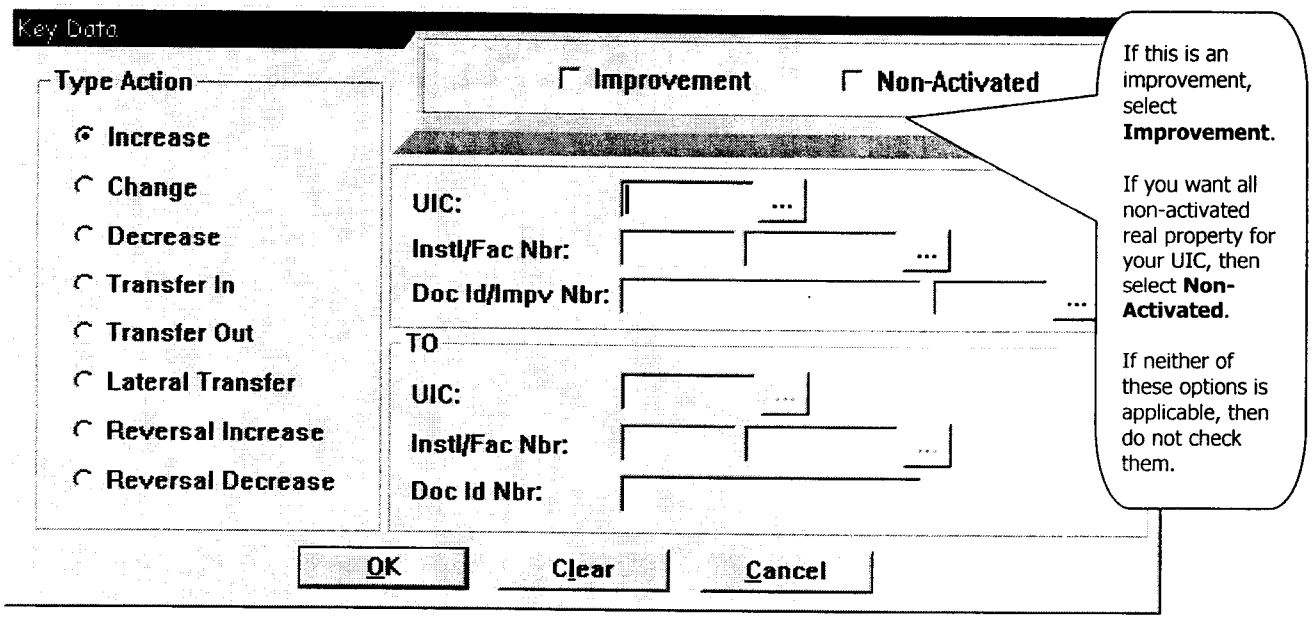


Add Real Property? (Cont'd)

STEP 1:

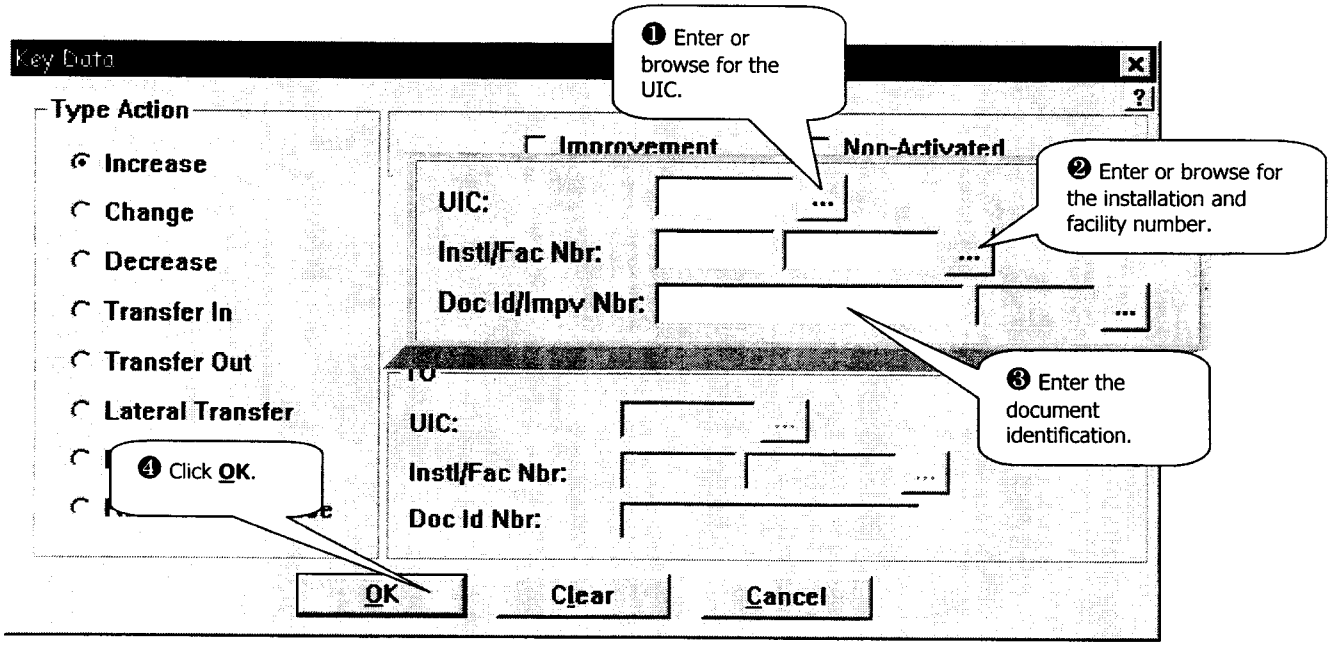


STEP 2:



Add Real Property? (Cont'd)

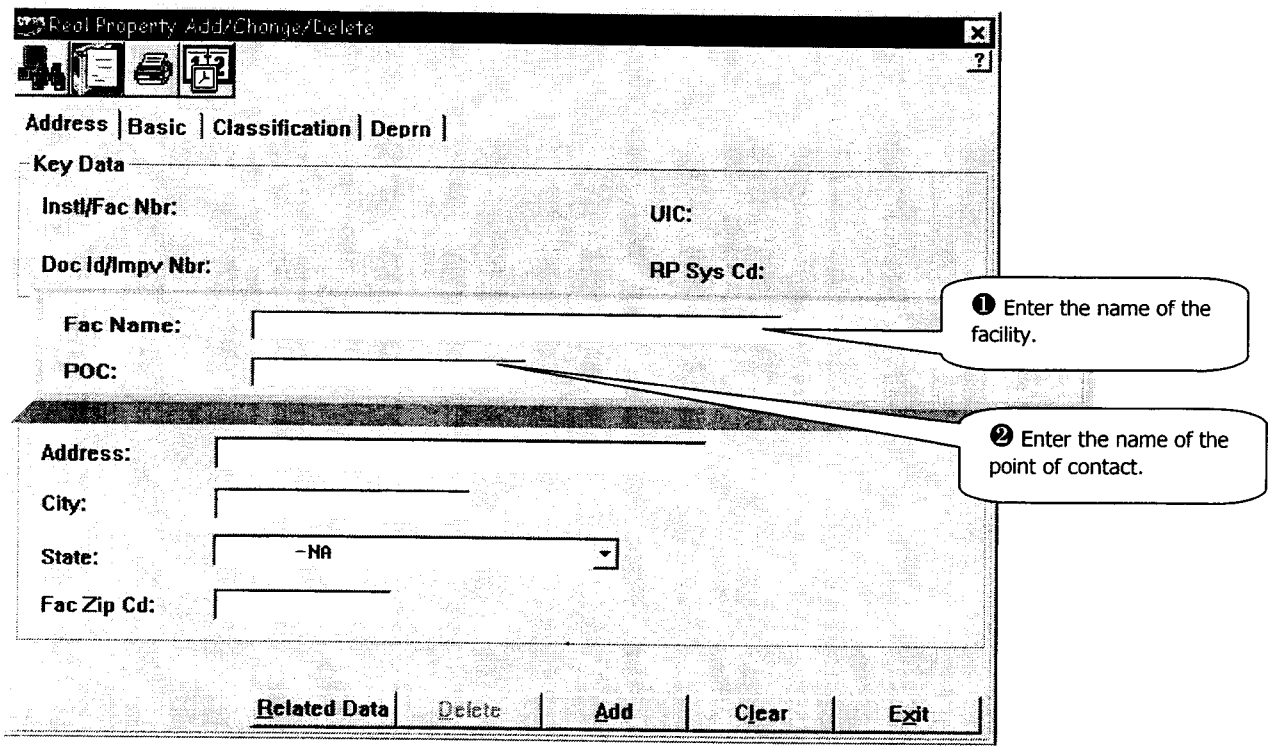
STEP 3:



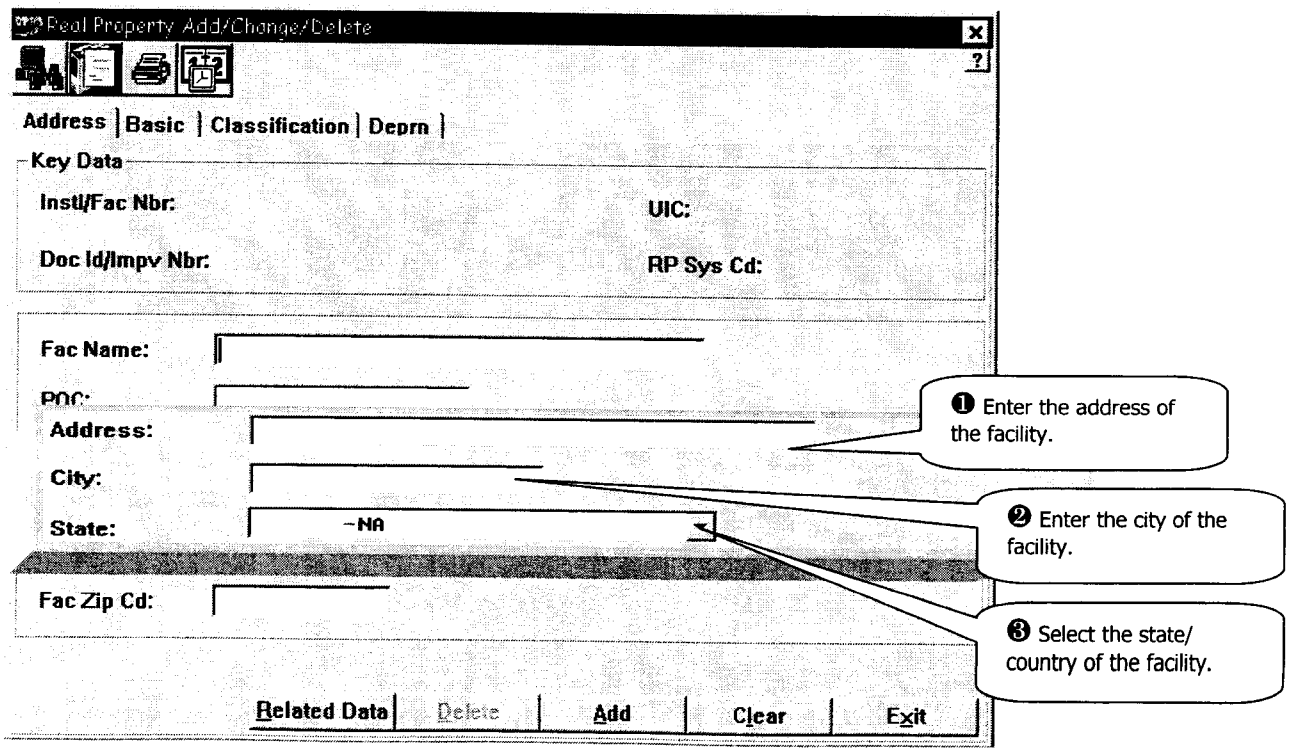
HINT!
When adding a new real property asset, the **Imprv Nbr** is not accessible.

Add Real Property? (Cont'd)

STEP 4:

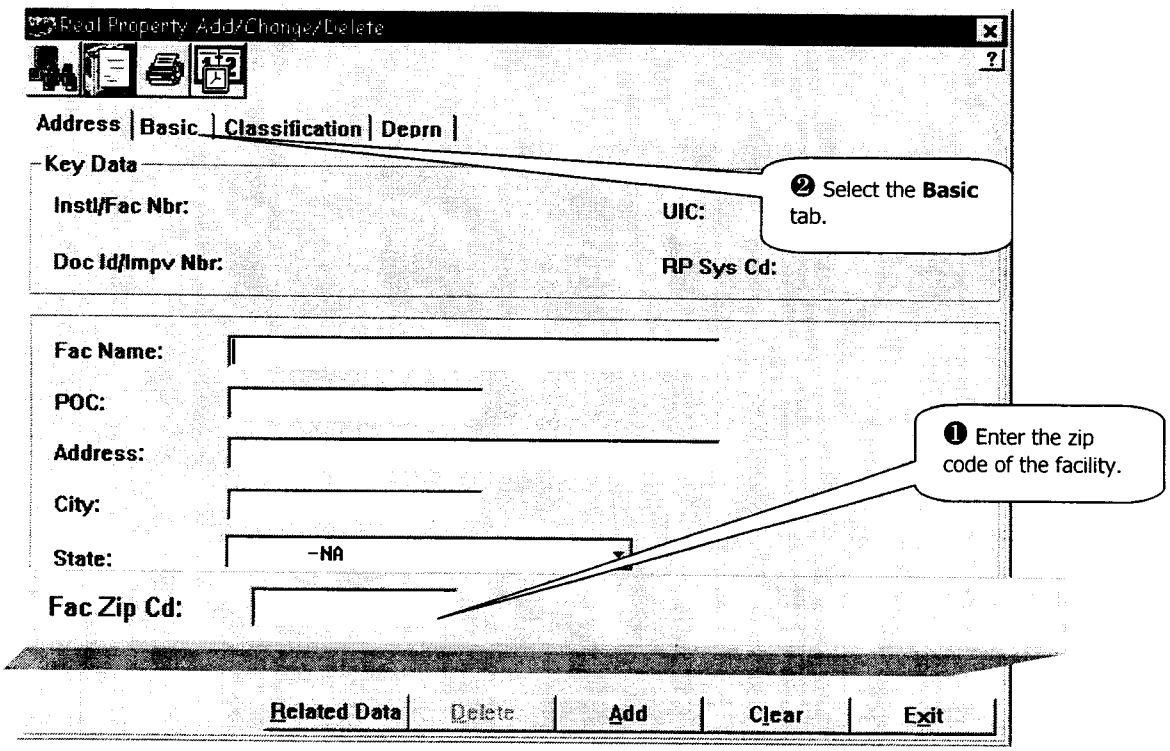
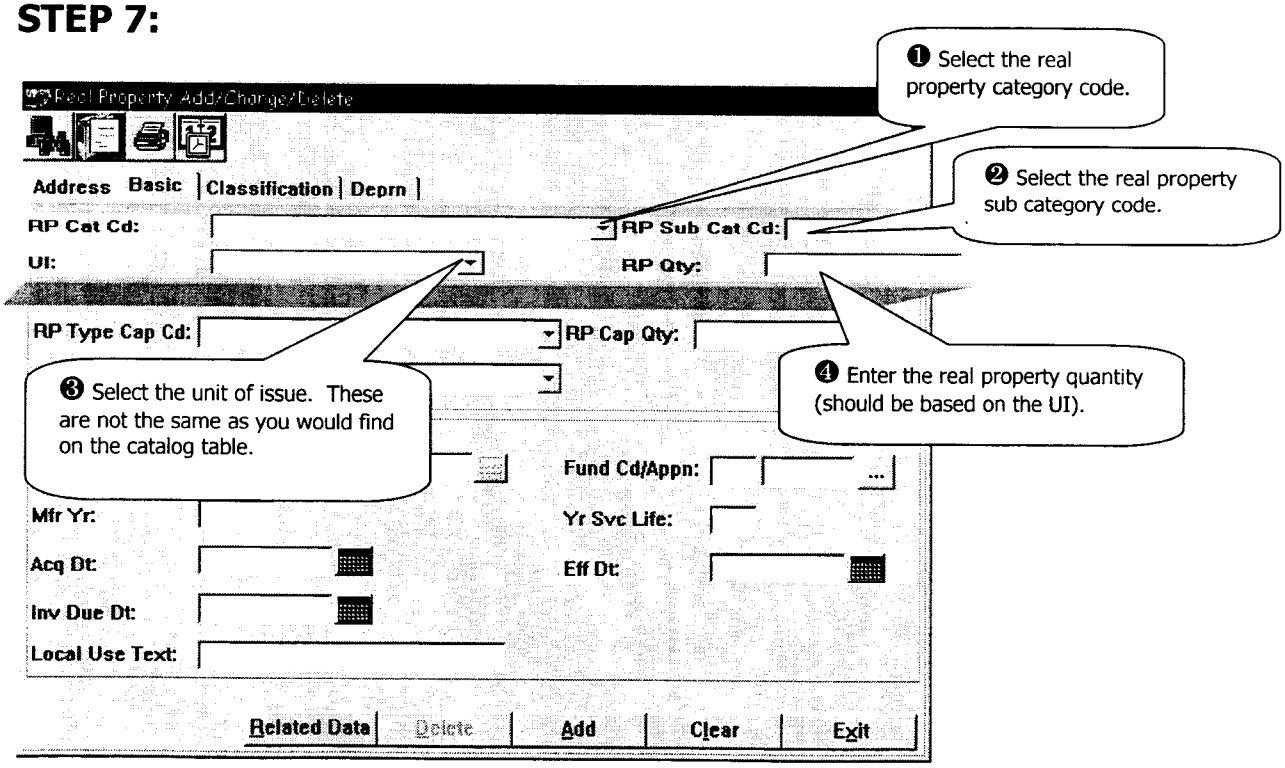


STEP 5:



Add Real Property? (Cont'd)

STEP 6:



STEP 7: