

NETS

NASA Environmental Tracking System

Environmental Functional Review Guide



National Aeronautics and Space Administration

Glenn Research Center

Environmental Management Office
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Environmental Functional Review Main Menu

This system provides for communication of information and corrective actions related to NASA's Environmental Functional Review (EFR) process.

[EFR Management Response](#)

[EFR Technical Corrective Action](#)

[Corrective Action Status](#)

Click here for [NETS Help](#) or press [F1].

EFR Management Response

Baseline information regarding specific Environmental Functional Reviews.

[Reporting Year](#)

[EFR Team Lead](#)

[EFR Name](#)

[EFR Start Date](#)

[EFR End Date](#)

[EFR Description/Comments](#)

[Date/Site/User](#)

[Site Responses Button](#)

[HQ Review Responses/Site Responses Button](#)

Click here for [NETS Help](#) or press [F1].

EFR Team Lead

NASA HQ Code JE point of contact and lead reviewer for the specific EFR.

EFR Name

Specific Center and type of review.

EFR Start Date

First day of site EFR.

EFR End Date

Last day of site EFR.

EFR Description/Comments

Description of EFR, staffing, and other comments.

Site Responses Button

Site management information provided prior to the EFR.

HQ Review Responses

Evaluation of NASA EFR Team for specific management elements.

EFR Site Management Response

Prior to the NASA Environmental Functional Review, Centers are requested to provide responses to the Management section of the review. This aids in preplanning the EFR, and minimizes on-site interviews.

[Site Assessment](#)

[EFR Management Items](#)

Click here for [NETS Help](#) or press [F1].

Site Assessment

How does the site meet the requirements stated in the question? Please provide examples, reference documents numbers, WWW addresses, etc as appropriate.

EFR Management Items

These questions comprise the Management section of the NASA Environmental Functional Review.

- 1.0 General Observations

- 2.0 Environmental Policy
 - How is the NASA environmental policy implemented across the Center and communicated to all employees?

- 3.1 Aspects & Impacts
 - How has the Center defined control and influence and followed the steps required to identify activities, products, services, focus areas, aspects, impacts, consequences, frequency, and risk ranking prescribed in paragraph 3.1 of the EMSPM which result in completion of the risk matrix form?
 - How does the Center identify environmental risk in order to develop management strategies?

- 3.2 Legal Requirements
 - How does the Center ensure that the legal and other requirements directly applicable to the environmental impacts associated with its activities, products, and services have been identified, are integrated into Center programs and the implementation of NASA Policies, and are communicated to appropriate individuals? This includes providing access and tracking.
 - How are new or changed requirements incorporated into operating procedures?

- 3.3 Objectives & Targets
 - What process does the Center use for setting objectives and targets?
 - What factors are considered in setting them?
 - How are they reviewed?

- 3.4 Management Programs
 - Describe the Center's environmental management programs (EMPs) and supporting guides, procedures, etc. and how they address the objectives and targets.
 - How do the EMPs ensure NASA wide programs are addressed? Include environmental program initiatives and NEPA related assessment activities.

- 4.1 Structure & Responsibility
 - At the Center, how are environmental management roles, responsibilities, and authorities defined, documented, and communicated for all appropriate organizational levels? Is there "**stop work**" authority within environmental?
 - Describe your environmental civil service staff and their assigned environmental programs.
 - How does Center management ensure adequate resources are provided for the EMS?
 - How does the environmental management committee or working group provide cross-organizational support?

- 4.2 Environmental Training

- Describe the process used to identify training needs of all personnel whose activities may result in consequences associated with high priority impacts or compliance activities
 - Describe the procedures for and content of employee awareness training.
 - How does the Center ensure personnel whose activities may result in consequences associated with priority environmental impacts or compliance activities are competent on the basis of appropriate education, training, and/ or experience?
- 4.3 Communications
- Describe existing communication procedures for communication with internal and external parties.
- 4.4 Documentation
- Describe how plans and procedures are managed.
 - What process is in place to ensure that for all environmental handbooks, environmental management programs (EMPs), guidance materials, and standard operating procedures, these are complete and maintained? How are internal relationships among these documents tracked and understood?
- 4.5 Operational Control
- Does the Center have documented procedures established and maintained to address situations where the absence of such procedures could lead to deviations from environmental policy, objectives, targets, and compliance activities?
 - Describe how these procedures stipulate specific operating and maintenance criteria.
 - What procedures are needed in relation to suppliers, contractors, and tenants and how are these requirements met?
- 4.6 Emergency Preparedness
- Are procedures developed and maintained to prevent and mitigate environmental impacts associated with accidental releases?
 - How does the Center review and revise emergency response plan procedures after an incident to address deficiencies?
 - How frequently does the Center test its plan?
- 5.1 Monitoring & Measurement
- Describe the system used and documented procedures to inspect, test, monitor, track, and measure key characteristics of operations associated with EMS objectives and targets and high priority impacts.
 - Describe processes for calibration of monitoring equipment.
- 5.2 Corrective Action
- Describe Center procedures for nonconformance and corrective /preventive action.
 - How does the Center ensure that corrective or preventive actions are appropriate to the environmental impact?

- What tracking and record keeping is done in association with these processes?
- How are these processes connected with auditing and management review processes?

5.3 Records

- What record types and record keeping systems are in use? How does the Center ensure they are all properly controlled?
- How are records maintained so that they can be traced to an activity, product, or service?

5.4 EMS Audit

- Describe Center internal audit systems.
- Outline documented Center programs and procedures for review of compliance with environmental legislation and regulations.
- Describe the Center's processes for acting upon the results of compliance reviews, HQ Environmental Functional Reviews, and external audits.

6.0 Management Review

- Describe the mechanism used for Center level management to review and act upon reviews, audits, assessments, and other information deemed appropriate by management, in determining whether environmental policy, objectives, targets, or other EMS component changes are required.
- Describe communications processes and roles related to management reviews.

7.0 Metrics

- What metrics does the Center utilize in its EMS reviews? Are they workload, performance, or data metrics?
- What EMS changes have been instituted based on the review of metrics?

10.1 Environmental Staffing

- How is the environmental office resourced from a personnel perspective?
- Are there any changes which should be made to the Environmental Staffing Model variables?

10.2 Governmental Functions

- How are functions divided between civil servant and contractor environmental staff? How are inherently governmental functions delegated?

10.3 Contract Oversight

- Is your environmental support contract fixed price, "cost", hybrid, or another type?
- How do you ensure adequate oversight of the environmental contractor?

10.4 Performance Review

- For line supervisors and line personnel who are directly responsible for programs or operations with environmental impact, how are these responsibilities integrated into the performance planning and evaluation process?

Click here for [NETS Help](#) or press [F1].

EFR HQ Management Response

Evaluation of NASA EFR Team for specific management elements.

EFR Name

EFR Item

EFR Evaluation

CPAR

CPAR Status

Target Date

Site Assessment

HQ Evaluation

Corrective Action Description

Click here for [NETS Help](#) or press [F1].

EFR Name

Specific Center and type of review.

EFR Item

Specific Management Element being evaluated.

EFR Evaluation

Rating of the particular EFR element by the NASA EFR Team.

CPAR

What is the record number of the site's corrective/preventive action record associated with this finding?

CPAR Status

What is the current status of the associated corrective/preventive action?

Target Date

What is the anticipated closure date, as reflected in the corrective/preventive action record?

HQ Evaluation

Findings and Observations of the Environmental Functional Review, provided at a summary level for each question.

Corrective Action Description

What actions of the associated corrective/preventive action record will be used to change the current condition?

EFR Technical Corrective Action

Corrective Actions related to specific technical or compliance findings of the EFR.

[Reporting Year](#)

[CPAR](#)

[Corrective Action Name](#)

[CPAR Status](#)

[Corrective Action Closure Date](#)

[Corrective Action Description/Comments](#)

[Date/Site/User](#)

[Associate Technical Findings Button](#)

Click here for [NETS Help](#) or press [F1].

CPAR

What is the record number of the site's corrective/preventive action record associated with this finding?

Corrective Action Name

Title of the Corrective Action associated with the Center's CPAR record number.

CPAR Status

What is the current status of the associated corrective/preventive action?

Corrective Action Closure Date

What is the anticipated closure date, as reflected in the corrective/preventive action record?

Corrective Action Description/Comments

What actions of the associated corrective/preventive action record will be used to change the current condition?

EFR Technical Corrective Action Finding

Numerous technical findings can be associated with a single Center corrective/preventive action record at the Center's discretion. Similarly, numerous corrective/preventive action records may be generated by the Center to address a single technical finding.

Select the technical findings associated with this Center corrective/preventive action record.

To Select – Click Once

To Deselect – Click Again

Corrective Action Status

What is the current status of closure related to this Corrective Action?

Finding Number

Finding Title

Click here for [NETS Help](#) or press [F1].

Finding Number

Finding number listed in the EFR technical report (e.g. AIR-001).

Finding Title

Title associated with the finding number (e.g. "Error in Title V Permit").

Contents

The links below are a list of the individual headings for each button located on the NETS Main Menu screen. To access individual data collection screens and their resident fields, click on the appropriate Main Menu title. For help on using this Help system click on the NETS Help link at the bottom of this page.

[Pollution Prevention](#)

[Recycling and Waste](#)

[Ozone Depleting Substances](#)

[Energy](#)

[Energy & Water Management Functional Reviews](#)

[Environmental Functional Management](#)

[Environmental Functional Review](#)

[Reporting](#)

[Change Password](#)

[Exit](#)

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Go to Help on [NETS Help](#) or press [F1].

NETS

NASA Environmental Tracking System (NETS) is an automated application and database supporting:

- Mandatory Agency Environmental Reporting
- Agencywide Performance Metrics
- Functional Oversight

Center users will enter summary level data required by existing paper reports into the NETS database.

HQ JE users will use NETS to review center data and prepare consolidated agency reports.

Reporting Year

This is the **fiscal year** to which the reported information applies, not necessarily the year in which you are submitting the report. EPCRA and ODS are based on **calendar year** information.

The current Reporting Year will be automatically entered based on the selected reporting type. If needed, in most cases, you can change the data's current Reporting Year (YYYY format) to the specified year. The system will display an error screen if an invalid date is entered. Valid date ranges are the current reporting year or any subsequent year (within a ten year limit).

Click on OK to exit the error screen, and enter a valid Reporting Year.

Reporting Year for Running Reports

Several of the reports require that a **Baseline** reporting year be defined in addition to the **Reporting Year**.

The baseline year for Pollution Prevention is 1994.

The baseline year for Energy is as follows:

NMV and MV = 1985

EIF = 1990

The Baseline year will contain a default value that has been system defined. To *accept* the Baseline default click on OK when the Reporting Years window appears. To *change* the default values click on each field and select the needed year from the drop-down. Reports with existing data will be generated for the selected Reporting Year.

Date/Site/User

These are default fields based on the login information.

Date - This defaults to the date the original report was created (MM/DD/YYYY).

Site - The locations of the reporting information are abbreviated as follows:

- **ARC** - Ames Research Center
- **DFRC** - Dryden Flight Research Center
- **GRC** - Glenn Research Center
- **GSFC** - Goddard Space Flight Center
- **HQ** - Headquarters Code JE
- **JPL** - Jet Propulsion Laboratory
- **JSC** - Johnson Space Center
- **KSC** - Kennedy Space Center
- **LaRC** - Langley Research Center
- **MAF** - Michoud Assembly Facility
- **MSFC** - Marshall Space Flight Center
- **NIP** - NASA Industrial Plant
- **SSC** - Stennis Space Center
- **WFF** - Wallops Flight Facility
- **WSTF** - White Sands Test Facility

User - The identification of the person who is responsible for the integrity of the reported information. This is the name used to sign on to NETS.

NETS Help

General Information

The NETS Help function is designed to be a user tool for NETS operation. It is assumed that the user is proficient with Windows-based Help file systems and has completed NETS operation training.

Each of the available NETS Main Menu buttons and Update tabs are listed individually within the Help topics. These fields are also found by clicking on the **Contents** from the Index tab and selecting the required screen name, or by using the Find option. Each topic is broken down into screen specific reporting fields. General field areas are listed separately. If you are unsure of the tab heading you need, consult your supervisor.

Topics which contain the **Outstanding documents** selection are identified by the * (asterisk) symbol to the right of the tab name in the Help file.

Click on one of the following for further Help instructions:

- **Screen Level Help**
- **Drop-down Menus**
- **Moving Around the Screens**
- **Printing Help**

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Change Password

Passwords are used as a means to control access to the NETS system and to track user data entry. *Do not give your password out to anyone!* If, for some reason, your password becomes unsecured, notify your supervisor and use the following information to change your password:

1. Click on the Password button and type in your current password (this is the password assigned to you by the DBA at Glenn Research Center).

2. **[Tab]** to the New Password field and type your new password (passwords must be at least 6 characters long and are to be typed in lower case only).
3. **[Tab]** to the Verify Password field and retype your new password *exactly* as you did in the New Password field.
4. Click on **OK** to accept the Password change, or **Cancel** if you decide not to change the password.

Remember: Passwords are case sensitive. Your password must be all lower case letters. It must be typed in as all lower case or the system will return an error message and will not allow you access.

If you forget your password, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Go to Help on **NETS Help** or press [F1].

Screen Level Help

Help is available for individual NETS update screens by doing one of the following:

- After entering the NETS system, select the required tab heading to access the correct update screen. Click on the question mark button at the top of the screen to access the related Help file;
- Or-
- Press the **[F1]** key while you are on any screen to access the Contents for the Main Menu topic that is linked to the tabs;
- Or-

- Click on Help on the menu bar. Select the **Contents** heading from the drop-down window. This will take you the Main Menu of the Help Topics where you can choose from the main report headings.

-Or-

- Click on one of the topic headings listed below to take you directly to the topic's Main Menu.
 - **Pollution Prevention**
 - **Recycling and Waste**
 - **Ozone Depleting Substances**
 - **Energy**
 - **Energy & Water Management Functional Reviews**
 - **Environmental Functional Management**
 - **Environmental Functional Review**
 - **Reporting**
 - **Change Password**
 - **Exit**

Click here to return to [NETS Help](#) or press [F1].

Drop Down Menus

If a screen field has drop-down menu selections there may be instances where the selection you need is not available in the current database. If this occurs, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298 to have it added.

Click here to return to [NETS Help](#) or press [F1].

Printing Help

If you want to print a **topic**, click on the Print button at the top of the topic screen. To copy or print the information in a **pop-up window**, click the right mouse button while you are inside the window, then click on the Copy or Print Topic element when the drop-down window appears. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

Note

The Copy/Print function in the Pop-up window is not supported on the Mac version of this Help file. See [Mac User Information](#) for instructions.

[Click here to return to NETS Help](#) or press [F1].

Printing Screen Captures

To copy an image from a NETS update screen, hold down the 'Alt' key and press the 'Print Screen' key. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

[Click here to return to NETS Help](#) or press [F1].

Moving Around the Screens

To access a NETS update screen from the Main Menu, click on the appropriate update heading. This will take you to the tab section of the NETS application (for example: if you click on the Pollution Prevention button on the Main Menu screen you will access all P2 tabs). This allows you to select the required update screen by clicking on the appropriate tab heading with the mouse.

It is recommended that you use the mouse to move from one field to the next. This will alleviate any system-related problems that are innate with the use of the [**T**ab] key.

[Click here to return to NETS Help](#) or press [F1].

Pop-up window

This is an example of a pop-up window.

Note

The pop-up window Copy/Print function is not supported on the Mac version of this Help function.

To print the information contained in this window you must place the mouse pointer inside the box and press the right mouse button to access the Copy/Print selections.

Topic

A topic is a screen-resident field area exclusive to the tab heading. For example: The New Technology screen contains the *topic* Name; therefore, Name will be available within the associated tab Help file heading.

Mac User Information

The Mac version of this Help file does not support graphics or the Copy/Print function for pop-up windows.

- To Copy/Print the information contained in a pop-up window, you must first use the Help system's **F**ind option. This will build a Help file based on *every* word/symbol contained in the Help files.
- Type the pop-up window name to access all of the topics that contain that information.
- Once you have accessed the field's information you can print it by selecting Print Topic from the File drop-down menu of your Mac's menu bar.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

[Click here to return to NETS Help](#) or press [F1].

Outstanding documents

The reporting screen contains an Outstanding documents counter. This option allows the user to see which documents related to the specified tab have not been completed for the current reporting year. All documents must be completed for each reporting year.

Reporting

How to use the Reporting Function

To run reports for any of the NETS topics (with the exception of the Change Password selection which is independent of normal NETS operation and is a user-only function) click on the Reporting button on the Main Menu screen. The Reporting function includes, but is not limited to, Ozone Depleting Chemicals, Recycling and Waste, and Pollution Prevention information.

The NETS Reporting screen contains the [Reporting Area](#), the [Reporting Type](#), the [Reporting Year](#), and the [Section Codes](#) check box. You can choose to [view the report](#) on-screen or [print the report](#) to your local printer. The report may also be saved to a specific file using the [Save As](#) options.

Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

[Click here](#) for NETS Help or press [F1].

Viewing Reports

To view reports choose one of the titles from the Reporting Area and click once, the reporting types associated with the title will be listed in the box below the Reporting Area. Click on the Reporting Year field and type in the year for which the report is to be generated (or leave the field default), then click on the report type name.

The report screen can be enlarged or reduced in size for better on-screen viewing by using the enlarge/reduce buttons or by selecting Enlarge or Reduce from the View drop-down options on the menu bar.

If the Report consists of more than one page, use your Page Up/Down keys to move from one page to the next.

Return to [Reporting Help](#)

[Click here](#) for NETS Help or press [F1].

Section Codes

The Section Codes check box is available only within the Pollution Prevention and Energy Reporting areas.

Click on the check box to enable the P2 Reporting type section codes. The code numbers and letters are parallel to the NASA Pollution Prevention Annual Progress Report DRAFT 5/19/95.

Click on the check box to enable the Energy Reporting type section codes. The section code numbers and letters correspond to the various sections and appendices of the annual Center Energy Efficiency and Water Conservation Plans and Progress Assessments.

Printing Reports

To print a paper copy of the selected report use the following steps:

1. Choose one of the titles from the Reporting Area and click once.
 - The reporting types associated with the title will be listed in the box below the Reporting Area.
2. Click on the Reporting Year field and type in the year for which the report is to be generated or leave the default.
3. Click on the report type name, this will display the on-screen report.
 - The on-screen report will have Print and Cancel buttons at the bottom of the screen.
4. Several Print options are available. Any one of the following will access the *Datawindow Print Options* screen and print the on-screen report to your local printer:
 - Click on the Print button at the bottom of the Report,
Or
 - Click on the Print icon at the top of the screen,
Or
 - Click on File and select Print from the drop-down menu window.
5. Format your print options and click on OK to send the report to your local printer.

[Return to Reporting Help](#)

[Click here for NETS Help](#) or press [F1].

Save As

You can save any Report using the Save As icon at the top of the Report screen or by selecting Save As from the File drop-down menu window.

Specific Reports can be saved to your hard drive or site network for later viewing. You can save any of the reports by selecting the desired report area and report type and generating (click on OK) the report to the on-screen format (Print Preview screen). Since only one report can be viewed at a time, the individual reports can be saved using a unique identifier (name) for later viewing or comparison. Use the following instructions to save your reports to file:

1. Select the needed Report Area by clicking on the appropriate title.
 - Once a Report Area title is selected its associated Report(s) will be displayed.
2. Choose one report type from the Report(s) to be generated on-screen by clicking on the OK button.
3. Once the selected report is generated to the Print Preview window, click on the File drop-down window and select Save As from the menu.
4. The Save As window is displayed.
5. Select the file location where you want to save the file.
6. Type in a unique File Name and select the desired format type from the Save as type drop-down menu.
7. Click on Save (or Cancel to exit the Save As window without saving the file).

[Return to Reporting Help](#)

Click here for NETS Help or press [F1].

Reporting Area

The Reporting Area is a list of the NETS primary reporting data collection headings. Click on the required Report Area title to display the list of Report(s) that relate to the selected Reporting Area title.

- EFM
- EFR
- Energy Reporting
- Environmental Functional Management Reporting
- EWMFR
- Ozone Depleting Substances (ODS) Reporting
- Pollution Prevention Reporting
- Recycling and Waste Reporting

Select the desired report from the available list (see [Reporting Help](#) for further information).

Reporting Type

The Reporting Type area is a list of formal Report names related to the selected Reporting Area.

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