

March 4, 2001 email

Hi Fred,

In lieu of a 3/4/01 meeting, here is an alphabetical list of active InFocus applications and their status.

* * * * * Beginning of Summary

Automatic Requisition System - not an InFocus project

OTS #4 on 8/98 priority list
possible "quickie" - automate King import (said to be 80% of data entry)

CEMS no recent incidents

Employee application - no recent incidents

TIPS Download
one "recent" incident, evidently due to changes made on the mainframe data
we (including Kim) were not informed of changes

PTIS delivered - needs thorough testing
ready to interface with CSS / Forecast when it's ready
we have prepared a list of "phase 2" enhancements - you have a copy
data preparation year-end (1998) kiln charges need to be purged (with or by Dan)
verify all follow-up questions are answered

LAN Documentation
two "recent" incidents - primarily involving Leslie "floating" for phone relief
we need to discuss creating a database and organization for users and applications to
ensure all copies of an application are updated

BLPS user testing - update

PGD spreadsheet evidently OK

PLC outdated software / hardware
this application is currently 16-bit, and does not conform to Lancaster 32-bit IS standards
(it uses Windows 3.1, Access 2.0 and Visual Basic 3.0).
It requires new hardware and an updated Visual Basic interface.
Afterward, it can be converted to Access 97, but the conversion will be more involved
than other R&P applications due to long routines).

PFS year end conversion - OpDays table needs 1999 dates *
* this is in the year-end instructions, but evidently Leslie will bring up to date on a

monthly basis.

we need verification that year-end reports (used by Keith) work properly
please verify you still want an "orientation" with Keith, Tina and Lana
phase 2 pending - rewrite application and program year-end

CSS phase 1 installed - needs thorough testing
R&P clean-up - need to update lookup tables
(finished output yield table / length breakout table)
InFocus - internal processes
* complete minor updates to phase 1 diagrams, etc.,
* complete phase 1 user documentation
please SEE CSS NOTE following summary

RIMS #3 on 8/98 priority list
Devon has informed us that things are set up on your end (computer, line to railroad, etc.)

AISS / SMS / TIPS - potential integration
refer to Tom Jenkin's spreadsheet / reports

Sales Analysis - one recent incident
- evidently due to changes made on the mainframe data
- we were not informed of changes
please SEE mainframe NOTE FOLLOWING SUMMARY

PSS several loose ends to be resolved
we added Production Pkgs report. Both Keith and Dan say there is something inaccurate
in the report. Fred says it's obsolete, yet Dan uses it and will continue to use it until PTIS makes
it obsolete.
we added a "weighted average" report - is it still being used?
Possible housekeeping items clean up the above two items from the application when it's
verified they actually are obsolete, or if left in place, correct any errors.

SMS one recent incident due to data entry problems

Y2K All applications will optimally be scanned for any two-digit year displays. Any found
will be converted to four-digit displays.

* * * * * End of Summary

* * * * * mainframe NOTE

We have several applications which rely on mainframe downloads (SMS, TIPS and Sales
Analysis). With careful planning and conscientious communication, we could avoid these
incidents becoming "fires", and transform them into routine maintenance. Seattle IS might
inform us, or an R&P representative of pending data changes. Just a thought. -)

* * * * * CSS NOTE

CSS Follow-up notes

* We have not yet summed hours consumed by category in order to try to ascertain potential time for completing phase 2. We are reluctant to spend your dollars this way, unless it will achieve some important objective.

* WHEREAS both PTIS and CSS, as presently installed, "need thorough testing" AND

* WHEREAS both PTIS and CSS need some lookup table clean-up, AND

* WHEREAS R&P has other applications which have become problematic, and/or need attention, AND

* WHEREAS there is some lookup table clean-up needed from R&P staff

* THEREFORE, we would like to propose the following

We would like to give both applications several weeks to "mature", before getting together to analyze phase 2. This would give us the opportunity to do some general R&P "housekeeping".

* * * * * End of CSS NOTE

Whew! Happy New Year!

-D Janis