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| WI-CP003 Setup CAM Filters and Reports |
| **Process Description:** |

| **Set up CAM Filters and Reports Processing Steps** | | **Comments** |
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|  | 1. Add new CAM names to the Cobra CAM listing  * In Cobra click **<Codes>** on the Navigation Pane * Navigate to and Double-click the code file * Click <Edit>, <Add Code> * Enter the code and name for description * Repeat for any other new CAMs Click **<Close>** * Click <Yes> to save changes before closing |  |
|  | 1. Add CAM folders to the CAM notebooks  * Navigate to the CAM notebooks **Y:\EVMS\CAM Notebooks** * Add CAM Notebook folders for any new CAMS using the existing naming conventions |  |
|  | 1. Validate CAM filters  * In Cobra click ***All Reports*** on the Navigation Pane * To access the filters, you must first select a report. Navigate to a report and double click it. * Select the program. Click Next * Click on **<Manage Filters>** * Scan through all the CAM filters (abbreviated “-xx-LBR, or –MATL or just –xx – where xx is the CAM code) making sure there is a filter for every CAM on the LCS3\_CAM list |  |
|  | 1. Set up new CAM Filters  * While in **<Manage Filters>,** click on an existing CAM filter then click **“Copy”** * Enter the name of the new filter using the existing naming convention. Click OK * Navigate to and select the newly created filter. Click Edit * Click the ellipsis for Value for the Control Account MMC CAM (CA). Navigate to and select the correct CAM * Click **<Ok>.** |  |
|  | 1. Set Up CAM Reports  * Click **<Batch Reports>** on the Navigation Pane * New batch reports can be created by either adding new or copying from another batch report * To copy from another batch report, right click in the Batch Reports window and select **<Copy Batch Report>** * Enter a name for the batch using the existing naming convention. * Enter the description for the batch using the existing naming convention * Click OK * Repeat for any other new CAMs * Navigate to the bottom of the list and **<Double-click>** the first blank line * When the ***Add Batch*** window displays, enter the name of the new batch report using the naming convention ***“04xxM-xx”*** where **“M”** stands for material, **“L”** would be for labor, and **“xx”** is the CAM code * Enter the description using the existing convention * Select the ***Program*** from the dropdown * In *Output Path* click the dropdown and select *Excel* * Click the ellipsis for *Output Path* and navigate to and select the CAM notebook for the report you are creating * Check the box to ***Create sub-folder based on calendar period label*** * Check the box to *Copy from,* click the dropdown, navigate to and select an existing report of the type you are creating – **“M”** or **“L”** * The new report will be at the bottom of the list * Navigate to the report and highlight it * Click the dropdown for each filter listed for that batch and select the correct filter for the CAM |  |