

CATMASTER INSTRUCTIONS

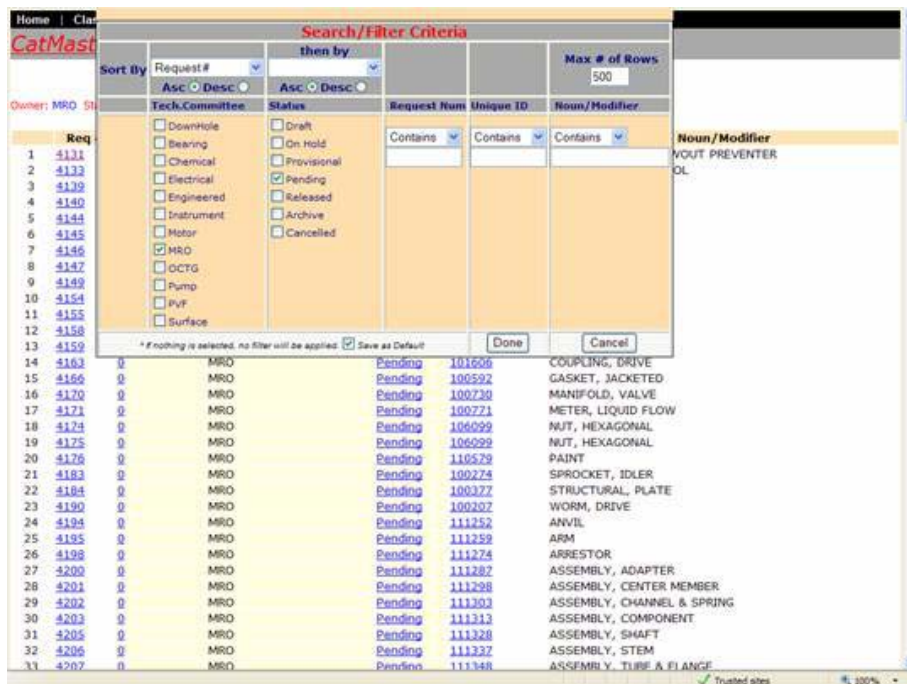
There are 658 requests in DRAFT status and 55 requests in ON HOLD status. The attached spreadsheets contain a listing taken from the Request Queue in CatMaster.

ACCESSING CATMASTER

1. Access CatMaster at: <http://www.phoenixedh.com/pidx/logon.asp>
2. Log in with User ID and Password
 - o If you do not have a User ID and Password, you can register as a new user.
 - o If you believe you are a registered user, let me know and I will follow up with CatMaster vendor for assistance.
3. Voting is by Technical Committee. Click on Security->User Profile to check assigned Technical Committees – update as appropriate. Email notifications also are triggered by Technical Committee assignment.

QUICK REVIEW AND COMMENT PROCESS

1. Go to the REQUEST tab
2. Click the REQUEST QUEUE option
3. Click on the SORT/FILTER button; a box of options will appear
4. Select the appropriate TECHNICAL COMMITTEE
5. Select the desired request STATUS and click on the DONE button at the bottom. This will produce a specific listing of requests as illustrated by the screen shots below:



At this point, users can quickly review any aspect of each request. By clicking on the number in the REQ # column, they will get complete template detail, including attributes. By clicking on the "0" in the # of CMT column, they can view and add a comment on that request. The following is a screen shot containing what appears by clicking on Request 4131 in the list above:

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Action	Attribute	Sequence	Status	Comments
+				
X	TYPE	1	PA	
X	CAPACITY	2	PA	
X	FLOW RATE	3	PA	
X	INSIDE DIAMETER	4	PA	
X	OUTSIDE DIAMETER	5	PA	
X	LENGTH	6	PA	
X	CONNECTION SIZE	7	PA	
X	PRESSURE RATING	8	PA	
X	TEMPERATURE RATING	9	PA	
X	MATERIAL TYPE	10	PA	
X	MATERIAL SPECIFICATION	11	PA	
X	SERVICE	12	PA	
X	APPLICATION	13	PA	

CATMASTER COMMENT AND BALLOT PROCESS

- To review items available for comment and voting, go to the RATIFY ITEMS tab
 - Select the second option under VOTING STATUS (All Requests I Can Vote On); this will provide a list of all templates in DRAFT status
 - Click on the number in the REQ ID column. This will display all template information plus voting and comment options. The following screen shots illustrate:

Line Num	Req ID	Unique ID	Technical Committee	Description	My Vote Status	My Vote
1	3515	107229	MRO	ABRASIVE, BLASTING		
2	3386	105614	MRO	ABRASIVE, DISC		
3	3430	106368	MRO	ABRASIVE, ROLL		
4	3431	106556	MRO	ABRASIVE, SHEET		
5	3313	106556	MRO	ABRASIVE, SHEET		
6	3514	106765	MRO	ABRASIVE, WIREWHEEL		
7	3516	106033	MRO	ABSORBENT, GRANULAR		
8	3522	107246	MRO	ACCESSORY, HAMMER		
9	3520	107262	MRO	ADAPTER		
10	3433	105440	MRO	ADAPTER, TOOL		
11	3502	107211	MRO	ADDITIVE, DRILLING FLUID		
12	3525	107274	MRO	ADHESIVE, SEALING		
13	3510	106855	MRO	ANCHOR, WEDGE		
14	3542	107304	MRO	ANTENNA		
15	3545	107332	MRO	APRON		
16	3553	107353	MRO	ARM, VALVE		
17	3549	107341	MRO	ARM, PEN		
18	3551	107347	MRO	ARM, ROCKER		
19	3554	107358	MRO	ASPIRATOR		

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The screenshot shows the CatMaster web application interface. On the left, there is a search and filter section with fields for 'Voting Status' (set to 'All Requests I Can Vote On'), 'Unique Identifier', and 'Noun/Modifier'. Below this is a table listing items with columns for Line Num, Req ID, Unique ID, Technical Committee, and Description. The table contains 18 rows of data, including items like 'ABRASIVE, BLASTING', 'ABRASIVE, DISC', 'ABRASIVE, ROLL', etc.

On the right, a detailed view of the 'ABRASIVE, BLASTING' item is shown. It includes the Unique ID (107229) and Request # (3315). The 'Original Description' and 'New Description' are both 'A MATERIAL IN POWDER OR BEADS FORM USED FOR CLEANING METAL SURFACE BY BLASTING'. Below this is a 'Code Set' table with columns for Code and Match Code. The 'Noun Modifier Voting' section has radio buttons for 'Agree', 'Agree/Reservations', and 'Disagree'. The 'Attribute Review Status' section has radio buttons for 'Under Review', 'On Hold', and 'Review Complete'. At the bottom, there is a 'The Current Item Attributes are as follows:' section with a table:

New Seq	Attribute	Status	Comment	Original Seq	Where Used
1	TYPE	PA		0	Usage
2	MATERIAL	PA		0	Usage
3	FORM	PA		0	Usage

Because voting is by technical committee, when users click on the RATIFY ITEMS tab they will see only the DRAFT items they are allowed to vote on, not all 658 items.

Users may review, comment and vote on items as they see fit at anytime. Also, by selecting the appropriate option under VOTING STATUS, they can see where they are in the voting process, e.g. what items are finished and what remain to be done. The comment box will contain comments from all members on the technical committee entered in chronological order. Users may view existing comments and add their own.