



ACES

Army Center of Excellence, Subsistence



The Army Food Service Management Information System - AFMIS -

Equipment Replacement Process

“Making the system work for you.”

Lesson Four



Automation



Budgeting



Time Management



Presentation Created By:
AFMIS Training Department,
ACES
734-3373
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Equipment Replacement Process

Step One: Beginning The Process

- DA Form 3988 and pertinent information.
 - ✓ LIN, NSN, Nomenclature, etc...
- Supply and PBO Coordination.
 - ✓ Line Item Numbers - LIN
- Installation Food Advisor Coordination.
 - ✓ As much information as possible
- Dining Facility Verify Records - AFMIS.
 - ✓ NSN - LIN



Food Operations Sergeant verifies ability to enter records into AFMIS by: NSN and LIN. DO NOT SAVE!!!

Food Opns Sergeant



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Equipment Replacement Process

Step One: Situations – DFO Verification

- **Situation 1 – Other Equipment**
 - ✓ No Line Item listed.
- **Situation 2 - NSN**
 - ✓ Cannot enter NSN – Can enter LIN
- **Situation 3**
 - ✓ Cannot enter LIN
- **Situation 4**
 - ✓ CAN enter NSN & LIN



Forward DA Form 3988. Attach memo indicating results of DFO entry verification.

(Refer to Lesson Guide for full descriptions.)

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Equipment Replacement Process

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DFO Main Menu

```
AFMIS-DFO:  A B C D E F G H X
Meal production planning
DATE: 15 Mar 96   DINING FACILITY OPERATIONS COMMAND MENU   AJK-003
----- Press F8 for Help -----

A - MEAL PRODUCTION PLANNING      F - HEADCOUNT MAINTENANCE
B - INVENTORY                      G - COOK STATUS
C - TRANSFERS                     H - BATCH
D - ROS / SOC                     X - SIGN OFF THE DFO
E - INQUIRIES                     SUBSYSTEM
```

Begin by selecting Batch.



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Equipment Replacement Process

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Batch Menu

BATCH: **A** B C R X
Daily batch report

DATE: 15 Mar 96

BATCH MENU

Press F8 for Help

AJK-004

- A - DAILY BATCH REPORT
- B - PRICE UPDATE REPORT
- C - EQUIPMENT REPLACEMENT MENU
- R - RETURN TO DFO COMMAND MENU
- X - EXIT FROM DFO PROCESSING

Next, select Equipment Replacement Menu.



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Equipment Replacement Process

Food Opns Sergeant

Equipment Main Menu

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R X
Update dining facility equipment inventory
DATE: 15 Mar 96      EQUIPMENT REPLACEMENT MAIN MENU      AJK-008
----- Press F8 for Help -----

A - UPDATE EQUIPMENT INVENTORY
B - PRINT EQUIPMENT INVENTORY REPORT
C - PRINT EQUIPMENT SUMMARY REPORT
R - RETURN TO THE BATCH MENU
X - EXIT FROM DFO PROCESSING
```

Select next, Update Equipment Inventory.



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Equipment Replacement Process

Food Opns Sergeant

Equipment Select

```
Select equipment type: A B R X
Update inventory of mechanical or electrical equipment.
DATE: 15 Mar 96                SELECT EQUIPMENT TYPE                AJK-183
                                FOR BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A        ELECTRICAL OR MECHANICAL EQUIPMENT
          B        OTHER EQUIPMENT
          R        SELECT DINING FACILITY / INTERRUPT PROCESSING
          X        EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Select Other Equipment to add accountable equipment that is budgeted with OMA funds.



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Equipment Replacement Process

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Other Equipment

```
DATE: 27 Jun 02          UPDATE EQUIPMENT INVENTORY          AJK-193
                        FOR BUILDING 11100

ITEM NAME                                LIN          BALANCE
                                           AIB663       ON-HAND
                                           0

BANQUETTE: TUBULAR STL FRAME UPHOLSTE   90734N       0
RED WALL TYPE

BOOTH DOUBLE ISLAND: TUBULAR STEEL FR   C09671       0
AME UPHOLSTERED ART LEATHER

BOOTH SINGLE ISLAND: BLACK TUBULAR ST   C09676       0
EEL FRAME ART LEATHER UPHOL

F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit
```

Enter in the type of Equipment you have on-hand. If it is not listed, contact your IFA. Press Escape to save.



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Equipment Replacement Process

Food Opns Sergeant

Equipment Select

```
Select equipment type: A B R X
Update inventory of mechanical or electrical equipment.
DATE: 15 Mar 96                SELECT EQUIPMENT TYPE                AJK-183
                                FOR BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A        ELECTRICAL OR MECHANICAL EQUIPMENT
          B        OTHER EQUIPMENT
          R        SELECT DINING FACILITY / INTERRUPT PROCESSING
          X        EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Select Electrical or Mechanical Equipment to begin adding equipment to the system.



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Equipment Replacement Process

Update Elec/Mech Equipment

```
Update electrical or mechanical equipment: _ A B R X
Add or modify equipment records.

DATE: 15 Mar 96          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT          AJK-195
                        IN BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
      A           ADD OR MODIFY EQUIPMENT RECORDS
      B           DELETE EQUIPMENT RECORDS
      R           RETURN TO SELECT EQUIPMENT TYPE MENU
      X           EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Next, select Add or Modify Equipment Records.

Food Opns Sergeant



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Equipment Replacement Process

Food Opns Sergeant

Update Equipment

```
DATE: 15 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING 12800
SERIAL NUMBER:          NSN: - - -
ITEM NAME:             LIN:
MANUFACTURER:         MODEL NUMBER:
ACQUISITION YEAR:     LIFE EXPECTANCY:
ACQUISITION COST:     ENERGY SOURCE CODE:
NEW LOCATION:
REMARKS:
```

Enter in the Serial Number. Can be found on the Equipment Data Plate.



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Equipment Replacement Process

Food Opns Sergeant

Update Equipment

```
DATE: 15 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING 12800

SERIAL NUMBER: 445566    NSN: 1111 - 12 - 345 - 5678
ITEM NAME: COMBI OVEN WITH SOLAR WARMING TRAY    LIN: ABC123

MANUFACTURER:          MODEL NUMBER:
ACQUISITION YEAR:     LIFE EXPECTANCY: 50
ACQUISITION COST:     ENERGY SOURCE CODE:
NEW LOCATION:
REMARKS:
```

The next entry is NSN. If an NSN HAS NOT been assigned to the LIN, leave blank and enter in the LIN— will not fill in the Life Expectancy area.

Contact your FPM if the system will not accept a LIN.



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Equipment Replacement Process

Food Opns Sergeant

Update Equipment

```
DATE: 15 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-192
                           FOR BUILDING 12800

SERIAL NUMBER: 445566          NSN: 1111 - 12 - 345 - 5678
                               LIN: ABC123

ITEM NAME: COMBI OVEN WITH
           SOLAR WARMING TRAY

MANUFACTURER: HUBERT          MODEL NUMBER: M-30

ACQUISITION YEAR: 1995        LIFE EXPECTANCY: 50

ACQUISITION COST: $2345.67    ENERGY SOURCE CODE: A

NEW LOCATION:

REMARKS:
EQUIPMENT IS DUE FOR REPLACEMENT - REPAIRED 6 TIMES IN THE MONTH OF FEBRUARY.
DEL SUGGESTS REPLACEMENT PRIOR TO REQUIRED REPLACEMENT YEAR-2030.
```

Enter in the remaining information. Remember: accurate records will ensure your equipment is replaced on-time.

If you did not enter in a NSN, you will have to know the equipments Life Expectancy to fill in this entry.



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Equipment Replacement Process

Step Three: - Maintaining Records

- Quarterly Review.
 - ✓ Information is up-to-date

- Equipment Reports.
 - ✓ Identify discrepancies
 - ✓ Identify Allowances
 - ✓ Necessity of printing - cost

- Updating Equipment Records
 - ✓ Add information when available
 - ✓ Review information for accuracy



Keep your records up-to-date. The system provides Inventory, Replacement, and Budget Reports for the IFA.

Food Opns Sergeant



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Equipment Replacement Process

Food Opns Sergeant

DFO Main Menu

```
AFMIS-DFO:  A B C D E F G H X
Meal production planning
DATE: 15 Mar 96   DINING FACILITY OPERATIONS COMMAND MENU   AJK-003
----- Press F8 for Help -----

A - MEAL PRODUCTION PLANNING      F - HEADCOUNT MAINTENANCE
B - INVENTORY                      G - COOK STATUS
C - TRANSFERS                     H - BATCH
D - ROS / SOC                     X - SIGN OFF THE DFO
E - INQUIRIES                      SUBSYSTEM
```

Begin by selecting Batch.



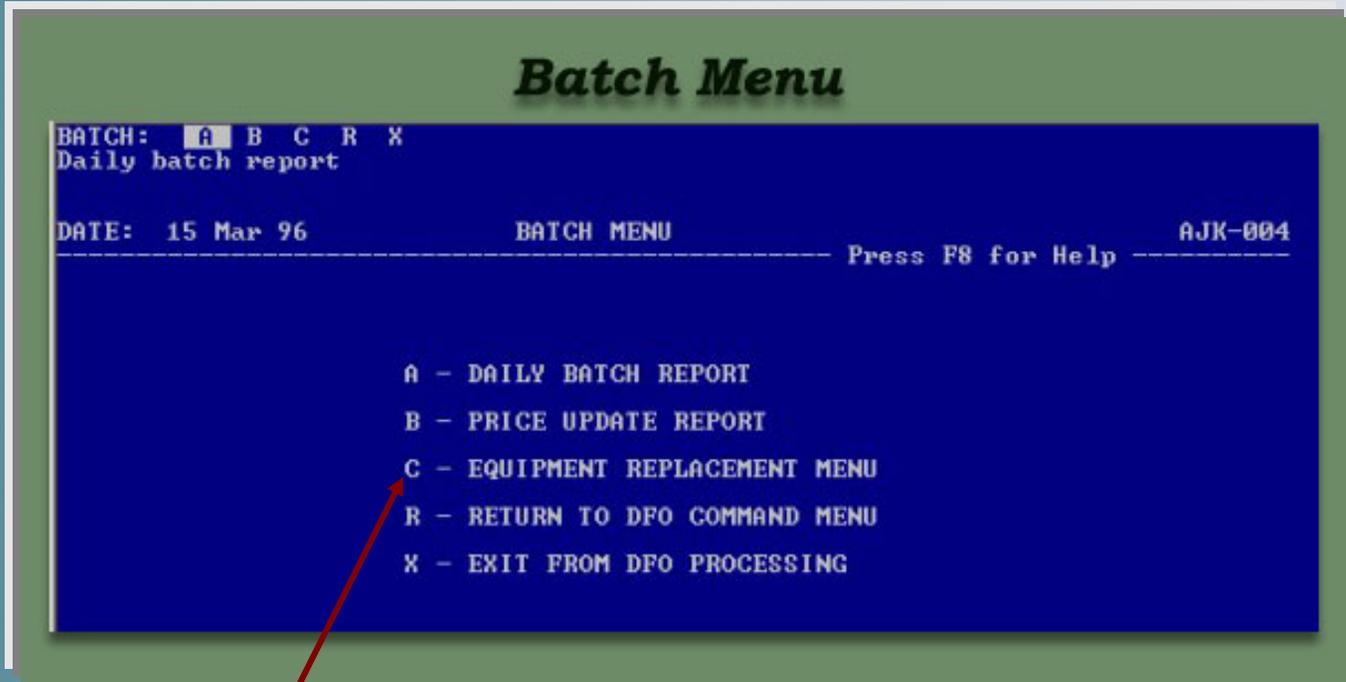
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Equipment Replacement Process

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Next, select Equipment Replacement Menu.



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Equipment Replacement Process

Equipment Main Menu

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R X
Update dining facility equipment inventory
DATE: 15 Mar 96           EQUIPMENT REPLACEMENT MAIN MENU           AJK-008
----- Press F8 for Help -----

      A - UPDATE EQUIPMENT INVENTORY
      B - PRINT EQUIPMENT INVENTORY REPORT
      C - PRINT EQUIPMENT SUMMARY REPORT
      R - RETURN TO THE BATCH MENU
      X - EXIT FROM DFO PROCESSING
```

To print a detailed report of ALL equipment entered into the system, select Print Equipment Inventory Report.

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Equipment Replacement Process

Food Opns Sergeant

DFAC Equip. Inventory

C-30 IFA Dining Facility Equipment Inventory Report, FCN AJK-H41 (fig C-29)

DATE: 15 Sep 95 PUN AJK-H41
DINING FACILITY EQUIPMENT INVENTORY REPORT
BUILDING NUMBER: P2700
ACTIVITY CODE: 000142
DINING FACILITY NAME: HHC 266 OH BN, FORT LEE, VA
ITEM NAME: -FRYER DEEP FATY: ELECTRICALLY HEATED TABLE MOUNTED 20 LB CAPACITY

| LINE ITEM NUMBER | NATIONAL STOCK NUMBER | MANUFACTURER | MODEL NUMBER | QUANTITY ON-HAND |
|------------------|-----------------------|------------------|-----------------|------------------|
| J03590 | | | | 1 |
| 7310-00-148-7088 | | CRES-COR BAYONNE | T0203-11 | 1 |
| SERIAL NUMBER | ENERGY SOURCE CODE | ACQUISITION YEAR | LIFE EXPECTANCY | REPLACEMENT YEAR |
| T20602 | C | 1989 | 15 | 2004 |

ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP

| LINE ITEM NUMBER | NATIONAL STOCK NUMBER | MANUFACTURER | MODEL NUMBER | QUANTITY ON-HAND |
|------------------|-----------------------|---------------------|-----------------|------------------|
| C09640 | | | | 2 |
| 7310-00-311-6043 | | VULCAN KITCHEN CORP | T20608 | 1 |
| SERIAL NUMBER | ENERGY SOURCE CODE | ACQUISITION YEAR | LIFE EXPECTANCY | REPLACEMENT YEAR |
| T304520 | C | 1985 | 10 | 1995 |
| 7310-00-311-6043 | | HOBART MFG CORP | V304023 | 1 |
| SERIAL NUMBER | ENERGY SOURCE CODE | ACQUISITION YEAR | LIFE EXPECTANCY | REPLACEMENT YEAR |
| T10201 | C | 1988 | 7 | 1995 |

ITEM NAME: COOKER STEAM: ELECTRIC/GAS/STEAM HEAT SGL/MUL COMP OPT CAP
PAGE 1

Figure C-29. IFA Dining Facility Equipment Inventory Report (example).

- This report is produced in the Equipment Inventory subprocess of the Dining Facility Inquiry Process (section 6).
- The report lists all items in the equipment inventory for the selected building. It displays the activity code, building number, facility name, and the data for each item of equipment for the dining facility.

- This report will provide you with a complete listing of information about equipment records in your facility.
- Best used to research discrepancies and for Quarterly Reviews.
- Will print numerous pages depending upon the size of your facility files.



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Equipment Replacement Process

Equipment Main Menu

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R X
Update dining facility equipment inventory
DATE: 15 Mar 96           EQUIPMENT REPLACEMENT MAIN MENU           AJK-008
----- Press F8 for Help -----

      A - UPDATE EQUIPMENT INVENTORY
      B - PRINT EQUIPMENT INVENTORY REPORT
      C - PRINT EQUIPMENT SUMMARY REPORT
      R - RETURN TO THE BATCH MENU
      X - EXIT FROM DFO PROCESSING
```

Equipment Summary – Moved to DSS.
No longer available. FPM coordination, if needed.

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Equipment Replacement Process

Equipment Main Menu

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R X
Update dining facility equipment inventory
DATE: 15 Mar 96           EQUIPMENT REPLACEMENT MAIN MENU           AJK-008
----- Press F8 for Help -----

A - UPDATE EQUIPMENT INVENTORY
B - PRINT EQUIPMENT INVENTORY REPORT
C - PRINT EQUIPMENT SUMMARY REPORT
R - RETURN TO THE BATCH MENU
X - EXIT FROM DFO PROCESSING
```

To update or change information on existing records, select Update Equipment Inventory.

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Equipment Replacement Process

Food Opns Sergeant

Equipment Select

```
Select equipment type: A B R X
Update inventory of mechanical or electrical equipment.
DATE: 15 Mar 96                SELECT EQUIPMENT TYPE                AJK-183
                                FOR BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          ELECTRICAL OR MECHANICAL EQUIPMENT
          B          OTHER EQUIPMENT
          R          SELECT DINING FACILITY / INTERRUPT PROCESSING
          X          EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Select Electrical or Mechanical Equipment to begin updating equipment on the system.



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Equipment Replacement Process

Update Elec/Mech Equipment

```
Update electrical or mechanical equipment: _ A B R X
Add or modify equipment records.

DATE: 15 Mar 96          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT          AJK-195
                        IN BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
      A           ADD OR MODIFY EQUIPMENT RECORDS
      B           DELETE EQUIPMENT RECORDS
      R           RETURN TO SELECT EQUIPMENT TYPE MENU
      X           EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Next, select Add or Modify Equipment Records.

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Equipment Replacement Process

Food Opns Sergeant

Update Equipment

```
DATE: 15 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING 12800

SERIAL NUMBER: 445566          NSN: 1111 - 12 - 345 - 5678
                                LIN: ABC123
ITEM NAME: COMBI OVEN WITH
          SOLAR WARMING TRAY
MANUFACTURER: HUBERT          MODEL NUMBER: M-30
ACQUISITION YEAR: 1995        LIFE EXPECTANCY: 50
ACQUISITION COST: $2345.67    ENERGY SOURCE CODE: A
NEW LOCATION:
REMARKS:
EQUIPMENT IS DUE FOR REPLACEMENT - REPAIRED 6 TIMES IN THE MONTH OF FEBRUARY.
DEL SUGGESTS REPLACEMENT PRIOR TO REQUIRED REPLACEMENT YEAR-2030.
```

Enter in the Serial Number of the equipment to update. Once entered, all information fields will fill in if this record exists in your system. Update or change information as necessary.



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Equipment Replacement Process

Step Four: - Maintaining Records – Turn-in

- Hand Receipt.
 - ✓ Closed-out
 - ✓ IFA notification

- Remove Records.
 - ✓ Delete records from system
 - ✓ Records that are NOT removed



Records that are NOT removed from the system will cause inaccurate budget reports for the IFA.



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Equipment Replacement Process

Food Opns Sergeant

DFO Main Menu

```
AFMIS-DFO:  A B C D E F G H X
Meal production planning
DATE: 15 Mar 96   DINING FACILITY OPERATIONS COMMAND MENU   AJK-003
----- Press F8 for Help -----

A - MEAL PRODUCTION PLANNING      F - HEADCOUNT MAINTENANCE
B - INVENTORY                      G - COOK STATUS
C - TRANSFERS                     H - BATCH
D - ROS / SOC                     X - SIGN OFF THE DFO
E - INQUIRIES                      SUBSYSTEM
```

Begin by selecting Batch.



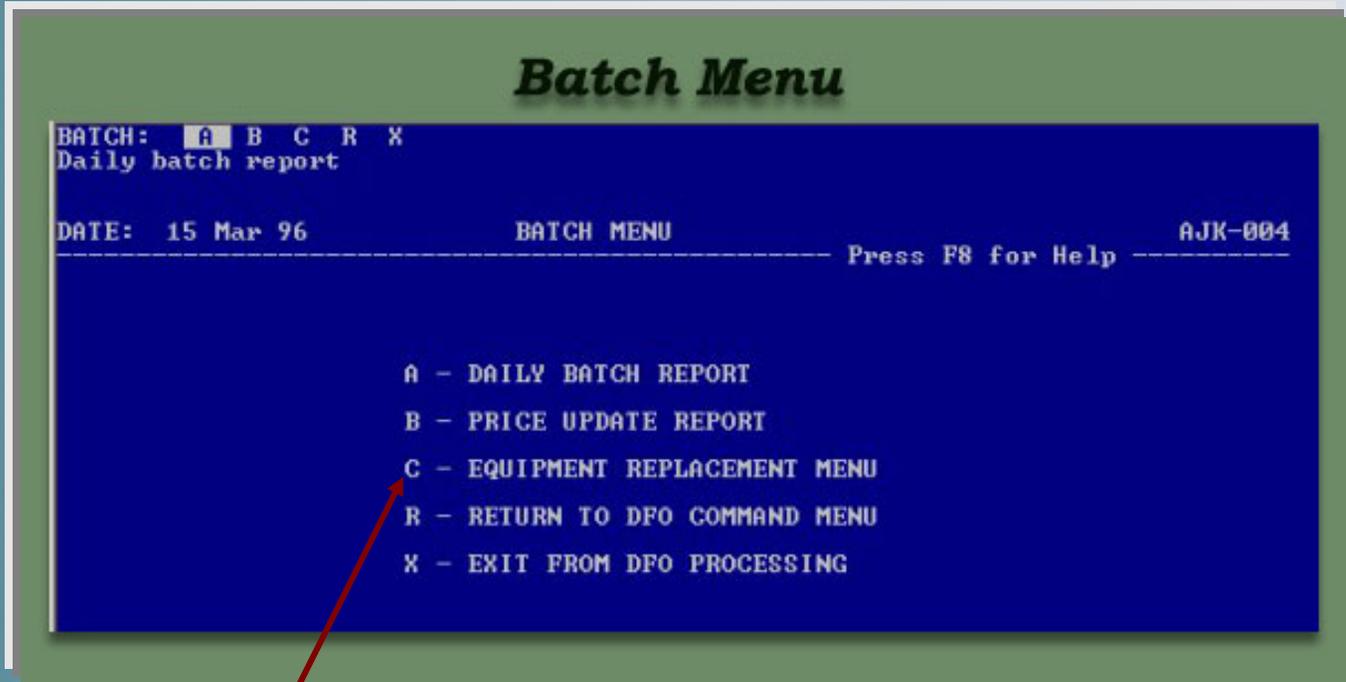
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Equipment Replacement Process

Food Opns Sergeant



Next, select Equipment Replacement Menu.



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Equipment Replacement Process

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Equipment Main Menu

```
EQUIPMENT REPLACEMENT MAIN MENU:  A B C R X
Update dining facility equipment inventory
DATE: 15 Mar 96      EQUIPMENT REPLACEMENT MAIN MENU      AJK-008
----- Press F8 for Help -----

A - UPDATE EQUIPMENT INVENTORY
B - PRINT EQUIPMENT INVENTORY REPORT
C - PRINT EQUIPMENT SUMMARY REPORT
R - RETURN TO THE BATCH MENU
X - EXIT FROM DFO PROCESSING
```

Select next, Update Equipment Inventory.



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Equipment Replacement Process

Food Opns Sergeant

Equipment Select

```
Select equipment type: A B R X
Update inventory of mechanical or electrical equipment.
DATE: 15 Mar 96                SELECT EQUIPMENT TYPE                AJK-183
                                FOR BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          ELECTRICAL OR MECHANICAL EQUIPMENT
          B          OTHER EQUIPMENT
          R          SELECT DINING FACILITY / INTERRUPT PROCESSING
          X          EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Select Electrical or Mechanical Equipment to begin deleting equipment from the system.



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Equipment Replacement Process

Update Elec/Mech Equipment

```
Update electrical or mechanical equipment: _ A B R X
Add or modify equipment records.

DATE: 15 Mar 96          UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT          AJK-195
                        IN BUILDING 12800
----- Press F8 for Help -----

      OPTION CODE  RING MENU SELECTION OPTIONS
          A          ADD OR MODIFY EQUIPMENT RECORDS
          B          DELETE EQUIPMENT RECORDS
          R          RETURN TO SELECT EQUIPMENT TYPE MENU
          X          EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Next, select Delete Equipment Records.

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Equipment Replacement Process

Delete Equipment Records

```
DATE: 29 Jun 02          UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING 21100

SERIAL NUMBER: 111AAA          NSN: - - -
                               LIN: 012345
ITEM NAME: THE SFC 0 HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER: HUBERT          MODEL NUMBER: MK-5
ACQUISITION YEAR: 1990        LIFE EXPECTANCY: 20
ACQUISITION COST: $2540.00    ENERGY SOURCE CODE: A
NEW LOCATION:
REMARKS:

Confirm deletion <Y/N>
```

Confirm Deletion by answering Yes (Y). The record will be removed from the system.

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Equipment Replacement Process

Step Five: - Maintaining Records – Transfer

- **Hand Receipt.**
 - ✓ Transfer document
 - ✓ IFA notification
- **Removing Records.**
 - ✓ Do Not Delete records
 - ✓ Records CAN be transferred by the IFA
 - ✓ Saves time



Notify the IFA when equipment is transferred from your facility to another. He or she can transfer your equipment records also – you do not have to delete them.



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Equipment Replacement Process

Conclusion — Dining Facility Equipment Records

- **Beginning the Process.**
 - ✓ Information
 - ✓ Coordination and Support

- **DFO Process.**
 - ✓ Entering in records
 - ✓ Updating records
 - ✓ Printing records
 - ✓ Deleting records
 - ✓ Transferring records

- **Accurate Records.**
 - ✓ Quarterly reviews
 - ✓ Accurate information entered into the system



Maintaining ACCURATE equipment records will ensure the system works.

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“Making the system work for you.”

End of Lesson Four



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Budgeting



Time Management



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