

DBOR User Guide

Release 2.2 – RFCS Tracking & Online SANS Form Features

RFCS STATUS TRACKING	
RFCS Number	020445
* RFCS Name	Increase number ABS Nodes
Project IDs	--Pulldown to view Project IDs for this RFCS--
* Primary Service Request Type (SRT)	New Acquisition
* Condition	Closed Approved
* Date RFCS Cost Proposal Needed by BU Client:	Dec 30 2000
* Target Production Date	Jan 30 2001
NOTE: Condition disallows updates <input type="button" value="RESET"/>	
Click HERE to input RFCS status on associated SANS Form	

Click [HERE](#) to return to DBOR Main Menu

NCOS/MVS Provisioning Process

Online Service and Acquisition Needs Summary (SANS) Form
Section 6

Click [99999.doc](#) for SANS Sections 1 through 5 (word document)

Supporting Documentation for RFCS Step 2 (Note: Used only for RFCS)	
6.1 (Req)	RFCS #: 99999
6.2 (Req)	Project ID: (pulldown to view all projects for this RFCS) NCI20000039
6.3 (Req)	IBM Contract Position to Substantiate Non-Standard Request Description: (Date - Name - Contract Position) 99999IBMposition.doc
6.4 (Req)	AT&T Contract Position: (Date - Name - Contract Position) 99999ATTposition.doc
6.5 (Req)	Ongoing Dialog/Status (Date - Name - Status) Add/View Status
6.6 (Req)	Summary Status New acquisition required for infrastructure project.
6.7 Summary Status Selected by:	
6.7.1 (Req)	Name: Carol Fowler
6.7.2 (Req)	Date: 05/25/2000
6.7.3 (Req)	Company/Title: IBM/IM Manager

Click [HERE](#) for RFCS Status tracking window

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Revision Page

This is the standard Revision Page for document change control and adherence to the IBM South Document Control Procedure as specified in the IBM Quality Management System manual.

Revision Date	Version	Revision Description	Document Maintained	Approvals	Distribution / Notification	Printed Copies
06/09/00	1.00	Initial Draft Document Release	Online by Frank Gould	DBOR Developers	Email to Core Team on 06/09/00.	web-based

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Introduction

This document describes the RFCS Tracking & Online SANS Form features added to DBOR with Release 2.2 on 1 May 2000. To facilitate collaborative decision making for the AT&T Business Office and IBM Project Office, the RFCS Tracking and Online SANS Forms features allows a restricted group of individuals to manage RFCS Projects. With this release, RFCS Projects will be managed through a twelve-step process to complete negotiations on a predetermined schedule. As these RFCS Projects progress, users will be able to record start and completion dates, status comments, contract position documents, and escalation status.

User access these new features from the existing DBOR Main Menu. Here is where users can start RFCS Projects, access existing RFCS Projects for editing, and access Section 6 of the Online SANS Form. In Section 6 of the Online SANS Form, three documents can be accessed by clicking on a link that will download the latest version of the documents for editing. After these documents are ready for publication, users send these documents to the DBOR Application Manager who loads them into the DBOR Web Server.

To facilitate quick navigation between RFCS Tracking and the Online SANS Form features, links appear on these web pages that allows the user to go easily between the RFCS Tracking and Online SANS Form web pages.

Please Note: These window illustrations contain sample data that has no association with reality or actual projects. Any similarities to reality are purely coincidental.

Getting Started

All RFCS and SANS Form features appear on the Main Menu in the rightmost column. Before starting an RFCS Project, it is imperative that the RFCS number has been specified in an NCOS or MVS Project. Once that has been completed, an RFCS Project can be started from the DBOR Main Menu.

DBOR Main Menu		
** UPDATED 05/12/2000 ** Click HERE for DBOR Bulletins		
INITIATIVES	PROJECTS	RFCS
Create an Initiative	Initiate Forecast Project Initiate Active Project Initiate MVS Project	Start an RFCS
Query/Update by Initiative ID	Query/Update by Project ID	Update by RFCS Number
Query/Update (ADHOC)	Query/Update (ADHOC)	
	IMPOR Query (ADHOC)	SANS FORM
	TSC Query (ADHOC)	SANS FORM (Section 6)
	Query Project Information by Site (on Resources)	

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Creating an RFCS Project Record in DBOR

To outline the necessary steps to create an RFCS Project in DBOR, the following checklist defines the actions to complete the initial startup of an RFCS Project.

1. Specify the RFCS number in an existing NCOS/MVS Project.
2. Click on the [Start an RFCS](#) link on the DBOR Main Menu.
3. Fill out the RFCS Form with the RFCS number, name, condition, and dates then submit the form.
4. Specify any RFCS 12-Step dates in progress or completed.
5. Click on the Associated SANS Form link to add any applicable status messages to the web-based Section 6 of the SANS Form.
6. Send electronic copies of the related SANS form and any other position documents to the DBOR Application Manager to be loaded onto the Web Server. After the DBOR Application Manager saves the electronic documents to the Web Server, these documents will be downloaded after you click on its related link in Section 6 of the SANS Form.

Starting an RFCS Project

To start an RFCS Project, click on the [Start an RFCS](#) link on the DBOR Main Menu and the following window appears. This blank form contains all required fields to create an RFCS Project record.

Initiate a Request For Change of Service (RFCS) Status Tracking Screen

* designates fields required for RFCS initiation

INITIATE RFCS STATUS	
<input type="button" value="CLICK TO INITIATE RFCS"/>	
* RFCS Number	<input type="text"/>
* RFCS Name	<input type="text"/>
* Primary Service Request Type (SRT)	<input type="text" value="-Select a (primary) Service Request Type-"/>
* Request Condition	<input type="text" value="-Select a Request Condition-"/>
* Date RFCS Cost Proposal Needed by BU Client:	<input type="text" value="-Month-"/> <input type="text" value="-Day-"/> <input type="text" value="-Year-"/>
* RFCS Target Production Date	<input type="text" value="-Month-"/> <input type="text" value="-Day-"/> <input type="text" value="-Year-"/>
<input type="button" value="CLICK TO INITIATE RFCS"/>	

All fields on this form must be filled in to start an RFCS Project. After completing this form, click on the CLICK TO INITIATE RFCS button. This will cause the DBOR application to query the database to confirm that an existing NCOS/MVS Project contains the RFCS Number typed into the form. If there are no project with this RFCS Number specified, the following window will appear.

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**This RFCS number is not associated with any Project ID in DBOR.
You cannot start this RFCS until a Project in DBOR has this RFCS number.
Please hit your back button to return to the Initiate RFCS screen
to either correct and resubmit the RFCS number, or to return to the DBOR Main Menu.**

At this point, you can hit your back button to return to the Initiate RFCS form. To fix this, you can open another browser window to update a project with the RFCS Number thereby saving the information typed into the Initiate RFCS form. To start the second browser, click on the browser's icon and go to the DBOR Main Menu web page, open the associated NCOS/MVS Project, and update the RFCS number. After submitting the Project Update, close that browser, return to the Initiate RFCS form, then click on the CLICK TO INITIATE RFCS button again.

After successfully initiating an RFCS Project, two intermediate windows appear separately that will update DBOR with all the necessary RFCS information. Simply click on the appropriate [Click](#) link after each appears.

[Click](#) to continue establishing the new RFCS

[Click](#) to display the newly created RFCS

After clicking on the second intermediate window, the RFCS Status Tracking window appears listing the information entered on the Initiate RFCS form. This same window is used to edit an existing RFCS Project and appears similar to the illustration below.

RFCS STATUS TRACKING	
RFCS Number	020445
* RFCS Name	Increase number ABS Nodes
Project IDs	–Pulldown to view Project IDs for this RFCS–
* Primary Service Request Type (SRT)	New Acquisition
* Condition	Open New
Click here to Close/Approve this RFCS	
* Date RFCS Cost Proposal Needed by BU Client:	Dec 30 2000
* Target Production Date	Jan 30 2001
CLICK TO UPDATE RFCS RESET	
Click HERE to input RFCS status on associated SANS Form	

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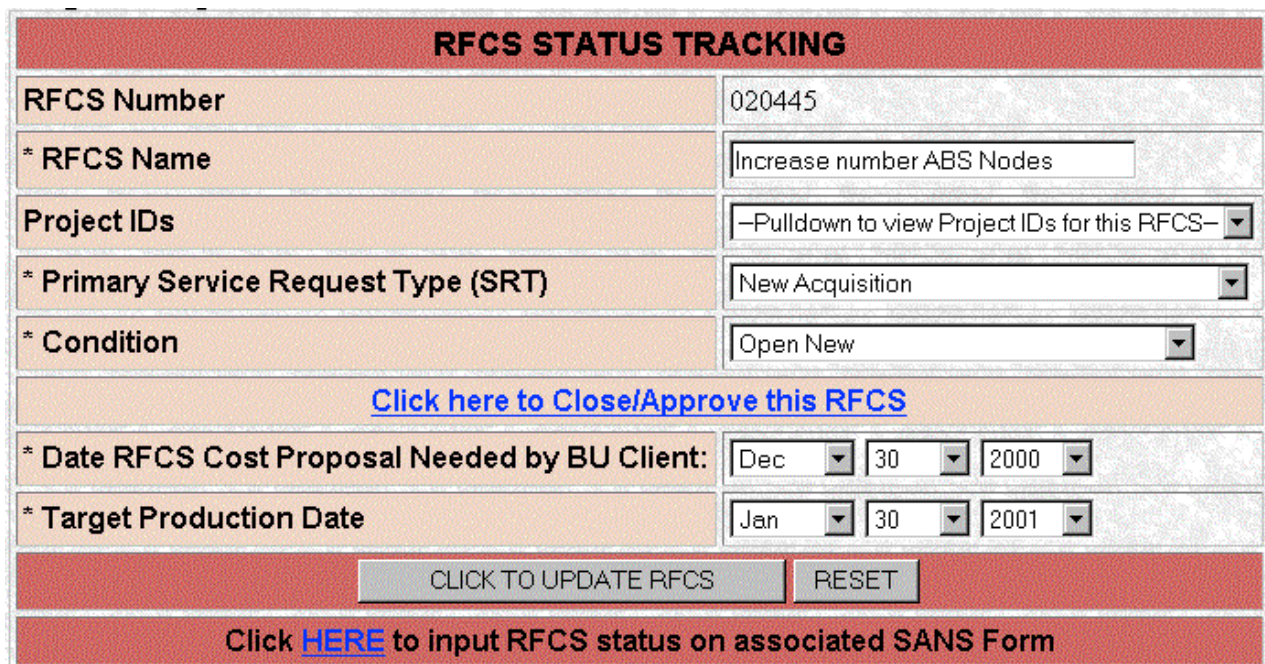
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Editing an RFCS Project Record

After an RFCS Project has been created in DBOR, the user can return to update existing information. By clicking on the [Update an RFCS Number](#) link on the DBOR Main Menu, the following window appears for the user to select the RFCS to be edited.



After selecting the RFCS Number from the window above, an RFCS Status Tracking window appears similar to the illustration below:



In the RFCS Status Tracking window illustrated above, you can enter changes/updates to the original information as the RFCS Project progresses. After making changes to information in this form, the user must click on the CLICK TO UPDATE RFCS button to save the changes in DBOR. This same window is also used to Close/Approve an RFCS Project.

Other fields included in this window are the Project IDs defined in NCOS/MVS projects that are associated with this RFCS Project. After this window opens, the latest list of Project ID associated with this RFCS Project can be displayed by clicking on the drop-down menu arrow. This is a display-only drop-down menu.

Changing/Closing RFCS Project Conditions

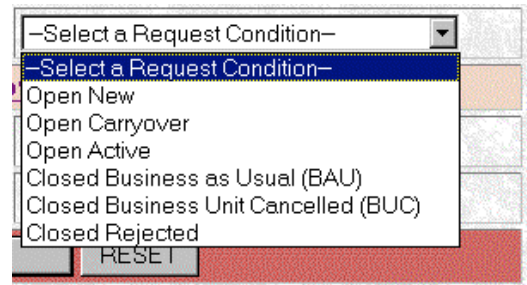
There are seven conditions that an RFCS Project can be assigned as depicted in the illustration below. DBOR handles these differently based on the condition selected. Any RFCS Project that is in any Open condition can be updated and changed. However, it is imperative to note that the following Closed conditions *cannot* be reopened once submitted: Closed Business as Usual and Closed Business Unit

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Cancelled. The only closed condition exception is Closed Rejected which *can* be reopened for update and change.

To close an approved RFCS Project, users must use the [Click here to Close/Approve this RFCS](#) link. For more information on completing an RFCS Project, refer to the **Completing RFCS Projects** section below.



RFCS Project 12-Step Schedule

At the bottom of the RFCS Status Tracking form, the RFCS Project 12-Step Schedule appears similar to the illustration below:

RFCS Steps						
Click HERE to View RFCS Escalations						
Click HERE to document RFCS Escalations (restricted)						
RFCS Step #	RFCS Step Name	Step Owner Group	Target (Days)	Start Date	Complete Date	Update
1	Develop Contract Position	IBM - Project Office	7	05/01/2000	05/06/2000	Dates Status
2	Develop IBM Budget and Planning Price	IBM - Project Office	5	05/06/2000		Dates Status
3	Validate IBM Budget & Planning Price	AT&T - Business Office	7			Dates Status
4	Validate RFCS	AT&T - Business Office	16			Dates Status
5	Complete the Project Plan	IBM - SDC	17			Dates Status
6	Perform Quality Assurance on Project Plan	IBM - SDC	1			Dates Status
7	Complete Draft Proposal	IBM - Project Office	3			Dates Status
8	Perform Industry & Contract Quality Assurance	IBM - Project Office	2			Dates Status
9	Obtain IBM Price	IBM - Project Office	1			Dates Status
10	Complete Final Proposal	IBM - Project Office	1			Dates Status
11	Review and Accept Proposal	AT&T - Business Office	8			Dates Status
12	Approve Proposal	AT&T - Business Office	1			Dates Status

The RFCS Project 12-Step Schedule window shows the current RFCS Step Names, Owner, Target Days, and other dates relative to this RFCS Project. As you can see in the dates columns above, this project is in progress and some dates have already been entered.

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Viewing/Adding RFCS Project 12-Step Dates

To add an RFCS Project 12-Step Schedule Date, click on the **Dates** button in the rightmost column located on the same row as the step being updated. After you click on the button, the following window appears:

* designates required fields

RFCS Step Update Screen			
RFCS Number: 020445	RFCS Step: 1 - Develop Contract Position		
* Step Start Date:	-Month-	-Day-	-Year-
Step Complete Date:	-Month-	-Day-	-Year-
<input type="button" value="CLICK"/> to update the RFCS Step dates			

This window allows the user to select the Step Start Date and Complete Date by Month, Day, and Year. After the user updates this window and presses the **CLICK** button, the RFCS Status Tracking window will appear displaying the new dates.

Viewing/Creating RFCS Project 12-Step Status Messages

To view an RFCS Project 12-Step Status Message, click on the **Status** button in the rightmost column on the same row as the step you would like to review. This will display all status messages associated with the step selected and allows users to add an RFCS Project 12-Step Status Message. After you click on the button, the following window appears:

[Click Here](#) to return to RFCS Display

* designates required fields

RFCS Status Update Screen		
RFCS Number: 020445	RFCS Step: 1 - Develop Contract Position	
* Updater:	-Select Yourself From the List-	
* Enter Status Text below:	<div style="border: 1px solid black; height: 40px;"></div>	
<input type="button" value="CLICK"/> to insert the above RFCS Status entry		
RFCS Status Summary		
Status Date	Input By	Status
05/31/2000	Phil Apple	Status Text: Received RFCS documentation and have confirmed all information complete. Shipped documentation to Project Office.

The RFCS Project 12-Step Status Message window illustrated above displays all existing status messages and includes a field to enter a new status message. After the user selects him/herself from the Updater list and enters a status message, click on the **CLICK** button and the window will re-display to show the new status message added to the RFCS Project.

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Note: Please confirm that the Status Text entered is accurate before submitting. After a Status Message has been inserted, it cannot be edited nor deleted.

Viewing/Creating RFCS Escalations

The RFCS Project 12-Step Schedule window allows *all* users to view any active RFCS Escalations by clicking on the **Click [HERE](#) to View RFCS Escalations** link and a window will appear similar to the illustration below:

RFCS Escalation Summary			
Date	Decision Maker	Input By	Cost Cost Impact to AT&T and IBM
05/24/2000	Thomas McMaster	Rosie LaBarge	\$ 100000
Business Unit requesting project before 2001 budget approved. Has verbal agreement but needs CFO commitment letter before starting project.			

Creating an RFCS Escalation Record is a restricted area for only authorized users to access. The DBOR application allows only authorized users to access the escalation creation web pages. For more information, please contact the DBOR Application Manager.

For those authorized to create an RFCS Escalation Record, click on the **Click [HERE](#) to document an RFCS Escalation** link in the RFCS Project 12-Step Schedule window. This will display an RFCS Escalation window similar to the illustration below:

[Click Here](#) to return to RFCS Display

RFCS Escalations	
RFCS Number: 020445	RFCS Name: Increase number ABS Nodes
Updater:	<input type="text" value="-Select Yourself From the List-"/>
Decision Maker:	<input type="text" value="-Select Decision Maker From the List-"/>
Cost Impact to AT&T and IBM:	<input type="text" value="0"/> (enter numbers only - \$ is provided by the system)
Enter Escalation Text below:	
<input type="text"/>	
<input type="button" value="CLICK"/> to insert the above RFCS Escalation	

Note: Please confirm that the Escalation Text entered is accurate before submitting. After an Escalation Message has been inserted, it cannot be edited nor deleted.

The RFCS Escalation window displays a blank form at the top of the window to allow users to enter an RFCS Escalation Summary record. After entering all required fields and clicking on the **CLICK** button below the Escalation Text field, a new RFCS Escalation Summary record will be created. At the bottom of this window all historic RFCS Escalation Summary records are also displayed.

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Completing RFCS Projects

After all RFCS 12-Steps have been entered in DBOR and the RFCS Project approved, the user can change the RFCS condition to Closed Approved. This is accomplished from the link in the RFCS Status Tracking window by clicking on the [Click here to Close/Approve this RFCS](#) link. If all Start and Complete Dates steps have *not* been specified in the RFCS Project 12-Step Schedule, the following window appears:

NOTE: Hit your back button to return to RFCS and complete all RFCS steps before you can CLOSE/APPROVE this RFCS

After completing all RFCS 12-Steps and clicking on the link to Close/Approve the RFCS, the following window appears allowing the user to complete the RFCS Project closure as approved.

RFCS Number : 020445
(Increase number ABS Nodes)

NOTE: Hit you back button if you want to return to the RFCS without changing the Condition to Closed Approved

Condition: Open Active Closed Approved ▾

Click to Close Approve the RFCS

Note: Prior to closing an RFCS Project, please confirm that all RFCS Project information is correct. After an RFCS Project has been closed, it cannot be re-opened nor edited.

On the window illustrated above, you can only select Closed Approved. To close this RFCS Project simply click on the Click to Close Approve the RFCS button.

Completed RFCS Status Tracking Records

After an RFCS Project has been Closed, the record will appear similar to the following illustration:

RFCS STATUS TRACKING	
RFCS Number	020445
* RFCS Name	Increase number ABS Nodes
Project IDs	–Pulldown to view Project IDs for this RFCS– ▾
* Primary Service Request Type (SRT)	New Acquisition ▾
* Condition	Closed Approved ▾
* Date RFCS Cost Proposal Needed by BU Client:	Dec ▾ 30 ▾ 2000 ▾
* Target Production Date	Jan ▾ 30 ▾ 2001 ▾
NOTE: Condition disallows updates RESET	
Click HERE to input RFCS status on associated SANS Form	

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The window illustration above shows that the project was completed as Closed Approved. Notice that this window does not contain the [Click here to Close/Approve this RFCS](#) link nor the CLICK TO UPDATE RFCS button. This would appear similarly when an RFCS Project is closed by changing the RFCS Project Condition to Closed Business as Usual or Closed Business Unit Cancelled. That is, Closed conditions disallow any changes once they have been submitted into DBOR.

In addition to the RFCS Status Tracking information, the RFCS Project 12-Step Schedule appears below the tracking information. After an RFCS Project has been closed, this window allows users to view the schedule follows:

RFCS Steps						
Click HERE to View RFCS Escalations						
Click HERE to document RFCS Escalations (restricted)						
RFCS Step #	RFCS Step Name	Step Owner Group	Target (Days)	Start Date	Complete Date	Update
1	Develop Contract Position	IBM - Project Office	7	05/01/2000	05/06/2000	Status
2	Develop IBM Budget and Planning Price	IBM - Project Office	5	05/06/2000	05/11/2000	Status
3	Validate IBM Budget & Planning Price	AT&T - Business Office	7	05/10/2000	05/15/2000	Status
4	Validate RFCS	AT&T - Business Office	16	05/15/2000	05/30/2000	Status
5	Complete the Project Plan	IBM - SDC	17	06/01/2000	06/15/2000	Status
6	Perform Quality Assurance on Project Plan	IBM - SDC	1	06/15/2000	06/15/2000	Status
7	Complete Draft Proposal	IBM - Project Office	3	06/16/2000	06/18/2000	Status
8	Perform Industry & Contract Quality Assurance	IBM - Project Office	2	06/18/2000	06/20/2000	Status
9	Obtain IBM Price	IBM - Project Office	1	06/20/2000	06/20/2000	Status
10	Complete Final Proposal	IBM - Project Office	1	06/21/2000	06/21/2000	Status
11	Review and Accept Proposal	AT&T - Business Office	8	06/22/2000	06/29/2000	Status
12	Approve Proposal	AT&T - Business Office	1	06/29/2000	06/29/2000	Status

Note: After an RFCS Project has been closed, Status Messages can still be viewed and/or created.

Online SANS Form

The DBOR Online SANS Form feature consists of a web page containing several links to Microsoft® Word® documents and Section 6 of the NCOS/MVS Services and Acquisition Needs Summary (SANS) Form. The Word documents consist of the SANS Form (Sections 1-5), AT&T Contract Position, and the IBM Contract Position. After the DBOR Application Manager receives a copy from the user community, these documents are stored on the DBOR Web Server.

Section 6 of the Online SANS Form is available after an RFCS Project has been created as described above in the **Creating an RFCS Project Record in DBOR** section. To access the Online SANS Form, click on the [SANS FORM \(Section 6\)](#) link listed in the DBOR Main Menu and the following window will appear similar to the following illustration:

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Select RFCS for SANS Section 6	
NOTE: You must have "started" the RFCS before you can process the online SANS Form	
Select RFCS entry in DBOR:	<input type="text" value="99999"/>
<input type="button" value="Submit"/>	

In the window illustrated above, select the RFCS Project Number you wish to display from the drop-down menu. After selecting the RFCS Number, click on the Submit button and its associated Online SANS Form Section 6 will display similar to the illustration below:

Click [HERE](#) to return to DBOR Main Menu

NCOS/MVS Provisioning Process

Online Service and Acquisition Needs Summary (SANS) Form Section 6

Click [99999.doc](#) for SANS Sections 1 through 5 (word document)

Supporting Documentation for RFCS Step 2 (Note: Used only for RFCS)	
6.1 (Req)	RFCS #: 99999
6.2 (Req)	Project ID: (pull down to view all projects for this RFCS) NCI20000039
6.3 (Req)	IBM Contract Position to Substantiate Non-Standard Request Description: (Date - Name - Contract Position) 99999IBMposition.doc
6.4 (Req)	AT&T Contract Position: (Date - Name - Contract Position) 99999ATTposition.doc
6.5 (Req)	Ongoing Dialog/Status (Date - Name - Status) Add/View Status
6.6 (Req)	Summary Status New acquisition required for infrastructure project.
6.7	Summary Status Selected by:
6.7.1 (Req)	Name: Carol Fowler
6.7.2 (Req)	Date: 05/25/2000
6.7.3 (Req)	Company/Title: IBM/IM Manager

Click [HERE](#) for RFCS Status tracking window

In the Online SANS Form Section 6 illustration above, the Word documents appear as [99999.doc](#), [99999IBMposition.doc](#), and [99999ATTposition.doc](#). To open one of these documents, click on the appropriate link and the related SANS Form, IBM Contract Position, or AT&T Contract Position document will appear as it was last stored by the DBOR Application Manager.

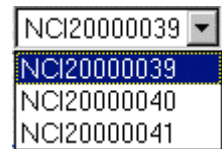
User can create Status Messages and select a specific Status Message to display on the Online SANS Form window. In the illustration above, one of the pre-defined status messages has been selected as the

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Status Summary Message. By default, a Status Message will not appear in the Online SANS Form window unless it has been created with the Status Summary Indicator set to Yes. To add or view an Online SANS Form Status Message and to select Status Summary Message, refer to the **Adding/Viewing Online SANS Form Status Messages** section below.

To view the associated Projects with this RFCS number and SANS Form, click on the Project ID drop-down list in rightmost column of Section 6.2 and the associated Project IDs will appear similar to the illustration to the right.



Creating/Viewing Online SANS Form Status Messages

To add or view a Status Message, click on the [Add/View Status](#) link on the Online SANS Form Section 6 window and a window similar to the following illustration will appear:

[Click Here](#) to return to SANS Form
[Click Here](#) for RFCS Status tracking window

* designates required fields

SANS form Status Records	
Enter SANS STATUS for RFCS Number 99999	
* Updater:	<input type="text" value="-Select Yourself From the List-"/>
Summary status?	<input type="text" value="No"/>
(select Company and enter Title if this is a summary status)	
Company	<input type="text" value="-Select Company if this is a Summary Status-"/>
Title	<input type="text"/>
* Enter Status Text below:	
<input type="text"/>	
<input type="button" value="CLICK"/> to insert the above SANS Status entry	

The SANS Status Update window above allows users to create a Status Message record for the Online SANS Form. If this is *not* a Status Summary Message, this form requires the user to select only the Updater's name and enter status text. If this *is* a Status Summary Message, this form also requires the user to select Company and enter his/her Title. By default, a Status Message will *not* appear in the Online SANS Form window. To define a new Status Message to appear in Section 6, change the Status Summary Indicator from No to Yes. After completing the required fields, click on the **CLICK** button to insert the SANS Status Message.

Note: Please confirm that the Status Text entered is accurate before submitting. After a Status Message has been inserted, it cannot be edited nor deleted.

After inserting the Status Message, the SANS Status Summary appears at the bottom of the SANS Status Update window similar to the following illustration:

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SANS Status Summary				
Status Date	Input By	Company	Title	Summary Status Indicator
05/25/2000	Carol Fowler	IBM	IM Manager	Y
	Status Text: New acquisition required for infrastructure project.			
04/25/2000	Frank Gould	IBM	Do flunky.	Y
	Status Text: This is the first message selected for Summary Status.			
04/25/2000	Frank Gould			N
	Status Text: This is the initial SANS Form status message.			

The SANS Status Summary window displays all Status Message created during the RFCS Project life and displays which status messages have been selected as the Status Summary Message. Note that only the latest SANS Status Summary Message selected will appear in Section 6 of the Online SANS Form window.

***** End of Document *****