Each installation has its own folder. In the root folder is the data out of the active files. There is a History folder that contains the data that was moved into the on-line history. The data layout is identical for both file sets.

The files are (ignoring the first position):

1. IFAC – This is a multi-use file that identified facility breakout data. You use would be for any work order where the facility equals MULTI. The records where the GENFILE value is MWOA are associated to work orders. If you find the work order you will see multiple lines that would indicate the associated facilities and their percentage of shared costs. Here is an example:

**FJXTA26439 |MWOA |FJXT|65010| |00000000|033.34| |**

**FJXTA26439 |MWOA |FJXT|65102| |00000000|033.33| |**

**FJXTA26439 |MWOA |FJXT|65110| |00000000|033.33| |**

**FJXTA26439 |MWOA |FJXT|MULTI| |00000000|000.00| |**

1. MCDS – Work order description and justification
2. MRMK – Work order remarks
3. MWCN – Shops associate to the work order
4. MWKP – Work performed
5. MWOA – Work order file
6. MWTF – Work order tracking status codes for the installation

The History library contains the same first 6 files listed above based on the on-line history. Records are maintained in the active file while open and are retained there for 365 days after date closed. The records are then moved to the on-line history and maintained for another 365 days.

All files are in ASCII (text) format with a pipe ( | ) delimiter and can be easily opened in Notepad. They can be easily dropped into MS Excel, and with the Text to Columns option on the Data tab, parsed into the fields. There are column headings that though abbreviated, tell you the data in the field.