



AMIS

Aviation Management Information System

User's Guide

version 4.3



United States
Department of
Agriculture

Forest Service

**Fire & Aviation
Management**

October, 2000



Preface

Welcome to the *AMIS User's Guide*. This guide shows you how to access the Aviation Management Information System (AMIS), version 4.3.

The Contents at the front of this guide help you find topics easily. Each chapter explains specific topics and tasks you must understand to effectively use AMIS. The appendices that are located in the back contain additional helpful information.

We hope you find this guide friendly and easy-to-use. If you have any questions, comments, or concerns, please contact:

USDA Forest Service
National Fire and Aviation Management
Information Systems Team
3833 S. Development Avenue
Boise, ID 83705-5354
1-800-253-5559

You can email us at:

fire_help@dms.nwcg.gov

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Glossaryi

Chapter 1. About this guide

This guide describes the Aviation Management Information System (AMIS), version 4.3. It contains information about how to enter and update aviation contracts and invoices, as well as how to enter new and activate existing aircraft information, enter and update vendor and pilot information, and how to generate a variety of AMIS reports.

Before you begin

Before using the AMIS software, you must feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with using the US Forest Service IBM hardware and software platform and can perform basic Windows 95 functions.
- You are familiar with fire reporting terminology and fire information concepts.

How to use this guide

Each chapter explains a specific functional area of the AMIS system. Chapter titles are shown at the top of each page. At the beginning of each chapter you will find a chapter overview and a picture and related field descriptions of every form discussed within the chapter.

Chapter 1, “About this guide,” introduces the *AMIS User’s Guide* and explains how to use it.

Chapter 2, “Getting started,” explains some of the basic information you need to begin using AMIS. It introduces access roles, basic navigation skills and local limits.

Chapter 3, “AMIS Forms Entry,” explains how to access and manipulate contract, aircraft, vendor, and pilot information and how to complete Flight Use Reports (122s).

Chapter 4, “AMIS Reports,” explains how to retrieve information from the database and generate an AMIS report that you can view, mail, and print from your personal computer.

Appendix A, “Function keys,” lists AMIS function key combinations.

Appendix B, “Pay codes and invoices,” identifies the pay codes used to complete an invoice and how to describe flight time and availability.

The Glossary lists terms and definitions used in this guide.

Conventions

The following conventions are used within this guide:

- Menu options and field names appear in bold, in the same case as on your screen or keyboard. Hard label keys appear in small capital letters. For example, a step in a procedure might instruct you to
 - 1 In the **Contract Number** field, type the desired contract number and press **TAB** or **ENTER**.
- A plus sign (+) between hard label keys, such as **SHIFT + TAB**, means to press and hold the first key, and then press the second key.
- AMIS menu names, form names, and field names appear in the same case as shown on the screen. For example, step 4 in a task might instruct you to
 - 4 Click **OK** twice to return to the **AIRCRAFT INFORMATION** form, and then click **Save**.
- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example:

To edit aircraft information the aircraft status must be ACTIVE.

How to obtain a copy of this guide

The current version of this guide is available on the US Forest Service site on the World Wide Web. You can print the entire guide or individual chapters.

To print the current version or selected chapters of the AMIS User's Guide

- 1 Log on to your Internet Service Provider.
- 2 Type www.fs.fed.us/fire/planning/nist in the Address bar, and then press **ENTER**.
- 3 Scroll down to the bottom of the page, then click **Distribution**.
- 4 Click **AMIS User's Guide**, then follow the instructions on your screen.

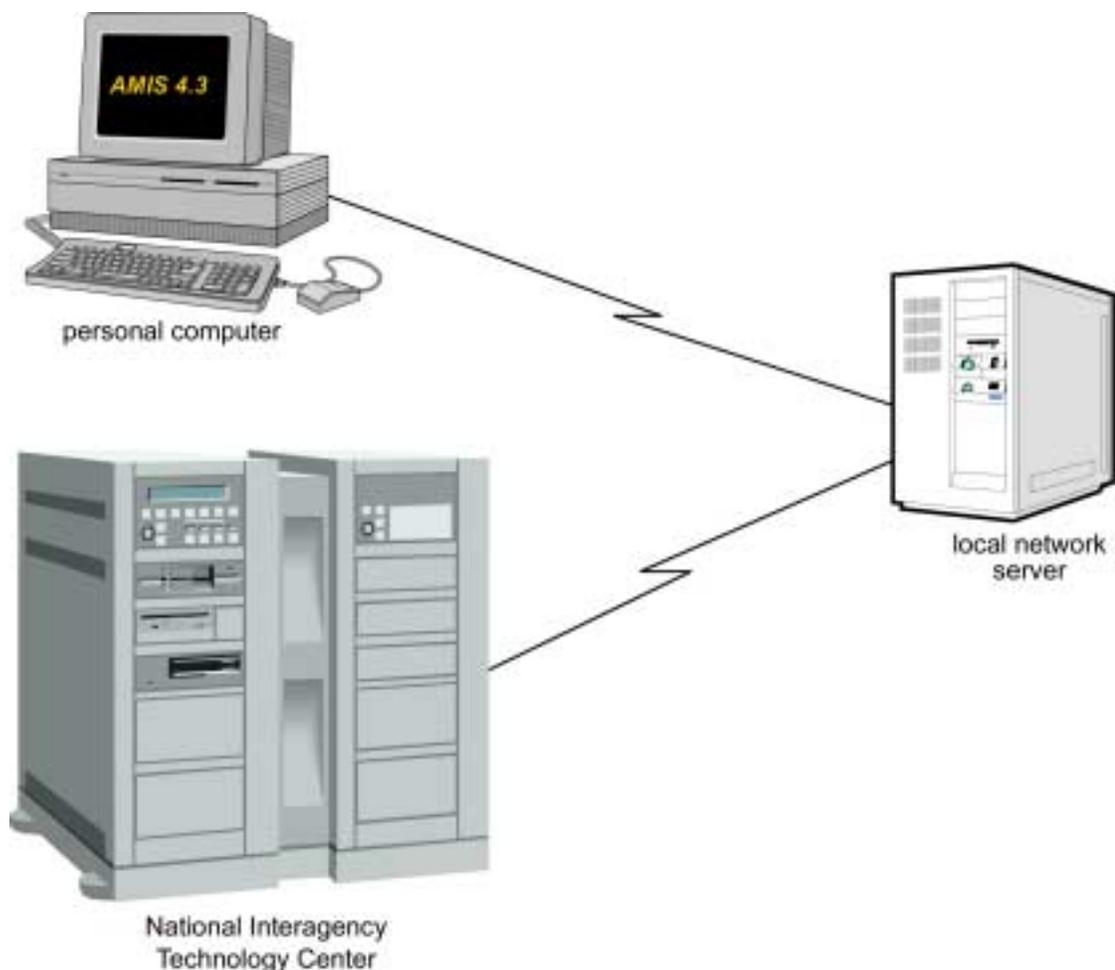
Chapter 2. Getting started

This chapter outlines some of the basic information you need to begin using AMIS. It outlines basic concepts and functions you can perform based on your assigned access role. By reviewing and understanding this chapter you will have a smoother flight through the AMIS system. Topics include:

- What's new in AMIS 4.3
- Navigating through the AMIS system
- Transmitting your data to NITC.

What's new in AMIS 4.3

AMIS version 4.3 is a PC Client/Server software application. When you save your AMIS data, it is saved in the Oracle database on your local network server. The data is then loaded into the National Fire Management Integrated Database (NIFMID), the database for fire occurrence data, at the National Interagency Technology Center (NITC).



Although AMIS 4.3 has a similar *look and feel* of AMIS 3.0, AMIS 4.3 allows you to use your mouse to select menu options in a Windows operating environment. In addition, AMIS 4.3 is Year 2000 compliant.

AMIS allows you to:

- enter and store aircraft use information
- report aircraft use information to the United States Department of Agriculture (USDA)
- create and retrieve reports for Regional and Forest offices
- meet upward reporting requirements.

To obtain user support

- Contact your local Regional support group. To locate this group, check with your supervisor and/or computer specialist.

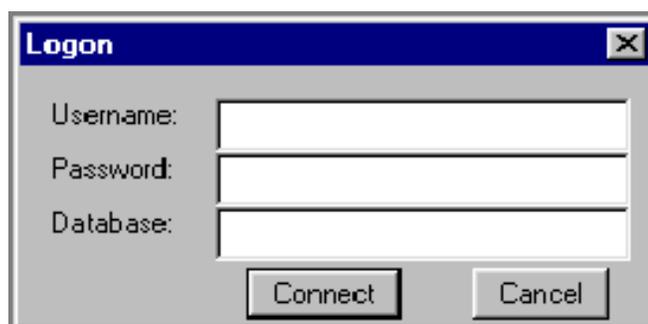
Your Regional support group may also contact the AMIS support staff at 1-800-253-5559 or email us at:

fire_help@dms.nwcg.gov

To start AMIS 4.3

- 1 On the **Start** menu, click **Programs**, point to **F&AM Applications**, and then click **AMIS**.
- 2 In the **Logon** dialog box, type your **Username**, your **Password**, and **Database** name, and then click **Connect** or press ENTER.

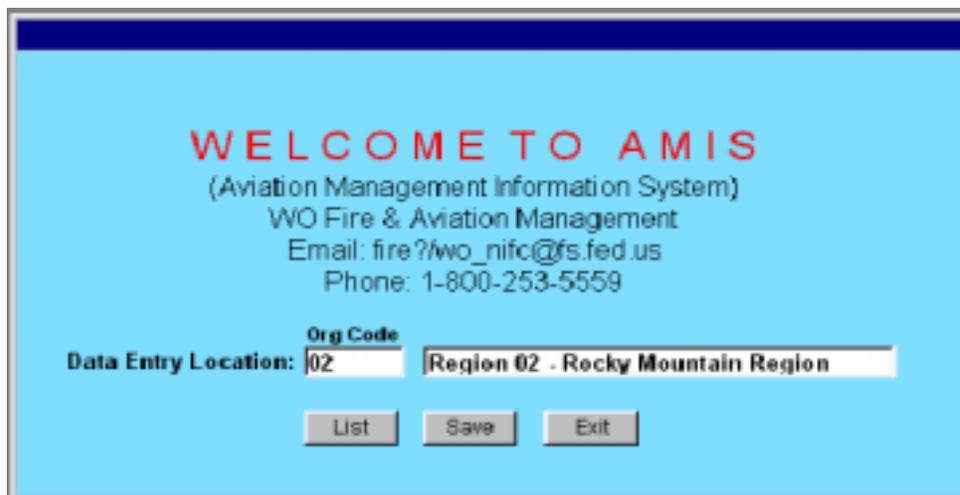
The following diagram shows the Logon dialog box that displays when you first log on to AMIS.



Your Username, Password, and Database name are case-sensitive. Be sure to enter this information using the appropriate uppercase and lowercase letters.

If you are having trouble logging on or do not know your Username, Password, or Database name, contact your local Regional support group.

The following diagram shows the WELCOME TO AMIS screen. The Data Entry Location for this example is “Region 02 - Rocky Mountain Region.”



WELCOME TO AMIS
(Aviation Management Information System)
WO Fire & Aviation Management
Email: fire?/wo_nifc@fs.fed.us
Phone: 1-800-253-5559

Data Entry Location:

To set up or change your Data Entry Location

- 1 Delete the current entry in the **Data Entry Location** text box, and then click **List**.
- 2 Select the **Data Entry Location** of your choice, click **OK**, and then click **Save**.

The following diagram shows the index that displays for Data Entry Location.



Find

Org Code	Full Name
01	Region 01 - Northern Regi
0102	Beaverhead National Fores
0103	Bitterroot National Fores
0104	Idaho Panhandle National
0105	Clearwater National Fores

To log off AMIS

- 1 From any form, click **Exit** on the **File** menu, or click **Close**.
- 2 Click **Exit** on the WELCOME TO AMIS screen.

Navigating through the AMIS system

The following diagram outlines some of the elements as they appear on the AMIS initial screen. These terms will be used throughout this *AMIS User's Guide*.



AMIS access roles

You have one AMIS access role assigned to your Oracle user ID. An access role allows you to see and perform specific AMIS functions on the AMIS menu. These three access roles include:

- **Manager.** Access to all modules, including Role Administration.
- **Contract.** Access to aircraft, contract, and vendor modules.
- **Invoice.** Access to flight invoice modules.

Using AMIS menus

Each AMIS menu contains one or more menu options or commands that allow you to display specific AMIS forms or perform a specific function. You can select a menu option or command whenever the AMIS menu bar is displayed.

When a menu option appears dimmed, it is unavailable to your access role.

Action menu

The Action menu allows you to perform the following functions:

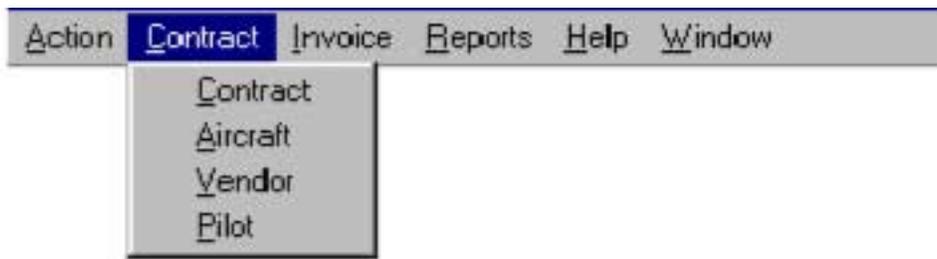
- change your password
- if authorized, assign access roles.



Contract menu

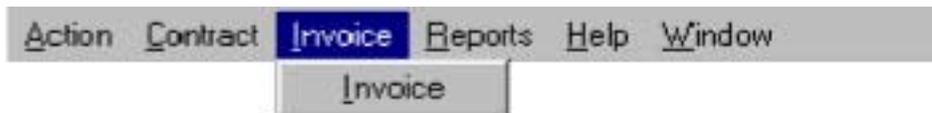
The Contract menu allows you to perform the following functions:

- access the AIRCRAFT CONTRACTS form
- access the AIRCRAFT INFORMATION form
- access the VENDOR INFORMATION form
- add a new pilot to your site-specific list.



Invoice menu

The Invoice menu allows you to access the FLIGHT USE REPORT form.



Reports menu

The Reports menu allows you to perform the following functions:

- generate AMIS Invoice Reports
- generate AMIS Contract Reports
- generate AMIS Miscellaneous Reports.



For more information about AMIS National Reports, see "Working with AMIS National Reports" in Chapter 4, "AMIS Reports."

Help menu

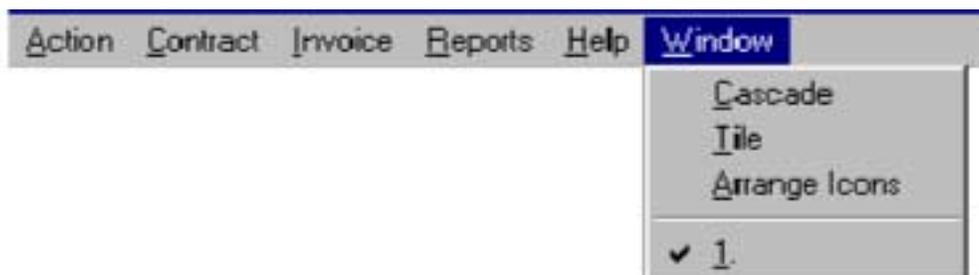
The Help menu allows you to perform the following functions:

- show available function keys
- display informational error messages
- find out more about this version of AMIS.



Window menu

The Window menu displays standard Windows-based options.



Displaying function keys

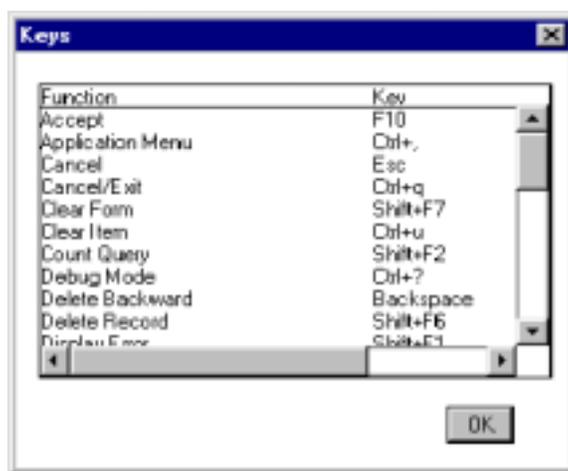
Function keys allow you to perform many common tasks quickly and easily. When you select Show Keys, you can display every function key combination currently available for your use.

Show keys is function and menu-specific. Only the active function keys display on the Keys list.

To show active function keys

- On the **Help** menu, click **Show Keys**, or press CTRL + F1.

The following diagram shows the Show Keys window as it appears while displaying the FLIGHT USE REPORT.



Displaying an index or list of values

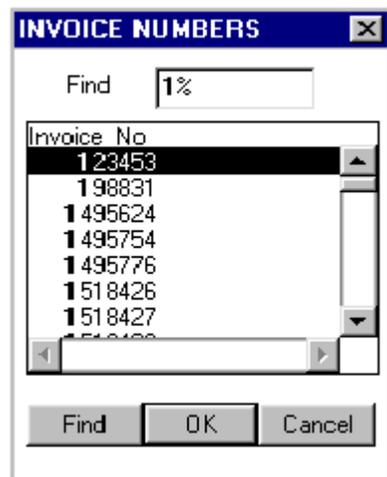
In AMIS, an index identifies the possible values for any field in a form that has a defined set of entries. By displaying the index, you can choose from the list of values and save typing time.

An index is available for a specific field when <List> displays on the status bar.

To display the index for a specific field on a form

- 1 TAB or ENTER to the field of your choice.
- 2 If <List> displays on the status bar, press F9.
- 3 Select the field value of your choice, then click **OK** to exit the index and return to the form.

The following index displays the INVOICE NUMBERS list for the FLIGHT USE REPORT.



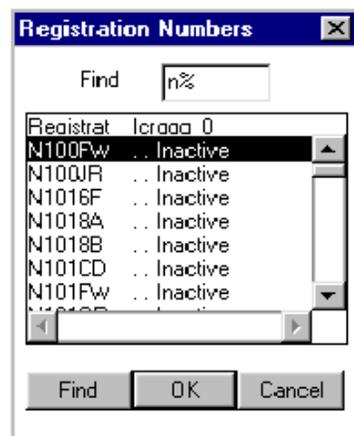
Searching for a specific index entry

The percent sign (%) is a wildcard that allows you to narrow your search when you are unsure of the exact value or if the index contains a long list of available values.

To search for specific characters within an index of available values

- 1 TAB or ENTER to the field of your choice.
- 2 If <List> displays on the status bar, press F9.
- 3 In the **Find** box, type the first one or two characters of the index entry of your choice, type % (the percent sign), and then click **Find**.
- 4 Select the field value of your choice, then click **OK** to exit the index and return to the form.

The following diagram shows a search for all aircraft Registration Numbers that begin with the letter "N."



To display available error information for a completed field

- 1 Click in the field of your choice and then press SHIFT + F1.
- 2 To exit the help screen and return to the current AMIS form or menu, click **OK**.

If you are unable to solve the problem using AMIS help information, contact your local AMIS system administrator.

Transmitting your data to NITC

Currently, AMIS 4.3 does not allow you as an individual to transmit your AMIS datafile to the National Interagency Fire Management Integrated Database (NIFMID). Your local Regional support group will be notified when this function is available. In the interim, you must contact Milford Suida, who will then transmit your AMIS data the NITC.

To transmit your AMIS data to NITC

- Contact Milford Suida at **520-527-3554**
or send him an email message at
msuida@fs.fed.us

Before contacting Milford, be sure that your AMIS data for the reporting period is complete and accurate. You will receive notification when your AMIS data was successfully loaded into NIFMID.

Chapter 3. AMIS Forms Entry

This chapter outlines the information you need to access and manipulate contract, aircraft, vendor, and pilot information and how to complete Flight Use Reports.

- **Contracts** explains how to access the AIRCRAFT CONTRACTS form, how to enter new contract information, how to edit and delete a contract, and how to delete a Registration Number from a Contract. This section also explains Pay Codes and how to work with WCF equipment.
- **Aircraft** explains how to access the AIRCRAFT INFORMATION form, how to include (activate) and exclude (deactivate) aircraft from the National distributed aircraft list to your site-specific aircraft table, and how to edit and aircraft information on your site-specific list.
- **Vendors** explains how to access the Add/Modify Aircraft Vendors form, how to enter new vendor information, and how to edit or delete vendor information.
- **Pilot** explains how to add a new pilot to your site-specific list.
- **Invoices** explains how to access the FLIGHT USE REPORT form, how to enter Flight Use Reports (FS-6500-122), and how to modify invoice information.

*With AMIS 4.3, you can use the AMIS toolbar to access Aircraft, Vendor, and Contract forms whenever you need to update information. For example, to update pilot information while displaying the AIRCRAFT CONTRACTS form, simply click **Pilots** on the **Contract** menu to add new pilot information to your site-specific list.*

Contracts

Once the contract for aircraft and aircraft services is approved, enter the information into the AIRCRAFT CONTRACTS form. This form allows you to enter all the information listed on the contract including contract number, vendor, aircraft and aircraft pay code rates assigned to the contract, and special equipment for non-WCF aircraft.

Aircraft, vendor, and contract information must be up-to-date before you can enter an invoice (FS-6500-122).

To access the AIRCRAFT CONTRACTS form

- On the **Contract** menu, click **Contract**.

AIRCRAFT CONTRACTS form

AIRCRAFT CONTRACTS

Contract Number: Type: Begin Date: End Date:

Contracting Unit:

Vendor:

Regist No.	Edit PC	Edit EQ	Type	Make/Model
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

List Save Exit Delete Registration Delete Contract

Field	Description and action to be taken
Contract Number	Type the contract number, up to 20 characters. For Forest Service-owned aircraft, type WCF .
Type	Type the contract type, up to three characters. Some valid contract types are: <ul style="list-style-type: none"> • JC, for job contract • L, for lease • CWN, for call when needed • EU, for exclusive use • POA, for Purchase Order arrangement.
Begin Date	Type the beginning month, day, and year as specified in the contract, in the format mm/dd/yyyy.

End Date	Type the ending month, day, and year as specified in the contract, in the format mm/dd/yyyy.
Contracting Unit	Type the Forest Service organization unit that originates and/or administers the contract, up to 35 characters. To display a subset of available contracting units, type the USFS Region number of the contracting unit, and then click List or press F9. <i>For contract numbers that begin with "55-024B," this field is automatically set to "1302."</i>
Vendor	Type the name of the vendor, up to 30 characters, or click List or press F9 to display a list of vendors. Enter this field exactly as specified in the contract.
Regist No.	For each sequence number, type the FAA registration number for each aircraft assigned to this contract, up to six characters.
Edit PC	Type Y to change aircraft pay codes and contract rates.
Edit EQ	Type Y to change Special Equipment for non-WCF aircraft.
Type (for display only)	This field identifies the aircraft type, as defined in the AIRCRAFT INFORMATION form.
Make/Model (for display only)	This field identifies the aircraft manufacturer and model, as defined in the AIRCRAFT INFORMATION form.

To complete the AIRCRAFT CONTRACTS form

- 1 Complete the fields in the form as instructed.
- 2 When finished, click **Save**.

To edit aircraft contract information

- 1 In the **Contract Number** field, type the desired contract number and press TAB or ENTER.
- 2 Edit the fields of your choice, and then click **Save**.

To delete a Registration Number from a contract

- 1 In the **Contract Number** field, type the desired contract number and press TAB or ENTER.
- 2 Press TAB and SHIFT + TAB to move the cursor to the **Regist No.** of your choice, click **Delete Registration**, and then click **Save**.

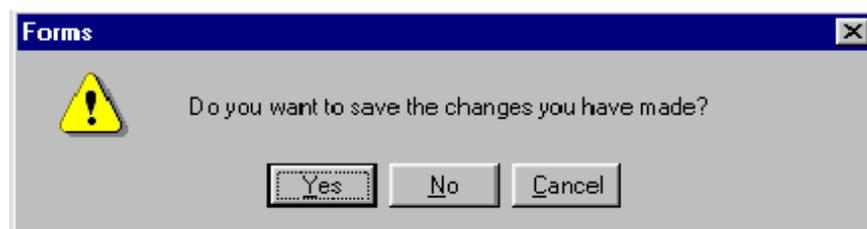
You cannot delete a Registration Number from a contract if there is invoice data attached to it.

To delete a contract

You must have the appropriate access role to delete a contract. You cannot delete a contract if it is attached to an invoice.

- 1 In the **Contract Number** field, type the contract number you want to delete, and then press TAB or ENTER.
- 2 Verify that the desired contract displays on the screen.
- 3 To delete the contract, click **Delete Contract**, and then click **Yes** on the Forms information dialog box to confirm the delete.

The following diagram shows the Forms information dialog box.



Pay Codes

A Pay Code is a two-character code that best describes the purpose of an aircraft's billing charges. Every Pay Code is associated with a specific rate, as contracted with a particular vendor and aircraft. For example, one vendor may contract their flight time (Pay Code **FT**) for \$230.00 per hour (Contract Rate). An airtanker billing for overnight charges (Pay Code **ON**) may be contracted at a rate of \$60.00 per night (Contract Rate).

The Pay Rate dialog box displays either when you:

- create a new aircraft contract
- type **Y** in the **Edit PC** field.

To enter Pay Codes and Contract Rates

Do not type the dollar sign (\$) when entering Contract Rates.

- 1 In the **Pay Code** field, type the pay code as specified in the contract, and then press TAB or ENTER.
- 2 In the **Contract Rate** field, type the contract rate for that pay code as specified in the contract, and then press TAB or ENTER.
- 3 Type all **Pay Codes** and **Contract Rates** for the aircraft, and then click **Save**.

The following diagram shows the Pay Rate dialog box.

To change Pay Codes to an existing aircraft contract

- 1 In the **Contract Number** field, type the desired contract number and press TAB or ENTER.
- 2 Press TAB and SHIFT + TAB to move the cursor to the **Edit PC** field, type **Y** and then press TAB or ENTER.
- 3 Change the appropriate **Pay Codes** and **Contract Rates** as needed, and then click **Save**.

Editing special equipment for non-WCF aircraft

Vendors that contract with the Forest Service may install special equipment on their aircraft. When special equipment is specified for non-WCF aircraft, enter the special equipment using the AIRCRAFT CONTRACTS form.

To specify and/or edit special equipment for WCF equipment, you must access the AIRCRAFT INFORMATION form. For more information, see "Special equipment for WCF aircraft," earlier in this chapter.

To edit special equipment for non-WCF aircraft

- 1 In the **Contract Number** field, type the desired contract number and press TAB or ENTER.
- 2 Press TAB and SHIFT + TAB to move the cursor to the **Edit EQ** field, type **Y** and then press TAB or ENTER.
- 3 Click **List** to display a list of special equipment.

AIRCRAFT INFORMATION form

AIRCRAFT INFORMATION

Registration No.	<input type="text"/>	ACTIVE	<input type="checkbox"/>
Aircraft Type	<input type="text"/>		
Manufacturer	<input type="text"/>		
Aircraft Model	<input type="text"/>		
Fuel Consumption	<input type="text"/>		
IFR Capable	<input type="text"/>		
Passenger Seats Mfg	<input type="text"/>		
Passenger Seats Normal	<input type="text"/>		

Field	Description and action to be taken
Registration No. (required)	Type the FAA aircraft registration number, including all characters and numbers. The aircraft registration number must begin with the alphabetic designation of country or registration. For example: <ul style="list-style-type: none"> • N, designates the United States • C, designates Canada • M, designates Mexico.
ACTIVE	Type Y or N to include this aircraft in your site-specific listing. For new aircraft, the default is "Y."
Aircraft Type (required)	Type the aircraft type code that identifies the aircraft type, up to two characters. Valid aircraft type codes are: <ul style="list-style-type: none"> • H, for helicopter • T, for airtanker • F, for all other fixed-wing aircraft.

Manufacturer (required)	Type the aircraft manufacturer, up to 20 characters.
Aircraft Model (required)	Type the aircraft model, up to 25 characters.
Fuel Consumption (for display only)	This field identifies the rate of fuel consumed per hour, based on the aircraft manufacturer's engine specification and FAA guidelines, up to four characters.
IFR Capable (required)	Type the one-character code to identify whether the aircraft is IFR capable. <ul style="list-style-type: none"> • Y identifies the aircraft as being IFR capable • N identifies the aircraft as <i>not being</i> IFR capable.
Passenger Seats Mfg. (for display only)	This field identifies the number of passenger seats the aircraft contained when it was shipped from the aircraft's manufacturer, up to three numbers.
Passenger Seats Normal (required)	Type the number of seats available for passenger seating, up to three numbers.

To complete the AIRCRAFT INFORMATION form

You must have the Manager access role to add new aircraft registration numbers.

- 1 Complete the fields in the form as instructed.
- 2 For WCF aircraft, click **List**, select all special equipment that applies to the aircraft, and then click **Save**.
- 3 To save the new aircraft information, click **Save**.

For more information about completing the WCF Special Equipment form, see "Special equipment for WCF aircraft," later in this chapter.

To include (activate) aircraft in your site-specific listing

- 1 In the **Registration No.** field, type the six-digit FAA aircraft registration number, and then press TAB or ENTER.
- 2 In the **ACTIVE** field, type **Y**, and then click **Save**.

To exclude (deactivate) aircraft from your site-specific listing

- 1 In the **Registration No.** field, type the six-digit FAA aircraft registration number, and then press TAB or ENTER.
- 2 Press ENTER until the **ACTIVE** field is highlighted, type **N**, and then click **Save**.

To edit aircraft information

To edit aircraft information the aircraft status must be ACTIVE.

- 1 In the **Registration No.** field, type the six-digit FAA aircraft registration number, and then press TAB or ENTER.
- 2 Edit the fields in the form as instructed.
- 3 For WCF aircraft, select all special equipment that applies to the aircraft, and then click **Save**.
- 4 Click **OK** twice to return to the AIRCRAFT INFORMATION form, and then click **Save**.

To delete an aircraft from your server's database

- 1 In the **Registration No.** field, type the six-digit FAA aircraft registration number, and then press TAB or ENTER.
- 2 Verify that the desired aircraft displays on the screen.
- 3 Click **Delete**, and then click **Yes** on the Forms information dialog box to confirm the delete.

Special equipment for WCF aircraft

Special Equipment

The Special Equipment button automatically displays on the AIRCRAFT INFORMATION form for Forest Service-owned (WCF) aircraft. This button allows you to specify the equipment that is installed on the WCF aircraft, including such items as a fertilizer spreader, dip tanks and water pumps, or other fire suppression equipment.

To edit special equipment for non-WCF aircraft, you must access the AIRCRAFT CONTRACTS form. For more information, see "Editing special equipment for non-WCF aircraft," earlier in this chapter.

To specify special equipment for WCF aircraft

- 1 In the **Registration No.** field, type the six-digit FAA aircraft registration number, and then press TAB or ENTER.
- 2 Click **Special Equipment**, and then use the up and down arrow keys to position the cursor in the text box next to the special equipment that applies to the aircraft.
- 3 To select that special equipment, press ENTER.
- 4 Select all special equipment that applies to the aircraft, and then click **Save**.
- 5 Click **OK** twice to return to the AIRCRAFT INFORMATION form, and then click **Save**.

The following diagram shows the WCF Special Equipment dialog box that displays when you update special equipment.

The following diagram shows the Forms dialog box that displays when you update special equipment.

The following diagram shows the Forms dialog box that displays the transaction is complete.

Vendors

Vendors contract with the Forest Service to supply aircraft and related services. If the vendor name does not already exist in the database when the contract is approved, you must enter it into AMIS before you can complete the AIRCRAFT CONTRACTS form.

Every vendor used in the last three years is stored in the database.

To access the Add/Modify Aircraft Vendors form

- On the **Contract** menu, click **Vendor**.

Add/Modify Aircraft Vendors form

Field	Description and action to be taken
Name (required)	Type the name of the vendor, up to 30 characters. This field must be entered exactly as it appears in the contract. For Forest Service-owned aircraft, type USDA FS .
Address (required)	Type the street address of the vendor as specified in the contract, up to 25 characters.

City (required)	Type the city of the vendor's address as specified in the contract, up to 20 characters.
St (required)	Type the two-character standard postal service state abbreviation of the vendor's address as specified in the contract.
Zip+4 (required)	Type the five digit or zip+4 zip code of the vendor's address as specified in the contract, up to 10 characters.
Phone (optional)	Type the vendor's telephone number, in the format (area code) 123-4567, up to 14 characters.

To complete the Add/Modify Aircraft Vendors form

- Complete the fields in the form as instructed, and then click **Save**.

To edit vendor information

- 1 In the **Name** field, type the vendor name, and then press TAB or ENTER.
- 2 Edit the fields in the form as instructed, click **Save**, and then click **OK** on the Forms information dialog box.

To delete a vendor

You must have the appropriate access role to delete a vendor. You cannot delete a vendor if it is attached to a contract and/or an invoice.

- 1 In the **Name** field, type the vendor name, and then press TAB or ENTER.
- 2 Verify that the desired vendor displays on the screen.
- 3 To delete the vendor, click **Delete**, and then click **OK** on the Forms information dialog box.

Pilots

The Aircraft Pilots form allows you to add, search for, change, or delete pilot names on your site-specific list.

To access the Aircraft Pilots form

- On the **Contract** menu, click **Pilot**.

Aircraft Pilots form

Aircraft Pilots

Last Name

First Name

To

Do this

Enter new pilot information to your site-specific list

Type the Pilot's **Last Name** and press ENTER. Type the **First Name**, press ENTER, and then click **OK** to confirm your changes.

List all pilot names

Click **List**.

Search for a pilot name

Type the first several characters of the pilot's **Last Name**, and then click **List**. Select the pilot of your choice, and then click **OK**.

Delete pilot information to your site-specific list

Type the Pilot's **Last Name** and press ENTER. Type the **First Name**, press ENTER, and then click **Delete**.

The following screen show a search for pilot Last Names that begin with the letters "Arm."

Last Name	First Name
Armour	Bill
Armstrong	Chris
Armstrong	K.
Armstrong	Linda
Armstrong	Paul
Armstrong	Perry
Armstrong	Robert R.

Invoices

Flight information is manually recorded on Flight Use Report FS-6500-122 forms. In AMIS, the FLIGHT USE REPORT form allows you to electronically maintain key information from hardcopy FS-6500-122s.

AMIS verifies most contract, vendor, and aircraft information based on the information entered on the AIRCRAFT CONTRACTS form.

For more information about aircraft information, see "Aircraft" earlier in this chapter. For more information about vendor information, see the previous section "Vendors."

To access the FLIGHT USE REPORT form

- On the **Invoice** menu, click **Invoice**.

FLIGHT USE REPORT

FS-6500-122 FLIGHT USE REPORT

Invoice Number	Flight Date	Contract Number	Vendor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplying Unit			
<input type="text"/>			
Registration	Aircraft Make/Model	Type	INVOICE TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

Leg	User Unit	User Code	Flight/Resource Order	FAA Identifier		Mission	Pay Code
				From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks List Save Exit Delete Leg Delete Inv.

Leg	Clock Time or Hobbs Meter			Elapse Time	Rate	Leg Total
	H/C	Start	Stop			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Description and action to be taken
Invoice Number	Type the number of the invoice, the seven to ten-digit number located in the upper left-hand corner of form FS-6500-122.
Flight Date	Type the month, day, and year of the flight, in the format mm/dd/yyyy.
Contract Number	Type the contract number, up to 20 characters.
Vendor Name (for display only)	This field displays the name of the vendor as specified in the contract.
Supplying Unit (for display only)	This field displays the Forest Service organization unit that originated and/or administers the contract.
Registration	Type the registration number using the list of available aircraft Registration Numbers.
Aircraft Make/Model (for display only)	This field displays the aircraft manufacturer and model.
Type (for display only)	This field displays the aircraft type.
INVOICE TOTAL	This field displays the total dollar amount of the invoice.
Leg	Type the number of the flight leg. <i>The default value of the first flight leg is "1." Although the flight leg number defaults to the next sequential number, you can enter any number from 2 to 99.</i>
User Unit	Type the two to four-digit Forest Unit code, three-digit agency code, or two-digit state code of the unit or agency using the aircraft. <i>For example, "0210" identifies the Arapahoe and Roosevelt National Forests in Region 2.</i>
User Code	Type the two-digit code of the administrative unit using this leg of the flight.
Flight/Resource Order	Type the flight or resource order number assigned to this leg of the flight. <i>For example, "AZ-TFN-0139" is a valid resource number.</i>
FAA Identifier - From	Type the FAA airport code that identifies the starting point of this flight leg.
FAA Identifier - To	Type to FAA airport code that identifies the ending point of this flight leg.
Mission	Type the two-digit mission code that best describes the use of the aircraft. <i>Use Mission in conjunction with Pay Code to describe the flight leg. For example, to describe an airtanker on standby, enter 10 in the Mission field and SB in the Pay Code field.</i>
Pay Code	Type the two-character payment code that best describes the purpose of the charges.

H/C	Type one of the following: <ul style="list-style-type: none"> • H to identify “Hobbs Meter” • C to identify “Clock Time” • leave blank to skip this field and advance to the Elapse Time field.
Clock Time or Hobbs Meter - Start	Type the beginning clock time or Hobbs meter reading, in the format 99999. <i>Since you are restricted to a 5-character field length and a decimal point counts as one character, you must truncate the meter reading to fit.</i> <i>For example, suppose the beginning Hobbs meter reading is “7172.11.” To enter the starting Hobbs reading to the nearest 10th, type 172.1. To enter the starting Hobbs reading to the nearest 100th, type 72.11.</i>
Clock Time or Hobbs Meter - Stop	Type the ending clock time or Hobbs meter reading, in the format 99999.
Elapse Time	This field displays the calculated elapsed time of the flight leg. If the Rate field is a daily or flat rate, the Elapse Time field is “1.”
Rate	Type the appropriate hourly, daily, or Hobbs meter rate, in the format 9999.99.
Leg Total (for display only)	This field displays the calculated total of the Elapse Time multiplied by the Rate.

To complete the FLIGHT USE REPORT

- 1 Complete the fields as instructed.
- 2 If required, complete the Pilot Details form and Passengers/Cargo/Retardant form.
- 3 Click **Remarks** to add remarks if any.
- 4 When finished, click **Save**.
- 5 Continue entering new FLIGHT USE REPORTS as needed, and then click **Exit** when finished.

For more information about completing Pilot Details and the Passengers/Cargo/Retardant form, see the next section, “Completing Pilot Details and Passengers/Cargo/Retardant forms.”

To edit an invoice

- 1 In the **Invoice** field, type the desired invoice number, and then press TAB or ENTER.
- 2 Edit the fields in the form as instructed, and then click **Save**.



To clear a line of flight leg information

- 1 Press TAB to move the cursor to the flight **Leg** of your choice.
- 2 Click **Delete Leg**.

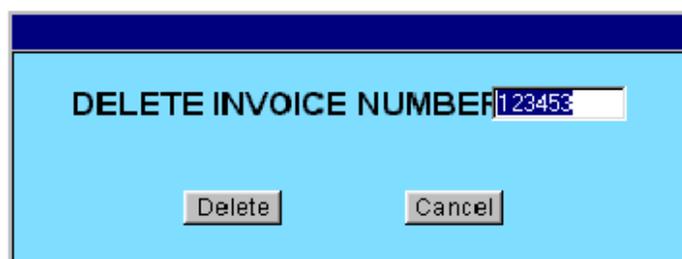
Delete Inv.

To delete an invoice

You must have the appropriate access role to delete an invoice.

- 1 In the **Invoice Number** field, type the invoice number you want to delete, and then press TAB or ENTER.
- 2 Click **Delete Inv.**
- 3 Verify that the desired invoice displays in the DELETE INVOICE NUMBER text box.
- 4 To confirm the delete, click **Delete**.

The following diagram shows the DELETE INVOICE NUMBER text box.



Completing Pilot Details and Passengers/Cargo/Retardant forms

The Pilot Details and Passengers/Cargo/Retardant forms display whenever you enter one of the following Pay Codes:

Pay Code	Description	Type of information
CN	canceled flight or dispatch	pilot, passenger, and retardant information
DO	mandatory day off	pilot information only
ES	extended standby	pilot and passenger information
FT	flight time	pilot, passenger, cargo, and retardant information
GU	guarantee	pilot information only
ON	overnight	pilot information only
SB	standby	pilot information only

You can only enter pilot, passenger, cargo, and retardant information for the Pay Codes shown on this table.

To complete the Pilot Details form

- 1 Type the Pilot **Last Name** and **First Name** in the text boxes numbered "1." Press TAB or ENTER after completing each box.
- 2 Type the Co-Pilot **Last Name** and **First Name** in the text boxes numbered "2." Press TAB or ENTER after completing each box.

The following diagram shows the Pilot Details form.

Once you complete the Co-Pilot's Last Name and press TAB or ENTER, the Passenger/Cargo/Retardant form displays.

To enter passenger, cargo, and/or retardant information

Do not count pilots and co-pilots as passengers-crew members.

- 1 In the **Passengers - Crew Members** field, type the total number of passengers and crew members and press ENTER.
- 2 In the **Cargo Type** field, type the cargo type code of the cargo being transported for this flight leg, then press ENTER.

Valid codes are:

<i>C</i> all other cargo	<i>P</i> paracargo
<i>L</i> long line (greater than 50 feet)	<i>S</i> sling load (less than 50 feet).

- 3 In the **Cargo Pounds** field, type the number of pounds of cargo, paracargo, or sling load delivered, then press ENTER.
- 4 In the **Retardant Type** field, type the type of retardant used, then press ENTER.

Valid codes are:

<i>F</i> foam	<i>S</i> solid-based
<i>L</i> liquid-based	<i>W</i> water.

- 5 In the **Retardant Gallons** field, type the number of gallons of retardant delivered by the airtanker or helicopter, then press ENTER to return to the flight leg information block of the FLIGHT USE REPORT form.

The following diagram shows the passenger, cargo, and retardant information dialog box.

Adding remarks

You can add only one set of Remarks per invoice.



To add remarks to an invoice

- 1 Click **Remarks**.
- 2 On the **Editor** dialog box, click **OK**.
- 3 Type the remarks in the space provided, and then click **Exit**.

The following diagram shows the Editor dialog box.

The following diagram shows the remarks text box where you can add remarks.

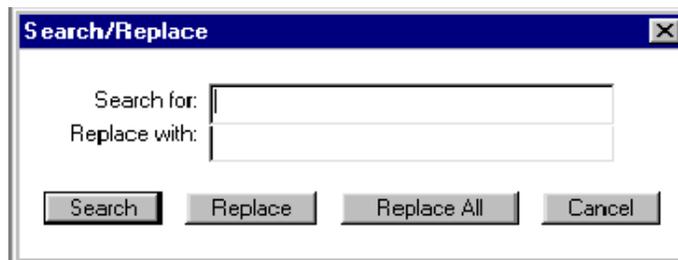
To replace specific text in the Remarks

- 1 Click **Remarks**.
- 2 In the **Editor** dialog box, highlight the text of your choice, type the new text and click **OK**, and then click **Exit** on the remarks text box.

To search for and replace specific text in the Remarks

- 1 Click **Remarks**, and then click **Search** on the **Editor** dialog box.
- 2 In the **Search for** text box, type the characters or words that you want to replace.
- 3 In the **Replace with** text box, type the characters or words of your choice, and then click **Replace** or **Replace All**.
- 4 When finished, click **Cancel**, review the remarks text box, and then click **Exit**.

The following diagram shows the Search/Replace dialog box.



Chapter 4. AMIS Reports

This chapter explains how to retrieve information from the database and generate an AMIS report that can be viewed, mailed, and printed from your personal computer. Topics include:

- Accessing AMIS Reports menus
- Naming your AMIS Report
- Working with AMIS National Reports.

Accessing AMIS Reports menus

The Reports menu lists three categories of reports that you can create:

- **Invoice Reports**, which are generated from FLIGHT USE REPORT data
- **Contract Reports**, which are generated from AIRCRAFT CONTRACTS and AIRCRAFT INFORMATION data
- **Miscellaneous Reports**, which are generated from a variety of AMIS data.

To**Do this**

Access the AMIS Invoice Reports Listing

On the **Reports** menu, click **Invoice**.

Access the AMIS Contract Reports Listing

On the **Reports** menu, click **Contract**.

Access the AMIS Misc. Reports Listing

On the **Reports** menu, click **Miscellaneous**.

AMIS Invoice Reports Listing

Item	Rep Name	Description
01	AMIS-INVC-01	Count of Invoice by [SUPPLY UNIT]
02	AMIS-INVC-02	Detailed Flt Leg Report by [REGISTRATION]
03	AMIS-INVC-04	Detailed Flt Leg Report by User Unit-[REGIST]
04	AMIS-INVC-06	Invoice No Summary by [REGISTRATION]
05	AMIS-INVC-08	Invoice No Summary by User Unit-[REGIST]
06	AMIS-INVC-10	User Unit Summary by [REGISTRATION] -Paycode
07	AMIS-INVC-12	[USER UNIT] Summary by Registration -Paycode
08	AMIS-INVC-14	Paycode Summary by Registration

Enter choice: Exit

To scroll up or down the AMIS Reports Listing

- Press ↑ or ↓ until the Invoice Report of your choice appears.

AMIS Contract Reports menu

Item	Rep Name	Description
1.	AMIS_CNTR-01	Current Contract & Pay Rates As Of [Date]
2.	AMIS_CNTR-02	Contract & Special Equipments As Of [Date]

Enter choice: Exit

AMIS Miscellaneous Reports menu

Item	Rep Name	Description
1.	AMISRPT-MISC-01	Aircraft Vendor Listing
2.	AMISRPT-MISC-02	Aircraft Make/Model Listing
3.	AMISRPT-MISC-03	Reference Code Listing
4.	AMISRPT-MISC-04	Last First Name Of Pilots
5.	AMISRPT-MISC-05	List Of Organizations
6.	AMISRPT-MISC-06	List Of Aircraft Flagged As Active
7.	AMISRPT-MISC-07	List Of Aircraft Flagged As Inactive

Enter choice:

Naming your AMIS Report

When you generate an AMIS report, it is automatically saved as a file that you can view in WordPad. You can choose to keep the default file name and format, or choose to rename the file using one of three different formats:

- **MS Word 6.0** allows you to use the features of MS Word to view, format, and print the file.
- **Rich Text Format** allows you to export to a wide variety of software programs.
- **Text** allows you to review and print from software programs that import “.txt” files.

To run an AMIS report of your choice

- 1 Access the AMIS report menu of your choice.
- 2 In the **Enter choice** text box, type the **Item** of your choice, and then press TAB or ENTER.
- 3 In the **File Name** text box, type a new file name, if desired, and then press TAB or ENTER.
- 4 For AMIS Invoice reports, complete the AMIS report parameters. Press TAB or ENTER to advance to the next text box.

For more information, see the next section, “AMIS parameters for invoice reports.”

5 To view the report, type **Y** in the **View Now ?** text box.

The following diagram shows a sample File Name text box, which displays a default file name for the “Invoice Detailed Listing by Registration.” You can choose to keep the default file name or change it as desired.

A screenshot of a text input field with a light blue background. The label 'File Name:' is on the left. The text 'INVC02_OUT' is entered in the field and is highlighted in blue.

The following diagram shows the AMIS reports parameters dialog box as it appears on the AMIS Invoice Reports Listing.

A screenshot of a dialog box titled 'AMIS Invoice Reports Listing'. It contains a table with columns 'Item Rep Name' and 'Description'. A parameter selection window is overlaid on the table, showing options for Start Date, End Date, Register No, and Execute ? Y/N. At the bottom, there is an 'Enter choice:' field with '02' and an 'Exit' button. A 'View Now?' field at the very bottom contains a 'Y'.

Item Rep Name	Description
01 AMIS-INVC-01	Start Date: 10/01/1999
02 AMIS-INVC-02	End Date: 09/30/2000
03 AMIS-INVC-04	Register No (N12345, % = All) %
04 AMIS-INVC-06	
05 AMIS-INVC-08	Execute ? Y/N Y
06 AMIS-INVC-10	
07 AMIS-INVC-12	
08 AMIS-INVC-14	Paycode Summary by Registration

Enter choice: 02 Exit

View Now? Y

The following diagram shows the AMIS-INVC-02 report as it displays on your screen. From here, you can save or print the report as desired.

AC Regist	Invoice Number	Flight Date	Leg #	Pay Code	Pass Code	# Pass	Class	Line of Cargo	Balance	Pay Code	Dates	God Charges
F MISS	1878981	10/01/99	1	FT	01	09			320.00	1.0		1,182.00
			2	FT	01	09			300.00	1.0		1,152.00
	1878982	10/02/99	1	FT	01	09			320.00	1.7		1,204.00
	1000010	10/05/99	1	FT	01	01			300.00	1.3		418.00
	188021	10/24/99	1	FT	01	08		3	380.00	.9		342.00
			2	FT	01	08		4	300.00	.5		190.00
			3	FT	01	08			380.00	1.0		888.00
			4	FT	01	08			380.00	2.2		824.00
	1880010	10/31/99	1	FT	01	09			380.00	1		788.00
	1880010	10/30/99	1	FT	01	09			380.00	1		788.00
			2	FT	01	09			380.00	1.1		454.00
	1880017	01/24/00	1	FT	01	01			380.00	1.0		684.00
			2	FT	01	01			380.00	1.1		674.00
			3									
	1880010	01/25/00	1	FT	01	01			380.00	1.3		1,800.00
			2									494.00
	1880010	01/26/00	1	FT	01	01			380.00	1.0		688.00
	1880090	01/27/00	1	FT	01	01			380.00	1.4		822.00
			2									
MISSI TOTAL											11,382.00	

AMIS parameters for invoice reports

You can customize many AMIS Invoice reports by specifying its available report parameter. You can identify the report parameter by reviewing the Description column of the AMIS Invoice Reports Listing. The report parameter is shown in ALL CAPITAL LETTERS and is enclosed by brackets.

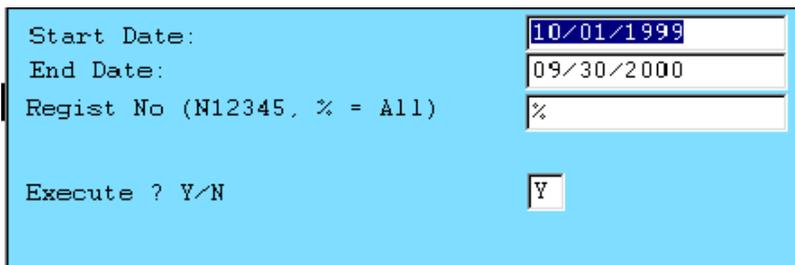
The following fields are identified on the AMIS Report parameters dialog box:

- **Start Date** is the first date of information to be gathered for the report. The default Start Date is "10/01/1999."
- **End Date** is the last date of information to be gathered for the report. The default End Date is "09/30/2000."
- **parameter** field varies according to the report you select. From here, you can type a percent sign (%) in the parameter field to include all.
- **Execute? Y/N** allows you either to continue generating the report or to cancel the report and return the cursor to the Start Date field.

To complete the AMIS Report parameters dialog box

- 1 Complete the **Start Date**, **End Date**, and, if shown, the report parameter fields. Press TAB or ENTER after each entry.
- 2 In the **Execute ?** field, type Y and press TAB or ENTER.

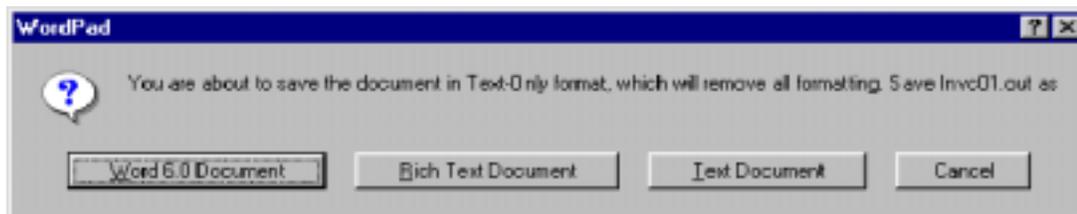
For example, when you select the invoice report “AMIS-INVC-03,” the following dialog box displays. “Regist No” is the report parameter you can specify for this report. In this example, All registration numbers will be included in the report.



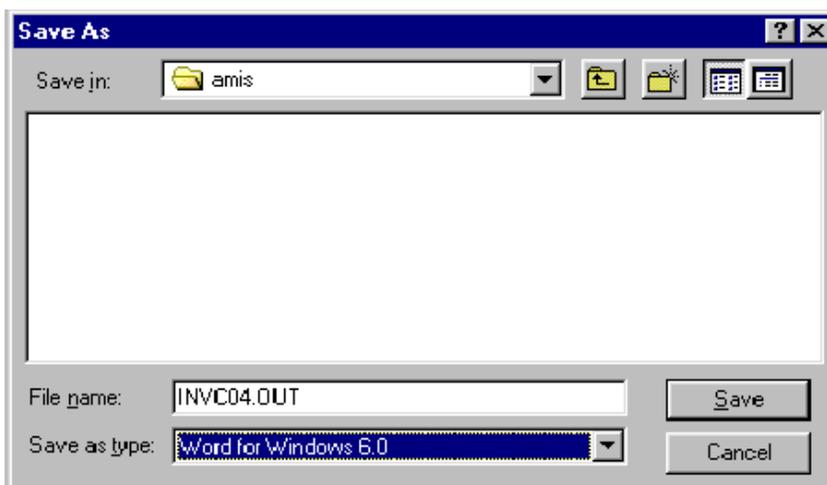
To save your report in the format of your choice

- 1 While reviewing the report of your choice, click **Save** on the **File** menu.
- 2 Click the file format button of your choice.
- 3 In the **Save As** dialog box, select the folder, file name, and file format of your choice, and then click **Save**.

The following diagram shows the dialog box that appears when you save the report.



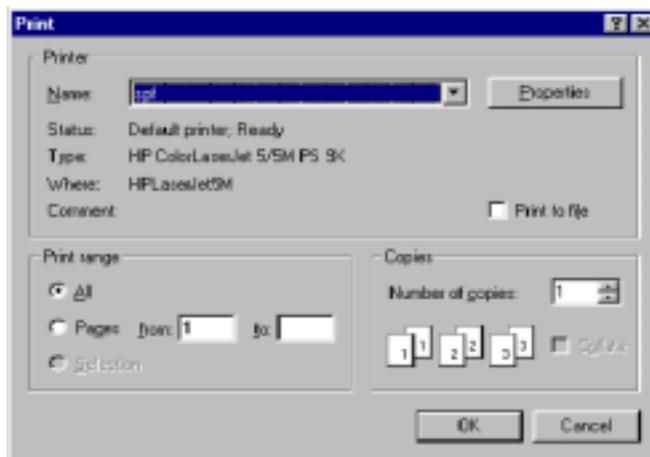
The following diagram shows the Save As dialog box. Be sure to remember the file name and format so you can locate and print the report using the software program of your choice.



To print a report from WordPad

- 1 While reviewing the report of your choice, click **Print** on the **File** menu.
- 2 Select the printer and print options of your choice, and then click **OK**.

The following diagram shows the Windows Print dialog box.



Working with AMIS National Reports

AMIS National Reports are available on the Fire and Aviation Management web page:

<http://famweb.usda.gov>

AMIS National Reports query data from NIFMID, which is located in Kansas City at NITC.

To access AMIS Reports from the Internet

- 1 Start your Internet browser.
- 2 In the address box, type **http://famweb.usda.gov** then press ENTER.
- 3 Click **AMIS**, and then complete the **Enter Network Password** dialog box.
- 4 Locate the AMIS report of your choice, select the parameters of your choice, and then click **Submit Report**.

Invoice Counts by Reporting Units

Submit Report	Invoice Counts by Reporting Units
Fiscal Year	<input type="text"/>
Region Number	<input type="text"/>

User Unit-Mission Code-Registration Summary

Submit Report #1	User Unit--Mission Code--Registration Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>
Registration No., % = all	<input type="text"/>

User Unit-Aircraft Type-Registration Summary

Submit Report #2	User Unit--Aircraft Type--Registration Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>

User-Unit-Aircraft Type-Pay Code Summary

Submit Report #3	User Unit--Aircraft Type--Pay Code Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>
Registration No., % = all	<input type="text"/>

User Unit-Aircraft Type-Mission Code Summary

Submit Report #4	User Unit--Aircraft Type--Mission Code Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>
Registration No., % = all	<input type="text"/>

User Unit-User Code-Registration Summary

Submit Report #5	User Unit--User Code--Registration Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>
Registration No., % = all	<input type="text"/>

User Unit-User Code-Mission Code Summary

Submit Query #6		User Unit--User Code--Mission Code Summary
Start date		10/26/2000
End date		10/26/2000
User Unit		<input type="text"/>
Aircraft Type		<input type="text"/>
Registration No., % = all		<input type="text"/>

Aircraft Type-Mission Code Summary

Submit Stone #7		Aircraft Type--Mission Code Summary
Start date		10/26/2000
End date		10/26/2000
User Unit		<input type="text"/>
Contract No.		<input type="text"/>
Registration No., % = all		<input type="text"/>

Aircraft Type-Pay Code Summary

Submit Stone #8		Aircraft Type--Pay Code Summary
Start date		10/26/2000
End date		10/26/2000
User Unit		<input type="text"/>
Contract No.		<input type="text"/>
Registration No., % = all		<input type="text"/>

Aircraft Type-Registration Summary

Submit User #9		Aircraft Type--Registration Summary
Start date		10/26/2000
End date		10/26/2000
User Unit		<input type="text"/>
Contract No.		<input type="text"/>
Registration No., % = all		<input type="text"/>

Retardant Base-User Unit Summary

Submit Report #10	Retardant Base--User Unit Summary
Start date	10/26/2000
End date	10/26/2000
User Unit	<input type="text"/>
Contract No.	<input type="text"/>
Retardant Base, % = all	<input type="text"/>
Aircraft Type	<input type="text"/>

Contract Number-Pay Code Summary

Submit Hazel #11	Contract Number--Pay Code Summary
Start date	10/26/2000
End date	10/26/2000
Supplying Unit	<input type="text"/>
Contract No.	<input type="text"/>

Supply Unit-Aircraft Type-Registration Summary

Submit Otwell #12	Supply Unit--Aircraft Type--Registration Summary
Start date	10/26/2000
End date	10/26/2000
Supplying Unit	<input type="text"/>

To submit an AMIS National Report

- 1 Locate the AMIS National Report of your choice.
- 2 For each box, type or select the appropriate value. Press Tab to advance to the next box.
- 3 To submit the report, click the **Submit** button.
- 4 To return to the AMIS Report page, click **Back** on your browser's toolbar.

The following diagram shows a completed Invoice Counts by Reporting Units report request for Region 2 for FY1999.

Submit Report	Invoice Counts by Reporting Units
Fiscal Year	1999 <input type="text"/>
Region Number	All of Region 2 <input type="text"/>

The following diagram shows the report as displayed on your screen.

Number of Flight Invoices by Reporting Unit for FY1999	
Report ran on: September 01, 2000 03:40 p.m. Central Time	
Upward Reporting Unit	Count of Invoices Loaded
blkh.r2.fs.fed.us	144
psicc.r2.fs.fed.us	116
r2.fs.fed.us	508
sj.r2.fs.fed.us	92

Appendix A. Function keys

Appendix A identifies the function keys available for AMIS.

Some keys may be unavailable when displaying a particular form.

To display a list of active function keys

- Press CTRL + F1 or click **Show keys** on the **Help** menu.

To	Do This
Accept/save	Press F10.
Application menu	Press CTRL + ,.
Cancel	Press ESC.
Clear Block	Press SHIFT + F5.
Clear Form	Press SHIFT + F7.
Clear Item	Press CTRL + u.
Clear Record	Press SHIFT + F4.
Count Query	Press SHIFT + F2.
Create Record	Press F6.
Debug Mode	Press CTRL + ?.
Delete Backward	Press BACKSPACE.
Delete Record	Press SHIFT + F6.
Display Error	Press SHIFT + F1.
Down	Press ↓ or CTRL + I.
Duplicate Field	Press F3.
Duplicate Record	PRESS F4.
Edit	Press CTRL + e.
Execute Query	Press F8
Find	Press F7.
Help	Press F1.
Index	Press F9.
Insert Record	Press F6.
Left	Press ←.
Main Menu	Press CTRL + .
Next Block	Press CTRL + PAGE DOWN.
Next Item	Press CTRL + TAB or TAB.
Next Primary Key	Press SHIFT + F3.
Previous Block	Press CTRL + PAGE UP.

To	Do This
Previous Item	Press SHIFT + TAB or SHIFT + CTRL + TAB.
Previous Menu	Press CTRL + ENTER.
Previous Record	Press SHIFT + ↑.
Print	Press SHIFT + F8.
Redefine Username/Password	Press CTRL + n.
Return	Press ENTER.
Right	Press →.
Scroll Down	Press PAGE DOWN.
Scroll Up	Press PAGE UP.
Show Keys	Press CTRL + F1.
SQL*Menu Main Menu	Press F5.
Up	Press ↑ or CTRL + p.
View Right Page	Press CTRL + >.

Appendix B. Pay Codes and invoices

The *Pay Code* field defines the type of use the aircraft performed for each flight leg of the invoice. Typically, several *Pay Codes* are used to describe a single flight.

Pay Code	Description
AV	availability
CH	other charges
CN	canceled flight or dispatch
CR	other credit
DO	mandatory day off
ES	extended standby
FT	flight time
GU	guarantee
JC	job contract
NA	non-availability
NF	other non-flight
ON	overnight
SB	standby
SP	special passenger - used to track SES, Congressional, and other special passengers
ST	service truck
TX	taxes

For example, to describe the availability, actual flight time, and any extended standby of a single aircraft, you must use three *Pay Codes*:

Leg 1 + AV (availability)
Leg 2 + FT (total flight time)
Leg 3 + ES (extended standby)

\$ Total of all charges

The following chart lists the required and optional fields on the FLIGHT USE REPORT for each *Pay Code*. *Pay Codes* are listed alphabetically and are divided into tanker (T), fixed wing (F), and helicopter (H) aircraft.

A Remarks dialog box displays for the "SP" Pay Code.

Pay Code navigation

Pay Code	Air-craft	Pilot Name	Pass. Crew	Carg. Type	Carg. Lbs.	Ret. Type	Ret. Gals.	Meter Type	Start Time	Stop Time	Lapse Time	Rate	Leg Total
AV	T	X	X	X	X	X	X	HCO	O	O	R	R	calc
	F	X	X	X	X	X	X	HCO	O	O	R	R	calc
	H	X	X	X	X	X	X	HCO	O	O	R	R	calc
CH	T	X	X	X	X	X	X	X	X	X	X	R	calc
	F	X	X	X	X	X	X	X	X	X	X	R	calc
	H	X	X	X	X	X	X	X	X	X	X	R	calc
CN	T	O	O	X	X	O	O	R	R	R	R	R	calc
	F	O	O	X	X	X	X	R	R	R	R	R	calc
	H	O	O	X	X	O	O	R	R	R	R	R	calc
CR	T	X	X	X	X	X	X	X	X	X	X	-R	calc
	F	X	X	X	X	X	X	X	X	X	X	-R	calc
	H	X	X	X	X	X	X	X	X	X	X	-R	calc
DO	T	O	X	X	X	X	X	X	X	X	X	X	calc
	F	O	X	X	X	X	X	X	X	X	X	X	null
	H	O	X	X	X	X	X	X	X	X	X	X	null
ES	T	O	X	X	X	X	X	HCO	O	O	R	R	null
	F	O	X	X	X	X	X	HCO	O	O	R	R	calc
	H	O	X	X	X	X	X	HCO	O	O	R	R	calc
FT	T	R	O	O	O	R	R	R	R	R	R	R	calc
	F	R	O	O	O	X	X	R	R	R	R	R	calc
	H	R	O	O	O	O	O	R	R	R	R	R	calc
GU	T	O	X	X	X	X	X	HCO	O	O	R	R	calc
	F	O	X	X	X	X	X	HCO	O	O	R	R	calc
	H	O	X	X	X	X	X	HCO	O	O	R	R	calc
JC	T	X	X	X	X	X	X	X	X	X	X	X	calc
	F	X	X	X	X	X	X	X	X	X	R	R	calc
	H	X	X	X	X	X	X	X	X	X	R	R	calc
NA	T	X	X	X	X	X	X	HCO	O	O	R	X	null
	F	X	X	X	X	X	X	HCO	O	O	R	X	null
	H	X	X	X	X	X	X	HCO	O	O	R	X	null
NF	T	X	X	X	X	X	X	HCO	O	O	R	R	null
	F	X	X	X	X	X	X	O	O	O	R	R	calc
	H	X	X	X	X	X	X	O	O	O	R	R	calc
ON	T	O	X	X	X	X	X	X	X	X	R	R	calc
	F	O	X	X	X	X	X	X	X	X	R	R	calc
	H	O	X	X	X	X	X	X	X	X	R	R	calc
SB	T	O	OR	X	X	X	X	HCO	O	O	R	R	calc
	F	O	O	X	X	X	X	HCO	O	O	R	R	calc
	H	O	O	X	X	X	X	HCO	O	O	R	R	calc
SP	T	X	X	X	X	X	X	X	X	X	X	X	null
	F	X	X	X	X	X	X	X	X	X	X	X	null
	H	X	X	X	X	X	X	X	X	X	X	X	null
ST	T	X	X	X	X	X	X	X	X	X	X	R	calc
	F	X	X	X	X	X	X	X	X	X	X	R	calc
	H	X	X	X	X	X	X	X	X	X	X	R	calc
TX	T	X	X	X	X	X	X	X	X	X	X	R	calc
	F	X	X	X	X	X	X	X	X	X	X	R	calc
	H	X	X	X	X	X	X	X	X	X	X	R	calc

The following abbreviations apply for every field:

Code	Description	Code	Description
R	required entry	X	skipped entry
-R	required entry, displayed as a negative value	H	hardcoded entry specified by user
O	optional entry	C	``Clock" specified by user.

Glossary

A, B

access roles. The type of functions a user is allowed to perform. The three access roles are Manager, Contract, and Invoice.

active, activate. The process of including an aircraft to a site-specific list.

Aviation Management Information System (AMIS). A comprehensive ORACLE relational database management system for aircraft use information for contract aircraft.

AMIS. See Aviation Management Information System.

AMIS user ID. A set of letters and numbers that uniquely identifies a user to AMIS.

arrow keys. The Left Arrow, Right Arrow, Up Arrow, and Down Arrow keys that are used to navigate around a menu or form. Typically, arrow keys are located on the lower right-hand side of the keyboard.

block. A portion of an ORACLE form containing a group of related fields. An ordinary block displays one or more records whose fields are associated with the columns of a table or view.

C

case sensitive. Denotes fields that accept both upper and lower case letters. Records must be retrieved for update or delete in the same case they are initially entered.

click. The process of choosing or selecting an option or command using a mouse.

column. A part of a table that contains a specific data type.

command. An instruction entered in the command line of a form.

commit. The process of storing new, updated, or deleted records from the form to a table in the database.

count. The number of rows selected by a query. Count is displayed in the lower right corner of a screen. An asterisk before the count indicated the last record. Each record increments the count by one.

current block. The block where the cursor is positioned. Only one block at a time is considered to be current when a form is being run.

current field. The field in the current block where data is being entered. Only one field may be current when a form is being run.

cursor. A marker on the screen or form, such as a rectangle or a flashing bar, that indicates your current position.

D

data. Raw, unorganized material used as input to a computer program.

database. An organization of cross-referenced files.

Database Administrator (DBA). A person or persons assigned to oversee the management and administration of the database.

DBA. See Database Administrator.

DDB. See Development Database.

deactivate. The process of excluding an aircraft from a site-specific list.

default. Data, selection, or configuration automatically assigned to a field, file, or system.

delete. An action taken to remove a given code, file, or record from the database.

Development Database (DDB). The ORACLE relational database used to develop ORACLE software applications.

dialog box. A pop-up window that contains various options and buttons for completing a particular task or field.

E, F

edit. The process of adding, changing, or rearranging data.

FAA. Federal Aviation Administration.

Federal Information Processing Standard (FIPS). An American National Standard Institute (ANSI) system of uniform codes that identifies state and county names and codes.

field. A set of one or more characters treated as one item of data. An area used to input or display a defined type of data on a screen, form, or printout

FIPS. See Federal Information Processing Standard.

Forest Service Database Administrator (FSDBA). The ORACLE account used by Forest Service Database Administrators that allows access to the ORACLE database.

form. A fill-in-the-blanks template used to enter, update, and delete data in the ORACLE database. Consists of fields and fixed text (field names) displayed on the screen.

FSDBA. See Forest Service Database Administrator.

function key. A key that is programmed to perform a specific function in one keystroke.

H

help. A function that displays information about a field such as table name, table value (field) name, length of field, field entry requirements (such as mandatory, querying capability, etc.) Most fields contain a hint help line and you may request extended help by pressing <SHIFT> + <F1>.

hierarchical. A group of things arranged in order of rank.

horizontal scrolling. Also called extended edit fields. A feature of SQL*Forms that allows a field value to be displayed when the field is longer than the display length. Denoted by a '>' at the end of a field.

I

IDB. See Integrated Database.

IFR. See Instrument Flight Rules.

information. Data organized into a logical structure or sequence.

input. The source data used as input for processing.

Instrument Flight Rules (IFR). An aircraft is certified for flight in meteorological conditions.

Integrated Database (IDB). The ORACLE database accessed by Forest Service production applications.

K

KCCC. See National Computer Center - Kansas City

KCC-IBM. See National Computer Center - Kansas City.

key field. Usually used for access to the database. The data entered into this field must be unique and is used to access additional information.

keyboard. An input device used to communicate with the system.

L, M

logon ID. See AMIS user ID.

mandatory. The field value must not be blank.

menu bar. The menu across the top of a screen that displays options available for use. The ones that are highlighted are the ones that are available for that particular screen or user role.

menu option. A choice on a menu.

menu. A list of options. You can select an option by clicking on its name on the menu.

message line. The next to the last line, immediately above the status line, on a screen that displays SQL*Forms error messages, prompts, and other information.

multi-record block. A block on a form that can display more than one record at a time.

N, O

National Computer Center - Kansas City (NCC-KC). The USDA national computer center in Kansas City.

NCC-KC. National Computer Center - Kansas City.

null. Indicates a field that has no value. The field is empty. This is not the same as a blank field or a field with zero value.

option. Menu option. Any choice in procedure listed on a WIMS menu.

ORACLE. 1) The manufacturer of ORACLE software. 2) The product name for a set of related computer programs for a highly-sophisticated relational database.

P

password. A set of characters defined with a user ID and used to secure access to computer hardware, software, and data.

Pay Code, payment code. A two-character code that best describes the purpose of an aircraft's billing charges.

PC. An IBM or IBM-compatible personal computer.

Q, R

query. The process of selecting the desired records to be retrieved from the database to look at or report on, or the commands used to perform the process.

RBAM. See Role Based Applications and Menus.

record. A collection of related fields that defines a particular set of information.

required. See mandatory.

Role Based Applications and Menus (RBAM). The original project name for the documented application environment and standards. RBAM was previously the acronym for Role Based Access Management.

row. A horizontal set of fields in a table.

S

save. To retain edited data.

screen. A fixed group of fields that appear on the monitor at one time.

scroll. To move a list of items up or down on the screen.

session. The period of time that you are connected to AMIS.

shift key. Key on the keyboard that when held down modifies a function key's operation. For example, SHIFT + F6 deletes a record, while F6 inserts a record.

single-record block. A block that can display one record at a time.

SQL. See Structured Query Language.

status line. The last line on the screen that displays system status information.

Structured Query Language (SQL). A relational database management and data retrieval language.

submit. A function that passes a job to the computer system for processing.

T, U, V

table. A named collection of related information, stored in the ORACLE database. A block is associated with a table, although more than one table may be used per block.

update. To change data on an existing file or record.

uppercase. A field characteristic denoting a field in which lowercase letters are converted to uppercase as they are entered. Most fields containing a code are converted to all uppercase when they display and are stored in the database. See also case sensitive.

user. Any person authorized to access the AMIS system.

W

WCF aircraft. Aircraft contracted directly from and operated by the USDA Forest Service.

wildcard. A symbol, usually a percent sign (%) or an asterisk (*), used to symbolized all possible combinations or file names.