

PC-ARMS for Windows 1.2

USER MANUAL

AUTOMATED

REVIEW

MANAGEMENT

SYSTEM

December 1996

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FOREWORD

This package contains a user manual for the PC-ARMS for Windows component of the Automated Review Management System (ARMS). This manual will provide an overview of the ARMS program, instructions for using ARMS, and reflects ongoing enhancements to the ARMS program.

The purpose of this package is to provide tutorial and reference materials for all ARMS users. Your comments and suggestions are invited; please fill out and return the User Survey at the back of the user manual.

Dorothy Klasse
Colonel, EN
Commanding

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INTRODUCTION

Purpose of this Document

This document is written to provide a complete reference of PC-ARMS for Windows 1.2 release along with excerpts from the ARMS Central User Manual to guide the users along with sample sessions.

Reproduction and Distribution

The PC-ARMS program and the written materials contained in this package are the property of US Army Corps of Engineers and ARMS TCX.

Additional copies of any of the materials in this package may be obtained from the ARMS TCX; please write or call for pricing and ordering information. The information is also available at <http://www.usace.mil/armstcx.html>.

Technical Support

Address all issues/questions/problems of technical nature through the ARMS Hotline, (916) 557-7999.

All questions are fielded by the person staffing the Hotline and they will direct the questions to the appropriate staff member.

Implementation, procedure, funding, training and other non-technical topics should be addressed with Mr. Jae Kim, ARMS Program Manager, at (916) 557-7218.

Manual Conventions

The following conventions are used throughout this manual:

- Words that are **bold face and underlined** are prompts from the system.
- Words that are in *bold face italics* are your responses to the system.
- Words that are in **bold** are for emphasis only.
- Keys other than standard letters, numbers and symbols are shown with brackets. For example; [F10], [Alt], [Enter], [PgUp], and [CTRL].

- [Ctrl]-K means press and hold the “Ctrl” key while you press the “k” key.
- **All** keyboard locks, (i.e. Caps Lock, Scroll Lock, and Num Lock), should be turned off *before* beginning an ARMS Central session.
- Pressing [Esc] will generally abort a command.

PC-ARMS for Windows

PC-ARMS for Windows is actually two programs packaged into one which will be referred to as PCAW-RV and PCAW-AE in subsequent sections.

PCAW-RV and PCAW-AE are word processing/data base programs designed for creating, responding and annotating comments in a Windows environment. This comment or response file can then be exported to a file that can be uploaded to ARMS Central computer.

PC-ARMS for Windows allows Reviewers to create, revise and preview their comments before uploading them to the ARMS Central computer.

PC-ARMS for Windows allows Designers, Technical Managers, and Review Managers to enter responses or annotations.

If you have been using a previous version of PC- ARMS, ARMSWord, PC-Response, upgrade to the newest Windows version of PC-ARMS.

Windows Versions

Windows 3.x

PC-ARMS for Windows 1.2 has been tested for Windows 3.1 and Window 3.11.

Windows 95

PC-ARMS for Windows 1.2 has been tested for Windows 95 and does not require any special set up.

Windows NT

PC-ARMS for Windows 1.2 has been developed and tested under Window NT 3.51 and 4.0.

Current Status

Reviewer Level:

- PC-ARMS for Windows 1.2 uses same file formats as 1.1 and 1.0.
- PC-ARMS for Windows 1.0 for Reviewers uses a newer file format than Beta 1.0 version.
- Beta 2.0 versions uses the same file format as this new release.
- It will **not** directly import a .DBF file from Beta 1.0 releases of PC-ARMS for Windows.

- It will import the .DBF files from ARMSWord 6.0 through PC-ARMS for DOS 2.20 Reviewer files.
- It will import .CMT files from all previous versions of ARMSWord, PC-ARMS-RV, PC-ARMS for Windows Beta versions.
- This release is LAN compatible, but it has **not** been extensively tested for the Reviewer level. It has been tested in the Designer level extensively. Still, use caution when testing in a LAN environment.

AE (Designer) and Manager Level:

- PC-ARMS for Windows for AE uses a new file format. You can not load any file saved with older versions of PC-ARMS for DOS or PC-Response.
- Network usage for the AE level has been fully tested.

Understanding The ARMS Program

ARMS has been written to accommodate all different types of reviews. They can range from the traditional military construction projects, civil works lock and dam projects, environmental programs, and base clean-up projects, to ARMS software.

There are many components in ARMS.

Hardware:

- CEAP-1A NET
- Control Data Corporations's 4460, a Unix computer - Moving to a Sun 150 in the near future
- Local Area Network Environment
- TCP/IP (Internet) Access or Modem access with 28.8 kbps
- IBM Compatible Personal Computer

Software

- ARMSDB - Application running on CDC 4360 - a Sun 150 soon
- Oracle 7 - The database running ARMSDB
- PCARMS for Windows 1.2 or PCARMS for DOS 2.20
- Procomm - if using a dial in connection - other comm packages can be used.

- MS Windows 3.1 or higher for use with PC-ARMS for Windows.

LAN Management Software: following are just examples.

- Banyan Vines
- Novell Netware
- Microsoft LanManager

TCP/IP Software package: following are just examples.

- FTP's PC/TCP
- LanManager TCP/IP
- Super TCP

ARMS Central

The new ARMSDB application runs in conjunction with Oracle 6 on SPK41 which is a CDC 4460 computer in Sacramento. ARMSDB will be migrating to Oracle 7 in the near future and also moving to a Sun Microsystem 150 named SPK51.

There are no other sites licensed to run the new ARMS Central application.

All data will ultimately be stored in one central database on SPK51. Currently there are two main ARMS databases, one on SPK41 and another on MRK41.

There are other sites with some data, but running the older versions of ARMS Central program.

The machine in Kansas City, MRK41, is still operating with old ARMS Central program which is a flat file database system. We are evaluating the best time to transfer the MRK41 data and application to SPK51.

Merging of all the data is to provide everyone a uniform interface regardless of which district office the user is from or which district office our partnering agency or consulting AE is working with.

All ARMS Central users must have a CEAP ID. They will then be assigned an ARMS UserID which in most cases will be identical to their CEAP ID.

After a user obtains a CEAP ID, he/she can email or fax in the login request. He/She must provide all the information requested or UserID request cannot be accepted.

All ARMS UserIDs are administered by the ARMS TCX staff only.

If a district would like to operate under any different configuration, it must request a waiver from the HQ USACE, CEMP-ES office.

ARMSDB and PCARMS History

The ARMS program began with an application called ARMS back in the 80s from CERL and after feasibility testing, the program was implemented in the Sacramento District, Engineering Division, Technical Support Branch.

ARMS was an on-line comment entering and tracking program which was written in C. It then ran the application on a 386 based machine running a flavor of BSD Unix.

In 1988, ARMS TCX developed the ARMSWord program to ease the process of writing comments with a DOS environment deemed more user friendly than the Unix environment.

Shortly after that another application was written called PCResponse. This time to ease the burden of the designers/AEs entering responses.

Now the user could enter the comments using ARMS or ARMSWord and AEs can enter their responses using ARMS or PCResponse.

In 1992, these two programs were merged to one application called PCARMS.

ARMS central was then revised and implemented in March 1995 and was renamed ARMSDB and still referred to as ARMS Central program in most documents and records.

The obvious and major difference is that old ARMS central was a flat file database and the new ARMSDB works in conjunction with Oracle which is a relational database system.

Now, PC-ARMS has gone through another major hurdle of becoming an Object oriented program or Graphical User Interface (GUI) application and just completed the final stages of beta-testing for this production release.

ARMSDB and PC-ARMS Differences

PC-ARMS was developed to ease the process of entering comments into an electronic format that can easily be manipulated and accessed. This program works as a hybrid program between a word processing and a database.

It has spell checking capabilities, the ability to print comments, sort comments in many, import, export, etc.

What PC-ARMS does not have and ARMSDB does, is access to the central database of comments. ARMSDB also displays and tracks suspense dates, has built in email, and the ability to create routings and print status reports for reviews.

INSTALLATION

If you are not comfortable installing the software, you may want to seek assistance from your computer systems support staff. You can also call the ARMS Hotline, (916) 557-7999, for help.

A normal distribution package includes the following:

- PC-ARMS for Windows 1.2 - 2 Disks
- PC-ARMS for Windows 1.2 User Manual

Both are also available at <http://www.usace.mil/armstcx.html>.

Procomm Communication Package

Procomm is a communication package that the Corps of Engineers has licensed from DataStorm Technologies, Inc. Procomm enables your personal computer to connect directly to the ARMS Central computer to send and receive files using a modem.

If you have other communication software you are comfortable with, you may not need to install Procomm, during the initial installation.

ARMS TCX staff cannot provide support for communications packages other than Procomm which is on the PCAW 1.2 installation disks.

Hardware Requirements

The minimum hardware requirements are 80386 computer system running Windows 3.1 or better with 4 megabytes (MB) RAM, at least a 20 Megabyte (MB) of free space on the hard disk, and a 9,600 baud or higher Hayes compatible modem. Note that you must have a hard disk.

We recommend the following:

- 80486-66 MHz or better
- 8 MB RAM or more
- 340 MB hard drive with at least 80 Megabytes free
- 14.400 baud modem or better

If you have any questions or would like our opinions on computer equipment, please feel free to call the ARMS Hotline.

Considerations Before Installation

- If you are installing over a previous 1.1 or 1.0 version of PCARMS for Windows, you should delete **all** the files and directories starting with C:\PCAW directory.
- If you are installing over a Beta 2.x - Cx version, then the install procedure will update just the files you will need.
- The data from Beta 1.0 files are not compatible with the new release.
- The data from Beta 2.0 Cx files are compatible with the new release.
- If you are running PCARMS for DOS 2.20 or older, the PC-ARMS 1.2 will allow you to import from the .CMT or .DBF files.
- If you encounter unexpected error messages during installation, please contact us immediately.

The Install Program

The Install program transfers the PC-ARMS files from the floppy to your system and puts the files in the appropriate directories. To install the programs:

- Put Disk 1 in either drive A or drive B.
- Select "**File**" then "**Run**" from Program Manager within Windows.
- type in or browse and select, "**a:\pcasetup**" ("**b:\pcasetup**" if the disk is in drive B:) in the dialog box and press [**Enter**] or select "**OK**" with your pointing device, then follow the prompts as they appear.

If the disk drive does not read the disk, verify that the disk is inserted properly into the drive and that the drive door is completely closed.

- When the install procedure is completed the program will create six icons in a PC-ARMS for Windows Program Group. They are; Procomm Manual, Setup Procomm, Make Comments, Annt_Respond to Comments, Telnet to ARMS Central, and Dial to ARMS Central.

Network Installation

PCAW 1.2 is a network ready application and has been tested on Banyan Vines.

LAN SETUP OPTIONS

There can be several different ways to setup PC-ARMS in a LAN environment. They are:

1. PC-ARMS on LAN, data files on LAN.
2. PC-ARMS on LAN, data files on PC.
3. PC-ARMS on PC, data files on LAN.
4. PC-ARMS on PC, data files on PC.

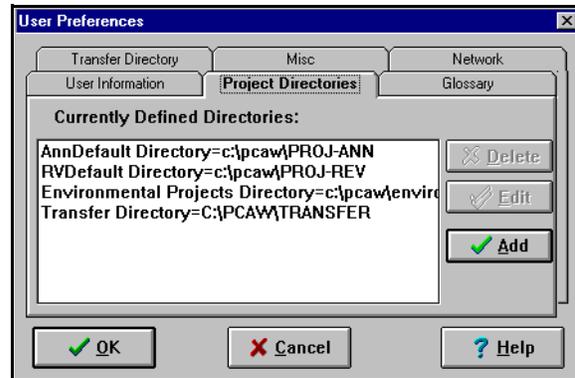
PC-ARMS for Windows has been tested and used in all four types of installations. We have had few difficulties.

With any of the four options, you will need to install the program on each individual PC to create the PC-ARMS Program Group.

Option 1:

- Install the program on a LAN server first.
- This creates sub-directories for program files and data files.
- Install the program on each individual PC. Specify the same program directory on the LAN server. This installs only the Windows files necessary to access PC-ARMS on the server.
- Since the data directories are automatically created during the initial server installation, you may use those or you may create other directories using Windows.
- Once you have the data directories created, you must add them to the list of project review directories. Run the application and click on Project/Preferences, then click on the Project Directories tab and add the new directories there. This will allow you to select those directories when entering the project information.
- Project comment files can be created on the network if it is appropriate for your project. Follow the steps outlined below.
- From the Menu Bar, select Project/Preferences and then

click on “Project Directories” tab from the dialog box. You will then see the following screen.

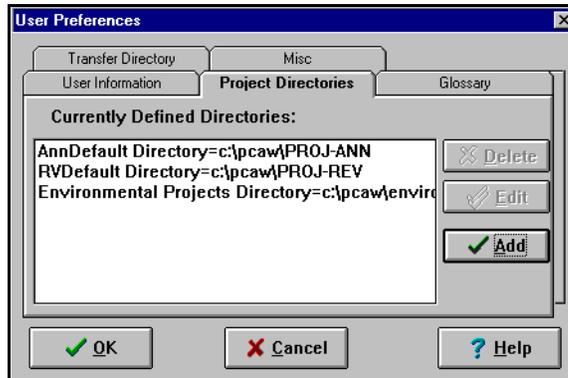


- Click on the “Add” button and the next screen follows:



- Enter a directory description name in the upper field and then highlight the network directory you want to use as a project directory, then click on “OK.”
- If the directory is on your PC’s hard drive, highlight the local directory and click on “OK.”

- The resulting directories look like this.

**Option 2:**

This setup is same the as the option 1, except that you create the data directory on the PC. And as indicated above, the data directory must be added using Project/Preferences, and adding the newly created project data directory.

Option 3:

In this setup, the user installs the program on the individual PC and this will automatically set up the project data directories on the PC as well. However, to be able to place data on the server, you must create data directories on the server and then add them to the list of project directories following the steps explained in option 1.

Option 4:

This is the most basic setup of the four configurations. You install the program on the individual PC and it sets up the program and data files directories during the installation.

The ARMS Process

This section outlines how ARMS can be utilized to improve management of the review process, whether you are a reviewer or a project manager.

The ARMS Process is started when a project is funded and assigned to a PM or TM.

The PM or TM are both referred to as TM within the ARMS System.

The TM creates the project by connecting to the ARMS Central computer typically via a Telnet session across the network to the computer named "SPK41" which is located in Sacramento.

The TM also creates the particular review then creates the routings to various reviewers (RVs) and managers (RMs) to review the document.

The TM needs to have the following information:

To create project:

- project number
- project name
- project location
- project start date
- project end date
- project AE login

To create review:

- project review name
- project review start date
- project review end date

To create routing:

- routing due date
- project RV/RM logins

After the project has been created in the system, the TM should notify reviewers via phone or email that the project has been "routed" to the reviewer for him/her

to batch upload the comments.

The individual reviewers now create the project on their individual PCs and enter their comments using PC-ARMS for Windows (PCAW-RV).

Information needed to start a project:

- project name
- project number
- project location
- project review name

After comments are entered, an export file must be created from PC-ARMS then connect to ARMS Central computer to batch upload the comments.

The review must be "forwarded" to the TM after the upload before the TM can further proceed with the review process.

The TM typically looks at the comments on ARMS Central on-line without downloading to the PC and marks the comments; concur, deny, info, etc., and then "forwards" the comments to the AE or the Design Group.

Then the AE typically downloads the review comments to the PC to be answered in PC-ARMS for Windows (PCAW-AE).

The download files for the AE should default to C:\PCAW\PROJ-ANN directory unless special setup was made after initial installation.

The AE MUST respond to ALL comments prior to creating an export file.

The export file is then uploaded to the ARMS Central computer via a Telnet session or via a modem.

The Final step for the AE is to "forward" the comments to the TM.

The TM now has option to add TM Final Action annotations or start a new review for the reviewers to backcheck the comments if necessary.

At this point one review is completed and you can repeat the cycle to have additional reviews with the project.

Reviewer's Sample Session

This section describes the new PC-ARMS for Windows Reviewer Level interface and how to use it to prepare comment files for uploading to ARMS Central.

For detailed information on how to use Windows, refer to a Windows Manual.

Starting a New Session

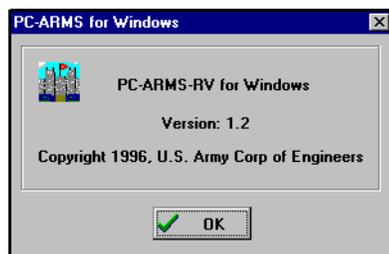
As explained in the ARMS Process, Chapter 3, the Reviewer should have the information about the project before entering comments with PC-ARMS.

If you have not installed the program yet, refer to Chapter 2.

Once you have successfully installed the program, click on the “Make Comments” icon within PC-ARMS group shown below in Windows.

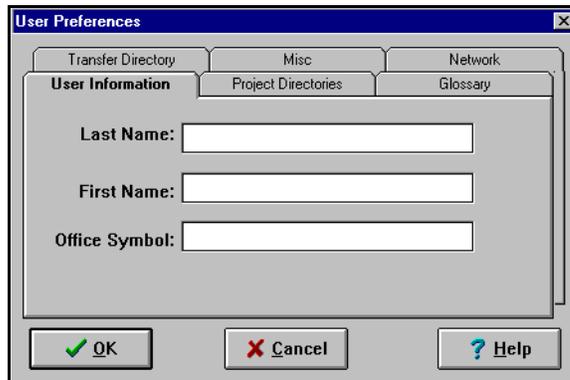


This will bring up the program information screen. The screen will disappear after a few seconds even if you do not click on “OK.”

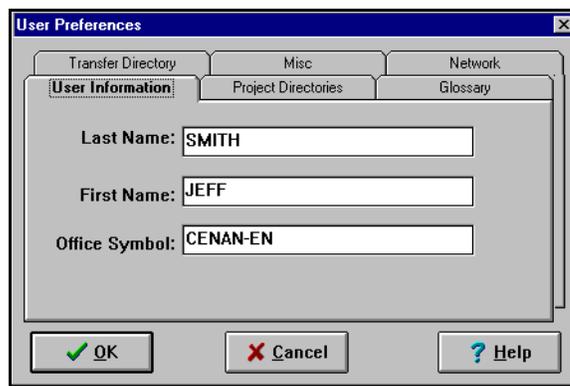


During your initial session, enter your User Information.

Use [Tab] or mouse to move from field to field.



Click User Information Tab. Click in the Last Name Field and enter your last name, press Tab, enter your first name, press Tab, enter your office symbol then press Enter or click on OK button. Below is an example of a filled out User Information screen.



Now that the User Information is set, every time you start a comment file, this information will appear for each comment. You can still override the fields by typing over the default information if you are entering the comments on behalf of another person.

Click on OK after entering information in all the fields and the project entry

screen shown below will appear.



See the next section for entering information on the project entry screen.

PCAW-RV - Creating a New Project

In order to enter a set of comments into PCAW- RV, you must have the following information as described previously in the ARMS Process section:

- Project Number,
- Project Name,
- Project Location,
- Review Stage, and
- File name you want to use for the set of comments.

You can click on the first icon on the button bar or select Project/New from the menu bar and the screen shown above will appear.

Project Number is typically what the Technical Manager from the Corps of Engineers uses for tracking a particular project.

As an example, Sacramento District, Military Construction projects are assigned a Specification Number for each project and it is unique.

Use a project number that all project associated personnel can readily identify.

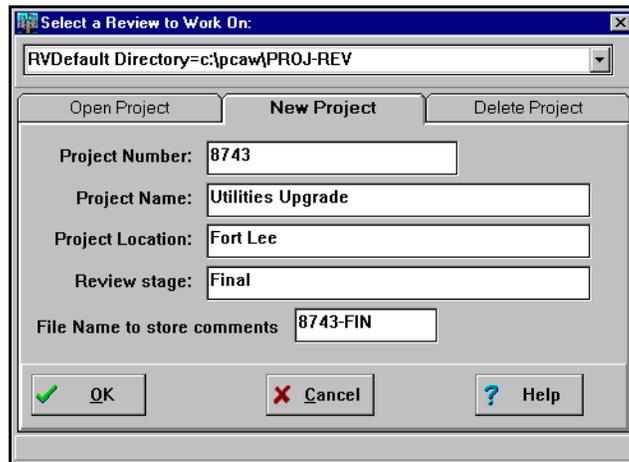
Project Name allows users to clearly identify the project.

Project Location is the site for the construction of the project.

Review Stage is the project review name or phase.

File Name to Store Comments is the file name the comments will be stored in. Usually a combination of the Project Number and Review Stage works out well as a convention.

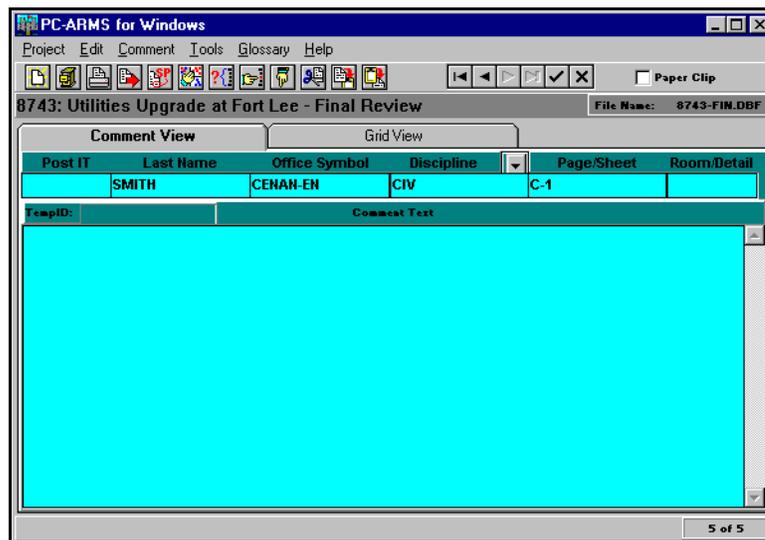
Below is a sample of a completed new project screen.



Press [Enter] or click on OK upon completing the entries above.

Once the above information has been entered, whenever this comment file is opened, the review information will appear below the icons bar.

Your cursor should be at the comment text window.



You should complete the header fields. Discipline, Page/Sheet and Room/Detail fields as they apply to the specific comment entered.

The Post It and Room/Detail fields are optional and can be utilized for sorting.

The header field entries can be modified by typing over the default entries if you are entering comments in the system on behalf of someone else.

When moving from field to field, you can press [Enter] or [Tab]. If you must backstep with the fields, press [Shift] and [Tab] at the same time to go back to the last field.

The Discipline field entry should be selected from the list that can be reviewed by clicking on the down arrow button adjacent to the word "Discipline."

Multiple Discipline codes may be selected. Each code should indicate the discipline of the designer who will respond to the comment.

A list of discipline codes can be found in Appendix A.

The Page/Sheet field should be filled in as shown in Appendix B.

Review Comments

Enter review comments in the Comment Text window. Each comment should have the following components.

- What** State the deficiency or problem and be specific. Only one problem should be addressed per comment.
- Where** Clearly call out where in the documents (i.e., plans, specifications, etc.) the deficiency exists.
- Why** State why the item is incorrect, referring to criteria (reference the specific criteria document, page number, paragraph number, etc.). If criteria does not address the subject, give a logical explanation of why the item is deficient.
- How** State what action should be taken to comply with your comment. In some cases it is obvious and may not need to be stated. However, if you have only one solution in mind that will be acceptable, **state it!** The A/E always has the option to rebut the comment, so be very specific in stating required actions.

Use standard Windows editing techniques to enter and edit comment information.

One Comment Per Screen

Each window should contain only one comment and users should not enter multiple part comments. Multiple part comments are difficult to address and resolve than an individualized comments.

Moving to the Next Comment

Press [PgDn] or click on the right arrow on the Button Bar after completing a comment entry. This will take you to the next comment and carry your previous comment header to the next.

Pressing [PgDn] key has the same effect as it did in the earlier versions of PC-ARMS and will move you forward to the next comment.

You may have to enter different information in the header.

Adding, Duplicating, and Deleting Comments

To add a comment to an existing project, go to the last comment, then [PgDn]. The new comment becomes the current comment.

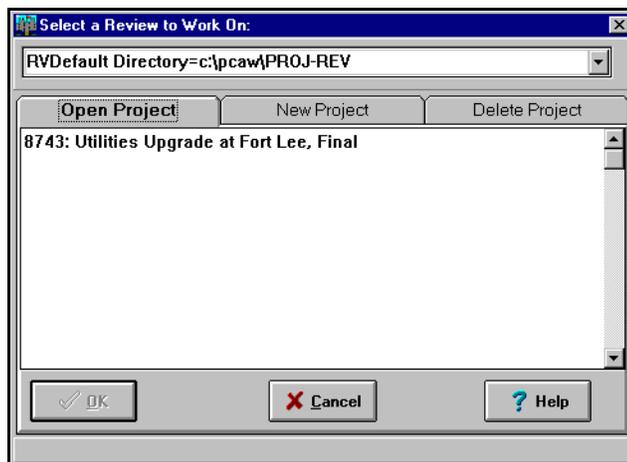
To duplicate a comment, select Edit/Duplicate or [F9]. The comment is duplicated and becomes the current comment. If you have a new comment that is related to an existing comment and want them side-by-side, you could:

- duplicate the original comment twice (this puts the *two* duplicates at the end of the comment list),
- delete the original comment (this leaves the first duplicate as the new 'original'), and
- modify the last duplicate comment as required.

To delete a comment, view the comment to be deleted, select Edit/Delete or [F7] and click OK in the confirmation box.

PCAW-RV - Opening an Existing Project

The following dialog box will appear when you select **Project/Open**.



Highlight the project file, click OK, and you will be able to enter additional comments to the file.

PCAW-RV - Creating an Export file

After entering all the comments in PCAW-RV for a review, you must create an export file to upload to ARMS Central.

The export file can be created by selecting the EXPORT icon from the icon bar or by selecting Project/Export from the menu bar.

Reviewer's Upload Session

After creating the export file, connect to ARMS Central via Telnet or Procomm and upload the comments.

If your PC has not been setup with an icon for "Telnet to ARMS Central" or "Dial to ARMS Central," refer to the installation chapter and configure the appropriate application.

Upon connecting to the ARMS Central, you will be asked for your ARMS Login. If you do not have one, please call the ARMS Technical Support line (916-557-7999) to have one created. A new Login requires a minimum one day turn around and will be in the standard CEAP UserID format.

Login

Your "login" is the name by which the ARMS Central computer knows you. It is usually your office symbol or some abbreviation of it. All ARMS Logins will be converted to standard CEAP UserID format shortly and we will notify all users prior to the change.

Use lower case letters only, with no hyphens, no spaces, and no backspaces. Remember all keyboard locks (i.e. Caps Lock, Num Lock, etc.) should be off before logging into ARMS Central.

At the **login:** prompt, type your login.

```
Trying 130.165.10.12...
Connected to spk41.
Escape character is '^]'.

EP/IX (spk41)

login: pmspk█
```

If you requested a password, type in your password at the **password:** prompt. If you do not have a password, you will not be prompted for one. A password is not necessary to use ARMS Central. It is required on a LAN. Once the procedure described above is completed you should be in ARMS Central. If you get the **login:** prompt again, then you typed either your login or your password incorrectly. Try again.

Upon successfully logging in you will see a welcome screen like this:

```
WELCOME,  
Todd W Swanson (RU)  
to the  
ARMS TCX  
Automated Review Management System  
Oracle Database Version  
last updated Jul 30, 1996  
  
Press any key to continue ...
```

ARMS Central Main Menu

When you press a key, the welcome screen will disappear, and you will see the ARMS Central - Main Menu that is shown below.

```
ARMS Central - Main Menu  
  
1> Enter/Edit New Comments  
2> Back Check Comments  
3> ARMS Mail Menu  
4> Utilities Menu  
5> Comment Library  
6> Status Reports  
E> Exit the ARMS System  
  
Enter (or upload) new comments into a project/review
```

The function of each menu item available to a Reviewer follows:

- **Enter/Edit New Comments** enables you to enter comments into the project review file.
- **Back Check Comments** enables you to resubmit comments from prior reviews into the current project review file.
- **ARMS Mail Menu** enables you to communicate through

electronic mail to any ARMS user at any time.

- **Utilities Menu** enables you to access other utilities available with ARMS Central.
- **Comment Library** provides open access for all ARMS Central users to read and print comments from any project within ARMS Central. Comments are available within the Library as soon as they have been uploaded by the Reviewer.
- **Status Reports** enables you to print various reports about your projects.

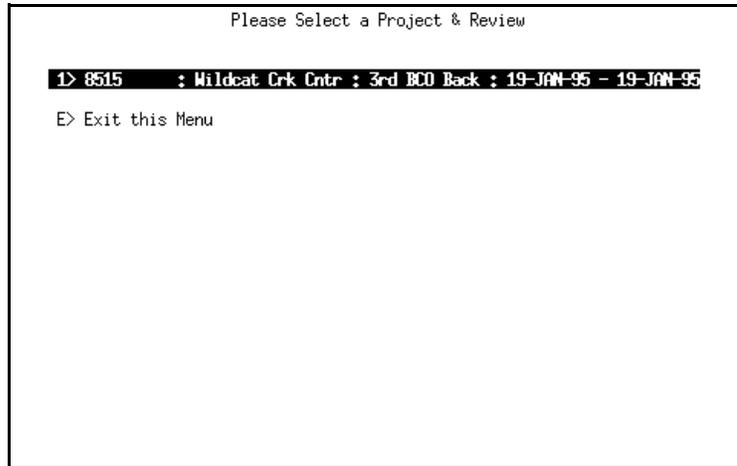
The following are several useful commands and features of the ARMS Central program.

- [Ctrl]-K - Keep edit or new entry and execute
- [Ctrl]-E - Escape from edit or entry screen, no execution
- [Ctrl]-C - Clear current line or field during edit or entry.
- [Ctrl]-U - Move up one line in a Routing Form or a Selection Form.
- [Ctrl]-D - Move down one line in a Routing Form or a Selection Form.
- ARMS Central will highlight a menu option depending on your display and/or Procomm settings.
- When ARMS Central prompts you for a Yes/No response, you can type the first letter of the response.

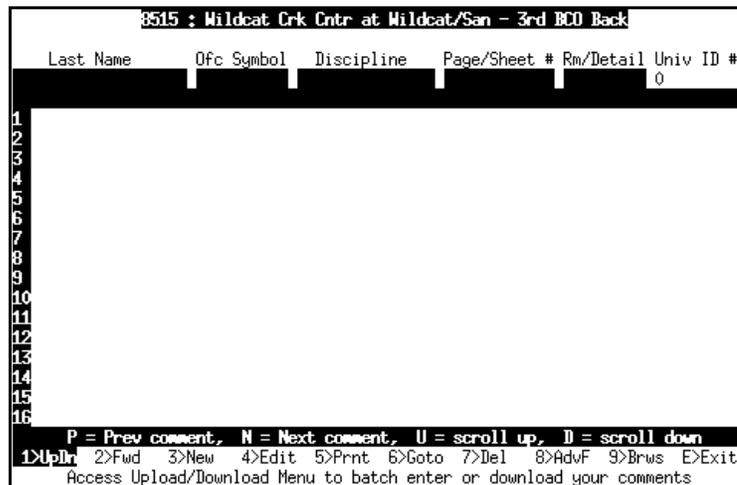
The **Enter/Edit Comments** command will allow you to access all of your current jobs.

When you highlight Enter/Edit Comments and press [Enter], you will see the Project Selection Menu which lists all of the projects currently available to you. Enter the line number for the project or, using the [Arrow] keys, highlight the

appropriate project, then press [Enter].



Once your project has been selected, the comment screen will appear, showing comments currently contained in the project file. The menu displayed in the lower portion of the screen shows the options available in managing the file.



Select the desired option by highlighting your choice and pressing [Enter] or by pressing the corresponding number.

Upload/Download Comments

When this option is selected the Upload/Download Menu will replace the Manage Comments Menu on the screen. From this menu you may choose to

either upload or download comments.

```

94-02-0 : Runway pavement - 30 percent review 1/69
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail  Univ ID #
KETCHUM       SPKEI-EA   CIV CEO    C-01&02      1004       105
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Prev Cmt 211 and 212 Landfill initial grading does not include removal of
2 waste at finger area or at southwest end. Provide excavation details, pay
3 under finger excavation removal.
4
5
6
7
8
9
10

          UPLOAD/DOWNLOAD MENU

          1> Upload Comments
           2> Download Comments
           E> Exit to Previous Menu

          Batch enter comments to ARMS TCX
  
```

Append or Overwrite Comments

You have the option to append to the comments that were already uploaded or overwrite them. Since the comments are held in the enter/edit comment area until

```

uv6105426 : dinfoS at texas - Final 8/43
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail  Univ ID #
HOLLEY        CESWF-A0-G CIVIL    C3, C4      622156
TRRUA<-TRRMA<--TRPMA
1 On the drawings, provide Cathodic Protection for fittings, valves, etc.
2 that are required to be metallic. Provide a typical detail showing a test
3 station. A note can be added requiring the contractor to complete/change
4 the design to accommodate all metallic members.
5
6
7
8
9
10

          OVERWRITE / APPEND MENU

          Do you wish to:
          1> Append new comments to old ones
           2> Overwrite old comment with new ones
           E> Exit to Main Menu

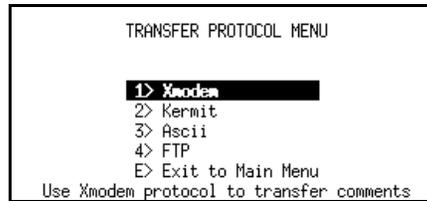
          Append the comments you upload to comments already loaded.
  
```

it is forwarded to the next level, you can have a cursory review by others prior to committing the comments to the ARMS Central database. Upon forwarding the comments to the next level, you cannot edit the comments any longer.

Upload Comments

There are four different transfer protocol you can use in uploading your

comments.

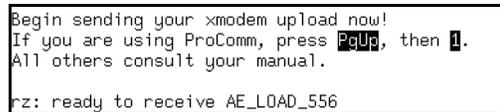


Modem users should use Xmodem or Kermit. Xmodem will provide a faster file transfer; however you may prefer to use Kermit if you experience difficulty with your communication line during the transfer (e.g.: transfer aborted with “bad block” message).

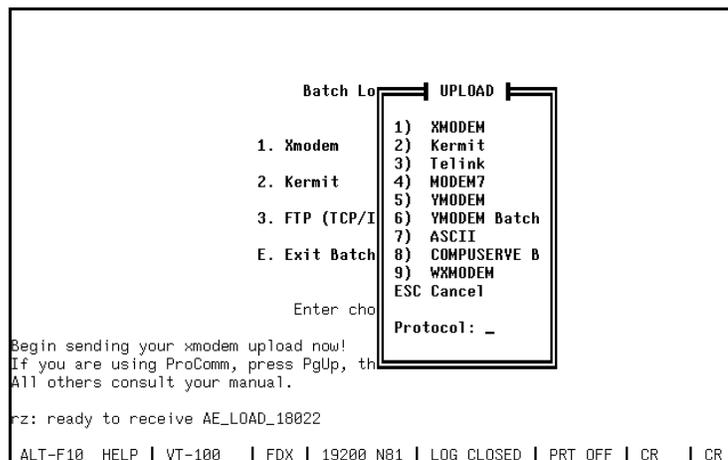
Uploading Using Xmodem

Xmodem or Kermit should be selected if you are using a dial-up modem connection. The FTP option should be selected if you are using a direct TCP/IP connection to ARMS Central. If you are unsure, contact your local technical support staff.

When you select the Xmodem transfer protocol, you will be prompted with instructions. If you are using the Procomm supplied with this package, you should follow the instructions as given.

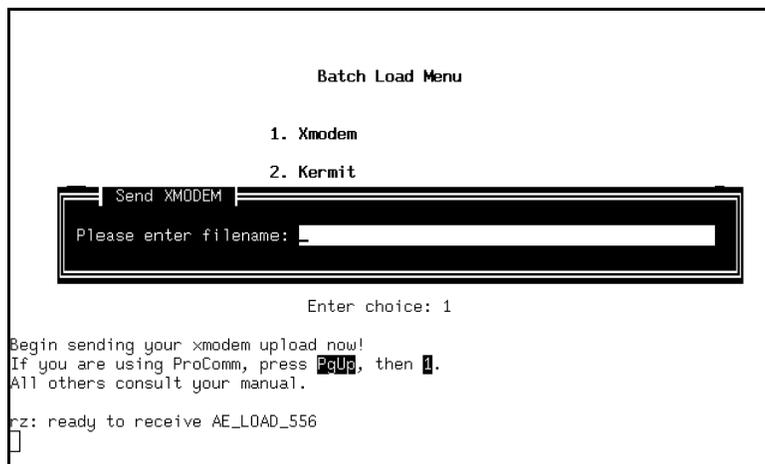


When you press the [PgUp] key, you will see the Upload Protocol Menu shown below.



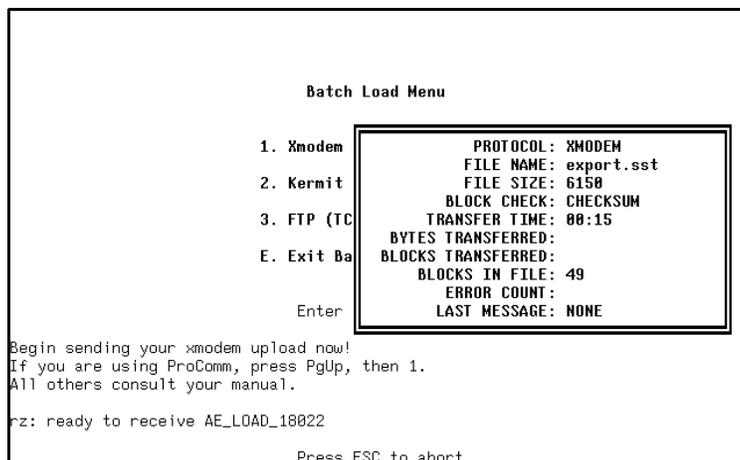
Press **I** to send a file using the Xmodem file transfer protocol. You may see a string of characters, such as **S~% @-#R**, in the lower left corner of your screen, below the prompts. This occurs when there is more than a slight time delay before you press [PgUp], and will not affect the file upload. If there is a longer time delay (about half a minute) before pressing [PgUp], Xmodem will “time out”, and the file transfer process will be aborted. You will be returned to the Manage Comments menu, and you must begin the upload process again.

At the prompt shown below, enter the name of the file to upload. Be sure to



include the extension, drive and directory name you specified when the file was saved (for example, C:\PCAW\TRANSFER\EXPORT.CMT).

The following screen shows the file being transferred by Procomm, and you can see by the number of bytes transferred how the transfer is progressing. The time



required to upload a file depends both on the size of the file and the speed of the

modem. The higher the baud rate of the modem, the faster the file will be transferred. The message **completed** will flash on the screen when the transfer is complete, and you will hear a beeping sound.

Upload Comments with FTP

To upload a file using FTP (File Transfer Protocol), perform the following steps:

- Select option for (FTP) from the transfer protocol Menu.
- Enable the FTP server. If you are using the PC/TCP package, press [F10], then [Shift]-F. You should then see a message that says "FTP Server Enabled" appear in the lower left corner of your screen.
- You will then be prompted for your IP address (ex: 148.165.2.103) or computer name. If you do not know your IP address or computer name, contact your LAN Administrator. If you are using PC/TCP, press [F10] then [Shift]-I to briefly display your IP address in the lower left corner of the screen. These values are unique to each computer on your network.
- Next you will be asked to enter your user name and password for your computer. If you are using PC/TCP software, you may just press return through these fields. The password will not be echoed to the screen for security reasons.
- Finally you will be asked for the name of the file you wish to upload. After you enter the complete path name of the file (e.g. C:\PCAW\TRANSFER\EXPORT.CMT), the upload will begin. The following screen illustrates a sample upload using FTP.

```

94-02-0 : Runway pavement - 30 percent review
PMSPK
Last Name      Ofc Symbol    Discipline    Page/Sheet #  Rm/Detail    Univ ID #
                                     105
1
2
3
4
5
6
7
8
9
10
Name or IP address of your computer: 130.165.10.12
Username on your computer: ftp
Password (echo turned off):
Filename to upload in Binary/Image format: █
NOTE: If you are using FTP Software Inc. PC/TCP, make sure the FTP
Server is enabled by using the F10-F toggle command.
(The Username & Password fields are optional for PC/TCP.)

```

Forward Review

The Forward Review option, **2> Fwd**, allows uploaded review comments to be forwarded to the appropriate Manager.

To remove a review from your area, you must have at least one comment. A single comment stating “*No comments at this time*” could suffice.

You can also remove the project from your area if the Manager has already forwarded the review to the next level. Use the Remove Project Review option from Utilities Menu.

Forwarding a review is critical. You must forward a review before the person that routed the review can receive the comments back to their area.

Until you forward the review, you have not completed your task with this review.

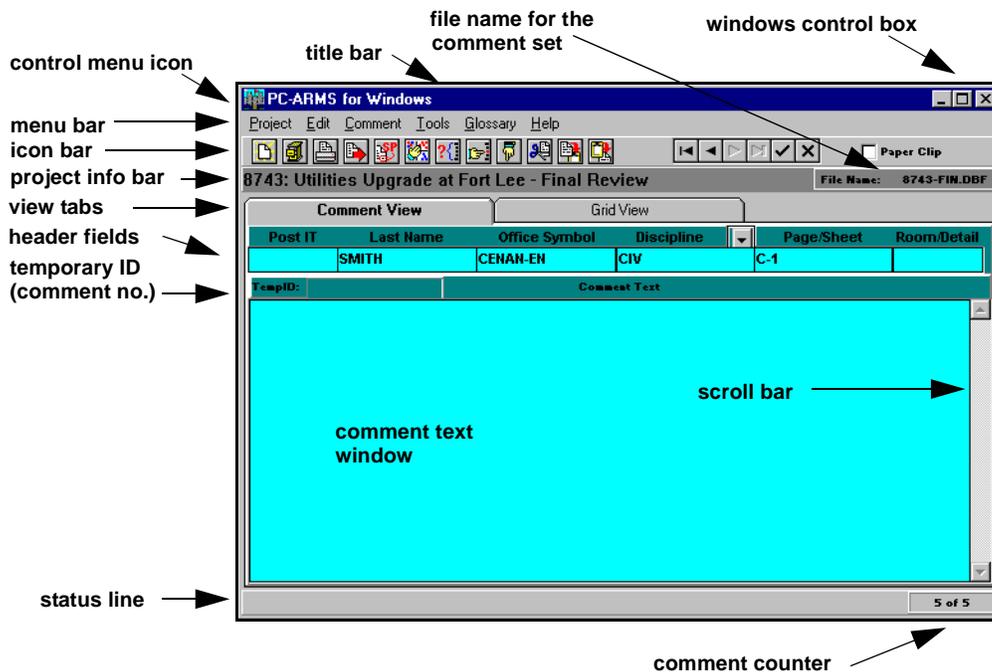
Reviewer's Reference

This chapter describes the complete operation of the Reviewer level of PC-ARMS for Windows.

For detailed information on how to use Windows and Windows functions, refer to a Windows Manual.

PC-ARMS for a Reviewer

A general description of the PC-ARMS screen is provided here as a reference.



The **Title Bar** describes the application or document window and enables you to move the window by clicking on it and dragging to a new location.



When you click on the **Control Menu** icon on top left corner of the screen shown above, you will see the options to Restore, Move, Resize, Minimize, Maximize, or Close the window or application, as well as enabling you to switch to other

open applications.



This is a standard Windows menu. Please refer to your Windows manual for a description of its function.

The **Menu Bar** displays the application's pull-down menus.



The commands beneath the menu perform actions within the application. The commands are accessed by clicking the menu and scrolling down to the desired command, pressing [ALT]+underlined letter of the menu then the command (for example, [ALT]+P, N for the New command under the Project menu), or a combination of the two.

The **Icon Bar** contains buttons for many of the functions found in PC-ARMS for Windows. The functions of the buttons are, left to right:



-  Create New Project,
-  Open Existing Project,
-  Print Comments,
-  Export Comments,
-  Spell Check Comments,
-  Sort Comments,
-  Select Comments,
-  Search for a Specific Comment,
-  Goto a Specific Comment by TempID,
-  Cut Marked Text,
-  Copy Marked Text,
-  Paste Text,

The next item is the Navigator Bar which lets you move among the different comments in your file. From left to right, the functions are:

-  Go to First Comment,
-  Go to Previous Comment,
-  Go to Next Comment,
-  Go to Last Comment,
-  Save Current Edit,
-  Undo/Cancel Current Edit, and

The last item is a checkbox that shows whether you have a “paper-clip” on the current comment. You may also turn the paper-clip on or off by clicking on the checkbox.

- Paper Clip Comment.

More details that are available on the functions performed by these icons are found in the following section.

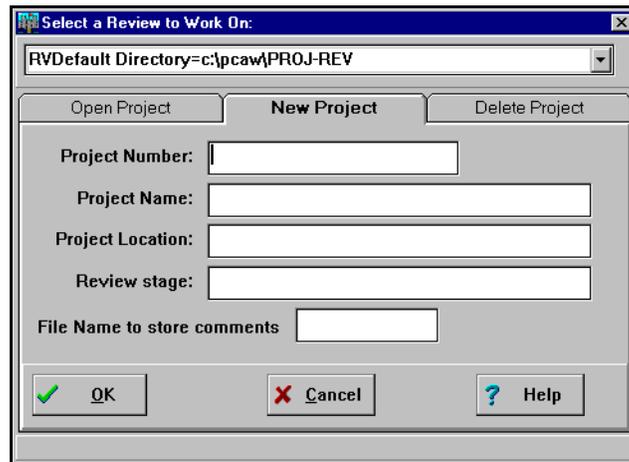
PC-ARMS Menu Bar

The **Menu Bar** with PC-ARMS for reviewers is covered item by item in this section.

PROJECT MENU

New ...	
Open ...	F3
Edit Name	
Pack File	
Delete ...	Shift+F12
Export	▶
Import	▶
Information	
Preferences	Shift+F11
Print	F5
Print Setup...	
Exit	F10

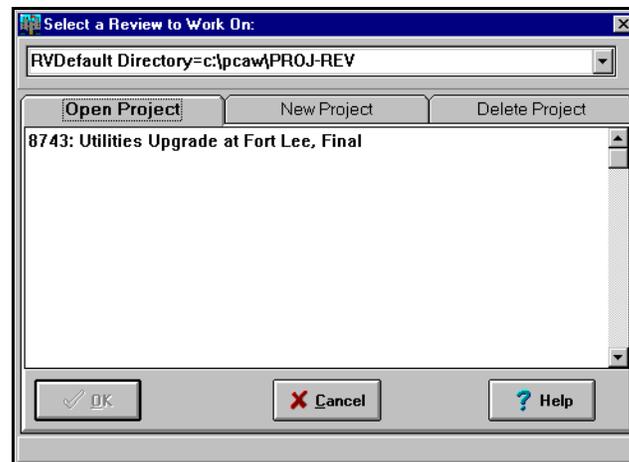
Project/New will allow you to enter new projects in the system. The project must be entered into your local PC-ARMS system even if it has already been entered in the ARMS Central system by the Technical Manager.



The screenshot shows a dialog box titled "Select a Review to Work On:" with a close button (X) in the top right corner. Below the title bar is a dropdown menu showing "RVDefault Directory=c:\pcaw\PROJ-REV". There are three tabs: "Open Project", "New Project" (which is selected), and "Delete Project". Below the tabs are four input fields: "Project Number:", "Project Name:", "Project Location:", and "Review stage:". Below these fields is a "File Name to store comments" input field. At the bottom of the dialog are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

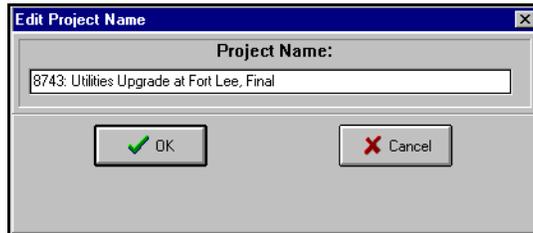
Use the above screen to enter a new project into PC-ARMS.

Project/Open option will allow you to open an existing review.



The screenshot shows the same dialog box as above, but with the "Open Project" tab selected. The "Project Number" field is now populated with the text "8743: Utilities Upgrade at Fort Lee, Final". The other input fields are empty. The "OK", "Cancel", and "Help" buttons are still present at the bottom.

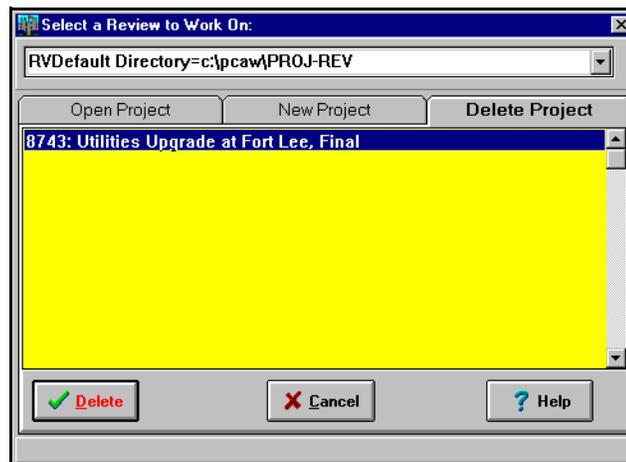
Project/Edit Name will allow you to edit the project information that was entered when you created the project on PC-ARMS. You will be allowed to change all the information except the file name.



Project/Pack File permanently removes any deleted comments.

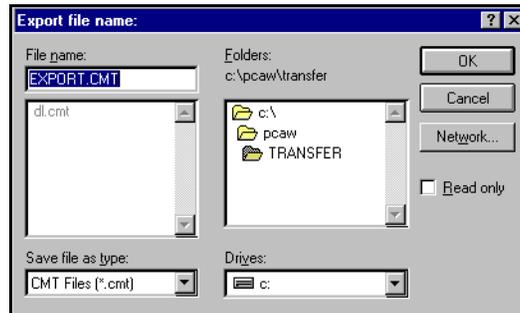


Project/Delete will allow you to delete a project review from the system. Be sure that the project is backed up. You may need to reference the file in the future, especially if the file was never uploaded to the ARMS Central computer. If it has been uploaded to the ARMS Central, it can be deleted.



Project/Export

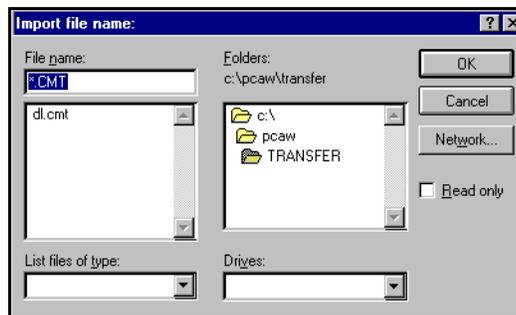
- **To a Cmt File**, allows you to export the selected comments to an ASCII (.cmt) file to upload to ARMS Central.



- **To a Dbf File**, allows you to export the selected subset of comments to a database (.dbf) file to possibly use to merge with another comment file or to use in another database.

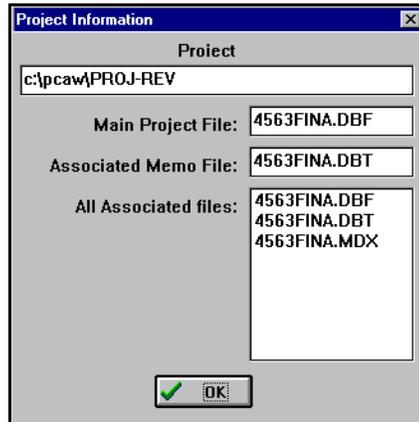
Project/Import

- **From a Cmt File**, allows you to import comments that have been generated from another session of PC-ARMS, ARMS Central downloaded comment file, an ASCII file of document generated by other word processing programs, etc.



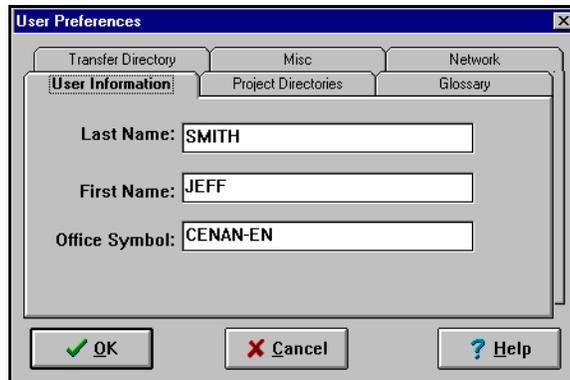
- **From a Dbf File**, allows you to import comments that were generated from PC-ARMS for Windows or PC-ARMS for DOS.

Project/Information displays a list of the project related files for your reference. This may be useful when you want to clean up your hard-drive for storage space, although **Project/Delete** does all that for you.



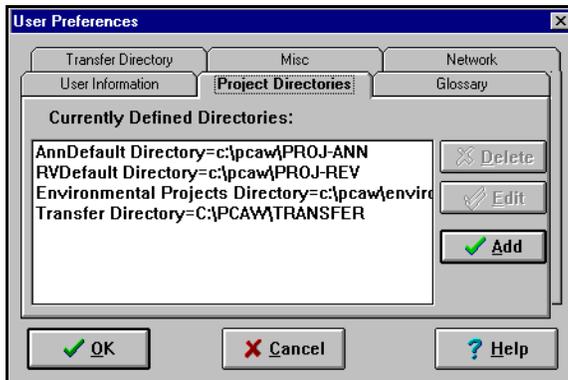
Project/Preferences allows you to modify user preferences. The following are different options in setting-up your preferences:

- **User Information**, allows you to edit user information.

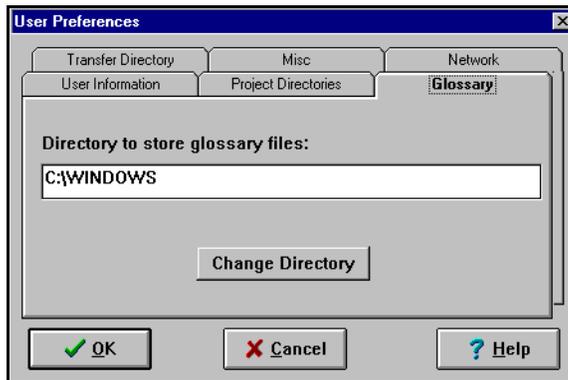


- **Project Directories**, allows you to identify existing directories in which to store project files or remove currently established

project directories from the displayed list.



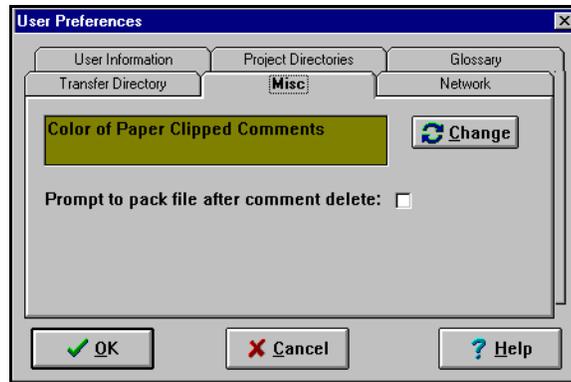
- **Glossary**, allows you to modify the directory where the glossary file is stored. The default directory is C:\WINDOWS.



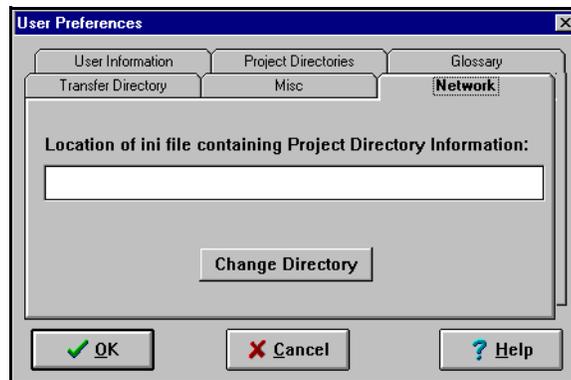
- **Transfer Directory**, allows you to modify the directory where the import files, export files, and downloaded files are stored. The default directory is C:\PCAW\TRANSFER if PC-ARMS is installed on the PC.



- **Misc**, allows you to modify the background color for the paper-clipped comments.

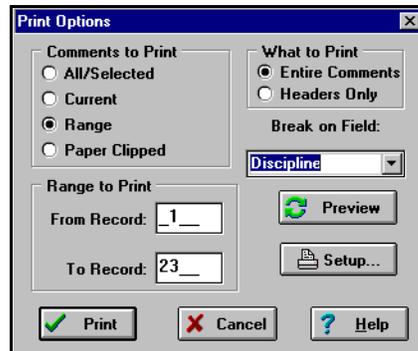


- **Network**, allows you to modify the directory where the network shared directories are for project so that each user does not have to input the network directory to access the files on a LAN server.

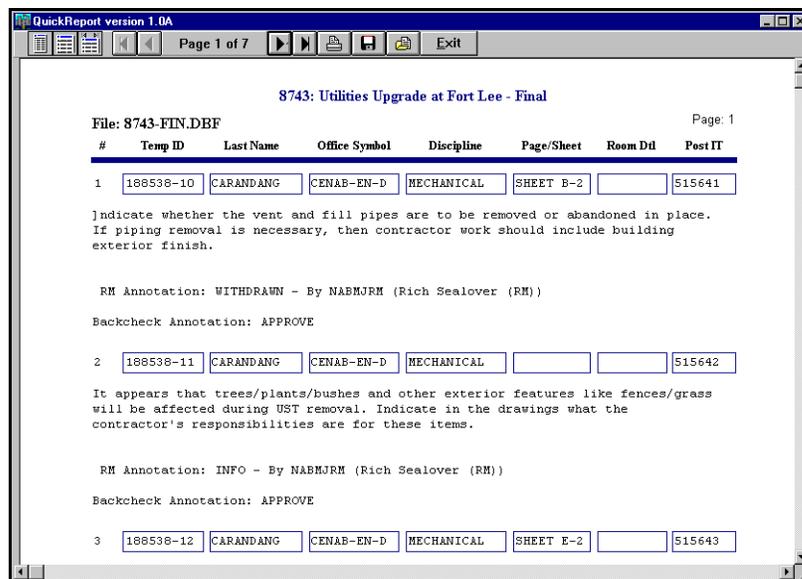


Project/Print allows you to print your comments in different formats. You will have options to print the current comment, a range of comments, paper clipped

comments, all comments, or selected comments.



Project/Print Preview allows you to preview the print outs as shown here. This option will allow you to also save your print file to a disk for future printing. You

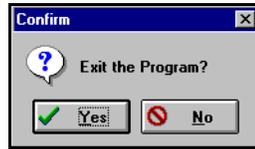


may zoom in and out to view the comments and to move back and forth between the pages of print previews.

Project/Print Setup allows you to select various printers that you may have access to and also other printer options that are available for you to customize. This is the standard Windows Print/Options dialog.

Project/Exit allows you to exit from the PC-ARMS and the current comment file. You do not need to select the save option prior to exiting, since the file is

automatically saved throughout the comment session.



EDIT MENU

U <u>ndo</u>	Ctrl+Z
C <u>ut</u>	Ctrl+X
C <u>opy</u>	Ctrl+C
P <u>aste</u>	Ctrl+V
P <u>aper Clip</u>	F4

Edit/Undo will undo the edits you have done to the current comment. Once you move to another comment, the edits are saved and can not be undone.

Edit/Cut will cut-out the marked or high-lighted text to move to another area of the comment or to paste in another Windows application.

Edit/Copy will copy the marked text without deleting it from the current location and allow you to paste it somewhere else.

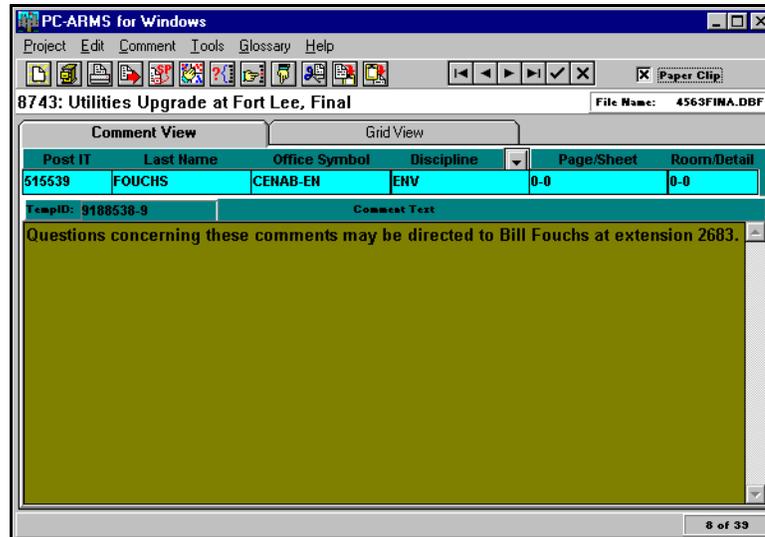
Edit/Paste will place whatever is in your Windows Clipboard into the current comment. This can work nicely if you are pasting parts of text from another document.

Edit/Delete Comment will delete the complete comment. Use caution, as the delete comment process cannot be undone.

Edit/Duplicate Comment will duplicate the current comment and place it at the end of the comment set, and will make the duplicate your currently displayed comment.

Edit/Paper Clip will mark the current comment as being paper-clipped and the

background color of the comment text area will change. When you click on the



paper clip box, the screen will change colors.

COMMENT MENU

First	Ctrl+PgUp
Prev	PgUp
Next	PgDn
Last	Ctrl+PgDn
Search	Shift+F5
Go To...	F6
Jump	Shift+F6
Select	Shift+F4

Comment/First will take you to the first comment of the comment set. [Ctrl]-[PgUp] has the same affect.

Comment/Previous will take you to the comment that is previous in the order they were entered. [PgUp] has the same affect.

Comment/Next will take you to the next comment in the order they were entered. [PgDn] has the same affect. To create a new comment, go to the last comment, select Comment/Next, or [PgDn]. the new comment becomes the current comment and retains the previous comment's header information. Edit the header as necessary for the new comment.

Comment/Last will take you to the last comment of the comment set. [Ctrl]-[PgDn] has the same affect. Press [PgDn] again to start a new comment.

Comment/Search will allow you to find a comment that meets the criteria you

specify. The program will seek out the first comment that meets the criteria unlike the Comment/Select option. The search starts at the next comment from the one you are on and continues to the end of file. It then searches from the beginning to your current location. The first comment found that matches your criteria is displayed. Repeating the search will seek the next match.

Enter Search Criteria

Not

Last Name: AND

Office Sym: AND

Discipline: AND

Page/Sheet: AND

Room/Detail: AND

Comment Text: AND

Post It: AND

Has Paper Clip: n f a

OK Cancel Help

Comment/Go To will take you to the comment that you specify by the TempID.

Goto a specific Temporary ID

Enter the Temporary ID Number to Go To:

OK Cancel Help

Comment/Jump will take you forward or backward the number of comments you specify.

Jump Forward / Backward

Direction to jump:

Forward Backward

Number to jump:

OK Cancel Help

Comment/Select will allow you to select and view the comments that meet the criteria you specify. If you want to make an export file for another project review, select comments would be help accomplish that. Select the comments first then

export them to another .dbf file. Turn off the selection to view all comments.

Enter Selection Criteria

Not

Last Name: AND

Office Sym: AND

Discipline: AND

Page/Sheet: AND

Room/Detail: AND

Comment Text: AND

Post It: AND

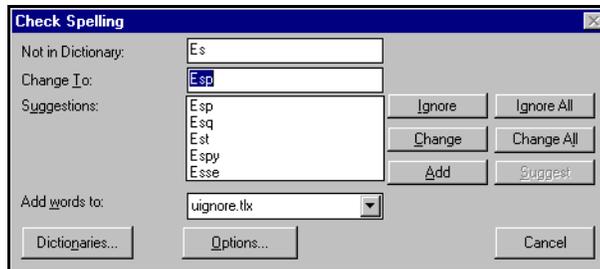
Has Paper Clip: n / a

OK Cancel Help

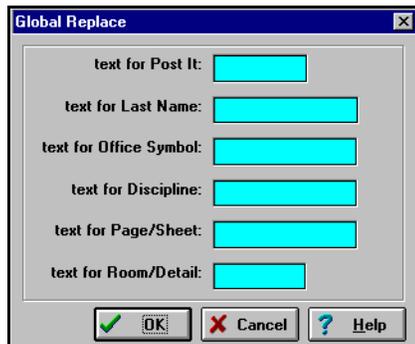
TOOLS MENU



Tools/Spell Check will spell check all comments in the current review.

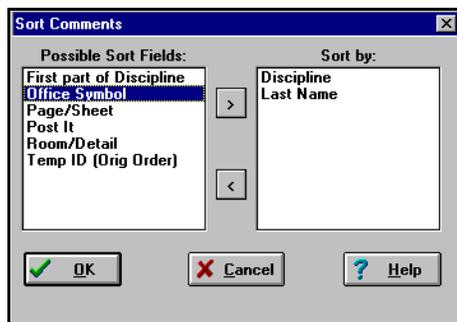


Tools/Global Replace will replace the header information that you specify. For example, you can specify the discipline code to be GEN rather than CIV, ELE, MEC, etc. for all the comments. Be careful, as it will replace all instances of the



specified header field.

Tools/Sort Comments will allow you to sort the comment display in the order shown in the dialog box.



Tools/Glossary will allow you to edit your Glossary entries. The Glossary can be used to enter frequently used comments or phrases that may be used often by pressing a short key sequence. Using this tool may speed up your comment entry process, especially if your comments are similar for each review.

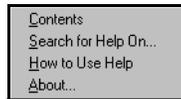


GLOSSARY MENU

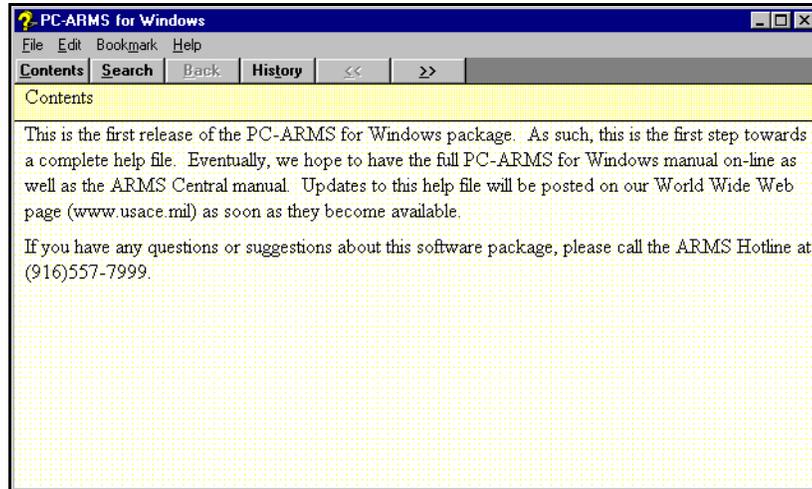
A	E	K	Q	W
B	F	L	R	X
C	G	M	S	Y
D	H	N	T	Z
	I	O	U	
	J	P	V	

Glossary will allow you to insert the specified Glossary text in the current comment. When you select one of the letters from this screen, the corresponding text is inserted at the cursor.

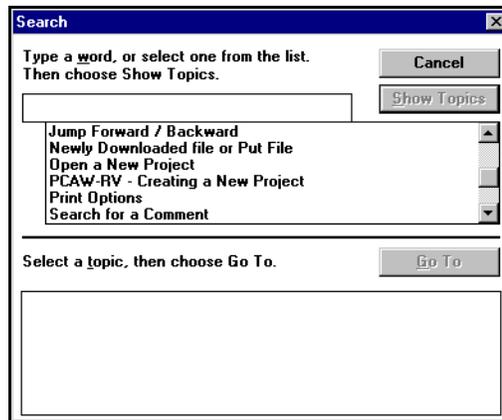
HELP MENU



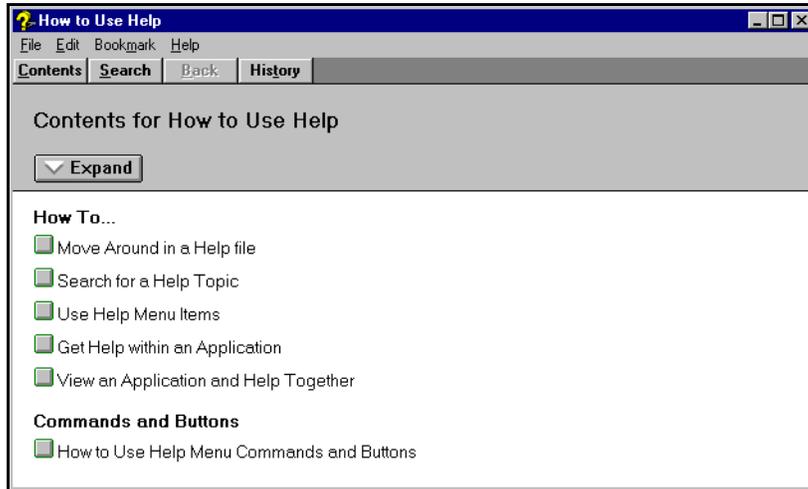
Help/Contents will bring up a contents list.



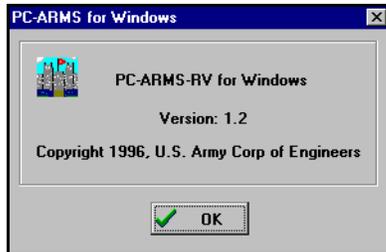
Help/Search for Help On will allow you to search for listed topics.



Help/How to Use Help will explain how to use the help features.



Help/About will bring up a screen that shows the current release information.



Project Information Bar



This line displays the information entered when the project file was created.

Comment Window

VIEWS

Comment View shown below is the default screen and is where you would enter your comments. It adheres to the Windows cut and paste features.

Post It	Last Name	Office Symbol	Discipline	Page/Sheet	Room/Detail
515538	FOUCHS	CENAB-EN	ENV	0-0	0-0

TempID: 9188538-8

Comment Text

GENERAL COMMENT: Recommend the Environmental Management Office at West Point be contacted again to verify they are going to remove the fuels from the tanks prior to contractor starting work on each tank.

Grid View useful for quick viewing of a set of comments in a database-like format.

In this view, you are able to re-arrange the field columns by dragging and dropping the them. You are also able to widen or narrow the columns by dragging them with the mouse.

Last Name	Office Sym	Discipline	Page/Sheet	Room/Detail	Post It
MOORE	CEPK	CHM	s-1	room2	
MOORE	CEPK	CHM	s-1	room2	
MOORE	CEPK	CHM	s-1	room2	
FOUCHS	CENAB-EN	ENV	0-0	0-0	515537
FOUCHS	CENAB-EN	ENV	0-0	0-0	515538
FOUCHS	CENAB-EN	ENV	0-0	0-0	515539
CARANDANG	CENAB-EN-D MECHANICAL	SHEET B-2			515641
CARANDANG	CENAB-EN-D MECHANICAL	SHEET E-2			515642
CARANDANG	CENAB-EN-D MECHANICAL	SHEET E-2			515643
CARANDANG	CENAB-EN-D MECHANICAL	SHEET E-2			515644
CARANDANG	CENAB-EN-D MECHANICAL	SHEET E-5			515645
CARANDANG	CENAB-EN-D MECHANICAL	SHEET F-3			515646

HEADER FIELDS

PostIt

This is a field for your own use. You may enter any information here you wish to. Since this field can be used as a sort criteria, it can be useful for changing the order of the displayed comment.

Last Name

In the Last Name field, type your last name (or the last name of the author you are typing in someone else's comments). Spaces cannot be used but, a hyphen or underscore can be used to connect names.

You can enter your last name as a default value in Project/Preferences/User Information.

Office Symbol

In the Office Symbol field, type your office symbol (or the office symbol of the author of the comments if you are typing in someone else's comments).

You can enter your office symbol as a default value in Project/Preferences/User Information.

Discipline

The Discipline field is where you will type in the discipline of the comment.

This is **not** your own discipline, but the discipline of the person who should read and respond to the comment. A list of the discipline abbreviations from the General Facilities list is shown here and in Appendix A.

You may select from a pop-down list, at the right side of the Discipline field, use the Up/Down arrow keys to highlight the desired code, and press [Enter] to select it.

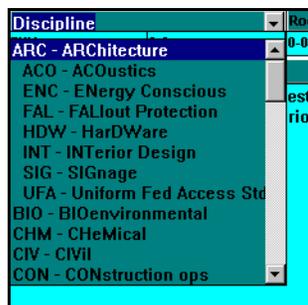


Table 6-1 PC-ARMS-RV Disciplines

Code	Discipline	Code	Discipline
ARC	ARChitectural	GEO	GEOtech/GEOlogy
CIV	CIVil	INT	INTerior design
CON	CONstruction operations	LPM	Life cycle PM
CUL	CULtural resources	LSA	LandScape Architecture
ECO	ECONomics	MEC	MEChanical
ELE	ELEctrical	PME	PM Engineering
ELE-COM	COMmunications	SAF	SAFety
ELE-ISC	Inform Sys Comm	SAN	SANitary
ELE-MIS	Mtg Information Systems	SEC	SECurity
ENV	ENVironmental	SPE	SPEcifications
EST	ESTimating	STR	STRuctural
FIR	FIRe protection	SUR	SURveys
GEN	GENeral		

Multiple discipline codes may be entered if the comment covers more than one discipline, with the most important one selected first. One blank space should be left between disciplines (spacing occurs automatically if you select from the list using the pulldown arrow located above the field). You are **strongly** encouraged to use the five primary discipline codes: ARChitectural, MEChanical, STRuctural, ELEctrical, and CIVil, particularly for the first discipline selected.

Page/Sheet

In the Page/Sheet field, enter the location on the drawing or document to which your comment applies. It is important that the location is accurately identified so that the A/E (Designer) will be able to find the problem area and respond to the comment.

A specific format has been developed for page/sheet numbers; you are **strongly** encouraged to follow it. Maintaining the standard format will help to insure appropriate comment response and it facilitates the sorting and retrieval of comments. Pressing the help key [F1] while the cursor is positioned in the Page/Sheet field will bring up a brief review of the page/sheet format. A summary may also be found in Appendix B.

Room/Detail

Detail refers to the number of the room or drawing detail number to which a comment applies. This entry is optional, however, it is very helpful in making the

exact location of the problem known to the A/E reviewing the comments.

TempID

It is automatically generated by the program as a unique identifier of the comment.

Comment Text

This is the field into which the comment is written. One comment per screen. Windows Cut, Copy, and Paste commands may be used.

Designer's Download Session

In order for an AE to respond to a set of comments, the AE must first download the comments from the ARMS Central computer.

This section describes how a designer must download the review comments from ARMS Central computer.

Downloading Comments from ARMS Central

As shown in the previous section, all ARMS users can access the ARMS Central computer via Telnet or PROCOMM. After a successful login as an AE, select I> *Manage Comments* from the *ARMS Central Main Menu*. Then a project review must be selected prior to downloading.

From a typical screen for an AE like the one shown below, the AE would select I>*UpDn*

```

9572AS : ASBESTOS SPEC - at MCCLELLAN - AS 3rd Backg 1/1
CIVILCOK-SPKCOK-CG
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail Univ ID #
RAMSEY        SPKCO      ARC CIV     ALL-0         474370
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Project accepted; no further comments.
2
3
4
5
6
7
8
9
10
1
2
3
4
5
P = Prev comment, N = Next comment, U = scroll up, D = scroll down
I>UpDn  2>Fwd  3>AGrp  4>Edit  5>Prnt  6>Goto  7>Annt  8>AdvF  9>Brws  E>Exit
Access Upload/Download Menu to batch enter or download your Annotations

```

Upload/Download Comments

When this option is selected the Upload/Download Menu will replace the Manage Comments Menu on the screen. From this menu you may choose to

either upload or download comments.

94-02-0 : Runway pavement - 30 percent review						1/69	PMSPK
Last Name	Ofc Symbol	Discipline	Page/Sheet #	Rm/Detail	Univ	ID #	
KETCHUM	SPKED-EA	CIV GEO	G-01&02	1004		105	
use <CTRL>-A and <CTRL>-Z to scroll comment text							
1	Prev Cmt 211 and 212 Landfill initial grading does not include removal of						
2	waste at finger area or at southwest end. Provide excavation details, pay						
3	under finger excavation removal.						
4							
5							
6							
7							
8							
9							
10							
UPLOAD/DOWNLOAD MENU							
1> Upload Comments 2> Download Comments E> Exit to Previous Menu							
Batch enter comments to ARMS TCX							

Download Comments

This option is used when you wish to download a project from ARMS Central, for example to load the file into PCAW-AE for doing extensive annotations or responses. If Comment Selection is on, only currently selected comments will be downloaded. When the Download Comments option is selected, you will see the Transfer Protocol Menu, shown below.

TRANSFER PROTOCOL MENU	
1> Ymodem 2> Kermit 3> FTP E> Exit to Main Menu	
Use Ymodem protocol to transfer comments	

When you select the Ymodem transfer protocol you will be prompted with instructions.

Ymodem-Batch Download

If you are using the Procomm supplied with this package, you should follow the instructions as given:

- Select option 1> Ymodem from the Transfer Protocol Menu.
- Press Page-Down key
- Then press "6"

This will start the transfer process and the system will alert you when the transfer

completed successfully or if it aborts do to time-out or some other errors.

You may see a string of characters, such as) **S~% @-#R**, in the lower left corner of your screen, below the prompts. This occurs when there is more than a slight time delay before you press [PgDn], and will not affect the file download. If there is a longer time delay (about half a minute) before pressing [PgDn], Ymodem will “time out”, and the file transfer process will be aborted. You will be returned to the Comment Management screen, and you may begin the download process again.

Kermit Download

You may want to try Kermit when Ymodem transfer is not working properly. Kermit Protocol is not as fast as Ymodem but still very quick and has better error checking mechanism built in to give you a more solid file transfer.

To download a file using Kermit, you must perform the following steps:

- Select option **2> Kermit** from the Transfer Protocol Menu.
- Press Page-Down key
- Then press “2”

This will start the transfer process and the system will alert you when the transfer completely successfully or if it aborts do to time-out or some other errors.

Typically it will time-out if you take too much time entering the necessary key strokes in a timely manner. In such occurrence, just go through the procedure over and it should work without a hitch.

If neither Ymodem or Kermit procedures are working and you do not have a Network access, please contact your local computer services or call the ARMS Hotline for assistance, 916-557-7999.

If you have a Network access, then use FTP as your file transfer option as it is the fastest option of all the file transfers.

FTP Download

To download a file using FTP (File Transfer Protocol), you must perform the following steps:

- Select option three (FTP) from the Transfer Protocol Menu.
- Make sure to enable your FTP server on your PC. If you are using the PC/TCP, version 2.1 package, press [F10], then [Shift]-F. You should then see a message that says “FTP Server Enabled” appear in the lower left corner of your screen.
- If you are using PC/TCP 2.2 or newer, you must click on the FTPSRV icon in your PC/TCP tools Group within Windows.

- You will then be prompted for your IP address (i.e. 148.165.2.103) or computer host name. If you are using PC/TCP software, you can bring up your IP address on command line at the bottom of the screen by pressing [F10] then [Shift]-I. If you need further assistance, contact your Systems Administrator. These values should be unique to each computer on your network.
- Next you will be asked to enter your user name and password for your computer. If you are using PC/TCP software, you can enter a return for these fields which will have the default values of "ftp" and blank entry for the password.
- Finally you will be asked for the name of the file you wish to download. A default name will appear here. You may use the default name by pressing [Enter] or you may backspace over the existing default file name and enter one of your choice. If you choose a new file name be sure to give the complete path. Also, the filename you give must have the same extension and not have an 'S' as the eighth letter in the prefix of the file name.

The following screen illustrates a sample download using FTP.

```
Name or IP Address of your computer: 130.165.2.30
Username on your computer: ftp
Password (echo turned off):

Name of file to download to: 515746a0.Th
NOTE: If you are using FTP Software Inc. PC/TCP, make sure the FTP
      Server is enabled by using the F10-F toggle command.
      (The Username & Password fields are optional for PC/TCP.)
```

The system will alert you of successful file transfer or alert you with an error message if you are unsuccessful at transferring the file. Usually the error message will follow with recommended solutions for the error message.

Above procedure is fairly difficult for most not used to using online systems and you should not be discouraged if you have trouble the first few attempts with the system. If you do run into difficulty, please contact the ARMS Hotline or local computer services for assistance without letting frustrations set in.

Once you have the files successfully downloaded, exit from ARMS Central computer and you can be on your way to entering responses to those comments downloaded using PC-ARMS for Windows - AE.

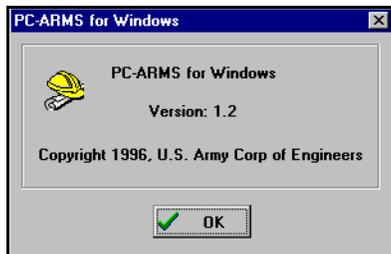
Designer's Sample Session

After a successful download of a comment file from ARMS Central computer, you are ready to respond to those comments using PC-ARMS for Windows.

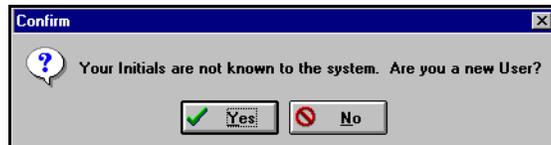
Select the **Annt_Respond to Comments** icon from the PC-ARMS for Windows Group within Windows.



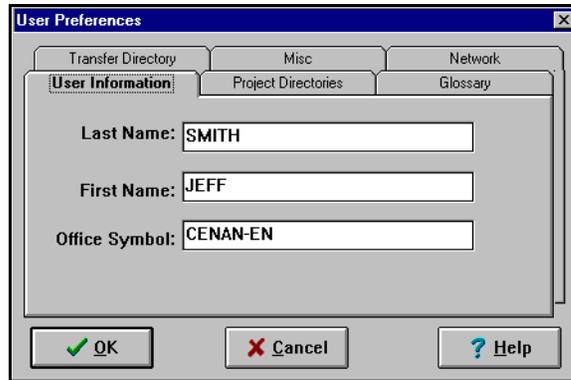
After the following screen, you will be asked to enter your initials and also your



name if it is your first time running the application as shown below.

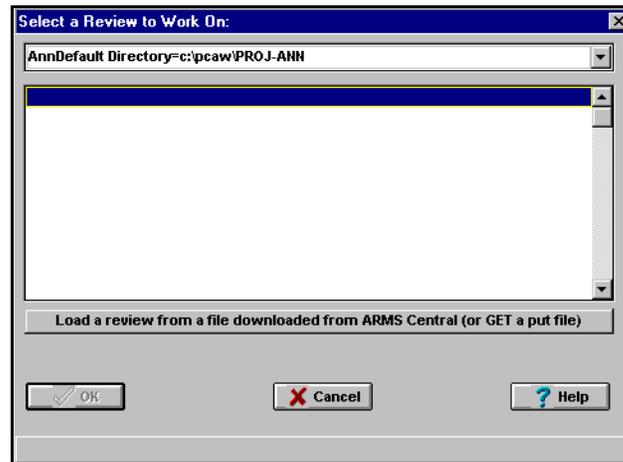


Make sure to use [Tab] to maneuver from field to field in the following screens.



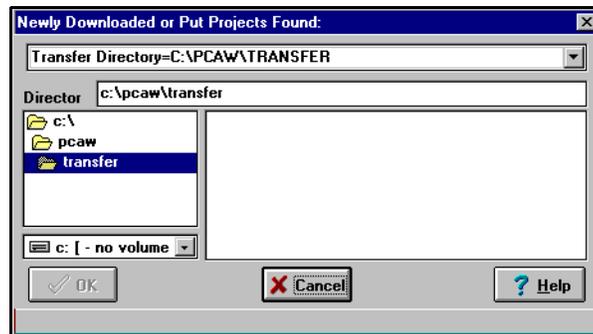
Opening a Downloaded Project

Select the icon with a file drawer or select Project/Open from the Menu and you will then see the following screen which is automatically brought to view if you are in your initial session.



Select the long button bar towards the bottom of the screen with text *“Load a review from a file downloaded from ARMS Central (or GET a put file).”*

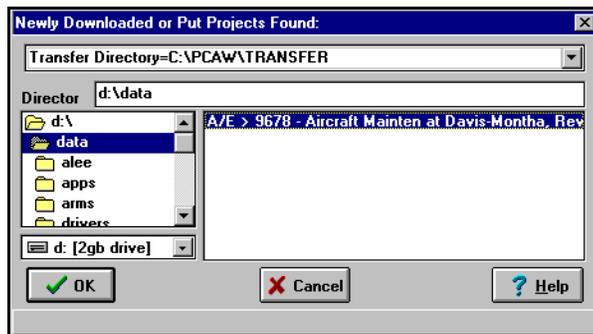
Then you will see the following screen.



The ARMS Central download file should be set to go to the directory as shown on screen above to C:\PCAW\TRANSFER directory. When the system detects an ARMS Central downloaded file, the associated project information will appear on the lower right window of the above screen. If it is not in the directory, you can browse your directories to find the ARMS Central downloaded file.

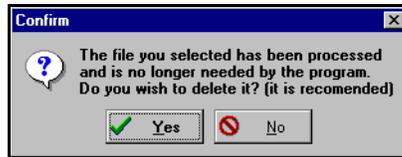
If the downloaded file is not in C:\PCAW\TRANSFER directory, check the directories where your Telnet command or where your communication software resides. If task becomes too difficult to find the downloaded file, you may want to call the ARMS Technical Support line (916-557-7999).

Once you've located the AE download file, you will see the project information on the lower right screen as mentioned above and shown below.



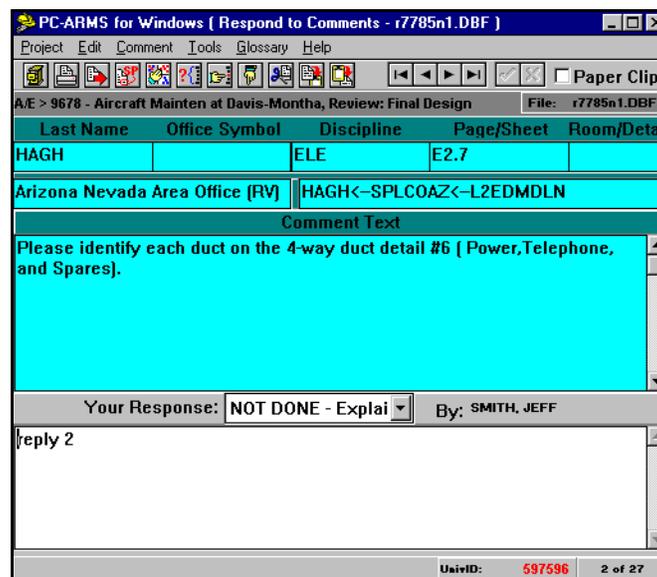
Highlight the project to be worked on and click on OK. On the next screen, after the program brings the comments into its indexed environment, the program will prompt you whether you want to delete the downloaded file as you will not need

it anymore. Choose Yes to go ahead and deleted it. If you are not sure what to do



then just click on No.

Once you have successfully opened an AE download file, the following screen should be on display with the appropriate project review information.



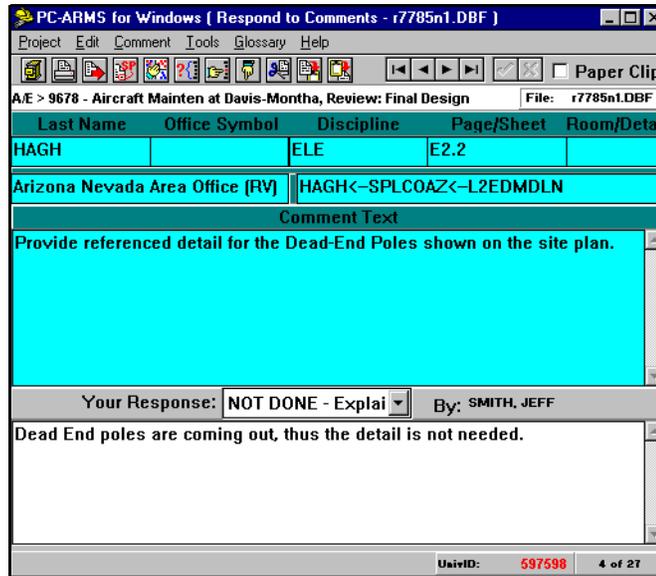
For an A/E, you must annotate and add response text to every comment regardless of “**Done**” or “**Not Done**” annotation status before the system will allow you to Forward the review to the TM.

Click on the left and right arrows or press [Page Up] and [Page Down] keys to move from one comment to the next.

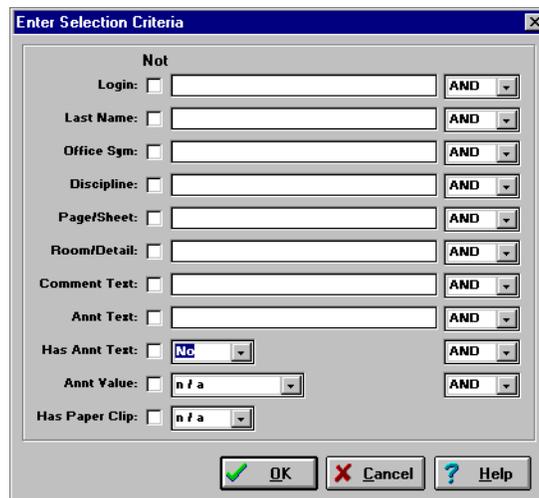
Please indicate where the comment is incorporated and state “**Self Explanatory**” if you feel that the annotation “**Done**” is sufficient. Using the Glossary feature with PCAW-AE can expedite this process.

When your annotation is “**Not Done**,” indicate why the comment is not being incorporated. Shown below is an example of how a correctly handled comment record would look. For each comment, the bottom window should have response

text entered before moving to the next comment.



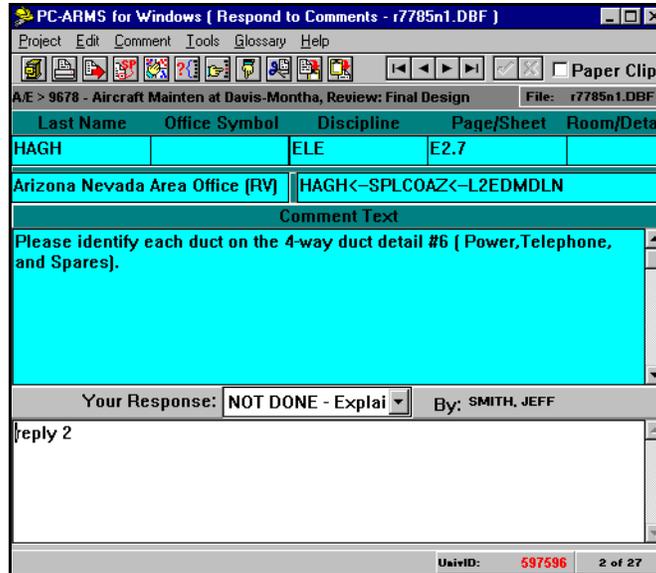
You can use Select Comments icon to verify that all comments have response text entered as shown on the screen below.



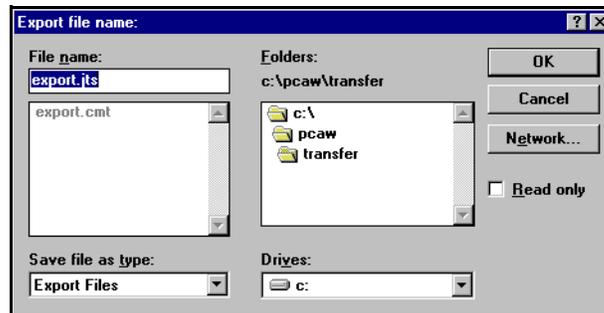
Toggle the field next to “**Has Annt Text**” to indicate “No” and the system will find all the comments without comment response text so that you may complete them prior to creating an export file to upload to the ARMS Central computer.

Once all the comments are responded to with response text, you are ready to create and export the comments into an ASCII file.

You can create an export file for upload by selecting the third icon or by selecting the Project/Export to Upload option from the menu bar from the screen below.



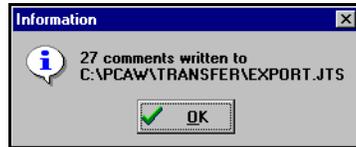
Once you select the export file option, the following screen will appear.



Since the project file is already saved in a database format, there is no real necessity to create a different filename for each project you want to upload. Use the default file name. It takes the form of export.xyz, where the letters “xyz” are your initials entered at the beginning of this comment session. This will preserve drive space and will be less confusing. The system, however, is flexible and gives you options to save the ASCII export file to whatever filename you prefer.

The next screen will indicate the exact file name including the directory of the export file just created. The default is C:\PCAW\TRANSFER\EXPORT.XYZ.

Write this information down as you will need it during your upload session.



After creating the export file, you will need to upload it to the ARMS Central.

Exit PC-ARMS for Windows and go to the next chapter for uploading directions.

Designer's Upload Session

Having a response and associated text for each comment is very important prior to uploading a set of responses to ARMS Central.

When you forward a project review to the Technical Manager, the system will check for any comments missing the response text.

If any of the comments are missing the response text, the system will not allow you to forward the comment set to the Technical Manager. This is regardless of whether you mark the comments "Done" or "Not Done."

ARMS Central also does not have an easy mechanism to allow you to find which of the comments are missing the responses. However, PC-ARMS for Windows - AE does. You should always verify that all comments have response text prior to uploading to the ARMS Central computer.

If you have any comments that are missing responses, complete them using PC-ARMS before proceeding.

Login to ARMS Central computer as before then follow the procedure outlined next.

Uploading Comments

As shown in previous section, all ARMS users can access the ARMS Central computer via Telnet or Procomm.

After a successful login as an AE, select, **Manage Comments** from the **ARMS Central Main Menu**. Select the project review.

From a typical screen for an AE, like the one shown below, the AE would select **1>UpDn**

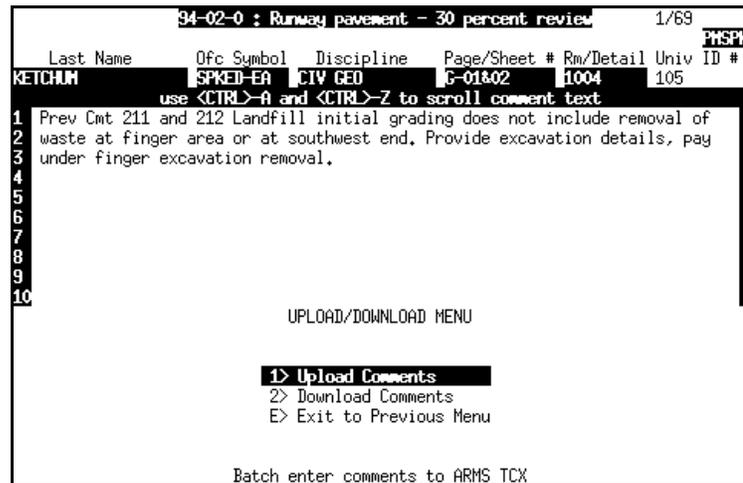
```

9572AS : ASBESTOS SPEC - at MCCLELLAN - AS 3rd Backc 1/1
                                CIVILCO<-SPKCO<-GG
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail  Univ ID #
RAMSEY        SPKCO      ARC CIV    ALL-0        474370
                                use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Project accepted; no further comments.
2
3
4
5
6
7
8
9
10
1
2
3
4
5
P = Prev comment, N = Next comment, U = scroll up, D = scroll down
1>UpDn 2>Fwd 3>AGrp 4>Edit 5>Print 6>Goto 7>Annt 8>AdvF 9>Brus E>Exit
Access Upload/Download Menu to batch enter or download your Annotations

```

Upload/Download Comments

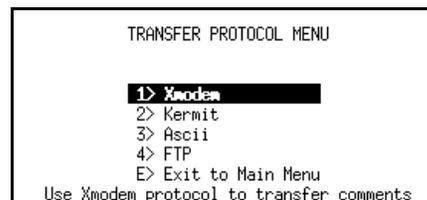
When this option is selected, the **Upload/Download Menu** will replace the **Manage Comments Menu** on the screen. From this menu you may choose to either upload or download comments.



Select **Upload Comments** from this screen.

Upload Comments

There are four different transfer protocols you can use in uploading your comment responses.



Modem users should use Xmodem or Kermit. Xmodem will provide a faster file transfer; however you may prefer to use Kermit if you experience any difficulty with your communication line during the transfer (e.g.: transfer aborted with “bad block” message).

Uploading Using Xmodem

Xmodem or Kermit should be selected if you are using a dial-up connection. The FTP option should be selected if you are using a direct TCP/IP connection to ARMS Central. It is more likely that you are using a dial-up connection; if you are unsure, contact your local technical support staff.

When you select the Xmodem transfer protocol you will be prompted with

instructions. If you are using the Procomm supplied with this package, you should follow the instructions as given.

```
Begin sending your xmodem upload now!
If you are using ProComm, press PgUp, then 1.
All others consult your manual.
rz: ready to receive AE_LOAD_556
```

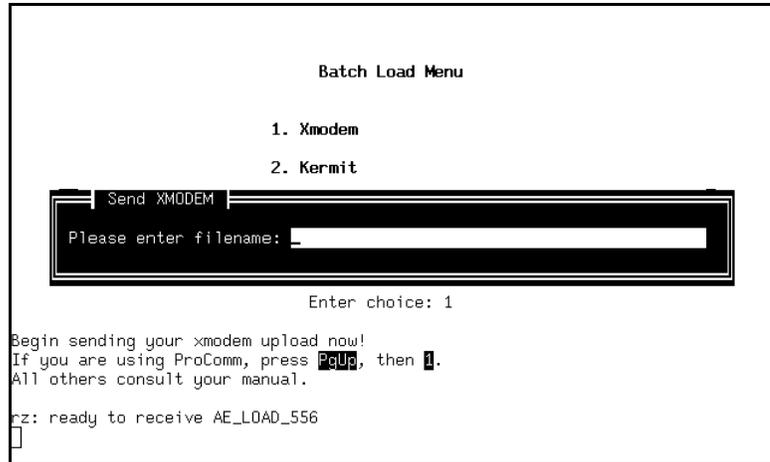
When you press [PgUp], you will see the **Upload Protocol Menu** shown below.

```

Batch Load  UPLOAD
1. Xmodem      1) XMODEM
2. Kermit      2) Kermit
3. FTP (TCP/I  3) Telink
                4) MODEM7
                5) YMODEM
                6) YMODEM Batch
E. Exit Batch  7) ASCII
                8) COMPUERVE B
                9) WXMODEM
                ESC Cancel
Enter cho
Begin sending your xmodem upload now!
If you are using ProComm, press PgUp, th
All others consult your manual.
rz: ready to receive AE_LOAD_18022
ALT-F10  HELP  VT-100  FDX  19200 N81  LOG CLOSED  PRT OFF  CR  CR
```

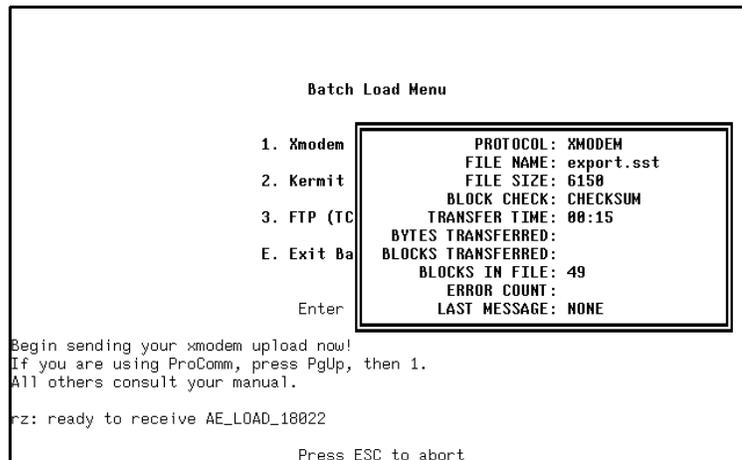
You then press **I** to tell Procomm that you are sending a file using the Xmodem file transfer protocol. You may see a string of characters, such as **S~% @-#R**, in the lower left corner of your screen, below the prompts. This occurs when there is more than a slight time delay before you press [PgUp], and will not affect the file download. If there is a longer time delay (about half a minute) before pressing [PgUp], Xmodem will “time out”, and the file transfer process will be aborted. You will be returned to the Manage Comments menu, and you may begin the upload process again.

When you see a prompt like the one shown in the middle of the screen below, the system is asking you to enter the name of the file you wish to upload. At this



prompt, type the name of the file in which you saved your responses. Be sure to include the extension, and be sure to include any drive or directory name you specified when the file was saved (for example, C:\PCAW\TRANSFER\EXPORT.SST).

The following screen shows the file being transferred by Procomm, and you can see by the number of bytes transferred how the transfer is progressing. The time



required to upload a file depends both on the size of the file and the speed of the modem. The higher the baud rate of the modem, the faster the file will be transferred. The message **completed** will flash on the screen when the transfer is complete, and you will hear a beeping sound.

Upload Comments with FTP

To upload a file using FTP (File Transfer Protocol), you must perform the following steps:

- Select option for (FTP) from the transfer protocol Menu.
- Enable the FTP option on your PC software. If you are using the PC/TCP package, press [F10], then [Shift]-F. You should then see a message that says "FTP Server Enabled" appear in the lower left corner of your screen.
- You will then be prompted for your IP address (ex: 148.165.2.103) or computer name. If you do not know your IP address or computer name, contact your LAN Administrator. If you are using PC/TCP, press [F10] then [Shift]-I to briefly display your IP address in the lower left corner of the screen. These values are unique to each computer on your network.
- Next you will be asked to enter your user name and password for your computer. If you are using PC/TCP software, you may just press return through these fields. The password will not be echoed to the screen for security reasons.
- Finally you will be asked for the name of the file you wish to upload. After you enter the complete path name of the file (e.g. C:\PCAW\TRANSFER\EXPORT.SST), the upload will begin. The following screen illustrates a sample upload using FTP.

```

94-02-0 : Runway pavement - 30 percent review
Last Name      Ofc Symbol    Discipline    Page/Sheet #  Rm/Detail    Univ ID #
105
1
2
3
4
5
6
7
8
9
10
Name or IP address of your computer: 130.165.10.12
Username on your computer: ftp
Password (echo turned off):
Filename to upload in Binary/Image format:
NOTE: If you are using FTP Software Inc. PC/TCP, make sure the FTP
      Server is enabled by using the F10-F toggle command.
      (The Username & Password fields are optional for PC/TCP.)

```

Forward Review

The Forward Review option, **2>Fwd**, allows uploaded comment responses to be forwarded to the appropriate Technical Manager.

Forwarding a review is critical in the use of ARMS Central. You must forward a project before the person that routed it can receive the comments.

Manager's Download Session

In order for a Manager to annotate a set of comments using PC-ARMS, he/she must first download the comments from the ARMS Central computer.

This section describes how a manager can download the review comments from ARMS Central.

Downloading Comments

After a successful login as a Manager, select **Manage Comments** from the **ARMS Central Main Menu**. Then a project review must be selected prior to downloading.

From a typical screen for a Manager, like the one shown below, the Manager would select *I>UpDn*

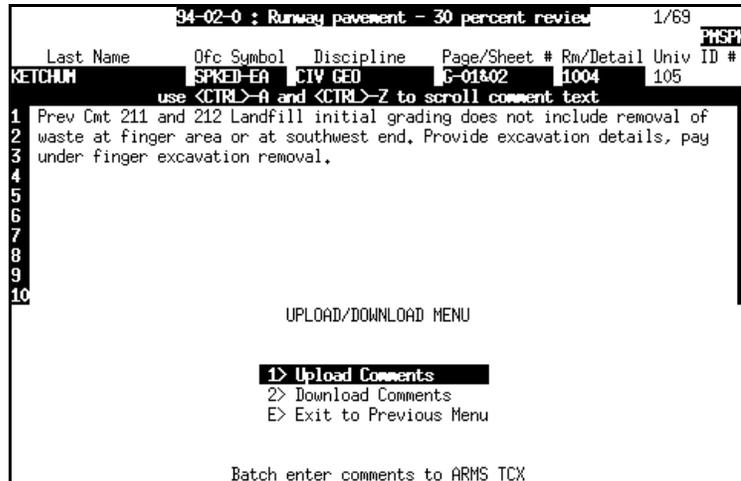
```

9572AS : ASBESTOS SPEC - at MCCLELLAN - AS 3rd Backg 1/1
CIVILCOK-SPKCO<-GG
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail Univ ID #
RAMSEY         SPKCO      ARC CIV     ALL-0         474370
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Project accepted; no further comments.
2
3
4
5
6
7
8
9
10
1
2
3
4
5
P = Prev comment, N = Next comment, U = scroll up, D = scroll down
1>UpDn 2>Fwd 3>AGrp 4>Edit 5>Prnt 6>Goto 7>Annt 8>AdvF 9>Brws E>Exit
Access Upload/Download Menu to batch enter or download your Annotations
  
```

Upload/Download Comments

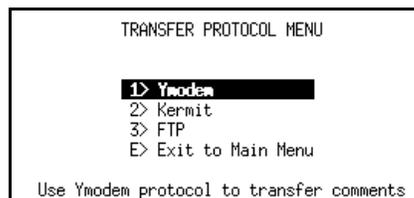
When this option is selected the Upload/Download Menu will replace the Manage Comments Menu on the screen. From this menu you may choose to

either upload or download comments.



Download Comments

This option is used when you wish to download a project from ARMS Central, for example to load the file into PC-ARMS for doing extensive annotations. If Comment Selection is on, only the selected comments will be downloaded. When the Download Comments option is selected, you will see the Transfer Protocol Menu, shown below.



Ymodem-Batch Download

If you are using the Procomm supplied with this package, you should follow the instructions as given:

- Select option **1> Ymodem** from the **Transfer Protocol Menu**
- Press [PgDn]
- Then press “6”

This will start the transfer process. The system will alert you when the transfer is completed successfully or if it aborts due to a time-out or other error.

You may see a string of characters, such as) **S~% @-#R**, in the lower left corner

of your screen, below the prompts. This occurs when there is more than a slight time delay before you press [PgDn], and will not affect the file download. If there is a longer time delay (about half a minute) before pressing [PgDn], Ymodem will “time out”, and the file transfer process will be aborted. You will be returned to the Comment Management screen, and you may begin the download process again.

Kermit Download

You may want to try Kermit when Ymodem transfer is not working properly. Kermit Protocol is not as fast as Ymodem but still very quick and has better error checking mechanism built in to give you a more solid file transfer.

To download a file using Kermit, you must perform the following steps:

- Select option **2> Kermit** from the **Transfer Protocol Menu**.
- Press [PgDn]
- Then press “2”

This will start the transfer process. The system will alert you when the transfer is completed successfully or if it aborts due to a time-out or other error.

Typically it will time-out if you take too much time entering the necessary key strokes. In such occurrence, just go through the procedure over and it should work without a hitch.

If neither Ymodem or Kermit procedures are working and you do not have a Network access, please contact your local computer services or call the **ARMS Hotline** for assistance, **916-557-7999**.

If you have a Network access, then use FTP as your file transfer option as it is the fastest option of all the file transfers.

FTP Download

To download a file using FTP (File Transfer Protocol), you must perform the following steps:

- Select option four (FTP) from the Transfer Protocol Menu.
- Make sure to enable your FTP server on your PC. If you are using the PC/TCP, version 2.1 package, press [F10], then capital F. You should then see a message that says “FTP Server Enabled” appear in the lower left corner of your screen.
- If you are using PC/TCP 2.2 or newer, you must click on the FTPSRV icon in your PC/TCP tools Group within Windows.
- You will then be prompted for your IP address (ex: 148.165.2.103) or computer name. If you do not know your IP address or computer name, contact your LAN Administrator. If

you are using PC/TCP, press [F10] then [Shift]-I to briefly display your IP address in the lower left corner of the screen. These values are unique to each computer on your network.

- Next you will be asked to enter your user name and password for your computer. If you are using PC/TCP software, you can enter a return for these fields which will have the default values of “ftp” and a blank entry for the password.
- Finally you will be asked for the name of the file you wish to download. A default name will appear here. You should avoid changing the download file name from the default value.

The following screen illustrates a sample download using FTP.

```

31428 : REVITALIZE 128 F at FT. HUACHUCA - 100% SITE/50 1/31
MECH<-CSS<-GREGG
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail  Uniu ID #
SHANNON        SPKDE-A    MEC          P2             550625
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Plumbing note number 4 indicate size of the insulation to be use on the
2 piping.
3
4
5
6
7
8
9
10
Name or IP Address of your computer: 130.165.10.12
Username on your computer: jaek
Password (echo turned off): XXXXXXXX
Name of file to download to: 21ac6af1.PW

NOTE: If you are using FTP Software Inc. PC/TCP, make sure the FTP
Server is enabled by using the F10-F toggle command.
(The Username & Password fields are optional for PC/TCP.)

```

The system will alert you of a successful file transfer or alert you with an error message if you are unsuccessful. Usually the error message will follow with recommended solutions for the error message. The following screen shows a

successful file transfer.

```
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Plumbing note number 4 indicate size of the insulation to be use on the
2 piping.
3
4
5
6
7
8
9
10
Downloading...

Connected to 130.165.10.12.
220 spk41 FTP server (Version 5.106 Thu Jun 2 02:22:13 PDT 1994) ready.
331 Password required for jaek.
230 User jaek logged in.
200 PORT command successful.
150 Opening ASCII mode data connection for 21ac6af1._PM.
226 Transfer complete.
Local: 21ac6af1._PM remote: 21ac6af1._PM
7954 bytes sent in 0.04 seconds (1.9e+02 Kbytes/s)
221 Goodbye.

      Press <return> to continue
```

Above procedure is fairly difficult for most and you should not be discouraged if you have trouble the first few attempts with the system. If you do run into difficulty, please contact the ARMS Hotline or local computer services for assistance before letting frustrations set in.

As shown in the screen above, a Technical Manager download file has a **._PM** extension and should not be altered.

A Review Manager download file has a **._RM** extension and it should also be left unchanged.

Once you have the files successfully downloaded, exit from the ARMS Central computer and enter annotations using PC-ARMS for Windows.

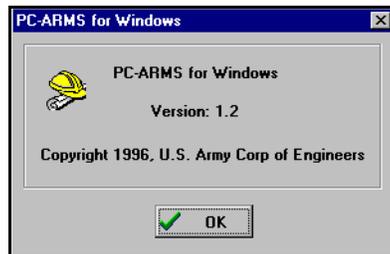
Manager's Sample Session

After a successful download of a comment file from ARMS Central, you are ready to annotate those comments using PC-ARMS for Windows.

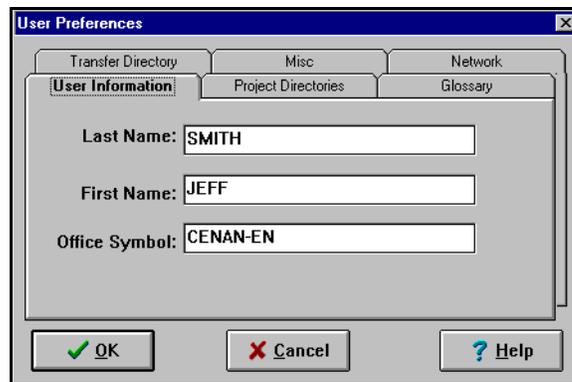
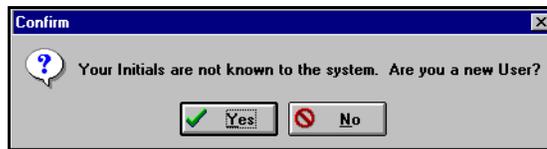
Select the **Annt_Respond to Comments** icon from the PC-ARMS for Windows Group within Windows.



After the following screen, you will be asked to enter your initials and also your



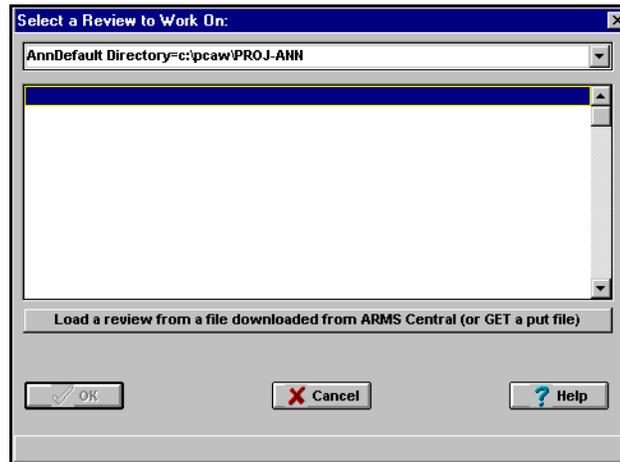
name if it is your first time running the application.



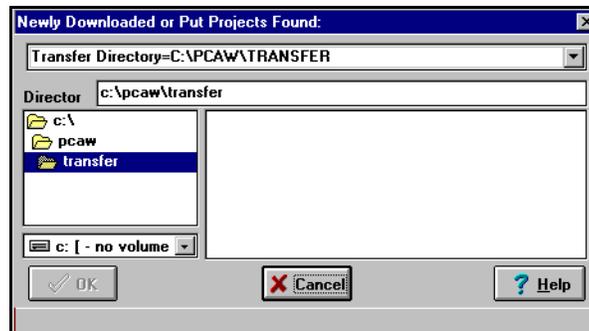
Make sure to use [Tab] to maneuver from field to field in the screens.

Opening a Downloaded Project

Select the icon with a file drawer or select **Project/Open** from the Menu bar and you will see the following screen which is automatically brought to view if you are in your initial session.



Select the long button bar towards the bottom of the screen with text “*Load a review from a file downloaded from ARMS Central (or GET a put file).*” Then you will see the following screen.

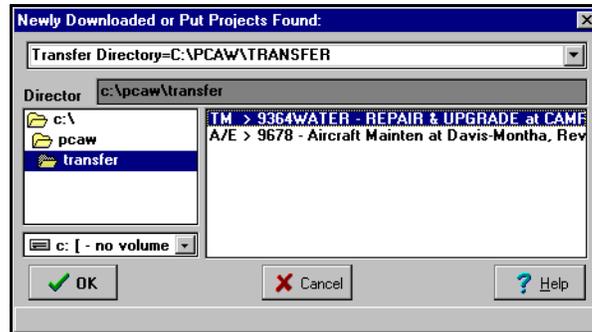


The ARMS Central download file should be set to go to the directory as shown on screen above to C:\PCAW\TRANSFER directory. When the system detects a ARMS Central downloaded file, the associated project information will appear on the lower right window of the above screen. If it is not in the directory, you can browse your directories to find the ARMS Central downloaded file.

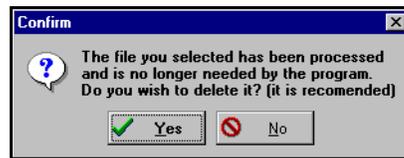
If the downloaded file is not in C:\PCAW\TRANSFER directory, check the directories where Telnet or other communication software resides. If task becomes too difficult to find the downloaded file, you may want to call the **ARMS Technical Support line (916) 557-7999**.

Once you have located the TM/RM download file, you will see the project

information on the lower right screen as shown below.

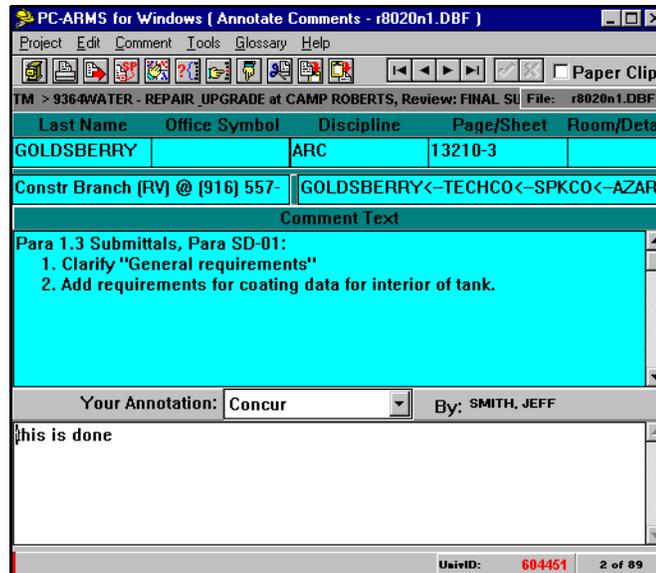


Highlight the project to work on and then click on OK. On the next screen, after the program brings the comments into its indexed environment, it will prompt you to delete the downloaded file.



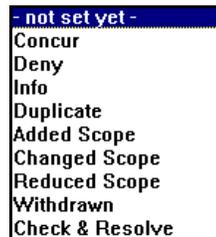
Choose **Yes** and delete it. You only need to save the file if you choose to use it again for some other reason.

Once you have successfully opened an AE download file, the following screen should be on display with the appropriate project review information.



Click on the left and right arrows or press [Page Up] and [Page Down] keys to move from one comment to the next.

You can annotate and add annotation text to any comment. Comments can be annotated with the following options.



Annotation Options

Concur: Use this annotation to agree with the original comment. Concur can also be used to slightly modify the wording or intent of the comment in the annotation window.

Deny: When you select Deny, the prompt will change to “Why:” asking that you explain clearly why the comment’s direction is inappropriate for this project. Criteria or scope of work references would aid in your explanation.

Info: Info means the designer is to read only and take no action on this comment, simply FYI.

Duplicate: The prompt asks you to state by author name and comment number “Where:” the designer should receive direction.

Added Scope: When the comment is technically correct, but might add cost to the project. This annotation might be used to begin a discussion with the designer and customer.

Changed Scope: When the comment is technically correct, but changes the colors of a wall or nature of any item, this annotation might be used.

Reduced Scope: When the comment is technically correct, but changes gold to brass, alert the designer and customer with a cost savings comment direction.

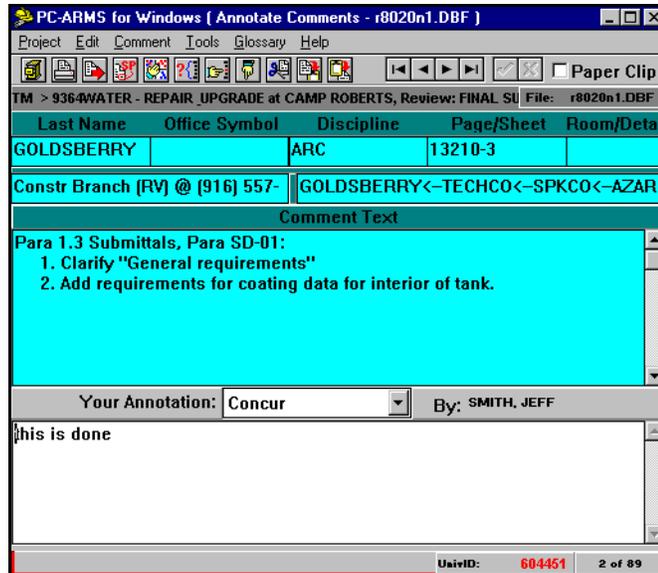
Check & Resolve: Use this annotation if the comment needs research and indicate who are the responsible parties for the research.

The ability to sort and search the same as in PC-ARMS for Designers use. See Chapters 8 and 13 for details on how use those tools.

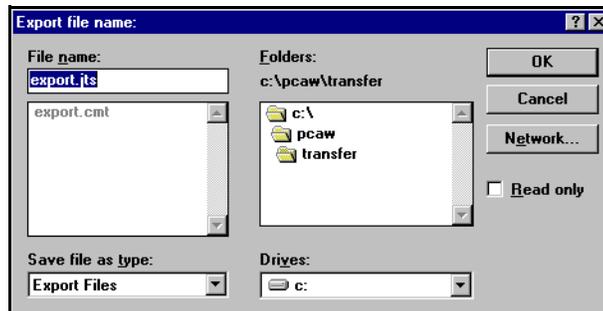
EXPORT FILE

Once all the desired comments are annotated, you are ready to create an ASCII export file.

You can create an export file for upload by selecting the third icon from the **icon bar** or by selecting the **Project/Export to Upload** option from the **menu bar**.



Once you select the export file option, the following screen will appear.

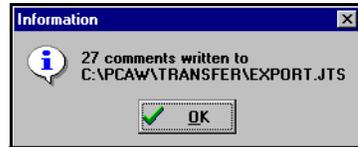


Use the default file name. It takes the form of export.xyz. where the letters “xyz” are your initials.

This will preserve drive space and will be less confusion to you. The system, however, is flexible and gives you the option to save the ASCII export file to whatever filename you prefer.

The next screen will indicate the exact file name and the directory of the export file. The default is C:\PCAW\TRANSFER\EXPORT.XYZ. Write this information down, you will need it to the file to the ARMS Central computer as

shown in the next chapter.



Exit PC-ARMS for Window and go to the next chapter for uploading directions.

Manager's Upload Session

Uploading Comments

As shown in a previous section, all ARMS users can access the ARMS Central computer via Telnet or PROCOMM.

After a successful login as a Manager, select **Manage Comments** from the **ARMS Central Main Menu**. Select a project review.

From a typical screen for a Manager, like the one shown below, the Manager would select **1>UpDn**

```

9572AS : ASBESTOS SPEC - at MCCLELLAN - AS 3rd Backc 1/1
Last Name      Ofc Symbol  Discipline  Page/Sheet #  Rm/Detail  Univ ID #
RAMSEY         SPKCO      ARC CIV     ALL-0         474370
use <CTRL>-A and <CTRL>-Z to scroll comment text
1 Project accepted; no further comments.
2
3
4
5
6
7
8
9
10
1
2
3
4
5
P = Prev comment, N = Next comment, U = scroll up, D = scroll down
1>UpDn 2>Fwd 3>AGrp 4>Edit 5>Print 6>Goto 7>Annt 8>AdvF 9>Brus E>Exit
Access Upload/Download Menu to batch enter or download your Annotations

```

Upload/Download Comments

When this option is selected, the **Upload/Download Menu** will replace the **Manage Comments Menu** on the screen. From this menu you may choose to

either upload or download comments.

94-02-0 : Runway pavement - 30 percent review						1/69
Last Name	Ofc Symbol	Discipline	Page/Sheet #	Rm/Detail	Univ ID #	PMSPK
KETCHUM	SPKED-EA	CIV GEO	G-01&02	1004	105	
use <CTRL>-A and <CTRL>-Z to scroll comment text						
1	Prev Cmt 211 and 212 Landfill initial grading does not include removal of					
2	waste at finger area or at southwest end. Provide excavation details, pay					
3	under finger excavation removal.					
4						
5						
6						
7						
8						
9						
10						
UPLOAD/DOWNLOAD MENU						
1> Upload Comments 2> Download Comments E> Exit to Previous Menu						
Batch enter comments to ARMS TCX						

Select **Upload Comments**.

Upload Comments

There are four different transfer protocols.

TRANSFER PROTOCOL MENU	
1>	Xmodem
2>	Kermit
3>	Ascii
4>	FTP
E>	Exit to Main Menu
Use Xmodem protocol to transfer comments	

Modem users should use Xmodem or Kermit. Xmodem will provide a faster file transfer; however you may prefer to use Kermit if you experience any difficulty with your communication line during the transfer (e.g.: transfer aborted with "bad block" message).

Uploading Using Xmodem

Xmodem or Kermit should be selected if you are using a dial-up connection. The FTP option should be selected if you are using a direct TCP/IP connection to ARMS Central. It is more likely that you are using a dial-up connection; if you are unsure, contact your local technical support staff.

When you select the Xmodem transfer protocol you will be prompted with instructions. If you are using the Procomm supplied with this package, you

should follow the instructions as given.

```

Begin sending your xmodem upload now!
If you are using ProComm, press PgUp, then 1.
All others consult your manual.

rz: ready to receive AE_LOAD_556

```

When you press [PgUp], you will see the **Upload Protocol Menu** shown below.

```

Batch Load UPLOAD
1. Xmodem
2. Kermit
3. FTP (TCP/I
E. Exit Batch

Enter choice:

Begin sending your xmodem upload now!
If you are using ProComm, press PgUp, th
All others consult your manual.

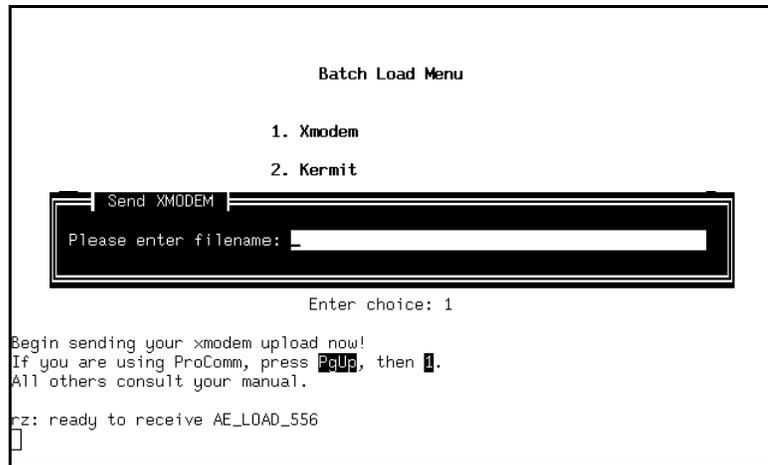
rz: ready to receive AE_LOAD_18022

ALT-F10 HELP | VT-100 | FDX | 19200 N81 | LOG CLOSED | PRT OFF | CR | CR

```

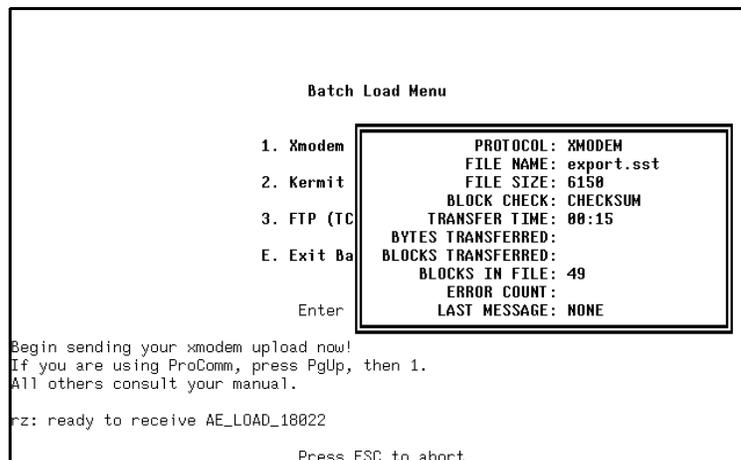
Select **I**, Xmodem. You may see a string of characters, such as **S~% @-#R**, in the lower left corner of your screen, below the prompts. This occurs when there is more than a slight time delay before you press [PgUp], and will not affect the file download. If there is a longer time delay (about half a minute) before pressing [PgUp], Xmodem will “time out”, and the file transfer process will be aborted. You will be returned to the Manage Comments Menu, and you can begin the upload process again.

Enter the name of the file you wish to upload. Be sure to include the drive,



directory and extension specified when the file was saved (for example, C:\PCAW\TRANSFER\EXPORT.SST).

The following screen shows the file being transferred by Procomm, and you can see by the number of bytes transferred how the transfer is progressing. The time



required to upload a file depends both on the size of the file and the speed of the modem. The higher the baud rate of the modem, the faster the file will be transferred. The message **completed** will flash on the screen when the transfer is complete, and you will hear a beeping sound.

Upload Comments with FTP

To upload a file using FTP (File Transfer Protocol), you must perform the following steps:

- Select option four (FTP) from the transfer protocol Menu.
- Enable the FTP option on your PC software. If you are using the PC/TCP package, press [F10], then [Shift]-F. You should then see a message that says "FTP Server Enabled" appear in the lower left corner of your screen.
- You will then be prompted for your IP address (ex: 148.165.2.103) or computer name. If you do not know your IP address or computer name, contact your LAN Administrator. If you are using PC/TCP, press [F10] then [Shift]-I to briefly display your IP address in the lower left corner of the screen. These values are unique to each computer on your network.
- Next you will be asked to enter your user name and password for your computer. If you are using PC/TCP software, you may just press return through these fields. The password will not be echoed to the screen for security reasons.
- Finally, you will be asked for the name of the file you wish to upload. After you enter the complete path name of the file (e.g. C:\PCAW\TRANSFER\EXPORT.SST), the upload will begin. The following screen illustrates a sample upload using FTP.

```
94-02-0 : Runway pavement - 30 percent review
Last Name      Ofc Symbol    Discipline    Page/Sheet #  Rm/Detail    Univ ID #
105
1
2
3
4
5
6
7
8
9
10
Name or IP address of your computer: 130.165.10.12
Username on your computer: ftp
Password (echo turned off):
Filename to upload in Binary/Image format:
NOTE: If you are using FTP Software Inc. PC/TCP, make sure the FTP
      Server is enabled by using the F10-F toggle command.
      (The Username & Password fields are optional for PC/TCP.)
```

Forward Review

Forward Review option, **2>Fwd**, allows uploaded comments to be forwarded to the appropriate Designer.

Forwarding a review is critical in the use of ARMS Central. You must forward a project before the Designer can incorporate the comments.

Once you have forwarded the comments to the Designer, check your Status Report to see when they return the comments with the Designer's responses.

If all the issues have been resolved and BCOE is signed, then proceed to the next step of the project which typically is the bidding process.

Designer and Manager's Reference

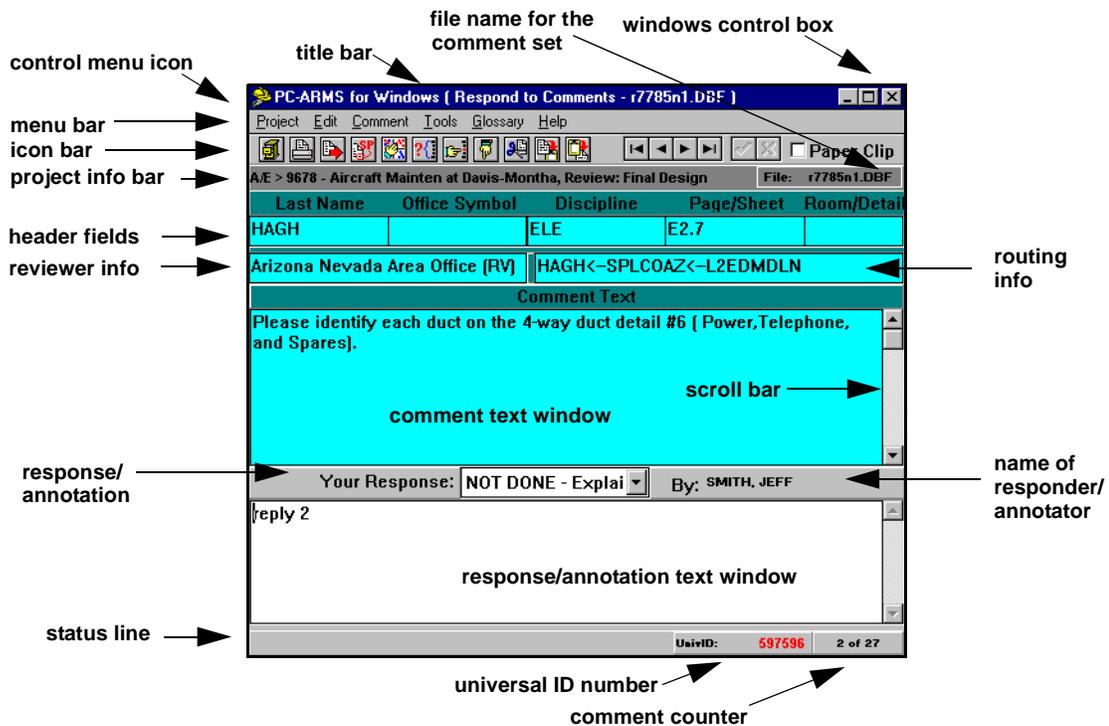
This chapter describes the complete instructions of the Designer and Manager level of PC-ARMS for Windows.

To reduce redundancies, this chapter will cover both Designer and Manager levels but will refer to Designer wherever the procedures apply to both levels. Wherever there is an exception to applicability, there will be a note explaining the exception.

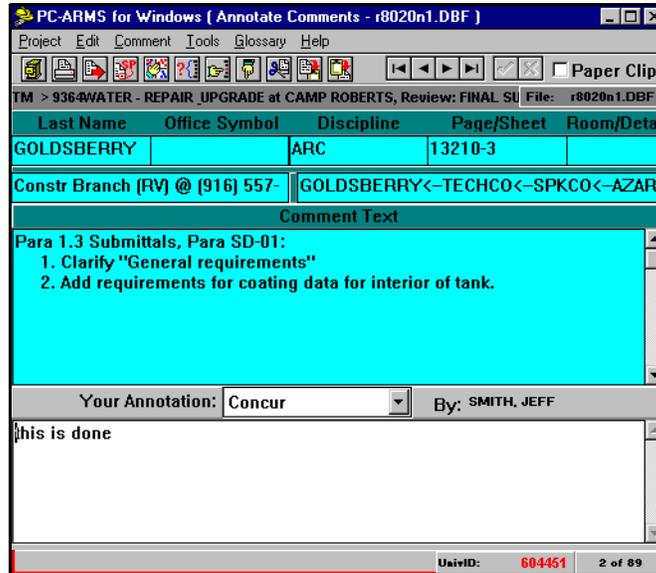
For detailed information on how to use Windows and Windows functions, refer to any Windows Manual.

PC-ARMS for Designers and Managers

Before starting with the procedure on how to use PC-ARMS for responding or annotating comments, a general description of the PC-ARMS screen is provided here as a reference.



The following is the screen for the managers.



Notice the only differences in the two screens are the title bar, project information bar and the comment response window.

Title Bar describes the application or document window and enables you to move the window by clicking on it and dragging to a new location.



When you click on the **Control Menu** icon on top left corner of the screen shown above, you will see the options to Restore, Move, Resize, Minimize, Maximize, or Close the window or application, as well as enabling you to switch to other open applications.



This is a standard Windows menu. Please refer to your Windows manual for a description of its function.

The **Menu Bar** displays the application’s pull-down menus.



The commands beneath the menu perform actions within the application. The

commands are accessed by clicking the menu and scrolling down to the desired command, pressing [ALT]+underlined letter of the menu then the command (for example, [ALT]+P, N for the New command under the Project menu), or a combination of the two.

The **Icon Bar** contains buttons for many of the functions found in PCARMS for Windows. The functions of the buttons are, left to right:



-  Open Existing Project,
-  Print Comments and Responses,
-  Export Comments Responses or Annotations,
-  Spell Check Responses,
-  Sort Comments,
-  Select Comments,
-  Search for a Specific Comment,
-  Goto a Specific Comment by UnivID,
-  Cut Marked Text,
-  Copy Marked Text,
-  Paste Text,

The next item is the Navigator Bar which lets you move among the different comments in your file. From left to right, the functions are:

-  Go to First Comment,
-  Go to Previous Comment,
-  Go to Next Comment,
-  Go to Last Comment,
-  Save Current Edit,
-  Undo/Cancel Current Edit, and

The last item is a check-box that shows whether you have a “paper-clip” on the current comment. You may also turn the paper-clip on or off by clicking on the check-box.

- Paper Clip Comment.

More details that are available on the functions performed by these icons are found in the following section.

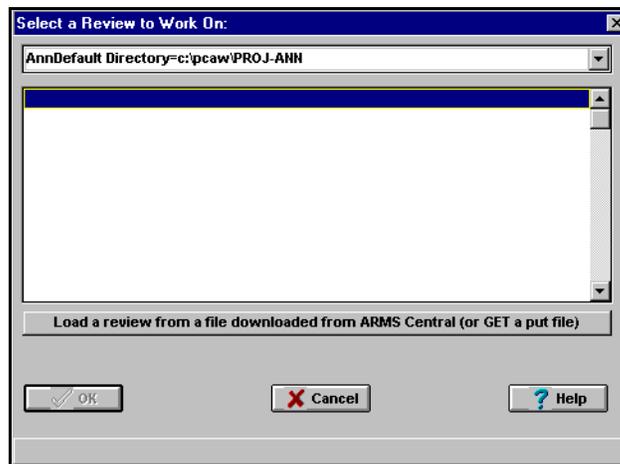
PC-ARMS Menu Bar

The **Menu Bar** with PC-ARMS is covered item by item in this section.

PROJECT MENU

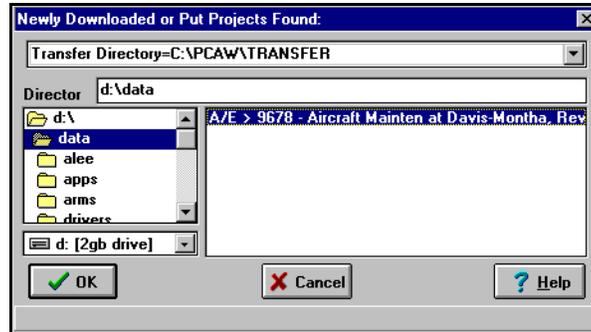
O <u>pen ...</u>	F3
D <u>elete ...</u>	Shift+F12
E <u>xport to Upload</u>	Alt+F3
P <u>ut to Floppy</u>	
I <u>nformation</u>	
P <u>references</u>	Shift+F11
P <u>rint</u>	F5
P <u>rint Setup...</u>	
E <u>xit</u>	F10

Project/Open option will allow you to open an existing review.

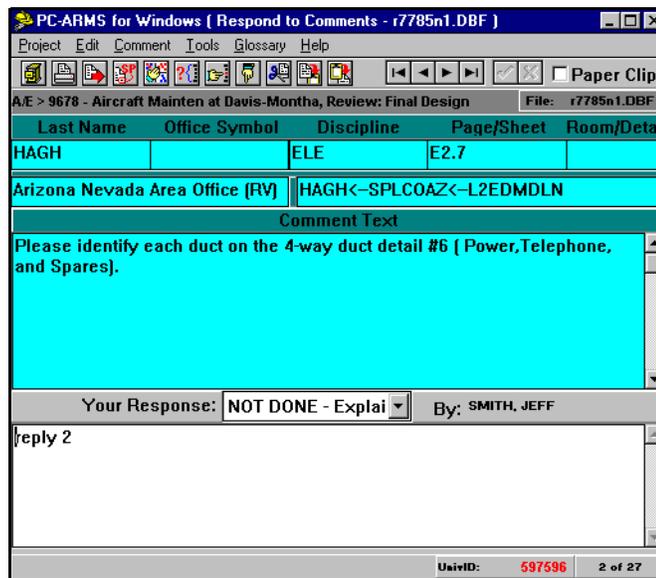


Click on the button labeled “**Load a review from a file downloaded from the ARMS Central (or GET a Put file).**” from the screen above.

If the file has just been downloaded from ARMS Central, the project review will be listed as below.

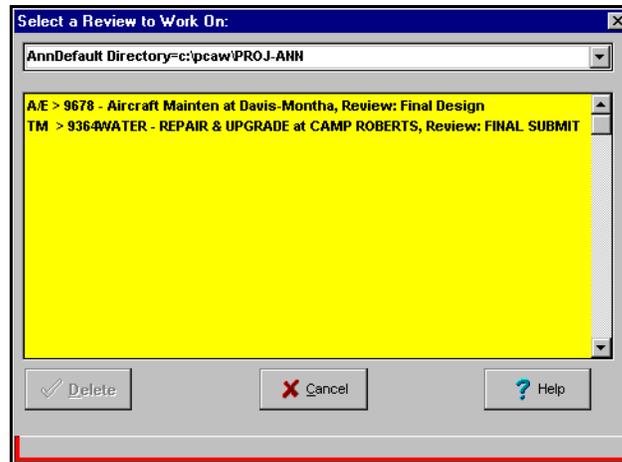


Select the project review, then click on OK. That will bring you to the main A/E screen shown below.



Project/Delete option will allow you to delete project reviews from the system. Be sure that the project is backed up if you may need to reference the file in the future, especially if the file was never uploaded to the ARMS Central computer.

If it has been uploaded to ARMS Central, it can be deleted.

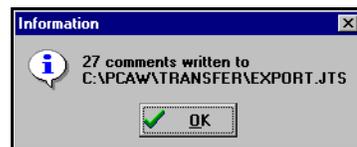


Just highlight the project you want to delete, and click on **Delete**.

Project/Export to Upload option will allow you to export the annotations or responses in the current project review to an ascii file to upload to ARMS Central.

Since the project file is already saved in a database format, there is no real necessity to create a different file name for each project you want to upload. Use the default file name. It takes the form of export.xyz, where the letters “xyz” are your initials entered at the beginning of this comment session. This will preserve drive space and will be less confusing. The system, however, is flexible and gives you options to save the ASCII export file to whatever file name you prefer.

The next screen will indicate the exact file name including the directory of the export file just created. The default is C:\PCAW\TRANSFER\EXPORT.XYZ. Write this information down as you will need it during your upload session.

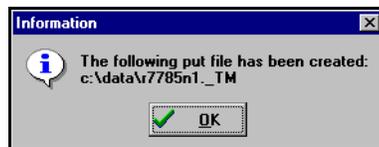


After creating the export file, you will need to upload it to the ARMS Central.

Project/Put to Floppy: option will allow you to put a set of selected comments on a disk for distribution and is an effective way to handle selected comments. It works well if you have sub-contractor A/E for a project. The following screen appears when this option is selected.



Select the target drive and directory whether and click on OK. This will bring up the next screen which indicates the Put file name and the full path.

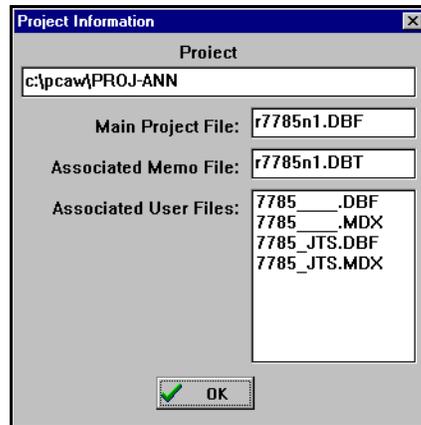


You can then work on those selected comments without having to re-download the comment set from ARMS Central.

Import: There is no import option in the Designer or Manager level of PC-ARMS. However, there is an option called “**Get a file from a Put file**” when the **Project/Open** option is selected. Refer to the **Project/Open** section.

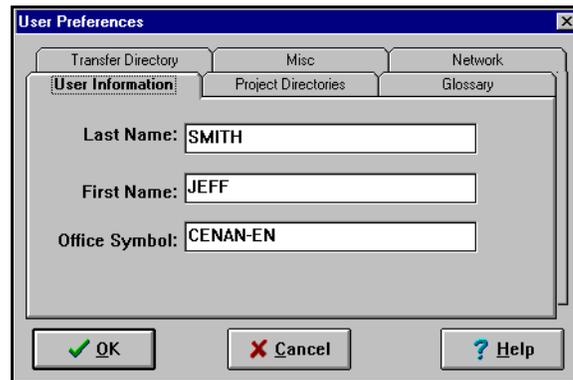
Project/Information displays a list of the project related files for your reference. This may be useful when you want to clean up your hard-drive for storage space,

although Project/Delete does all that for you.



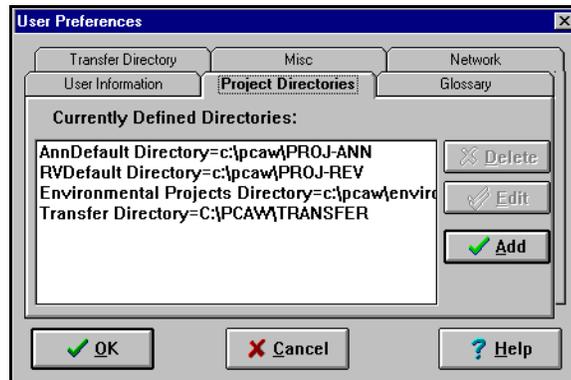
Project/Preferences allows you to modify your preferences. The following are different options in setting-up your preferences

- **User Information**, allows you to edit your user information on the system.

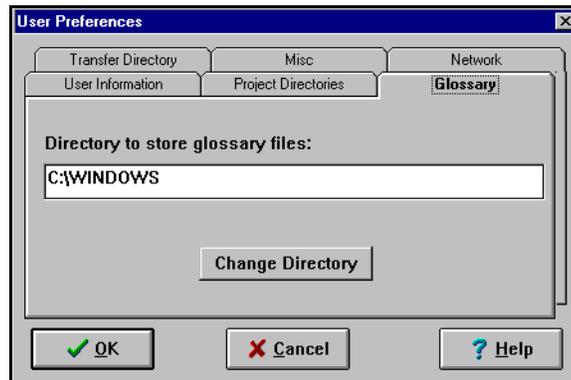


- **Project Directories** allows you to identify existing directories to store project files or currently established project directories from the displayed list. For additional information on setting different directories to store responses or annotations or LAN setup, refer

back to Chapter 2 for instructions.



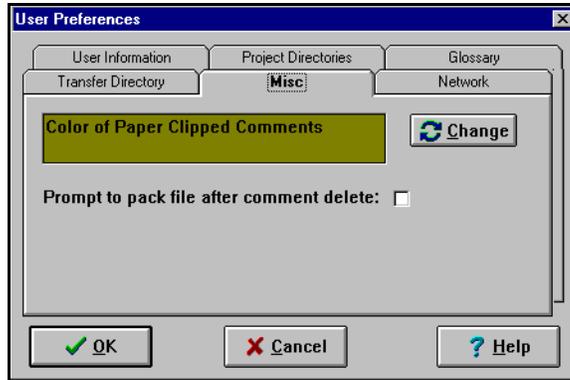
- **Glossary**, allows you to modify the directory where the glossary file is stored. The default directory is C:\WINDOWS



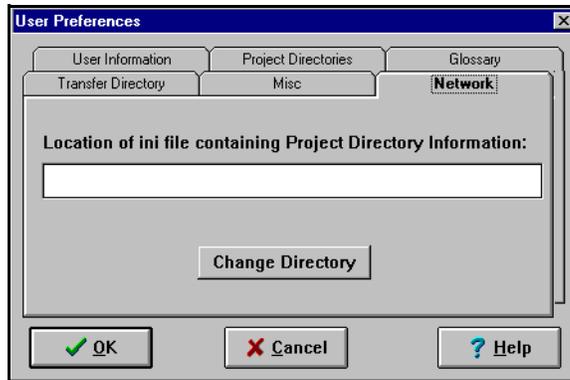
- **Transfer Directory**, allows you to modify the directory where the import files, export files, and downloaded files are stored. The default directory is C:\PCAW\TRANSFER if PC-ARMS is installed locally on a PC.



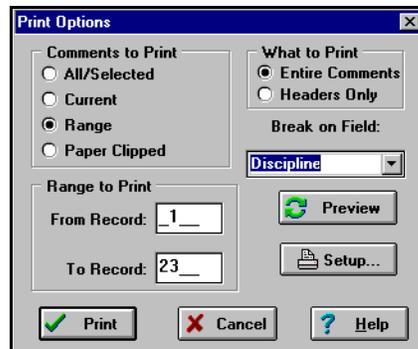
- **Misc.**, allows you to modify the background color for the paper-clipped comments.



- **Network**, allows you to modify the directory where the network shared directories are for project so that each user does not have to input the network directory to access the files on a LAN server.



Project/Print option allows you to print your comments in different formats. You will have options to print the current comment, a range of comments, paper clipped comments, all comments or selected comments.



Project/Print Setup option allows you to select various printers that you may have access to and also other printer option that are available for you to customize. This is the standard Windows Print/Options dialog.

Project/Exit option allows exit from the PC-ARMS Program and the current comment file. You do not need to select the save option prior to exiting, since the file is automatically saved throughout the comment session.



EDIT MENU

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paper Clip	F4

Edit/Undo will undo the edits you have done to the current comment. Once you move to another comment, the edits are saved and can not be undone.

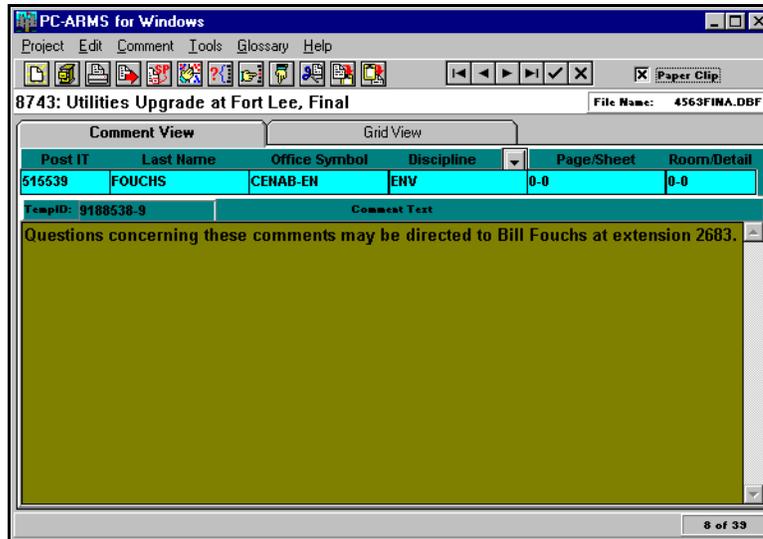
Edit/Cut will cut-out the marked or high-lighted text to move to another area of the comment or to paste in another Windows application.

Edit/Copy will copy the marked text without deleting it from the current location and allow you to paste it somewhere else.

Edit/Paste will place whatever is in your Windows Clipboard into the current comment. This can work nicely if you are pasting parts of text from another document.

Edit/Paper Clip will mark the current comment as being paper-clipped and the

background color of the comment text area will change. When you click on the



paper clip box, the screen will change colors.

COMMENT MENU

First	Ctrl+PgUp
Prev	PgUp
Next	PgDn
Last	Ctrl+PgDn
Search	Shift+F5
Go To...	F6
Jump	Shift+F6
Select	Shift+F4

Comment/First will take you to the first comment of the comment set. [Ctrl]-[PgUp] has the same affect.

Comment/Previous will take you to the comment that is previous in the order they were entered. [PgUp] has the same affect.

Comment/Next will take you to the next comment in the order they were entered. [PgDn] has the same affect. To create a new comment, go to the last comment, select Comment/Next, or [PgDn]. the new comment becomes the current comment and retains the previous comment's header information. Edit the header as necessary for the new comment.

Comment/Last will take you to the last comment of the comment set. [Ctrl]-[PgDn] has the same affect. Press [PgDn] again to start a new comment.

Comment/Search will allow you to find a comment that meets the criteria you

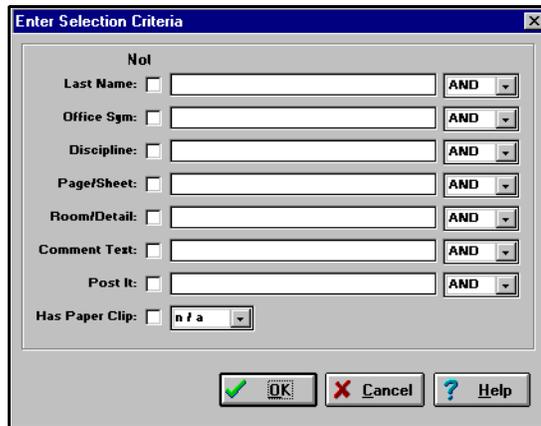
specify. The program will seek out the first comment that meets the criteria unlike the Comment/Select option. The search starts at the next comment from the one you are on and continues to the end of file. It then searches from the beginning to your current location. The first comment found that matches your criteria is displayed. Repeating the search will seek the next match.

Comment/Go To will take you to the comment that you specify by the TempID.

Comment/Jump will take you forward or backward the number of comments you specify.

Comment/Select will allow you to select and view the comments that meet the criteria you specify. If you want to make a put file for another project review, select comments would be help accomplish that. Select the comments first then

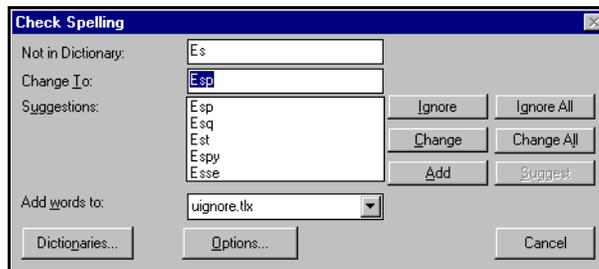
export them to another .dbf file. Turn off the selection to view all comments.



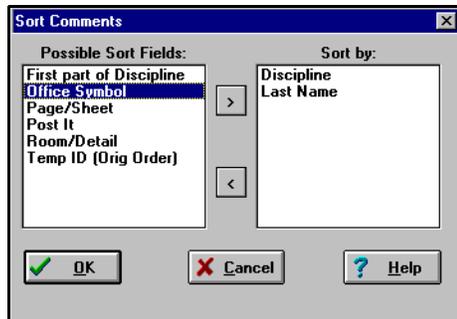
TOOLS MENU



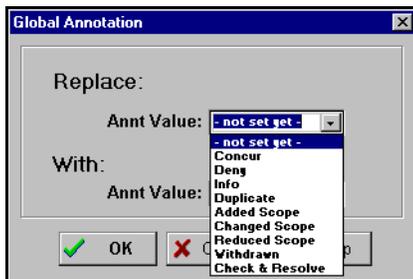
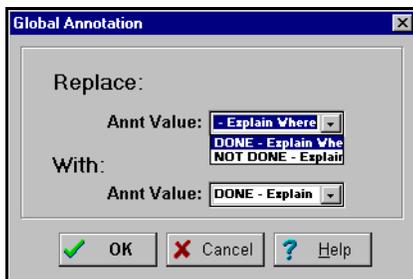
Tools/Spell Check option will spell check all responses/annotations in the current review.



Tools/Sort Comments will allow you to sort the comment display in the order shown in the dialog box.



Tools/Global Annotation option will replace the response or annotations throughout the entire comment set. Be careful, as it will replace all instances for each comment. The first screen is for the Designer and the second screen is for the Managers.



Tools/Glossary will allow you to edit your Glossary entries. The Glossary can be used to enter frequently used comments or phrases that may be used often by pressing a short key sequence. Using this tool may speed up your comment

response/annotation process, especially if comments are similar for a review.

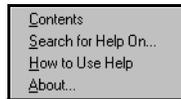


GLOSSARY MENU

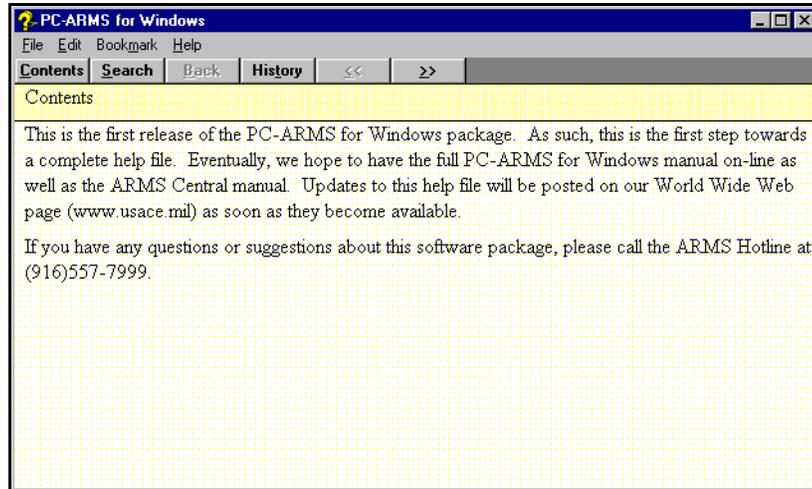
A	E	K	Q	W
B	F	L	R	X
C	G	M	S	Y
D	H	N	T	Z
	I	O	U	
	J	P	V	

Glossary will allow you to insert the specified Glossary text in the current comment. When you select one of the letters from this screen, the corresponding text is inserted at the cursor.

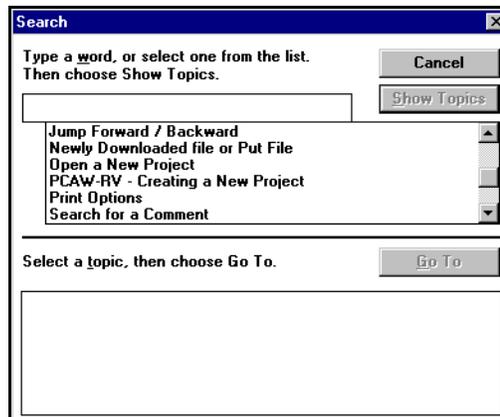
HELP MENU



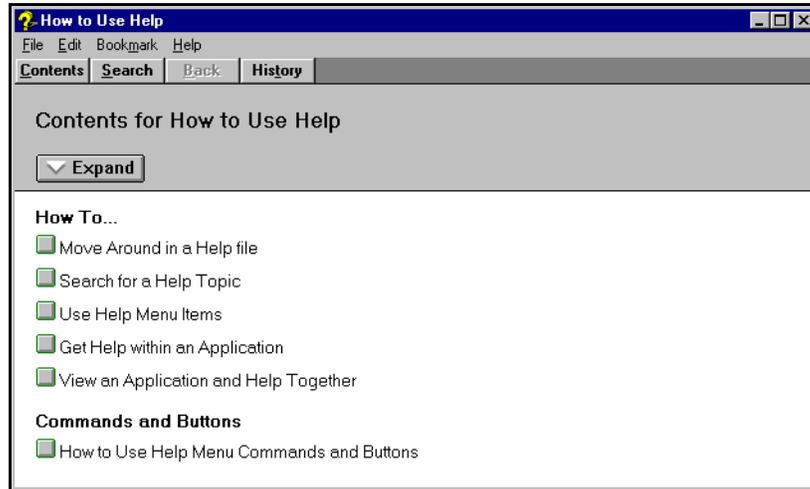
Help/Contents will bring up a contents list.



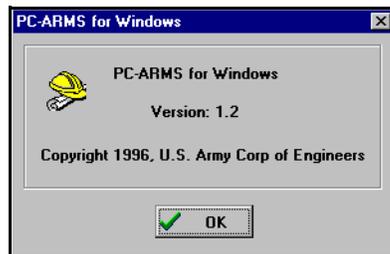
Help/Search for Help On will allow you to search for listed topics.



Help/How to Use Help will explain how to use the help features.



Help/About will bring up a screen that shows the current release information.



Project Information Bar

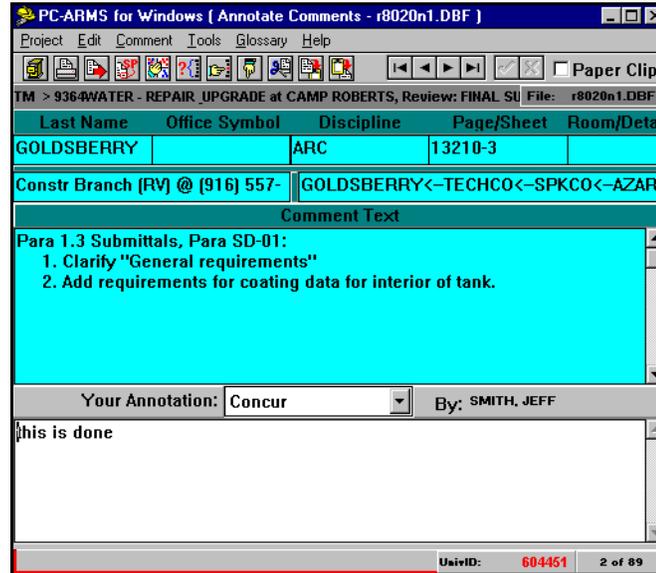
A/E > 9678 - Aircraft Mainten at Davis-Montha, Review: Final Design File: r7785n1.DBF

TM > 9364WATER - REPAIR_UPGRADE at CAMP ROBERTS, Review: FINAL SU File: r8020n1.DBF

This line displays the information entered by the TM in the ARMS Central computer which identifies the review.

Comment and Response Window

The comment and response window can be made a full screen.



This is where you enter all your responses or annotations. It adheres to the Windows Cut, Copy and Paste features.

READING THE HEADER FIELDS

The fields that follow are what enables these comments to become more than just words that are viewed once for a review. Entering these header fields with the correct information is critical in making this database/word processing system useful.

Last Name

This field shows the author of the comment.

Office Symbol

The comment author's office symbol.

Discipline

The discipline to which the comment applies. Multiple discipline codes may be entered if the comment covers more than one discipline, with the most important one selected first. The reviewers are **strongly** encouraged to use the five primary

discipline codes: ARChitectural, MEChanical, STRuctural, ELEctrical, and CIVil, particularly for the first discipline selected.

Page/Sheet

The Page/Sheet field, on the drawing or document, to which the comment applies.

A specific format has been developed for page/sheet numbers; and the reviewers are **strongly** encouraged to follow it. Maintaining the standard format will help to insure appropriate comment response and it facilitates the sorting and retrieval of comments.

Pressing the help key [F1] while the cursor is positioned in the Page/Sheet field will bring up a brief review of the page/sheet format. A summary may also be found in Appendix B.

Room/Detail

Room/Detail refers to the room or drawing detail number to which a comment applies. This entry is optional, however, it is very helpful in making the exact location of the problem known to the A/E reviewing the comments.

UnivID

UnivID or Universal ID is automatically generated by ARMS Central computer during the original comment upload by the reviewers. Each comment has its own unique Universal ID number.

Reviewer Information

This field displays the Reviewer information from the ARMS Central database associated with the login used by the person uploading this comment.

Comment Routing Record

This shows the route by which the project has been reviewed.

Entering Responses or Annotations

Response/Annotation Text Window

This window appears below the Comment Text Window. Each comment must have a response before it can be uploaded and forwarded in ARMS Central.

Designer Responses

Each comment should be answered individually.

The responses for the comments consist of response status, Done or Not Done, and the response text which explains how the response is incorporated into the design or explains how the review comment may not apply to this design.

A designer must enter response text for each comment.

Manager Annotations

Annotations are encouraged, however, are not mandatory to forward a project review in ARMS Central.

Managers have the option to enter an annotation for each comment. This is the same for entering an annotation value of Concur, Deny, Info, etc.

If there is no annotation by the manager, the comment will be assumed by the A/E as a concurred comment and answered appropriately.

Procomm Reference

This section is to help you with Procomm, but is not meant to be a replacement for the Procomm manual, PROCOMM.DOC, provided on PC-ARMS for Windows diskettes. You should not change your copy of Procomm in any way. We have made all necessary settings for your use with ARMS Central. Should you wish to use Procomm for any other purpose, make a copy of it into another directory of your personal computer. Modify that copy only.

This version 2.4.2 of Procomm is free to you based on a Corps of Engineers licensing agreement with DataStorm Technologies, Inc. Anyone to whom you give a copy of Procomm is bound by the licensing rights of DataStorm Technologies, Inc. For further information on Procomm, including licensing, please read the Procomm User Manual.

Setting Modem Parameters

You must have a working modem. The default settings in Procomm are all established for Hayes compatible modems. If your modem is not fully Hayes compatible, consult your modem owner's guide for details on switch settings, commands, and so forth.

When you select the "Dial to the ARMS Central" icon, you will begin a Procomm session.

After the opening display and the program initialization, you are left in Terminal Mode. Your communicating with ARMS Central computer will take place here. The bottom line of the screen is reserved as a status line, but the rest of the screen is open for your use. When you first enter Terminal Mode, the screen will be blank except for the status line at the bottom of the screen:

ALT F10 HELP	VT-100	FDX	9600 N81	LOG CLOSED	PRT OFF	CR	CR
--------------	--------	-----	----------	------------	---------	----	----

This line indicates the current status of several of Procomm's features.

In the fourth block from the left, the status indicator reflects the modem line settings, in this case 1200 baud, no parity, 8 data bits, and 1 stop bit. Baud rate refers to the speed at which you communicate with ARMS Central computer over telephone lines. Use only settings that match "no parity, 8 data bits, and 1 stop bit" for ARMS. You may want to adjust your baud rate depending on the speed of your own modem. Consult your modem manual for the modem's highest available speed. If it is something other than 9600, you may elect to change the current setting.

Tips on Procomm Commands

[Alt]-S, 2, [Enter], 1, [Enter], [Tab] to VT-100, [Enter], 2, [Enter], [Tab] to FULL, [Enter], [Esc], S, [Enter], [Esc]

[Alt]-P, 11 (9600), [Enter], set COM port if necessary, 24, [Enter]

[Alt]-D, R, 1, [Enter], add outside line requirements if other than 9-1916557-7997, [Enter], [Tab] to 9600, [Enter]x6, Y, 1

If no dialing occurs, use [Alt]-P and select a different COM port.

Also make sure that the modem is properly connected to the phone line and has power and is turned on.

Once you have made your selection and saved it, press [Esc] to return to Terminal Mode. The new baud rate you selected is now in effect.

You may wish to verify your setting by seeing if your modem will respond before dialing ARMS Central computer. To verify, while in Terminal Mode, type AT followed by [Enter]. Your modem should respond with **OK** to tell you that it understands and is listening. No **OK** response could mean that your modem is not properly connected. Please consult your manufacturers manual, call the vendor that sold you the modem, or if they can not help, call the ARMS Hotline and we will be glad to help.

Dialing Directory

Pressing [Alt]-D activates the dialing directory. The dialing directory is an on-line phone list which can contain up to 100 entries and various information relating to those entries. The ARMS number has been set for you.

Redialing

Occasionally you will find ARMS phone lines busy. When this occurs, Procomm will display the message **BUSY** or **NO CARRIER** as the Last Call Result. Procomm will keep redialing repeatedly until it connects or you abort the call by pressing [Esc]. If you do abort the call, the call can be restarted by pressing [Alt]-R, followed by [Enter].

Exiting Procomm

You can exit Procomm at any time from Terminal Mode by pressing [Alt]-X. You will be asked to confirm the decision to leave; press **Y** to exit or **N** to resume work. Before using [Alt]-X, please be sure you have disconnected from ARMS Central computer by seeing **Thank you for using ARMS** message in the center of the screen. This message will be followed by a message such as **Disconnected** or **No Carrier** in the lower left corner. When you have disconnected from ARMS Central computer, exit Procomm by pressing [Alt]-X.

Status Line Items

ALT F10 HELP	VT-100	FDX	9600 N81	LOG CLOSED	PRT OFF	CR	CR
--------------	--------	-----	----------	------------	---------	----	----

This line indicates the current status of several of Procomm's features.

ALT F10 HELP indicates that you can press [Alt]-[F10] to display the Procomm Help Screen, which lists all available commands. You may select commands either from the help screen or directly from Terminal Mode. You can return to Terminal Mode from most windows by pressing [Esc]. This section of the status line also indicates what is currently occurring. For example, if you activate the screen dump, ([Alt]-G), then the words **SCREEN DUMP** will replace **ALT F10 HELP** momentarily.

The next segment of the status line **VT-100** indicates the currently activated terminal emulation. The third status indicator is for duplex: **FDX** indicates full-duplex; **HDX** indicates half-duplex. The fourth segment **1200 N81** was covered previously.

The LOG status indicates whether you have activated the feature ([Alt]-[F1]) which allows "logging" incoming data directly to disk. This feature will save in a Procomm file called **PROCOMM.LOG** everything you see on your screen while communicating with ARMS Central computer. If that feature is active, then the indicator will say **LOG OPEN**. Press [Alt]-[F1] again to close the log. Use [Alt]-V to view the file. The default file name is **PROCOMM.LOG**.

Procomm allows the option of sending incoming data directly to your printer, as well as to the screen. If you select this option, then the printer status indicator will say **PRT ON**; otherwise it remains at **PRT OFF**.

If you activate the feature which adds a line feed to all incoming carriage returns, the next indicator will show **CR-LF**; otherwise it remains at just **CR**.

Similarly, the final item indicates the status of the CR/CR-LF output feature. You should not change either of these for ARMS, but if they have been changed, call the ARMS Hotline for help.

Standard Discipline Codes

Discipline Codes

Discipline codes are three letter designations that have been developed to provide a standard so that participants may effectively utilize the power of Select, Sort and Search functions. When the standard codes are used by reviewers, all comments pertaining to a given discipline can be accessed and manipulated as desired.

The codes are derived from commonly used notation, in order to make them easier to recognize and incorporate.

The table below lists discipline codes currently in use within ARMS. Additional codes should be established through the ARMS TCX and developed in a similar format.

The following is a complete set of discipline codes that can be referenced in the PC-ARMS for Windows program.

Facilities Discipline Codes

ARC	ARChitectural
ACO	ACOuistics
ENC	ENergy Conscious
FAL	FALlout protection
HDW	HarDWare
INT	INTerior design
UFA	Uniform Fed Access Stds
BIO	BIOenvironmental
CHM	CHeMical
CIV	CIVil
CON	CONstruction ops
CUL	CULtural Resources
ECO	ECONomics
ELE	ELEctrical
COM	COMmunications
ISC	Information Sys Comm
MIS	Mtg Information Systems
EMC	Energy Mon & Controls sys
ENV	ENVironmental
EQU	EQUIPMENT
EST	ESTimating
FIR	FIRe protection

FSV	Food SerVice
GEN	GENeral
GEO	GEOtech / GEOlogy
GGY	GeoloGY
MAT	MATERials
SOL	SOILs
INH	Industrial Hygenist
INT	INTerior design
LPM	Life cycle PM
LSA	LandScape Architecture
OOc	Office Of Council
MEC	MEChanical
PAV	PAVing
PHA	construction PHAsing
PLN	PLaNning
PME	PM Engineering
REA	REAL estate
REG	REGulatory
RES	REServoir control
SAF	SAFety
SAN	SANitary
SEC	SECurity
SED	SEDimentation
SPE	SPEcifications
STR	STRuctural
SEI	SEIsmic & post earthquake
SUR	SURvey
TRN	TRaNsportation
MAT	MATERial handling
WST	WaSTe handling

Standard Page/Sheet Location Codes

Page/Sheet Location Codes

The Page/Sheet Location Code describes the place on the drawing or document to which the comment applies.

A specific format has been developed for comment locations. The Page/Sheet Location Code format includes the following:

- an abbreviation representing the name of the document;
- the page (or sheet) number(s);
- the section or paragraph number, if appropriate.

Note: Each part of the location must be separated from the next with a hyphen (-). At least one hyphen **should** be used in the Location Code!

Document Abbreviations

Design Analysis.....	DA
Design Memorandum.....	DM
Drawings - use discipline designation:	
Civil.....	C
Architectural.....	A
Electrical.....	E
Environmental Assessment.....	EA
Environmental Impact Statement.....	EIS
Estimate.....	EST
Feature Design Memorandum.....	FDM
Feasibility Report.....	FER
General Design Memorandum.....	GDM
Local Coop. Agreement.....	LCA
Letter Report.....	LR
MCACES (Cost Report).....	MCA
Project Management Plan.....	PMP
Project Book.....	PB
Request for Proposal.....	RFP
Reconnaissance Report.....	RR

Page Numbers

examples:

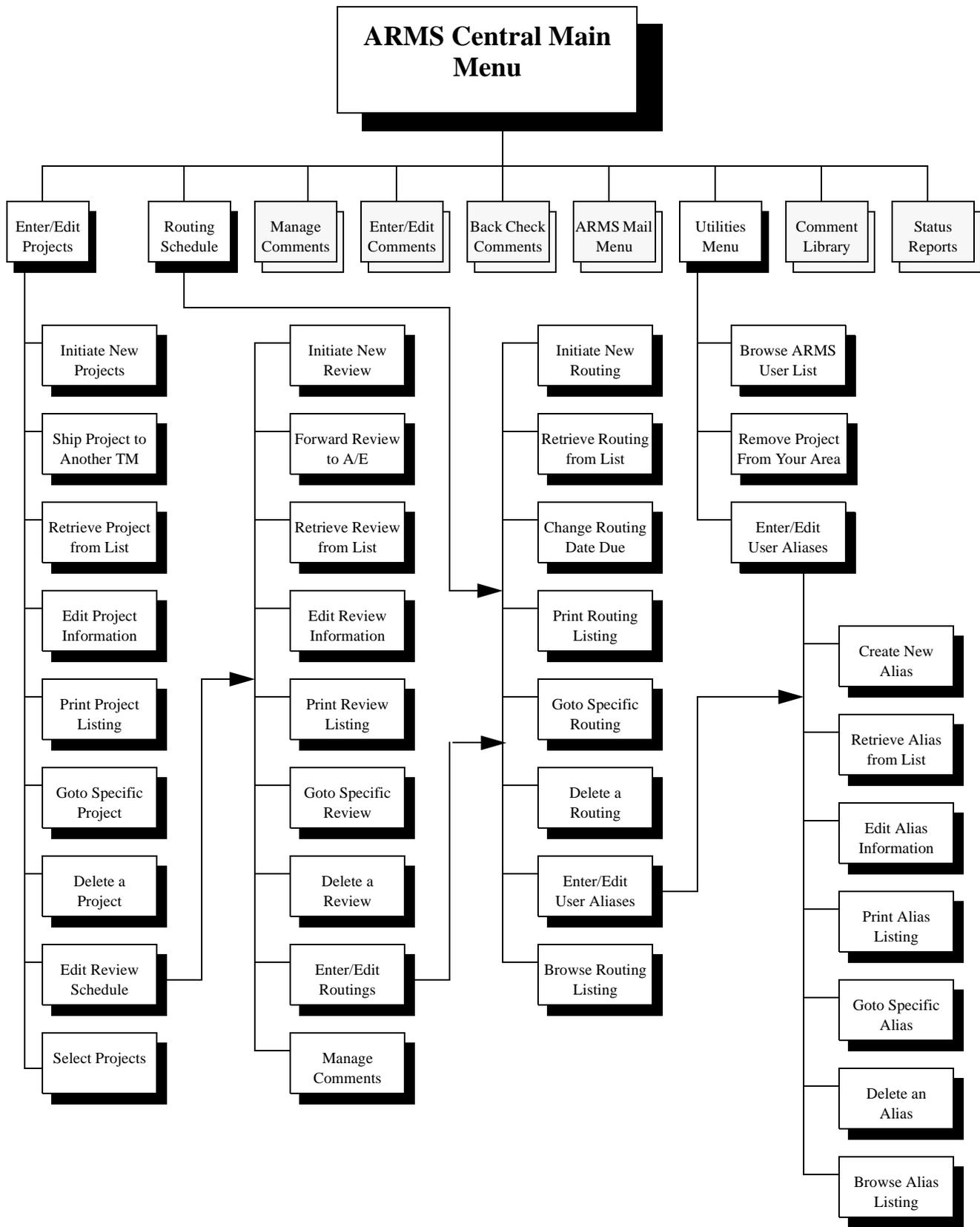
Single page.....	3
Multiple pages.....	1, 4
Range of pages.....	2-4
General comment.....	0

A single page number may be given for the location, or multiple page numbers, or a range of pages. If the comment applies to the entire document, page number "0" is specified.

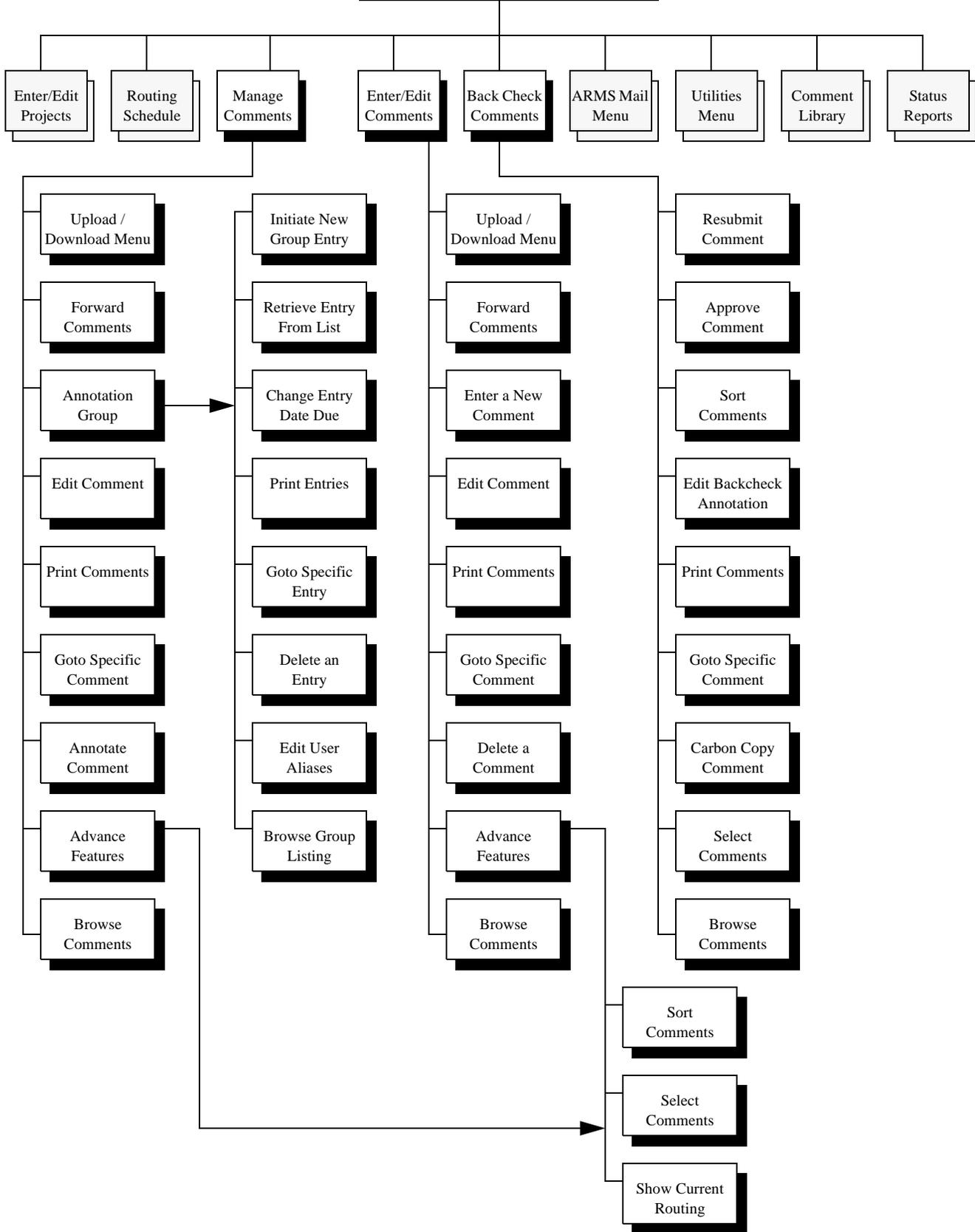
In summary, examples of location codes are shown below:

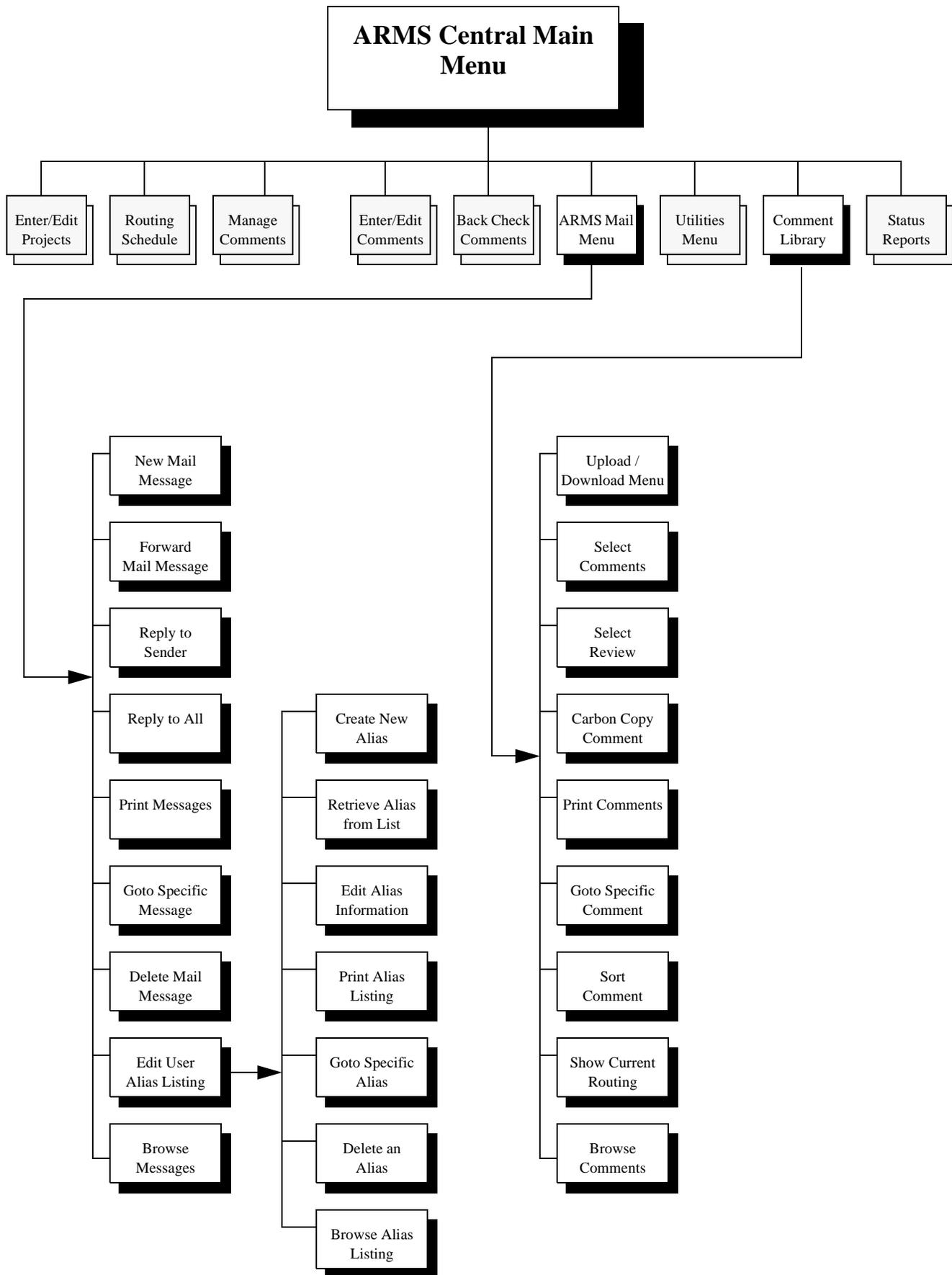
Location Code	Refers to:
DA-3-5.8.....	Design Analysis, page 3, section 5.8
A-2.....	Architectural drawing, sheet no. 2
03300-3.....	Specifications, CSI #03300, page 3

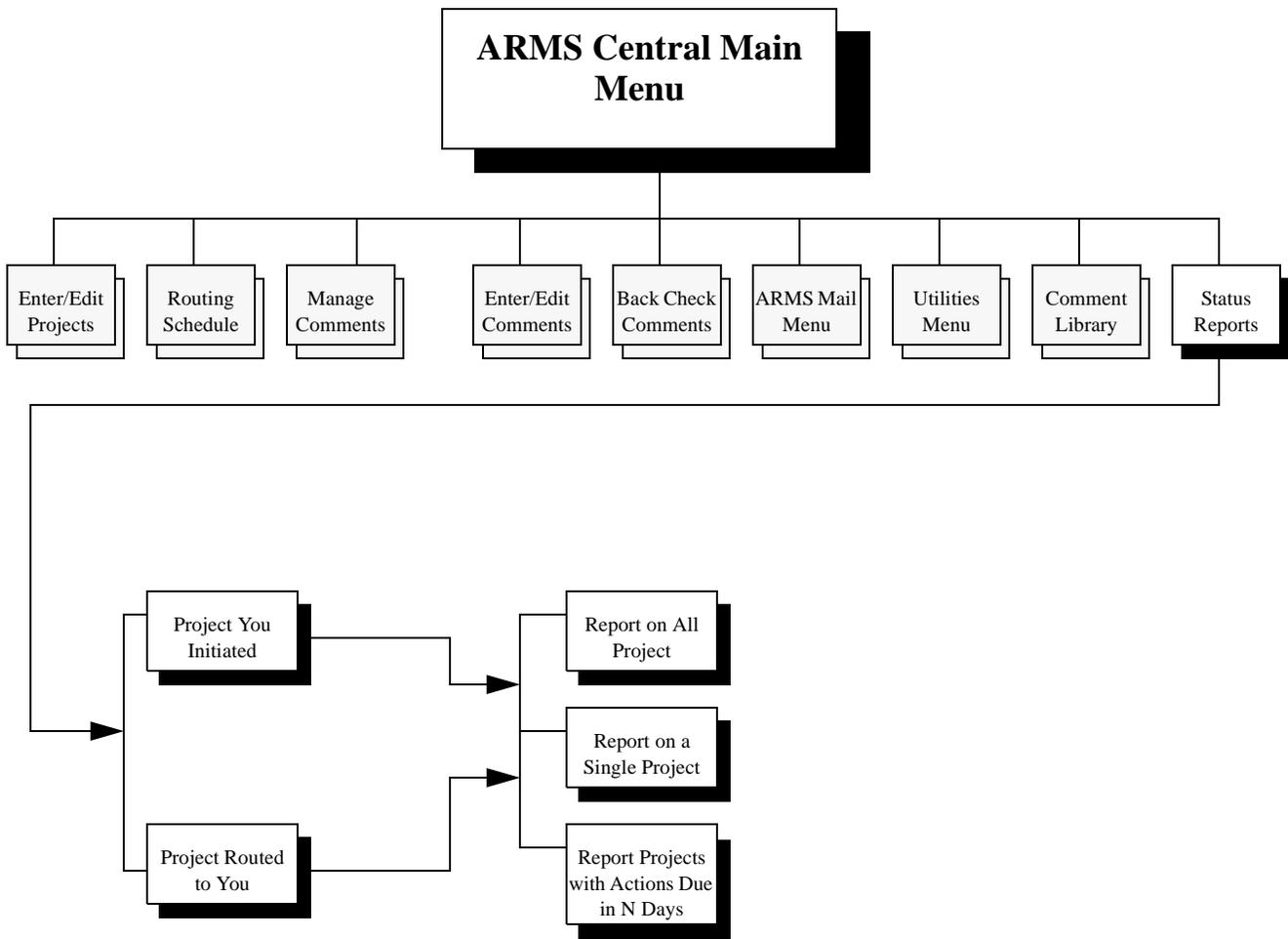
Note that if the comment pertains to more than one location, you may enter more than one location code in the Location field (For example, you might enter: A-2 03300-3). Keep in mind that you only have room for 12 characters in the field.



ARMS Central Main Menu







External Modem Installation

This section provides an overview of external modem installation, and is included as an aid to introduce you to needed terms and concepts. It is NOT intended as a set of exhaustive or detailed instructions on how to install a modem on your PC. Your first resource should be the manuals that came with your computer and modem; and your second resource should be the vendors who sold you the equipment.

Note that only the installation of an **external** modem is covered; if you have purchased an **internal** modem, consult the vendor and manual.

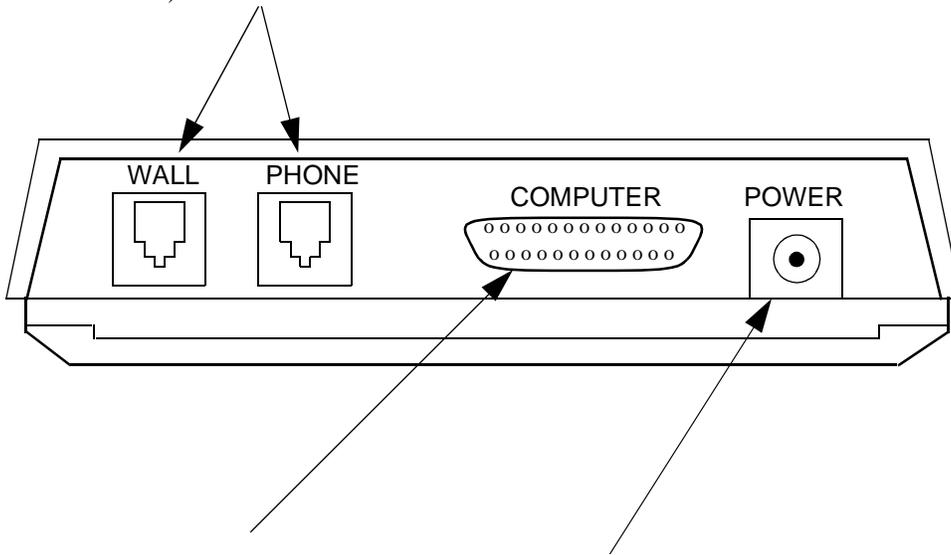
The installation of an external modem is a three-step process; it is recommended that you read over the entire process before you begin:

- (1) Plug the telephone line into the modem.
- (2) Connect the modem to the PC.
- (3) Plug in the modem power supply.

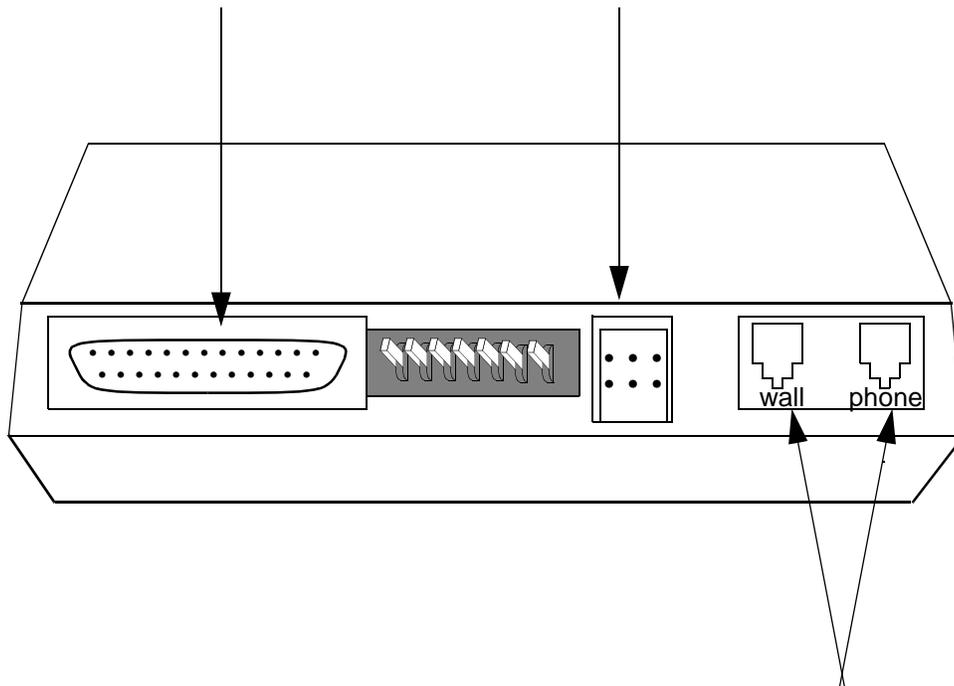
NOTE: Before you begin the installation, make sure your computer is turned off and unplugged.

If you have a true Hayes-compatible external modem, the back of the modem will look much like one of the diagrams shown on the next page. The locations of the plugs and jacks are indicated on each diagram. Numbers on the diagram labels refer to the appropriate step in the installation process.

1) Jacks for communication lines



- (2) Plug for cable(3) Plug for modem
- to computer. power cord.



- (1) Jacks for communication lines.

(1) Plug the telephone line into the modem.

On the back of the modem, there is a jack marked *line, wall* or *jack*. Next to it is a jack marked *phone*.

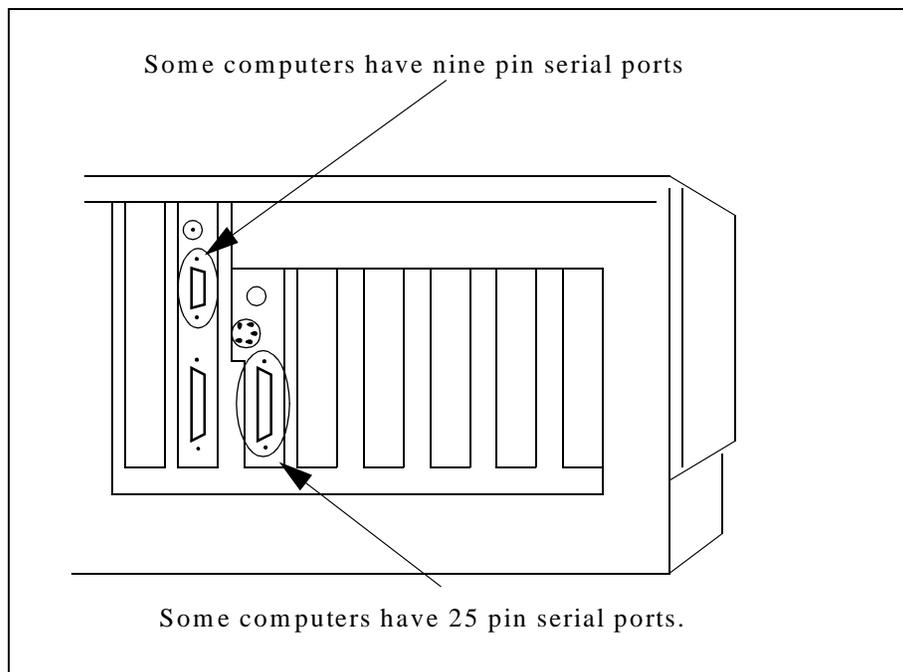
The phone line from the wall should be inserted into the jack marked *line, wall* or *jack*.

A phone line from the telephone may be inserted into the jack marked *phone*. This will allow use of the telephone when the modem is not in use.

These two plugs are NOT interchangeable. If the wrong connections are made, the modem will not work properly.

(2) Connect the modem to the PC.

Connect the modem to the PC with a cable that goes from the plug on the modem to the serial port (also called “com” port) on the computer. Follow the diagram below for assistance in indentifying the serial ports on your PC.



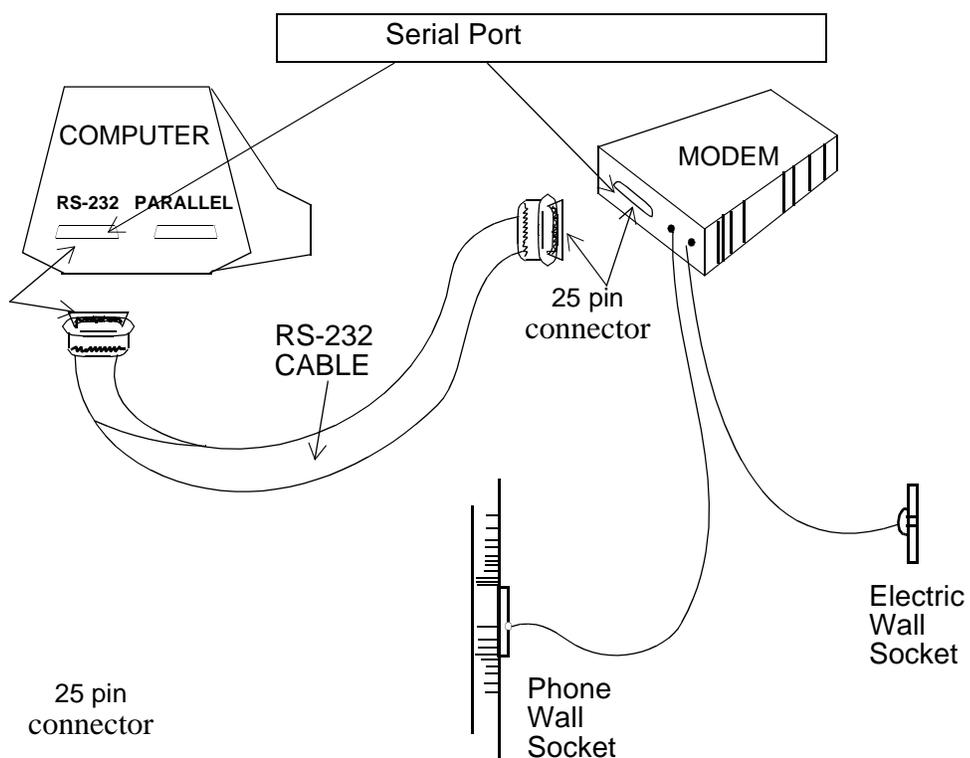
If all of the serial ports on your computer are already in use, then you will need to add another internal card to your PC. Contact your PC vendor for their specific

recommendations.

- (3) Plug in the modem power supply.

Connect the modem power supply at the plug on the back of the modem. When installation is complete, plug the power supply into the same surge suppressor into which the PC is connected.

The diagram below is a schematic representation of the modem installation.



If you have any problems, consult the manuals that came with your equipment, or the vendors who sold you the computer equipment. If you still can't get your equipment assembled, please feel free to call us.

Funding Source Codes

Military Programs

Procurement of Ammunition, Army Production Support	PSER
Procurement of Ammunition, Army Mod/Expansion	MDX
Defense Environmental Restoration Program	DERP
Military Construction, Army	MCA
Military Construction, Army - Minor Construction	MMCA
Military Construction, Army Reserve	MCAR
Military Assistance Program, Army	MAPA
Operation and Maintenance, Army	OMA
Production Base Support	PBS
Cemetery Funds	CEM
Military Construction, Army National Guard	ARNG
Operation and Maintenance, Army Reserve	OMAR
Other Army Funds	OTHA
Military Construction, Air Force	MCAF
Military Construction, Air Force Reserve	MAFR
Military Assistance Program, Air Force	MAPF
Military Construction, Air Force - Minor Construction	MMAF
Operation and Maintenance, Air Force	OMAF
Military Construction, Air National Guard	MANG
Family Housing, Air Force	FHAF
Non-Appropriated Funds, Air Funds	NAAF
Other Air Force Funds	OTHF
Military Construction, Air Force (MX)	AFMX
Military Construction, Navy	MCN
Other Navy Funds	OTHN
Navy and Marine Reserve	NMCR
Non-Appropriated Funds, Navy	MAFN
Plant Replacement and Improvement	PRIP
Family Housing, New Construction	FHNC
Department of Defense Agencies	DODO
Family Housing - Line Item Improvement	FHLI
Family Housing - Energy Conservation Investment Program	FHEC
Family Housing - Maintenance and Repair	FHMA
DOD Medical Facilities	DODMF
Voice of America	VOA
Operation and Maintenance, Dept. of Defense	OMD
Defense Language Institute	DLI

National Aeronautics and Space Administration	NASA
Dept. of Defense Dependent Schools	DODS
North Atlantic Treaty Organization	NATO
Def Comm Elect Educ Tst Act	CETA
Defense Logistics Agency	DLA
Department of Energy	DOE
Defense Mapping Agency	DMA
Defense Nuclear Agency	DNA
Defense Communications Agency	DCA
Other Non-Defense Federal Funds	ONDF
Non-Appropriated Funds, Army	NAFA
Modernization of US Facilities, Fed Rep of Germany	MOSF
Alternate Construction, Fed Rep of Germany	FRGA
Foreign Military Sales, Germany	FMSG
Army/Air Force Exchange HQ	AFES
Army/Air Force Exchange Loc	AFEL
US Soldiers and Airman's Home	SAH
Foreign Military Sales, Egypt	FMSG
Foreign Military Sales, Oman	FMSO
National Security Agency	NSA
Foreign Military Sales, Jordan	FMSJ
Government of Japan	GOJ
Government of Korea	GOK
Foreign Military Sales, Kuwait	FMSK
Foreign Military Sales, Bahrain	FMBA
Non-Appropriated Army, Local	NALF
Foreign Military Sales, Niger	FMSN
Foreign Military Sales, El Salvador	FMSE
Foreign Military Sales, Saudi	FMSS
Engineer Assistance Program, Saudi	EAPS
Foreign Military Sales, Honduras	FMSH
Foreign Military Sales, Sudan	FMSU
Foreign Military Sales, Liberia	FMSL
Foreign Military Sales, Nigeria	FMSN
Energy Engineering Analysis Program	EEAP
Master Plans	MPLA
Troop Sup Agy HQ	TSAH
Troop Sup Agy Loc	TSAL

Work For Others

Air Force	WA
-----------	----

Washington Aqueduct (Construction)	WB
Washington Aqueduct (O&M)	WC
Soldiers Homes	WD
Appalachian Regional Development Program	WE
Army	WF
EPA, except Construction Grants and Superfund	WG
EPA Construction Grants Program	WH
Dept of Interior, Including Bureau of Prisons	WJ
Dept of Justice	WK
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Hints and Troubleshooting Guide

ARMS Hotline

If all else fails, please call the **ARMS Hotline, 916-557-7999**. The support hours are 7:00 a.m. - 4:00 p.m. Pacific Time. All other hours, you may leave a message and we will contact you promptly.

Helpful Hints

- Use the [Esc] key to cancel almost any command in PC-ARMS.
- Use the help option on the menu bar for more information on specific key words.
- When questions arise, try pressing [F1] for help first. You will see a help screen related to the area of the screen in which the cursor is located when you press [F1].

How can I make another copy of a set of comments?

If you find a set of comments which you would like to use in another project file, you may make a copy of the comment file. To do so, create a new project file and select Import from the menu. Use this option to import all existing comments you want in the newly created comment file.

This new file may then be modified as desired using PC-ARMS. Comments which do not apply may be deleted, new comments may be added, and all comments may be edited.

How can I make a subset of comments?

You select the comments prior to creating an export file using the same procedure as above. This export file can then be imported from another project review in PC-ARMS.

What if my comment file is lost?

If the comment file you desire does not appear on the list of available projects, it is possible that the file has been stored elsewhere, and you may still retrieve it:

- The two common location where the comment files created will be C:\PCAW\PROJ-REV or F:\PCAW\PROJ-REV where F: is a network drive.

- If you are trying to locate a file downloaded from ARMS Central, then it would normally be in C:\PCAW\Transfer directory if using Procomm. If you are using a Telnet connection, then check in the directory where the Telnet program resides.
- The file may have been saved in a different drive or directory. Be sure that you are in the directory where the project files reside that you want to edit.

What if I delete my '.DBF' file?

Do not delete ARMS related files manually. If you want to delete a project file, select the Delete from Project Menu.

Deleting a .DBF file will delete the comment file but will not delete the other associated files.

Notes for System and Network Administrators

PC-ARMS will run on a network and allow multiple users update the same project files at the same time.

PC-ARMS has five main directories that are created during installation. They are;

- C:\PCAW directory is the directory where some of the working files are held.
- \BIN directory is where all binary executable program files are kept.
- \PROJ-ANN directory is where AE/TM/RM files are kept.
- \PROJ-REV directory is where RV files are kept.
- \TRANSFER directory where all export and downloaded files are defaulted to be saved.

All above directories can be modified to be on the network server.

User Survey

When completed, please return to:

DEPARTMENT OF THE ARMY
Sacramento District, Corps of Engineers
CESPK-ED-M
ARMS TCX
1325 J Street
Sacramento, California 95814-2922

Did you encounter any problems with installation? Were the instructions clear?

Did you have any problems with downloading comments or uploading responses?
Were the instructions clear?

Have you experienced any difficulties in using PC-ARMS for Windows? Are there additional features you would like to have available?

Any other comments or suggestions:

(Optional - please include if you wish)

Name: _____ Phone: _____

Quick Reference Guides

Quick Reference Guide 1

PC-ARMS for Windows Function Keys

- F1**Help.....Lists the possible actions that you can take at any given time.
- F2**Spell CheckChecks the spelling in the current set of comments, responses, or annotations.
- F3** ... Open ProjectLoads a project file.
- F4**Paper ClipTags a comment with an electronic 'paper clip' for later retrieval or reference; removes existing paper clip mark.
- F5**Print MenuAllows printing of the currently selected comments and responses (complete comments or headers only) on the attached printer.
- F6**Goto Comment.....Jumps to any given comment number.
- F7**Delete CommentDeletes the current comment.
- F9**Duplicate CmtDuplicates the current comment, places it at the end of the comment set and makes the duplicate the currently displayed comment.
- F10** ...Exit.....Exits the program.

If you have any questions or comments, please call your local point of contact for the ARMS system, or the ARMS Hotline at (916) 557-7999.

Quick Reference Guide 2

PC-ARMS for Windows Commands

PgUp..... Goes to previous comment
PgDn..... Goes to next comment.
Ctrl-PgUp Goes to first comment.
Ctrl-PgDn Goes to last comment
↑ Moves cursor up one line.
↓ Moves cursor down one line
← Moves cursor one character to the left.
→ Moves cursor one character to the right
Ctrl ← Goes to beginning of previous word.
Ctrl → Goes to beginning of next word.
Home Goes to beginning of current line.
End..... Goes to end of current line
Ctrl-Home..... Goes to top of response window.
Ctrl-End Goes to bottom of response window.
Esc Cancels any command.

If you have any questions or comments, please call your local point of contact for the ARMS system, or the ARMS Hotline at (916) 557-7999.

Quick Reference Guide 3

ARMS Central Edit Commands

Key Stroke	Action
[↑]	Up one line
[Ctrl]-U	Up one line
[↓]	Down one line
[←]	Left one character
[→]	Right one character
[Ctrl]-W	Beginning of line
[Ctrl]-V	End of line
[Ctrl]-A	Beginning of text area in comment
[Ctrl]-Z	End of text area in comment
[Del]	Delete character under cursor
[Ctrl]-Y	Delete line
[Ctrl]-C	Clear Line
[Ctrl]-P	Insert/Overtyping toggle
[Ctrl]-B	Reformat Comment
[Ctrl]-E	Exit and ignore changes
[Ctrl]-K	Exit and keep changes
[Back Space]	Delete character before cursor
[Ctrl]-H	Delete character before cursor
[Ctrl]-I	Tab key
[Ctrl]-O	Browse Current Comment

If you have any questions or comments, please call your local point of contact for the ARMS system, or the ARMS Hotline at (916) 557-7999.

