CSEC HELP GUIDE
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**Introduction**

The Computerized Self Evaluation Checklist program provides checklists and audit capabilities for programs mandated for auditing within COMNAVAIRFORINST 4790.2. All auditing described in this instruction must be performed at the prescribed intervals. Other areas are included within CSEC which, while not specifically mandated for auditing, are intended to enhance the attainment of total quality maintenance and are provided as a tool for use in the achievement of that goal.

**About CSEC**

In the drive for constant improvement, there must be some standard to measure performance. Performance must be measured initially and periodically thereafter to provide data points for comparison. The combined organizational and intermediate checklist is divided into 57 areas with an additional 50 areas designated as Depot and Contractor. Auditing is accomplished using the checklist and discrepant items are entered into the computer.

The computer can generate reports comparing the same activity to itself and other activities within the TYCOM/WING/MALS. Hence, measured performance. Constant improvement on the other hand must be carried out at all levels within each activity, including the Type Wing itself.

The computer can also generate discrepancy reports for immediate correction of discrepant checkpoints. Let's say potential Foreign Object Damage producing material was found in a toolbox. Taking the FOD out of the toolbox is not process improvement. Understanding what went wrong in the everyday maintenance practice and correcting it, (training, planning, etc.) is process improvement.

Having the CSEC loaded on one computer and having several evaluators waiting in line to access it is inconvenient. Therefore, for those commands with more than one activity to inspect, CSEC Stand Alone (SA) was developed. CSEC SA is a separate program with basic data entry functions. Once data is entered into the SA diskette, it can be uploaded to the main computer’s CSEC database when it is convenient.

**Getting Help**

If a problem occurs with this database software, or if there is an error with a question:

- Use this User’s Guide. It is set up the same way as the CSEC Main Menu.
- Consult the ACTIVITY, WING/MALS, and/or TYCOM CSEC Coordinator, as appropriate.
- Last, contact COMNAVAIRSYSCOM, AIR-6.7 via the CSEC Web Site. Be sure to specify that your question or problem is computer based or whether it is an error with a question/reference. On the web site, click on Support then click the blue line Request for Support form.
System Requirements
What are the minimum requirements to run CSEC/Stand-Alone programs?

NMCI Golden Disk computer or IBM compatible computer.

Microsoft Windows XP or later Operating System.

Microsoft Access 2003 only.
Note: Make sure you are downloading the proper version of CSEC/Stand-Alone in reference to your software.

- Microsoft Word 2000 or later (for Spell Check capability).
- WINZIP 7.0 or later.
- A mouse.
- A high density disk drive and A Compact Data Disk (CD).
- A color monitor (recommended).
- A printer.
- A basic working knowledge of computers.

NOTE 1: CSEC was not designed for LAN applications. Some users have had success using a LAN Server but LAN applications are not supported by the development team at this time.

Starting Out

![CSEC Database Main Screen](image)

CSEC Database Main Screen

The first screen displayed when the database is started is the Main Menu screen. The selections made on this screen will determine the flow and subsequent selection options. There are three
selections to be made on this screen: Activity Type, Maintenance Level, and Service Type. Only one selection can be made in each category. Make the selection by clicking on the dropdown arrow to the right of the text box and then click on the applicable type/level.

- Select your Activity Type, either AMMT, WING/MALS, or ACTIVITY.
- Select your level of maintenance.
- If your command level is AMMT, then your choices are O-Level, I-Level, Both I and O, Depot and Contractor, Both I and FRC.
- If your command level is WING/MALS, then your choices are O-Level, I-Level, or Both I and O, Both I and FRC.
- If your command level is ACTIVITY, then your choices are O-Level, I-Level, Depot and Contractor.
- Select your service type, either NAVY, USMC, or NAVY & USMC. Selection of NAVY will generate checklists containing questions that pertain to the NAVY, and questions that pertain to both the NAVY and USMC. Selection of USMC will generate checklists containing questions that pertain to the USMC, and questions that pertain to both the NAVY and USMC. Selection of NAVY & USMC will generate checklists containing questions tagged for the NAVY, USMC, and both the NAVY and USMC.
- Enter your activity name by clicking on the box just below the word Activity. A cursor will appear in the box and the activity name can then be typed. Press Enter.
- You MUST enter your activity title at the top of the screen in the area labeled: Enter Your Activity Name. This will ensure that it appears as a heading on reports and checklists.
- These settings can be changed at any time but remain as set until changed.

**ICONS**

The 4 ICONS across the top of the screen are used to display/reset or query the CSEC database.

ICON-1 STATUS: This icon will query the database and display record counts for major tables. Useful in determining if data has been loaded or not.
ICON-2 RESET: This Icon will reset the database to its original configuration, all user data will be lost and cannot be recovered. If you plan to use this option, you might want to consider running a backup first.
ICON-3 CONTACTS: This Icon will display contacts past and current by Name and E-Mail address. It is preferred that you use the CSEC website to report questions and errors.

ICON-4 UPDATES: This Icon will display the latest updates and changes made to this version of the CSEC database. It is not interactive and will only display this information as of its release.

**CSEC New Version Latest Updates**

(Refer to the CSEC website "Program Advisories" for detailed description of all updates and/or program fixes).

"LOGISTICS/navair.navy.mil/csec"

**Warning:** Do not upload previous entered audit data into this database version 5.5. Questions have been Added/Deleted/Modified and Re-Numbered. Previous Audit data may not match Core Questions.

**CHANGE 1**

Multiple changes to the following Area references occur in this 5.5 release.

300  -  Fuel Surveillance Program
900  -  Maintenance Department/Division Safety Program
1100 - Aviation Gas Free Engineering Program
1400 - Corrosion Prevention and Control Program
6500 - Fuel Surveillance Program (Depot)
7000 - Maintenance Department/Division Safety Program (Depot)
7200 - Corrosion Prevention and Control Program (Depot)
7700 - Aeronautical Equipment Welder Program (Depot)
9200 - Aviation Gas Free Engineering Program (Depot)

Modified all Upload/Download routines to allow users flexibility in defining location of Upload/Download. [i.e. Harddrive, Floppy, Memory Stick, etc.]

**NOTE: All Screens Best Viewed at a Resolution of 800x600 or Higher.**

**Standard Options**

The following Standard Options, described below, are available on many screens. When appropriate they will be referred to in the text as “Standard Options are available.”

**Printing**
To print the checklist, select the PRINT, PRINT CHECKLIST, or PRINT REPORT (as appropriate) to activate the printer. The questions will be printed in a checklist or report format.

Select PREVIOUS SCREEN to leave this screen.

**Previewing**

The PREVIEW, PREVIEW CHECKLIST, or PREVIEW REPORT (as appropriate) to preview the selection. This displays a preview as it would appear if Print were selected.

Select the File, Close, to leave this screen.

**Viewing**

Questions can be viewed by selecting FIRST QUESTION, NEXT QUESTION, PREVIOUS QUESTION, and LAST QUESTION.

Select PREVIOUS SCREEN to leave this screen.

**Global Select Screen (AMMT/WING/MALS)**
This is one of the new screens for CSEC that incorporates several individual screens from previous versions.

You can navigate from Checklist(s), Data Entry, Report(s) and Tool(s) and their sub-selections.

**Global Selection Screen (ACTIVITY)**

![Global Selection Screen](image)

This is one of the new screens for CSEC that incorporates several individual screens from previous versions.

You can navigate from Checklist(s), Data Entry, Report(s) and Tool(s) and their sub-selections.

**Initializing the Program**

For the various functions of the database to operate properly, the program must be initialized.
Program initialization affects such things as question sort, displayed command types, and report
header information, among others. The following steps should be followed for complete initialization of your database program.

Related Topics:

- AMMT and WING/MALS Initialization Procedures
- ACTIVITY Initialization Procedures

Checklists (AMMT/WING/MALS)

A Checklist consists of the questions that will be used in conducting an evaluation. Selecting CHECKLISTS displays a drop down pick list. Clicking on the drop down arrow displays the Program and/or Area list. Selecting a specific Program and/or Area displays all questions that pertain to that Program and/or Area, including supplemental questions.

You can select up to 10 Program(s) and/or Area(s) collectively. Selecting the Preview will display only the first Program or Area selected. The Print option will print all Program(s) and/or Area(s) selected as individual checklist(s).
Each question is coded for specific use, and displays of questions are dependent on the coding, and on initial settings at sign on. A question that is coded for Intermediate maintenance only will not appear on an Organizational checklist. Therefore some question numbers appear to be missing from the checklist.

If you wish a complete checklist of all the data, leave all selections (dropdowns) blank and select Preview or Print. (Warning: A complete checklist can be over 125 pages of printed data plus supplemental questions.

The Depot(s) and Contractor(s) dropdown list will be turned off unless you have selected Depot or Contractor from the main screen. There are approximately 800 Depot questions added to the Core database. Contractor core questions have not been developed as of this release, but can be added as supplemental questions.

Special Audit checklists have been added for AMMT and WING/MALS.

The RESET button clears all user selections and resets the screen to its original configuration.

Standard Options are available.

**Program/Area Checklist (Activity)**

![Program/Area Checklist](image-url)
These checklists are identical to the AMMT and WING/MALS CHECKLISTS with the exception of Special Audits. To select these checklists, select CHECKLISTS from the MAIN MENU, then select PROGRAM CHECKLIST or AREA CHECKLIST.

Standard Options are available.

**Work Center Audit Checklist (Activity)**

![Work Center Audit Checklist](image)

Work Center Audit Checklist.

Select from 1 to 10 Work Center(s) from the dropdown. These can be printed individually or combined into a single checklist.

Standard Options are available.
Special Audit Checklist

Select a previously created Special Audit from the dropdown list under Title.

Standard Options are available.

Data Entry Overview (AMMT/WING/MALS)
The normal audit process consists of the evaluator printing an audit checklist or using a dry erase marker with an existing checklist in a document protector. After conducting the audit, the audit results (data) are entered into the computer for analysis. The required information is Audit Type, Activity, Evaluator, Assistant, Date, Type of Question (Discrepancy, Comment, or Overview), Checklist Number, Question Type Code, Work Center and Discrepancy/Comment/Overview definition.

NOTE: The computer compares data after it is entered. Although they appear similar, a zero (0) and a letter O are different to the computer. One is a number and the other is a letter. John Doe and JOHN DOE will be two different people to the computer. Be careful when entering data or the results of one audit may be interpreted as two or more separate audits.
Input Audit Data (AMMT/WING/MALS)

Select the type of audit you wish to enter data

Program/Area Audit

Special Audit

Cancel

Input Audit Data, Audit Type Popup

Input Audit Data (Program/Area)
After the data entry screen opens:

1. Enter Evaluator's RANK and NAME.
2. Enter Assistant's RANK and NAME. Enter NONE if applicable.
3. Edit the evaluation date, if necessary. This data entry field defaults to the current date.
4. Enter C for a comment, D for a discrepancy, or O for an overview.

   - Discrepancies MUST match a question number.
   - Comments MAY match a question number. If a comment is for a certain question, use that question number.
   - Overviews MAY match a question number but normally should not. Overviews will not normally be associated with specific questions, but rather be a brief summation of the overall audit.
   - Comments and overviews do not necessarily have question numbers, yet the computer needs to know where to place them on form/report. Therefore, a "place setting" number is required. For comments and overviews without question numbers, use the general area number listed in the drop down pick list related to that program i.e. 1500, 2100, or 4100.
   - In ALL cases, the question type code MUST be used when entering data. Use T for AMMT Overviews, Comments, and Supplemental Questions, and W for
WING/MALS Overviews, Comments, and Supplemental Questions. Core Questions use question type code C.

- Using the drop down pick list for a Discrepancy, Comment or Overview when they correspond to questions will ensure accuracy of data input.

5. Enter the Area or Checklist Number, or the comment/overview place setting number. Using the drop down pick list ensures accuracy of the question number and the question type code. Matching question MUST HAVE THE CORRECT CODE.

6. Select the three-digit work center code from the drop down menu.

7. Enter data into the Discrepancy, Comment, or Overview window. Keep discrepancy descriptions clear, concise, and non-personal. All standard editing functions are available within the discrepancy window. These include Backspace, Insert/Type over, Delete, End, and cursor movement using the arrow keys. Spellcheck is also included.

8. The size of the discrepancy is limited only by available disk space. Select SAVE to save the data. Selecting PREVIOUS SCREEN will leave this screen without saving. Records with empty data fields will be deleted. It is invalid data the computer cannot use.

**Edit Audit Data (AMMT/WING/MALS)**

![Select the type of Audit you wish to Edit](image)

Edit Audit Data, Audit Type Popup.
The Edit Audit Data screen allows the user to edit/modify previously entered audit data. Data is selected via the Audit Type/Activity dropdown(s) as well as initial sign-on values on the main screen.

If a selection has more than one record it will be noted in the bottom of the window as Record _____ of _____.

Standard buttons (Next, Previous, First, Last) have been placed at the bottom left side of the screen to allow users easier navigation through the selected data.

The Spell Check button allows user to check for spelling errors in the Discrepancy/Comment or Overview window. If you receive a spell check error, make sure options are set in the spell check dialogue box for your specific requirements. (i.e. Ignore Uppercase, AutoCorrect etc.)

The FIND function is a useful tool to quickly locate one record among many. Selecting the FIND button will display the FIND Dialog Box. Enter the search criteria in the 'Find What' window and press the 'Find Next' button. You will then need to close the Find window to display the entire screen. You may go back to the Find button and locate additional matching records.

After completing the EDIT AUDIT DATA function, select PREVIOUS SCREEN to return to the DATA ENTRY screen.

**Supplemental Questions (AMMT/WING/MALS)**
The questions in the checklist are in-depth enough to provide specific areas of concern, yet are general enough to be used at all Naval Aviation maintenance activities. Each CSEC question contains a reference, normally down to the paragraph or figure number. If the evaluator is unfamiliar with the intent of the question, the reference can be easily located. A set of core questions is included with the original copy of CSEC. The core questions pertain to references above the TYCOM level. Since the core questions are general in nature, it sometimes becomes necessary to create supplemental questions that relate specifically to differences in Type/Model/Series, geographic location, local regulations, etc. For this reason, TYCOM’s (AMMTs), WING/MALS, and ACTIVITIES have the option of adding supplemental questions to the core questions.

The basic core questions have a “C” after the question number, all AMMT added questions have a “T” following the question number, WING/MALS added questions have a “W”, Activity added questions have a “Y”, Depot questions have a “D” and Contractor questions have an “R”. Only the initiator should edit or delete their supplemental questions.

When CSEC is initially started, there are no supplemental questions in the database. Supplemental questions should only be added, edited, or deleted by the CSEC coordinator.

Ideally, to avoid duplication, a WING/MALS should receive or download a supplemental file of AMMT supplemental questions to review prior to creating their own. For the same reason, an activity should receive or download a supplemental file from both the AMMT and the WING/MALS prior to creating their supplemental questions.

**NOTE:** For AMMTs and WING/MALS, when creating a supplemental file, only the questions created at the level you sign on at will be downloaded to the disk.

**WARNING:** A Supplemental upload operation overwrites the supplemental question file for that level of questions i.e. an upload of WING/MALS supplemental questions will delete all type “W” questions already loaded.

Each question must be understood by everyone using it. When developing questions, be sure to include a reference, be specific, and state the question so the correct answer is “yes”. Compare the following examples:

- **GOOD:** Is the work center FOD PO/NCO designated in writing by the division officer? Ref. CNAFINST 4790.2, vol. V, par. 5.6.c.
- **NOT SO GOOD:** Does the work center have a FOD PO/NCO? Ref. CNAFINST 4790.2.
Create Supplemental Question(s) (AMMT/WING/MALS)

Edit Supplemental Question(s) (AMMT/WING/MALS)
Print/View Supplemental Question(s) (AMMT/WING/MALS)

DOWNLOAD TYCOM SUPS!

Enter the full path of the location where you wish to store the TYCOM Supplemental data download: [i.e. C:/Documents and Settings/Your.Name/AMMTSUPS.mdb, A:\AMMTSUPS.mdb etc.]

Enter the full path of where you wish to download [i.e. C:\AMMTSUPS.MDB]

Continue...?

Yes

No

Download Supplemental Question(s) (AMMT/WING/MALS)
Upload Stand-Alone Data (AMMT/WING/MALS)

It is necessary for the operator to understand the Stand-Alone (SA) function prior to the next section, UPLOAD STAND-ALONE DATA. The SA is an Access-based, no frills, data entry, data edit, and report program used to perform audits on a remotely located PC. The audit(s) are then downloaded to a floppy diskette for upload into the master CSEC database. It can either be executed directly from a floppy disk or installed to the remote PC's hard drive. While it is primarily a tool for AMMTs and WING/MALS, it may also be utilized at the Activity level. The data entry and data edit functions are identical to the same functions above, except that the SA program is limited in space and the checklist questions do not appear on the screen.
Create Depot Special Audit(s)

Create Depot Special Audit(s).

The Create Depot Special Audit is used by the AMMT only.

It is used to create special audit for Depot Activities. All questions from the master CSEC database can be selected as well as supplemental questions.

This function will also allow the user to add or delete individual questions to their existing special audit.

Delete Depot Special Audit(s)

Delete Depot Special Audit(s)
The Delete Depot Special Audit is used by the AMMT only.

It is used to delete complete special audit(s). The delete function cannot be reversed once deleted and would have to be re-created if needed again.

**Create Contractor Special Audit(s)**

Create Contractor Special Audit(s).

The Create Contractor Special Audit is used by the AMMT only.

It is used to create special audit for Contractor Activities. All questions from the master CSEC database can be selected as well as supplemental questions.

This function will also allow the user to add or delete individual questions to their existing special audit.
Delete Contractor Special Audit(s)

The Delete Contractor Special Audit is used by the AMMT only.

It is used to delete complete special audit(s). The delete function cannot be reversed once deleted and would have to be re-created if needed again.

Input Audit Data (Activity)

Input Audit Data (Activity).
When ACTIVITY is selected on the CSEC Main Menu and DATA ENTRY is selected, the DATA ENTRY screen is displayed. This screen has a menu containing six sections: Input Audit Data, Edit Audit Data, Create/Modify Special Audit(s), Delete Special Audit(s), Supplemental Question(s), and Upload Stand-Alone Data. Under the Input Audit Data section, there are three options available: WORK CENTER AUDIT, PROGRAM/AREA AUDIT, and SPECIAL AUDIT. The data entry must match the type of audit performed.

After one of the options above is selected, a data entry screen opens. The computer will not accept empty data entry fields.

![Work Center Audit (Activity)]
Edit Audit Data (Activity)

Existing audits can be edited when necessary.

1. Select EDIT AUDIT DATA.
2. If editing a work center audit, select WORK CENTER AUDIT. Select the audit for editing from the drop down work center pick list.
3. If editing a program/area audit, select PROGRAM/AREA AUDIT. Select the program for editing from the drop down pick list.
4. If editing a special audit, select SPECIAL AUDIT. Select the special audit for editing from the drop down pick list.

Create/Modify Special Audit(s)

Special Audits can be created and/or modified as needed.

1. Select CREATE/MODIFY SPECIAL AUDIT(S).
2. Create a name for your new special audit or select a title from the dropdown to edit an existing audit.
3. Select questions by checking the “Yes” button beside each question, or “No” to de-select a question.
4. Once you have completed creating your Special Audit, you may go to the CSEC Checklist options to print a Special Audit Checklist or go to the Data Entry screen to enter Audit Data for Special Audit questions. Reports for Special Audits can be found under the Reports button.
Delete Special Audit(s)

Select a title from the dropdown, then Delete to delete the existing audit.

Supplemental Questions (Activity)

Supplemental Questions (Activity).
Select SUPPLEMENTAL QUESTION(S). The Supplemental Questions menu will be displayed.

With the exception of the last two selections, UPLOAD AMMT SUPPLEMENTAL QUESTION(S) and UPLOAD WING SUPPLEMENTAL QUESTION(S), the selections on this menu are the same in name and function to the AMMT and WING/MALS SUPPLEMENTAL QUESTION(S) screen. A detailed description of these functions is above, in the AMMT and WING/MALS Supplemental Questions section.

Upload AMMT Supplemental Question(s)

UPLOAD WING SUPPS !

Warning: You cannot upload previous version of CSEC. Previous versions will corrupt the database.

Enter the path to the location where the WING Supplemenals exist: (i.e. C:/Documents and Settings/Your Name/WINGSUPS.mdb)

Enter full path to where the Supplemenals are located (i.e. A:\AMMTSUPS.MDB)

Continue...?

Yes
No

UPLOAD Wing/MALS Supplemental Question(s).
Upload Stand-Alone Data (Activity)

It is necessary for the operator to understand the Stand-Alone (SA) function prior to the next section, UPLOAD STAND-ALONE DATA. The SA is an Access-based, no frills, data entry, data edit, and report program used to perform audits on a remotely located PC. The audit(s) are then downloaded to a floppy diskette for upload into the master CSEC database. It is an executable application program for PCs having ACCESS 2000/2003 installed. It can either be executed directly from a floppy disk or installed to the remote PC’s hard drive. While it is primarily a tool for AMMTs and WING/MALS, it may also be utilized at the Activity level. The data entry and data edit functions are identical to the same functions above, except that the SA program is limited in space and the checklist questions/work centers do not appear on the screen.

Overview (AMMT/WING/MALS)

Reports are useful for evaluating the effectiveness of NAMP processes and programs. They can also pinpoint problem areas requiring attention based on trends in discrepancies over time. The types of reports that can be accessed will vary with the type of audit being done.

There are six reports for both the AMMT and the WING/MALS:

- Activity Copy
- File Copy
- Program/Area by Activity
- Discrepancies by Work Center
- Total Discrepancies by Program/Area
- Total Discrepancies
Activity Copy (AMMT/WING/MALS)

Activity Selection Popup.

Print Option Popup.
Example Overview(s) Report.

Example Work Center Index Report.
Example Detailed Report.

1. From the REPORTS screen, select ACTIVITY COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY dropdown list. Reports at this level are separated into three main sections: Overviews, Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed.

Standard Options are available.
Activity Selection Popup.

Report Selection Popup.
Example Overview(s) Report.

Example Work Center Index Report.
Example Detail Report (Sort Option).

Example Detail Report (Detail).
Example Summary Report (Overview(s)).

Example Summary Report (Ratings).
1. From the REPORTS screen, select FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY drop down list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed.

Standard Options are available.

**Program/Area by Activity (AMMT/WING/MALS)**

Activity and Program/Area Selection Popup.
Example Program Discrepancies by Activity and Work Center Report.

1. From the REPORTS screen, select PROGRAM/AREA BY ACTIVITY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity from the drop down pick list.
4. Select a Program to generate a report on, using the drop down pick list, from the Program window which appears after selection of an activity. The CSEC will now generate a report of how many discrepancies are recorded for the selected program and activity, within the specified date range.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.
Discrepancies by Work Center (AMMT/WING/MALS)

1. From the REPORTS screen, select DISCREPANCIES BY WORK CENTER.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.

3. Select the Activity from the ACTIVITY drop down list. The CSEC will now generate a report of how many discrepancies are recorded for each work center in the selected activity, within the specified date range.

4. Select PREVIEW to preview the report.

5. Select Close icon to return to the previous screen.

6. Select PRINT to print the report.

7. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Program/Area (AMMT/WING/MALS)

![Total Discrepancies by Program/Area Screen](image-url)
Example Total Discrepancies by Program/Area Report.

Discrepancies by Program/Area Detail Screen
From the REPORTS screen, select TOTAL DISCREPANCIES BY PROGRAM/AREA.

1. This report upon execution automatically displays all discrepancies for each quarter by Program/Area. The totals on the far right side are a summary of all discrepancies for all 4 quarters.
2. The report can be modified by changing the Start/End dates at the top of the screen and pressing the Re-Run button. An entry of (07/01/03 to 09/30/03) would produce third quarter totals only, depending on the discrepancies entered.
3. Create a sub-report clicking on the Program/Area to the left of the screen. This will produce a report of all the discrepancies and comments for that selected Program/Area within the selected Start and End dates. Use standard print buttons at the top of the screen.

For main screen control:

- Select PREVIEW to preview the report.
- Select Close icon to return to the previous screen.
- Select PRINT to print the report.
- Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies (AMMT/WING/MALS)

[Image of Activity Selection Popup]

Activity Selection Popup.
Program/Area Selection Popup.

Total Discrepancies Display Screen.
1. From the REPORTS screen, select TOTAL DISCREPANCIES.
2. Select ALL ACTIVITIES or INDIVIDUAL ACTIVITIES.
   - From the ALL ACTIVITIES screen, select ALL PROGRAMS/AREAS or
     INDIVIDUAL PROGRAMS/AREAS.
     - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies
       for all activities and areas in the database. You have the option to select GROUP
       BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous
       screen.
     - Selecting INDIVIDUAL PROGRAMS/AREAS will generate a pop up pick list of
       programs/areas. After selecting a program/area, a report of total discrepancies
       for that area and all activities will be generated. You have the option to select
       GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the
       previous screen.
   - Selecting INDIVIDUAL ACTIVITIES will generate a pop up pick list of activities.
     After selecting an activity, select ALL PROGRAMS/AREAS or INDIVIDUAL
     PROGRAMS/AREAS.
     - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies
       for all areas and that activity. You have the option to select GROUP BY DATE
       and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
Selecting INDIVIDUAL PROGRAMS/AREAS will generate a pop up pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and that activity will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.

Audit Summary (AMMT/WING/MALS)

Audit Summary Update Screen.
Example Work Center Summary Report.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PROGRAM</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Maintenance Training Program</td>
<td>89% Track</td>
</tr>
<tr>
<td>500</td>
<td>Post-Conformance Program</td>
<td>98% OSHA-Occupational</td>
</tr>
<tr>
<td>600</td>
<td>Energy Oil Analysis (EOAP)</td>
<td>98% Track</td>
</tr>
<tr>
<td>700</td>
<td>Solution Characterization (SC)</td>
<td>66% Track</td>
</tr>
<tr>
<td>900</td>
<td>Fuel and Fluid Maintenance</td>
<td>95% Track</td>
</tr>
</tbody>
</table>

Summary of Programs

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outage</td>
<td>3</td>
</tr>
<tr>
<td>No-Outage</td>
<td>9</td>
</tr>
<tr>
<td>Don't Respond</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>
Work Center Summary (AMMT/WING/MALS)

**Work Center Summary Update Screen.**

**Example Work Center Summary Report.**
Special Audits (AMMT/WING/MALS)

Special Audit Selection Popup.

Special Audit Detail Report.
Depot File Copy (AMMT/WING/MALS)

![Depot File Copy interface with selected dates and options]

Activity Title Selection Popup.

![Activity Title Selection interface with date selection and dropdown]

Print Option Selection Popup.

![Print Option Selection interface with multiple options and 'Print All' button]
Example Overview Report.

Example Work Center Index Report.
Select the type of Audit you wish to Edit

PROGRAM/AREA AUDIT

SPECIAL AUDIT

Cancel

Report Sort Option(s) Popup.

Example File Copy Depot Detail Report.
Example File Copy Overview Report.

Example Activity Copy Depot Summary Statistic Report.
Depot Audit Title Selection Popup.

Example Activity Copy Depot Detail Report.

1. From the REPORTS screen, select DEPOT FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY drop down pick list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed. You may also select the Print All button to print all the above. The Summary button is intentionally turned off and will be used for other applications.

4. Select Close option at the top center of the screen to return to the previous screen.

5. Select PREVIOUS SCREEN to return to the Depot File Copy Screen.

6. Select PREVIOUS SCREEN to return to the reports screen.

Standard Options are available.

**Contractor File Copy (AMMT/WING/MALS)**

Activity Title Selection Popup
Select a individual section of the report to preview/print or select the Print All button

Overview(s)
Work Center Index
Detail
Summary
Print All
Cancel

Report Selection Popup

Example File Copy Contractor Overview Report
Example File Copy Contractor Work Center Index Report

Sort Format Option Popup
Example File Copy Contractor Detail Report.

Example File Copy Contractor Summary Overview Report.
Example File Copy Contractor Summary Statistics Report.

1. From the REPORTS screen, select CONTRACTOR FILE COPY.
2. If necessary, change the Start and/or End Date, using MM/DD/YYYY format. If there are several reports on the same Activity, then selecting the same beginning and ending date of the report will generate a report only on that specific audit. Specifying a wider date range will include all data on that Activity within that date range.
3. Select the Activity that requires a report from the ACTIVITY drop down list. Reports at this level are separated into three main sections: Overview(s), Work Center Index, and Detail. Individual sections or a combination of all sections can be previewed/printed. You may also select the Print All button to print all the above. The Summary button is intentionally turned off and will be used for other applications.
4. Select Close option at the top center of the screen to return to the previous screen.
5. Select PREVIOUS SCREEN to return to the Depot File Copy Screen.
6. Select PREVIOUS SCREEN to return to the reports screen.

Standard Options are available.

**Report Overview (Activity)**

There are six separate types of activity reports that can be generated:

1. Work Center Audit
2. Program/Area Audit
3. Special Audit
4. Total Discrepancies
5. Total Discrepancies by Work Center
6. Total Discrepancies by Program/Area

Select REPORTS from the MAIN MENU

**Work Center Audit (Activity)**
1. From the REPORTS screen, select WORK CENTER AUDIT.
2. Select the work center with the evaluation date of the desired report from the WORK CENTER drop down pick list. The CSEC will now generate a report of all discrepancies discovered during the evaluation of that work center.
3. Select NEXT to view the next discrepancy.
4. Select PREVIOUS to view the previous discrepancy.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.

**Program/Area Audit (Activity)**
1. From the REPORTS screen, select PROGRAM/AREA AUDIT.
2. Select the Program for the desired report from the PROGRAM/AREA drop down list.
3. Select the correct date for the desired report from the DATE drop down list. The CSEC will now generate a report of all discrepancies in the selected program, for the evaluation date.
4. Select NEXT to view the next discrepancy.
5. Select PREVIOUS to view the previous discrepancy.
6. Select PREVIEW to preview the report.
7. Select Close icon to return to the previous screen.
8. Select PRINT to print the report.
9. Select PREVIOUS SCREEN to return to the previous screen.

**Special Audit**
1. From the REPORTS screen, select SPECIAL AUDIT.
2. Select the desired report from the SPECIAL AUDIT drop down list.
3. Select NEXT to view the next discrepancy.
4. Select PREVIOUS to view the previous discrepancy.
5. Select PREVIEW to preview the report.
6. Select Close icon to return to the previous screen.
7. Select PRINT to print the report.
8. Select PREVIOUS SCREEN to return to the previous screen.
Total Discrepancies (Activity)
1. From the REPORTS screen, select TOTAL DISCREPANCIES.
2. Select ALL WORK CENTERS or INDIVIDUAL WORK CENTER.
   - From the ALL WORK CENTERS screen, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAM/AREA.
     - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all work centers and areas in the database. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
     - Selecting INDIVIDUAL PROGRAM/AREA will generate a drop down pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and all work centers will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
3. Selecting INDIVIDUAL WORK CENTER will generate a pop up pick list of work centers. After selecting a work center, select ALL PROGRAMS/AREAS or INDIVIDUAL PROGRAM/AREA.
   - Selecting ALL PROGRAMS/AREAS will generate a report of total discrepancies for all areas and that work center. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.
   - Selecting INDIVIDUAL PROGRAM/AREA will generate a drop down pick list of programs/areas. After selecting a program/area, a report of total discrepancies for that area and that work center will be generated. You have the option to select GROUP BY DATE and/or PRINT. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Work Center
1. From the REPORTS screen, select TOTAL DISCREPANCIES BY WORK CENTER.
2. The CSEC will now generate a report of total discrepancies for each work center, during the previous four calendar year quarters.
3. Select PREVIEW to preview the report.
4. Select Close icon to return to the previous screen.
5. Select PRINT to print the report.
6. Select PREVIOUS SCREEN to return to the previous screen.

Total Discrepancies by Program/Area (Activity)
1. From the REPORTS screen, select TOTAL DISCREPANCIES BY PROGRAM/AREA.
2. Select the Program/Area from the PROGRAM/AREA drop down list. The CSEC will now generate a report of total discrepancies in the selected Program/Area for each work center, during the previous four calendar year quarters.

3. Select PREVIEW to preview the report.

4. Select Close icon to return to the previous screen.

5. Select PRINT to print the report.

6. Select PREVIOUS SCREEN to return to the previous screen.

**Initial Settings (AMMT/WING/MALS)**

1. Select TOOLS from the MAIN MENU.
2. Select INITIAL SETTINGS from the TOOLS screen. This will display a sub-menu with three selections: AUDIT TYPE(S), ADD/EDIT AREA(S) and SELECT CSEC AREA(S).

Related Topics:

- Audit Type(s)
- Add/Edit Area(s)
- Select CSEC Area(s)

**Backups and Restores (AMMT/WING/MALS)**

The BACKUPS AND RESTORES option provides a means for backing up the database and restoring the database into the CSEC program. Due to the new software and ever growing core data file, it is highly recommended that you backup your data base on your 'C' drive, most backups will not fit on a floppy drive. You can then burn it onto a CD-RW or just keep it on your hard drive. You will need to know the complete path where you wish to save the database. (i.e. C:/Documents and Settings/Your.Name/Backup.mdb) Make sure the actual file name is Backup.mdb. Frequent backup of the database will ensure no loss of data in the case of a catastrophic failure.

**NOTE 1:** A backup operation DOES NOT remove data from the CSEC program.

**NOTE 2:** Most backup data cannot be transferred from one CSEC version to another unless specified under Program Advisories.

Select BACKUPS AND RESTORES from the TOOLS screen.

- Restore Database
- Backup Database
- Create/Update SA Disk
- Archive Data
- Retrieve Archived Data
Create/Update SA Disk (AMMT/WING/MALS)
This function allows the user to download and/or update the Stand-Alone program from the CSEC program to a floppy disk. Updating the Stand-Alone copies, the Activity Name and Audit Type tables from CSEC to the SA disk. The update method is faster than manually inputting these values and ensures continuity between software applications.

1. Select CREATE/UPDATE SA DISK from the BACKUP/RESTORE DATABASE screen.
2. Select either CREATE NEW SA DISK or UPDATE EXISTING SA DISK.
3. Follow on-screen prompts.

Remove Old Data (AMMT/WING/MALS)
From the TOOLS menu, select REMOVE OLD DATA. All audit data greater than 365 days old will be automatically deleted.

NOTE: Once deleted, this data cannot be recovered.

Initial Settings (Activity)
1. Select TOOLS from the MAIN MENU.
2. Select INITIAL SETTINGS from the TOOLS screen. This will display a sub-menu with three selections: ADD/EDIT AREA(S), SELECT CSEC AREA(S) and WORK CENTER SORT UPDATE.

Related Topics:
- Add/Edit Area(s)
- Select CSEC Area(s)
- Work Center Sort Update

Upload Detachment Data (Activity)
This function is provided to merge databases, which have been split due to operating conditions. For example, some aircraft squadrons send aircraft and personnel (a detachment) to locations away from home base for extended operating periods, while the main body of the squadron remains at home base.

In order for standardized evaluations to occur in the detachment, a separate computer and CSEC program must be utilized. At the conclusion of the detachment, or, on a regular basis, the data collected by the detachment's CSEC program can be downloaded to a floppy disk, and then uploaded (merged) into the main activity's database through use of this function.

1. Select UPLOAD DETACHMENT DATA from the TOOLS menu.
2. Insert the floppy disk containing the Detachment Data into the floppy drive.
3. Select PREVIOUS SCREEN when complete.

**Download Detachment Data (Activity)**
This function is provided to merge databases, which have been split due to operating conditions. For example, some aircraft squadrons send aircraft and personnel (a detachment) to locations away from home base for extended operating periods, while the main body of the squadron remains at home base.

In order for standardized evaluations to occur in the detachment, a separate computer and CSEC program must be utilized. At the conclusion of the detachment, or, on a regular basis, the data collected by the detachment's CSEC program can be downloaded to a floppy disk, and then uploaded (merged) into the main activity's database through use of this function.

1. Select DOWNLOAD DETACHMENT DATA from the TOOLS menu.
2. Insert the floppy disk containing the Detachment Data into the floppy drive.
3. Select PREVIOUS SCREEN when complete.

**Backups and Restores (Activity)**
The BACKUPS AND RESTORES option provides a means for storing the database on floppy disks and restoring the database into the CSEC program from the disk. Frequent backup of the database will ensure no loss of data in the case of a catastrophic failure.

Select BACKUPS AND RESTORES from the TOOLS screen.

- Backup Database
- Restore Database

**Remove Old Data (Activity)**
From the TOOLS menu, select REMOVE OLD DATA. All audit data greater than 365 days old will be automatically deleted.

**NOTE:** Once deleted, this data cannot be recovered.

**Exiting the Program**
From the MAIN MENU screen, select EXIT.

The program will close.

Utilizing this method of exiting the program will ensure complete data file housekeeping and program shutdown.