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About Stand-Alone

The SA is an Access-based, basic, data entry, data edit, and report program used to perform audits on a remotely located PC. The audit(s) is/are then downloaded to a floppy diskette or compact disk for upload into the master CSEC database.

It can either be executed directly from a floppy disk, compact 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 full CSEC program, except that the SA program is limited in space and the checklist questions do not appear on the screen. The report function is used to print a copy of what was entered during data entry only.

Getting Help

If a problem occurs with the computer hardware or software:

1. Use this User’s Guide. It is set up the same way as the SA Main Menu.
2. Consult the Activity, WING/MALS, and/or TYCOM CSEC Coordinator, as appropriate
3. Last, contact NAVAIRSYSCOM, Air-6.7.2.1 using the Trouble Calls link on the CSEC Business Process Site.

System Requirements

- An IBM compatible computer.
- Microsoft Windows XP or later Operating System.
- Microsoft Word 2003 or later (for Spell Check capability).
- A mouse.
- A high density disk drive compact data disk (cd).
- A high color monitor (recommended).
- A printer.
- A basic working knowledge of computers.
Starting Out

The first screen displayed when the SA system is started is the Main Menu screen. The selections made of this screen will determine the flow and subsequent selection options. There are two selections to be made on this screen, Activity Type and Audit Type. Only one selection can be made in each subcategory. Make the selection by clicking on the radio button to the left of the text box.

1. Select your Activity Type and Audit Type.
2. Select a Function, Data Entry, Delete All Audits, Download Audit(s) or Audit Types and Activities Add/Update.
3. These settings can be changed at any time, but remain set until changed.

Initializing the Program

Initialization of the SA program is not required if the SA program disk was recently created. The main consideration is the Audit Types and Activity Titles; these names must match the CSEC data base. If you are not using a current version of SA, either create a new version, update your version with the help of the CSEC program or select the Audit Types and Activity Add/Update button on the main screen and type in the information manually.

Data Entry

Data Entry

The normal evaluation 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, Date, Type of Question (Discrepancy, Comment, or Overview), Checklist Number and type of Checklist Question, and the Work Center.
From the SA Main Menu,

- Select DATA ENTRY, the DATA ENTRY screen is displayed.
- Selecting an Audit Type from the pick list causes the display of an Activity pick list.
- Select the Activity on which the audit was performed. This will enable the Data Entry screen to open.
- Enter Evaluator’s RANK and NAME
- Enter Assistant’s RANK and NAME. Enter NONE if applicable.
- Edit the evaluation date, if necessary. This data entry field defaults to the current date.
- Enter “C” for a Comment, “D” for a Discrepancy, or the letter “O” for an Overview. Comments and overviews do not have question numbers, yet the computer needs to know where to place them on forms. Therefore, a “place setting” number is required. The computer sorts comments, discrepancies and overviews by number. The smallest number first. If a comment or overview is to be at the top of a form, use number 0000. If it should be at the bottom, use 9999. The computer will default to 0000 for comments and overviews. If a comment is for a certain question, use that question number. If a comment or overview is for a certain area, use the general area number listed in the drop down list related to that program i.e. 1500, 2100, 4100. Overviews will not normally be associated with specific questions, but rather be a brief summation of the overall audit.
- Discrepancies MUST match a question number. Comments MAY match a question number. Overviews MAY match a question number but normally should not. 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.” Enter the Area or Checklist Number, or the comment/overview place setting number. Using the drop down list ensures accuracy of the question number and the question type code. Matching question MUST HAVE THE CORRECT CODE.
- Select the three-digit work center code from the drop down menu. 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. 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 Data**

Only data previously entered is available for edit. This pop-up menu selection and its sub-menues are turned off until data is entered using the DATA ENTRY function.

If a selection has more than one record it will be noted in the bottom of the window as Record _____ of _____.
Selecting NEXT will move to the next record. Selecting PREVIOUS will move to the previous record, if not at record number one. After the correct record is displayed, make the necessary changes to the displayed data.

When finished editing, select SAVE to save your edits or select PREVIOUS SCREEN to abandon.

Press DELETE to delete a record. The FIND is a useful tool to quickly locate one record among many. Pressing this button will display the FIND window. A search may be conducted on any record element. Pressing FIND FIRST will move to the first occurrence of the search criteria.

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

### Delete All Audits

This function allows the users to delete previously entered audit data. When selected, the entire Stand-Alone audit data file will be erased, once deleted, this data cannot be recovered.

### Download Audits

This function allows the user to download onto a Disk, specific audits from the Stand-Alone program or all audits from the Stand-Alone program.

### Audit Types and Activities Add/Update

- Select Audit Types and Activities Add/Update from the main screen.
- Enter in the spaces provided the types of audits performed at your level.
- Select ACTIVITY NAMES at the bottom of the screen.
- From the drop down list, select the type of audit you want to update.
- Type in the various activities which apply to the type audit selected.
- Select PREVIOUS SCREEN to return to the INITIAL SETTINGS screen.