



# **OPERATIONS MANUAL**

## **UTILIZATION REPORTING**

### **CHAPTER 5**

**DECEMBER 2005**

**GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM**

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## CHAPTER 5. UTILIZATION REPORTING

### 5.1 PURPOSE

The purpose of Utilization Reporting is to document the Benefits, Impacts, and Usage of GIDEP information along with the Prevention of Unplanned Expenditures (PUE) accrued as a result of using information obtained from GIDEP. Chapter 5, Utilization Reporting, defines policy, definitions and reporting procedures related to Utilization Reporting.

### 5.2 POLICY

It is the policy of the Joint Logistics Commanders (JLC), the GIDEP Program Manager and the funding sponsors that each government and industry participant shall report the benefits of unplanned expenditures on an annual basis at a minimum. Reports must be filed with the GIDEP Operations Center each fiscal year (1 October - 30 September). A participant's failure to file a report each fiscal year may result in the termination of the participant from the Program in accordance with the provisions described in Chapter 2, Participation Requirements.

### 5.3 DEFINITIONS

**5.3.1 BENEFIT** Any and all impacts to your organization, your customer, or the final end user of your product or service. This impact is a result of being a GIDEP member and using GIDEP information. Both positive and negative impacts should be submitted along with any effect on the availability, reliability, usability, operability, maintainability, or readiness for the end user.

**5.3.2 PREVENTION of UNPLANNED EXPENDITURES (PUE)** The Prevention of Unplanned Expenditures of assets and resources through the utilization of GIDEP.

**5.3.3 QUANTITATIVE METHOD** The calculation of costs as related to information on parts or processes that were prevented through the use of GIDEP. (see **Appendix A**) (**Built into PURS**)

**5.3.4 QUALITATIVE METHOD** The method in which descriptive narrative statements of the benefits derived from GIDEP information are submitted in lieu of cost estimates. This method is used in the case that a cost cannot be determined using the quantitative method. (see **Appendix A**) (**Built into PURS**)

### 5.4 REPORTING PROCEDURES

**5.4.1 WHEN TO REPORT** Utilization data is collected during the government fiscal year. The government fiscal year begins October 1 and ends September 30. The Annual Utilization Report (AUR) is due no later than November 1 of the fiscal year ending the previous September.

**5.4.2 FAILURE TO REPORT** The consequence of not meeting the November 1 date may be termination of the participant from the program.

**5.4.3 WHAT TO REPORT** Participant's benefits and Prevention of Unplanned Expenditure or ancillary benefits.

#### 5.4.4 HOW TO REPORT

#### **5.4.5 On-Line Users:**

Users of the Participant Utilization Reporting System (PURS) are able to report on each document downloaded or reviewed by logging on to PURS and using the required reports screen to generate their utilization or to enter a no impact report for documents that did not relate to their products, services or organization. (See Figure 5.1) Appendix B Figures illustrates the PURS system. Please refer to the PURS User Guide (available on line through the Members Web site) for more instructions.

#### **5.4.6 DVD/CD Rom Users:**

Metrology/calibration data users are provided a built-in utilization reporting system on the DVD's. This system tracks each document accessed and allows the user to enter the prevented expenditure, the customer/program and comments. Appendix B-2 illustrates the DVD Utilization Module. The resulting file (HSTFYnn, where nn is the last two digits of the fiscal year being reported) may be emailed to GIDEP after the end of the fiscal year. The prevented expenditure, customer/program and comments need to be entered before emailing.

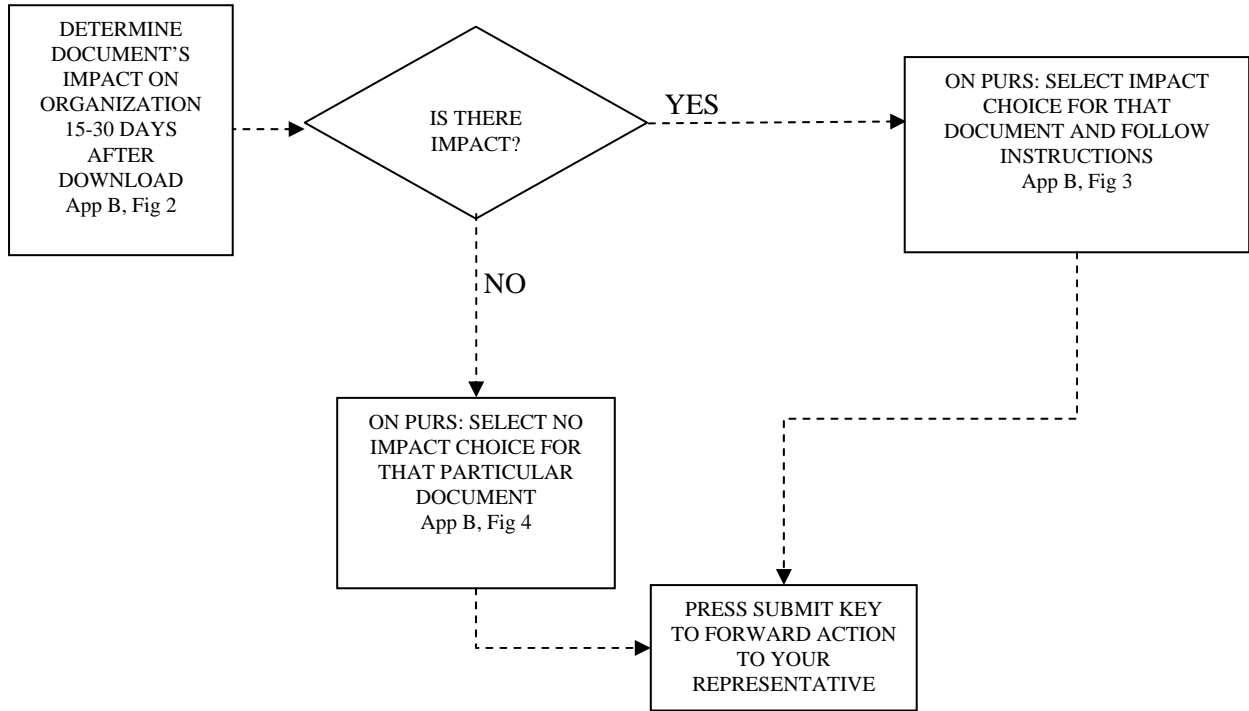
Email address for these reports: [utilization@gidep.org](mailto:utilization@gidep.org) (See Figure 5.2)

### **5.5 TRACKING INTERNAL USAGE**

It is the Representative's responsibility to insure each GIDEP user at their organization has completed and submitted utilization reports for all documents used. It is also the representatives responsibility to obtain usage information from other internal users who are not directly accessing the GIDEP database.

# Figure 5.1 Utilization Reporting Process Flow

**USER ACTIONS:**



**REPRESENTATIVE ACTIONS**

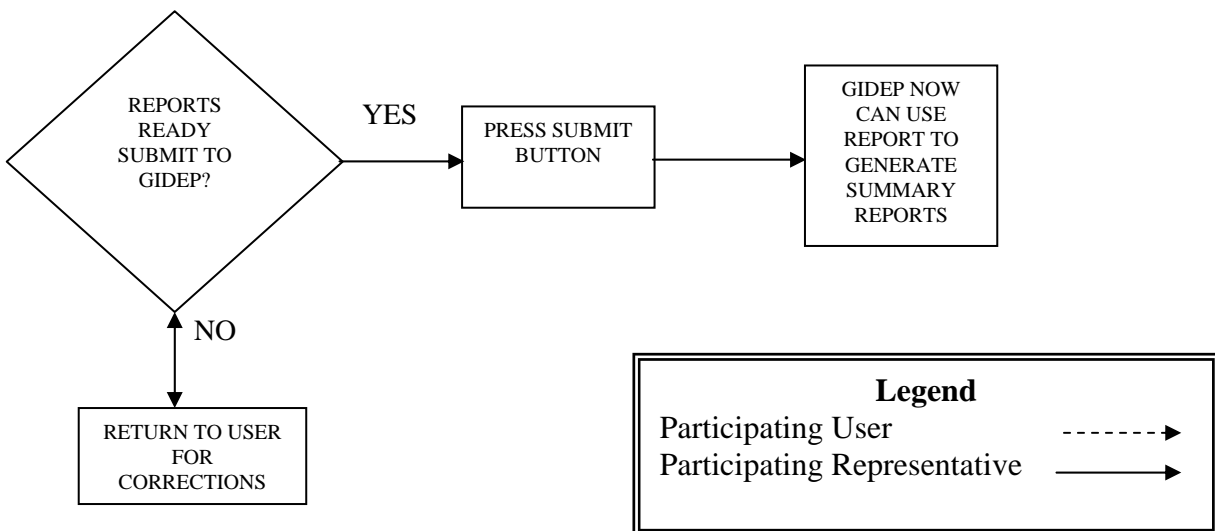
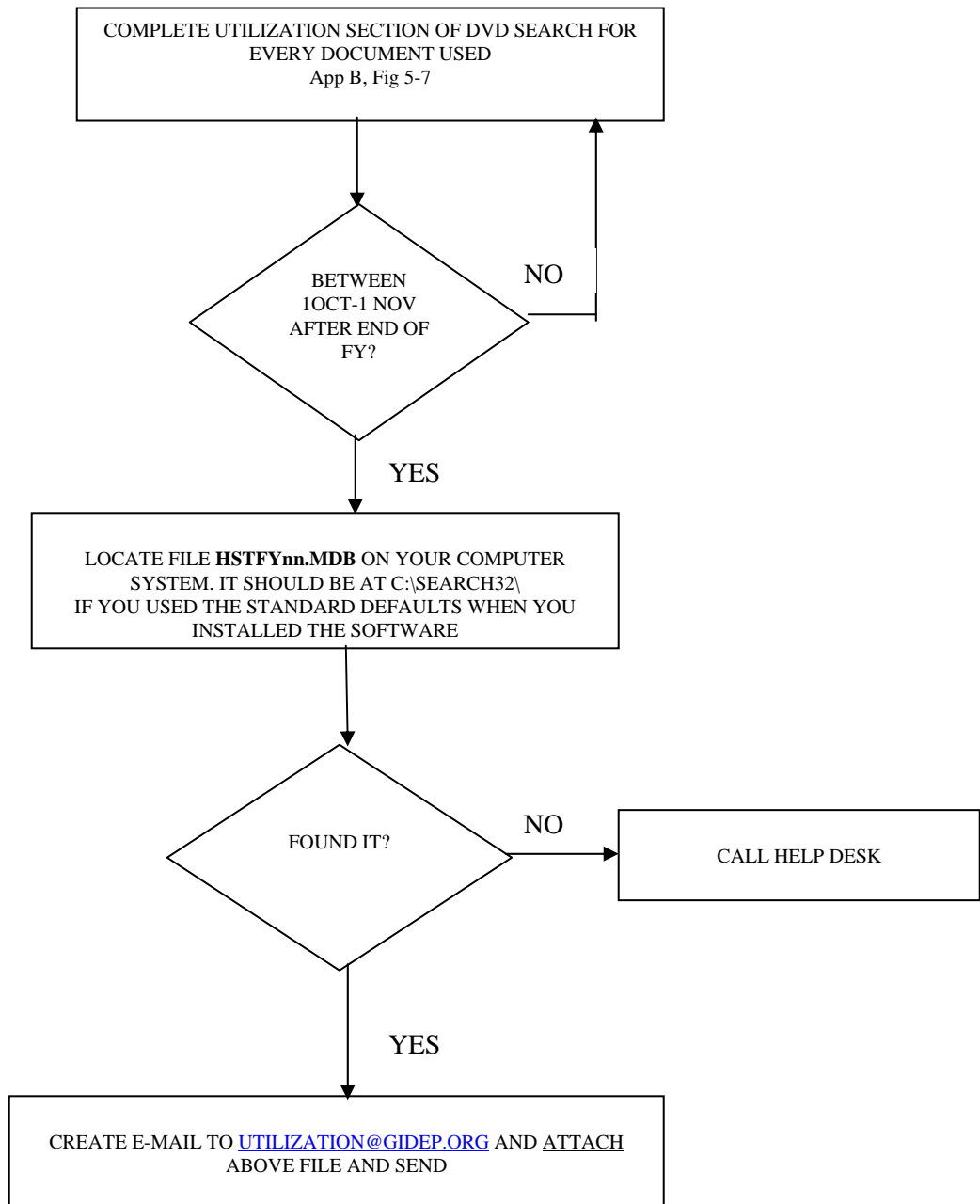


Figure 5.2 DVD Reporting



**APPENDIX A  
GUIDELINES  
FOR  
ESTIMATING PREVENTED EXPENDITURES**

## GUIDELINES FOR ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES

### A.1 INTRODUCTION

Estimating and reporting Prevention of Unplanned Expenditures is based on the premise that because of information obtained from GIDEP, *your organization* did not have to perform work or tasks which would have been required had the information not been available. As an example, the contract may require qualification tests be performed for all component parts to ensure their performance and reliability under expected operating environments. Elimination of qualification tests, because the test was performed on the same components by another contractor may avoid the cost of testing. The methods presented herein are intended as guidance only. You are encouraged to use the methods and costing data from your organization.

### A.2 ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES

Unplanned expenditures may be captured either by a Quantitative or Qualitative method. Frequently preventing the use of nonconforming items, materials or software can have far reaching effects. As an example, discovery of a production lot of deficient memory microcircuits might prevent the grounding of the Navy's F18 Fighter wings. Grounding of the planes could result in millions of dollars of expense to the governments.

### A.3 METHODS FOR REPORTING UTILIZATION

The following methods have been developed by United Space Alliance-Integrated Logistics (DU1), and are provided as a guideline only.

**A.3.1 QUANTITATIVE METHOD** Industry formulas for calculations of unplanned expenditures related to defective parts which were prevented through the use of GIDEP data.

Measures value of solution by determining:

- o How equipment would have failed
- o If rework would have been required
- o If material/parts had been issued

Suggestions for obtaining utilization data through ---

- Installation & removal of failed components
- Failed parts reporting documentation
- Failed parts returned packaging & shipping
- Additional equipment downtime
- Additional inspection & material handling



### **A.3.2 QUANTITATIVE FORMULAS**

#### ***A.3.2.1 BASED ON REPAIR & REPLACEMENT***

##### **GROSS USER COST EXPENDITURES**

Total Hrs Expended \* Industry Burden Rate = Labor  
Qty Purged \* Material \$ Value = Material  
GIDEP Document Cost = \$

##### **GROSS USER COST PREVENTED**

Hrs To Repair \* # Of Units = Eng. Hrs  
Hrs To Test \* # Of Units = Tech. Hrs  
Eng Hrs \* Industry Burden Rate = Labor  
Technician \* Industry Burden Rate = Labor  
Inspection \* Industry Burden Rate = Labor  
Eng + Technician + Inspection = Gross Labor  
Material \$ Amount \* # Of Units = Gross Mat'l

#### ***BASED ON PARTS INSPECTION & RETURN-TO-STOCK***

##### **GROSS USER COST EXPENDITURES**

Total Hrs Expended \* Industry Burden Rate = Labor  
Qty Purged \* Material \$ Value = Material

##### **GROSS USER COST PREVENTED**

Total Items Inspected \* Time Per Item \* Industry Burden Rate = Gross Labor  
Or  
Total Time to Inspect \* Industry Burden Rate = Gross Labor  
Items Return-To-Stock \* Material \$ Value = Gross Material

#### ***BASED ON INVESTIGATING ALERTS RECEIVED PRIOR TO INSTALLATION REQUIRING REMOVAL***

Total Hrs Expended \* User Industry Burden Rate = Labor

*Prevention of Unplanned Expenditures by acting on an ALERT before installation which would have required removal*

#### ***BASED ON PRODUCTION LINE OR OVERHAUL REPAIR***

Method 1:  $A \times B = S$

Where:

A = Estimated Mean Overhaul Or Repair Cost . (This Information Mean Overhaul Or Repair Cost).

*This Information Is Obtained From The Production Scheduler.*

B = # Of Items Scheduled For Repair Including Estimated Quantity Scheduled For Use.

S = Prevention of Unplanned Expenditures In Dollars

Method 2:  $D - E - F - G = S$

Where:

D = Cost Of Equipment Or Parts Which Would Have Failed

E = Cost Of Processing Alert

F = Cost Of Material

G = Cost Of Replacing The Material

S = Prevention of Unplanned Expenditures In Dollars

### ***BASED ON MATERIAL IN SUPPLY WAREHOUSE***

Method 3:  $H - E = S$

Where:

H = Cost Per Unit Issue Times Total Quantity Of Discrepant Inventory

E = Cost Of Processing Alert

S = Prevention of Unplanned Expenditures In Dollars

A.3.3 **QUALITATIVE METHOD** Statement of potential impact should be written if cost cannot be determined by answering:

- o How Did GIDEP Data Impact Your Company?
- o Use Examples On How Your Company Would Have Been Impacted..

**\*\*\*Had It Not Been For Having GIDEP Data?\*\*\***

When value added is identified, it is an estimated impact cost should remedial action not be taken. Based on this fact, it is conceivable that one occurrence could avoid millions of dollars of unplanned expenditures & lost lives!

**APPENDIX B-1**  
**PARTICIPANT UTILIZATION REPORTING SYSTEM (PURS)**

## Accessing PURS

To access PURS from the GIDEP website, click the Utilization button on the GIDEP Database web page. This will open the PURS Required Reports web page, showing GIDEP documents for which you or your organization owe utilization reports.

**Government-Industry Data Exchange Program**

**NOTICE:** You must be a **registered GIDEP participant** to access this site. If you are not a registered participant exit now!  
This U.S. Government System is subject to **monitoring**.

- Search Database
- Roster On-line
- Utilization (PURS)
- Urgent Data Request
- Official Business
- Single Part Search

[Change Password](#) [LOGOUT](#)

Effective October 1, 2004, a **DOD PKI CERT** will be required to access this site.

Send comments, suggestions, and corrections to: [webmaster@gidep.org](mailto:webmaster@gidep.org)

## Representative Required Reports Screen

The required report screen is the default view displayed when a Rep enters PURS, and provides an overview of all utilization reports that you currently owe ( or your company owes) to GIDEP.

**Required Reports: CALLN**  
 Total: 55  
 Working: 17  
 Rep Only: 55

**Submitted Reports: CALLN**  
 Drafts to Review: 0  
 UDR Response: 0  
 Not Started: 38

**Online Analysis**  
 Management Reports  
 Representative Overview  
 Reported Benefits

**Required Reports for CALLN**

Document Number	Document Title	Access Date	No-Impact Report	Impact/Benefit Report	Accessed By
WR-U-03-17	SOURCE OF SUPPLY REQUEST FOR FLARING TOOL	01-OCT-2003		Working (Rep)	LARRY NELSON
X1-D-04-82	M-SYSTEMS PRODUCT DISCONTINUANCE NOTIFICATION 93-EL-1203-00	31-DEC-2003		Working (Rep)	LARRY NELSON
AS3-U-04-001	SOURCE OF SUPPLY REQUEST FOR BEARING	31-DEC-2003	Working (Rep)		LARRY NELSON
X1-D-04-51	XICOR DISCONTINUANCE NOTIFICATION EOL-03-14	31-DEC-2003		Working (Rep)	LARRY NELSON
D7-A-04-01	NON-DESTRUCTIVE INSPECTIONS PERFORMED WITH SYSTEMS THAT FAILED PROCESS CONTROL CHECKS	09-FEB-2004		Working (Rep)	LARRY NELSON
AS3-U-02-05	SOURCE OF SUPPLY REQUEST FOR BRAKE SHOES	02-MAR-2004		Working (Rep)	LARRY NELSON
LL-U-03-139	EQUIPMENT CONTAINING LIQUID ACCIDENTALLY RELEASED AS SCRAP METAL	02-MAR-2004	Create Report	Create Report	LARRY NELSON
4A455C301-59	AN/APX-100 (V) INTRASYSTEM COMSEC TEST	02-MAR-2004	Create Report	Create Report	LARRY NELSON
X1-D-04-121	OMRON PRODUCT DISCONTINUANCE PC-145	02-MAR-2004		Working (Rep)	LARRY NELSON
A03-U-02-09	SOURCE OF SUPPLY REQUEST FOR MILITARY GRADE BLACK POWDER (CLASS 1-9) MATERIAL/CHEMICAL	02-MAR-2004	Create Report	Create Report	LARRY NELSON
*	(* ANY OTHER UNLISTED DOCUMENT *)	*	Blank Form	Blank Form	*

Page: 1 2 3 4 5 6 Previous Next 10 per page

[PURS Home](#) | [Preferences](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Questions? Send e-mail to: [utilization@gidep.org](mailto:utilization@gidep.org) or call the GIDEP Help Desk: (951) 898-3207

## Impact/Benefit Report Screen

The Impact/Benefit Report is designed to make your reporting of benefits as efficient as possible. The GIDEP documentation information, Access Date and your User ID are pre-filled, and default values for Program Affected and Benefiting Agency are pre-filled from your most recent previously submitted report.

GIDEP Impact/Benefit Utilization Report: CALLN-2004-00006 - Microsoft Internet Explorer

Address: http://surogate.gidep.org/purs/purs\_benefit\_form.pl?si=90bc87a5927349fceact

PURS Home | Preferences | GIDEP Database | Help | Log-Out

### GIDEP Impact/Benefit Utilization Report

Reference Number: CALLN-2004-00006 Status: **Editable**  
Working (Rep)

*NOTE: Items marked with \* are Required before Submitting Report.*

**Utilization Type: Database Access**

Accessed by: CALLN (LARRY NELSON) Date Accessed: 02-MAR-2004  
 GIDEP Document Number: X1-D-04-121  
 Document Title: OMRON PRODUCT DISCONTINUANCE PC-145

\* Narrative:  
 (Describe below how you benefited from this document)

This notice allowed our engineering support to obtain an alternate microcircuit to replace the discontinued article. Had we not received this notice our support of a critical US Navy program would have been severely impaired.

**Benefit Line Item 1**

\* Agency: US Navy Cmd/Office: Naval Air Systems Cmd  
 \* Program: AIM-9 SIDEWINDER: MISSILE, AIR TO AIR  
 Part/Model #: C2000H-CPU01-EV1 Equipment:

\* Expenditure Prevention Attachment(s):

'A': Cost Worksheet	Edit	Del	Amount APPLIED:	\$33,850
'B': DMS Calculator	Edit	Del	Amount APPLIED:	\$73,000
'C': Best Estimate	Edit	Del	Amount APPLIED:	\$35,700
<b>Line Item 01 Expenditure Prevention Total:</b>				<b>\$</b>

Local intranet

### Cost Worksheet Attachment Screen

The Cost Worksheet attachment can help you compute the estimated total prevented expenditure from your organization's itemized labor, material and services costs.

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**GIDEP Impact/Benefit Utilization Report** Status: **Editable**  
Working (Rep)  
Reference Number: TESTREP-2002-016 Line Item: 1  
Part/Model: XYZ-789

**Attachment A: Cost Worksheet**

*Use this worksheet to calculate your prevented labor, material and services expenditures due to utilization of the GIDEP document. You may enter detail amounts (rate/hours/cost-each/qty) and/or Sub-totals into this worksheet. Entering a Sub-total sets the associated details to 'N/A'.*

Number of Labor Categories:  Number of Material/Services Items:

Enter Your Prevented Labor Costs Below:					Compare Your Totals with the Industrial Averages Below: (All Averages Are Per Event)			
Labor Category	Burdened Rate	Labor Hours/Unit	# of Units	Labor Sub-totals	FY 2001 Task(s)	Avg Labor Hours	Average Cost	Average Cost Range
Engineering	\$90.00	12	1	\$1,080	Alternate Parts Selection	16	\$13,000	\$10,000 - \$16,000
Technicians	\$80.00	10	1	\$800	Change Order	20	\$22,500	\$20,000 - \$25,000
Quality Assurance	\$70.00	3	1	\$210	Configuration Change	20	\$22,500	\$20,000 - \$25,000
Documentation	\$65.00	7	1	\$455	Construction Analysis	40	\$45,000	\$40,000 - \$50,000
	\$00.00	0	1	\$0	Delivery Slippage	20	\$22,500	\$20,000 - \$25,000
<b>Labor Totals (Hours, Cost):</b>				<b>32</b>	<b>\$2,545</b>			
					Destructive Physical Analysis	12 - 24	\$18,000	\$12,000 - \$24,000
					Inspection	1	\$350	\$200 - \$500
					Item Recall	20	\$22,500	N/A
					Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000
					New Control Item	8	\$900	\$800 - \$1000
					Packaging and Shipping	2	\$350	\$200 - \$500
					Parts Screening	5	\$1,000	\$500 - \$1500
					Process Change	20	\$22,500	\$20,000 - \$25,000
					Recondition / Rework Item	4	\$1,000	\$500 - \$1500
					Redesign Board	200	\$175,000	\$100,000 - \$250,000
					Redesign Circuit Card	48	\$12,500	\$5000 - \$20,000
					Repair/Rework Hours	2	\$200	\$200
					Reprogramming	200	\$30,000	\$10,000 - \$50,000
					Schedule Slippage	N/A	\$1,000	\$1000
					Test Plan	40	\$4000	\$4000
					Testing Hours	0.5	\$500	\$500
					Writing Calibration Procedure	40	\$2500	\$2500

Enter Prevented Material/Services Costs Below:			
Material or Services Description	Cost Each	Qty	Material or Services Sub-totals
Paint gallon	\$20.00	5	\$100
Other Services	\$N/A	N/A	\$500
Re-surfacing	\$350.00	1	\$350
<b>Material or Services Total:</b>			<b>\$950</b>

**Optional Remarks About Your Above Entries:**

"Other Services" includes cleaning the equipment, recalibrating the wave solder machine, and sharpening of the shear.

**Expenditure Prevention Total (Labor + Materials/Services):** \$

Apply Total to Report

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Questions? Send e-mail to: [utilization@gidep.org](mailto:utilization@gidep.org) or call the GIDEP Help Desk: (951) 898-3207

**Best Estimate Attachment Screen**

The Best Estimate attachment provides instructions and industrial average cost data, and allows you to enter your estimated cost savings directly. This allows you to compare your estimate with typical industrial averages for similar tasks and labor rates, to help you arrive at the most accurate estimate.

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**GIDEP Impact/Benefit Utilization Report** Status: **Editable**  
Working (Rep)

Reference Number: TESTREP-2003-001 Line Item: 2

**Attachment D: Best Estimate** Part/Model: XYZ-987-Rev A

---

*Please enter your best estimate of the total expenditures or costs you prevented or avoided by utilizing the GIDEP document.*

\$

**Optional Remarks About Your Estimate:**

This estimate is based on our company Projected Project Expenses Report dated 23 December 2003, page 37.

Apply Estimate to Report:

**The Industrial Averages below are provided for your reference.  
(All averages are per event)**

FY 2001 Task(s)	Avg Labor Hours	Average Cost	Average Cost Range
Alternate Parts Selection	16	\$13,000	\$10,000 - \$16,000
Change Order	20	\$22,500	\$20,000 - \$25,000
Configuration Change	20	\$22,500	\$20,000 - \$25,000
Construction Analysis	40	\$45,000	\$40,000 - \$50,000
Delivery Slippage	20	\$22,500	\$20,000 - \$25,000
Destructive Physical Analysis	12 - 24	\$18,000	\$12,000 - \$24,000
Inspection	1	\$350	\$200 - \$500
Item Recall	20	\$22,500	N/A
Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000
New Control Item	8	\$900	\$800 - \$1000
Packaging and Shipping	2	\$350	\$200 - \$500
Parts Screening	5	\$1,000	\$500 - \$1500
Process Change	20	\$22,500	\$20,000 - \$25,000
Recondition/Rework Item	4	\$1,000	\$500 - \$1500
Redesign Board	200	\$175,000	\$100,000 - \$250,000
Redesign Circuit Card	48	\$12,500	\$5000 - \$20,000
Repair/Rework Hours	2	\$200	\$200
Reprogramming	200	\$30,000	\$10,000 - \$50,000
Schedule Slippage	N/A	\$1,000	\$1000
Test Plan	40	\$4000	\$4000
Testing Hours	0.5	\$500	\$500
Writing Calibration Procedure	40	\$2500	\$2500

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### DMS Calculator Attachment Screen

When your usage of GIDEP data allows your organization to utilize a less costly resolution for a Diminishing Manufacturing Sources and Material Shortages (DMSMS) problem, use the DMS Calculator to calculate your estimated cost avoidance.

[PURS Home](#) | [Preferences](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

---

**Impact/Benefit Utilization Report** Status: **Editable**  
 Reference Number: TESTREP-2002-016 Working (Rep)  
**Attachment B: DMS Calculator** Line Item: 1  
Part/Model: XYZ-789

---

STEP 1: Select the DMSMS Resolution you UTILIZED. Then select (or enter manually) your Non-Recurring Engineering (NRE) cost for this Resolution, using the Industry Cost Range as a guide. The LOW cost is for low-complexity, high-volume parts; HIGH is for high-complexity low-volume parts.

Resolution You UTILIZED: <input type="text" value="Reclamation"/>	NRE Cost for this Resolution (Enter Manually Below)
DEFINITION (FY 2002 Industry Range: \$1,000 - \$3,000): The use of an item found in equipment beyond economical repair at depots or surplus items from the Defense Reutilization and Marketing Service (DRMS).	<input type="text" value="\$2,500"/>

---

STEP 2: Select the DMSMS Resolution you AVOIDED. Then select (or enter manually) the Estimated NRE cost had you utilized this Resolution. If this Resolution would have also resolved DMSMS problems involving other parts (i.e. Redesign), enter the number of other DMSMS problems resolved in the "O/P." ("Other Problems") box (cannot be greater than 9).

Resolution You AVOIDED: <input type="text" value="Alternate"/>	NRE Cost for this Resolution Industry Average: \$7,000
DEFINITION (FY 2002 Industry Range: \$4,000 - \$9,000): A part that is equal to or better than the part specified on a parts list. Such parts may be (1) listed in a specification or standard as superseding parts; (2)	<input type="text" value="\$7,000"/> O/P: <input type="text" value="0"/>

---

STEP 3: For Part/Model: XYZ-789, enter the average price PER PART for both your UTILIZED Resolution and AVOIDED Resolution. Enter the Quantity of Parts impacted:

Unit Price (UTILIZED): \$ <input type="text" value="33"/>	Unit Price (AVOIDED): \$ <input type="text" value="35"/>	Qty of Parts: <input type="text" value="100"/>
---	--	--

---

STEP 4: If you avoided other significant costs, enter them here:  
 (Examples: Procurement/administrative labor, New source qualification, Radiation hardening testing, etc.)

Descriptions of Other Costs:	Amounts:
Radiation hard. testing	\$2,000
Administrative Labor	\$1,500
-	\$0
-	\$0

---

STEP 5 (Optional): Enter Remarks about your above entries, for future reference:

Our reclamation cost was somewhat higher than industry average, due to the expense of traveling to the DRMS depot.

---

**Calculation derived from your above entries (not editable):**

NRE Cost:	\$4,500	("Alternate": \$7,000 - "Reclamation": \$2,500)
+ Parts Cost:	\$200	((Avoided: \$35 - Utilized: \$33) x Qty: 100)
+ Other Costs:	\$3,500	(\$2,000 + \$1,500 + \$0 + \$0)
<hr style="border-top: 1px dashed black;"/>		
Total:	\$8,200	

---

Expenditure Prevention Total: \$

  
    
    
 Apply Total to Report:

---

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**APPENDIX B-2**  
**METROLOGY UTILIZATION REPORTING**

### Metrology Search Screen

Utilization tracking saves, to a database, a record of every document that has been viewed during the present fiscal year (Oct 1 to Sep 30). This may be used as an aid in filling out the required GIDEP Utilization Report. At the beginning of a new fiscal year a new history tracking database is automatically created. The previous database is preserved and may be viewed and edited. The history database may be viewed by clicking the “View Utilization” button on the Search32 GIDEP Metrology Data” screen that is displayed above (if the button is “grayed-out”, it means the database is empty).

Search32 GIDEP Metrology Data - Version 1.9.0 September 2002

Search By:  Manufacturer Name,  CAGE Code,  Model Number,  Document Number,  Keyword,  Met. Doc. Keyword,  GIDEP - Internet

Search: 404

404  
404-1K-2  
4040  
4040B  
404184  
404184-1

Manufacturers  
ASSOCIATED RESEARCH INC  
BECKMAN/BERKLEY SHASTA DIV  
COMPUTATIONAL SYSTEMS INC  
FLUKE CORP  
HARRIS CORP GOVERNMENT SUPPORT SYSTEMS DIV  
PRD ELECTRONICS DIV HARRIS CORP (CAGE 77327)

Document(s)

DVD Number	Access	DD	Document Number	Doc. Date	CE Date	PC	Title
DVD_0002-17	U00091931	CP	33K3-4-1-3-13	7/30/1978	9/21/2000	FW	FREQUENCY METER 4

Help View Utilization View Document Exit

Your search on Model Numbers resulted in: 22 records Manufacturers found: 8 01:46 PM

### Metrology View Utilization Screen

This screen displays the documents that you accessed during the current fiscal year and are required to report utilization.

The screenshot shows a window titled "Metrology History - Fiscal Year 06" with a menu bar containing "File", "Options", "Internet", "Tools", "Utilization", and "Help". The main area contains a table with the following data:

Date	Document Number	Document Date	User ID	Equipment Model	Expenditure	Customer/Program
12/14/200	NA17-20AX-653L	3/1/1995	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX
10/25/2005	NA17-20AQ-386	7/1/1998	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX

Below the table is a large empty gray area. At the bottom of the window, there are five buttons: "Help", "Edit", "Save", "Cancel", and "Return".

At the very bottom of the window, there is a status bar with the following information:

Records found: 2	Number of times all documents have been viewed: 2	Expenditure prevention: None	02:41 PM
------------------	---	------------------------------	----------


### Metrology History Edit Screen

The Metrology History screen allows you to edit your utilization file before submitting it to GIDEP. All fields must be filled out as the procedure is being used or at the end of the fiscal year.

**Metrology History - Fiscal Year 06**  
File Options Internet Tools Utilization Help

## Metrology History Edit Screen

User ID - DAAMU  
Times document used - 1  
Last date document used - 10/25/2005  
Document date - 7/1/1998  
Document number - NA17-20AQ-386  
Document title - MULTIFUNCTION METERS



**Expenditure Prevention**      **Model Number**      **Customer/Program**

500      XXXXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**User comments**       Did not use this document

None

Help      Edit      Save      Cancel      Return

Records found: 2      Number of times all documents have been viewed: 2      Expenditure prevention: None      02:42 PM

### Create Utilization Report Screen Part 1

After you have edited your utilization file you must create your Utilization Report. Click on Utilization at the top of the screen and then click on Create Utilization Report.

The screenshot shows a software window titled "Create Utilization Report" with a menu bar (File, Options, Internet, Tools, Utilization, Help) and a toolbar (Help, Edit, Save, Cancel, Return). The main area contains a table with the following data:

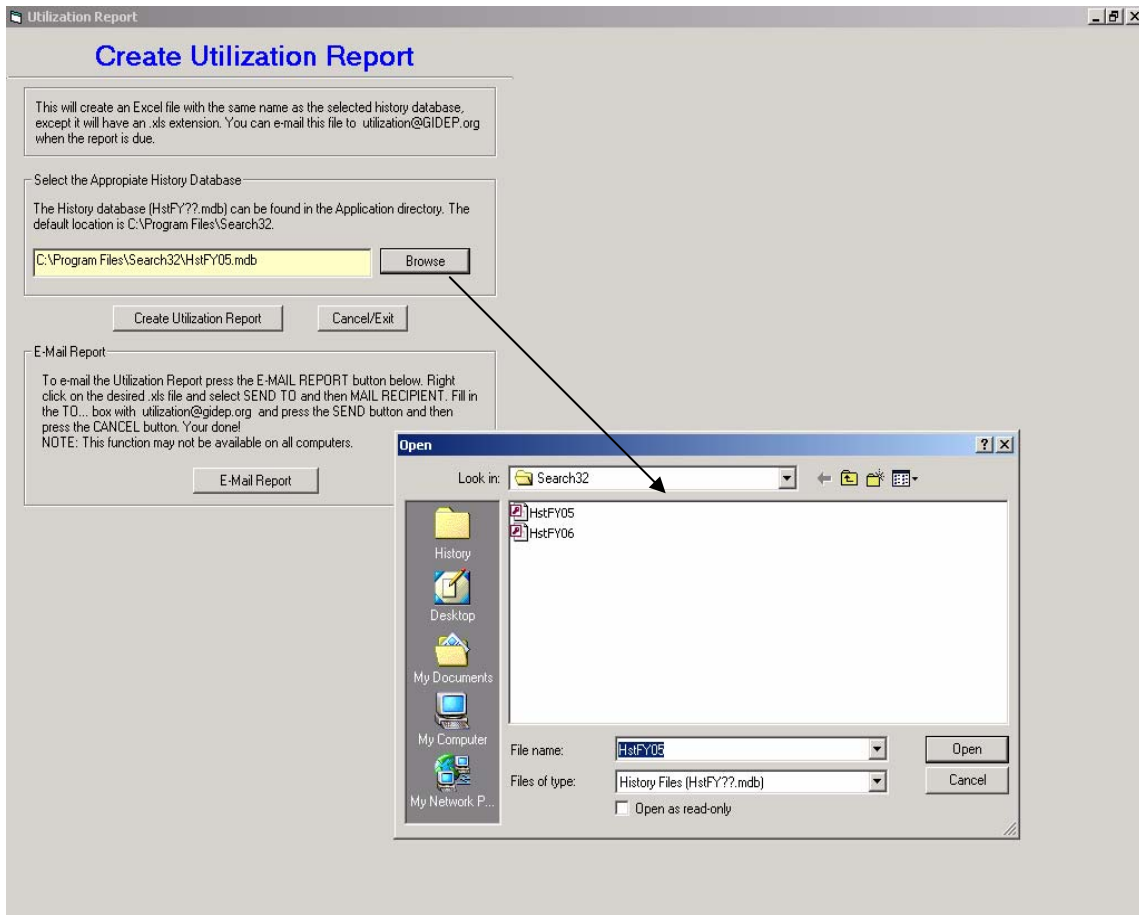
Date	Document Number	Document Date	User ID	Equipment Model	Expenditure	Customer/Program
12/14/2005	NA17-20AX-653L	3/1/1995	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX
10/25/200	NA17-20AQ-386	7/1/1998	DAAMU	XXXXXXXXXX	500	XXXXXXXXXX

At the bottom of the window, a status bar displays the following information:

- Records found: 2
- Number of times all documents have been viewed: 2
- Expenditure prevention: \$500
- 02:46 PM

## Create Utilization Report Screen Part 2

The Create Utilization Report screen below will appear. The yellow section will be blank and you will need to click on the Browse button. This will open the Search 32 Directory and allow you to select a file. Make sure you select the HstFYnn file for the proper fiscal year. Then click on Create Utilization Report. You will receive a message that you Utilization file has been successfully created.



## E-mailing your Utilization report

After creating your Utilization report. You must e-mail in to GIDEP. Click on E-Mail Report. The Search 32 Directory will open. Right click on the HstFYnn file and select on Send to and then on mail recipient. When your e-mail opens up address it to [utilization@gidep.org](mailto:utilization@gidep.org) and click on send.

