Program Executive Office
Command, Control and Communications
Database Management System

Equipment Tracking System

Software User's Manual

1 March 2000

Software Manual **DRAFT COPY**

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, (1 March 2000)

USER MANUAL

FOR THE EQUIPMENT TRACKING SYSTEM SOFTWARE

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS

You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Email your recommended changes to dlansing@c3smail.monmouth.army.mil, or write to: PEO C3S, U.S. Army Commucations-Electronics command And Fort Monmouth, ATTN.: SFAE-C3S-REO (Mr. Don Lansing), Fort Monmouth, New Jersey 07703-5000. A reply will be furnished to you.

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HOW TO USE THIS USER'S GUIDE

MANUAL CONTENT - This Software User's Guide contains operating instructions for the PEO C3S Database Management System. It is written with three distinct goals in mind; identify data elements required, identify the source of data, and how to actually input, edit, or delete that data in the PEO C3S Database Management System.

There are four chapters in this Software User's Guide. Each chapter is divided into sections. Chapter 1 is an introduction containing information about the databases that makes up the Equipment Tracking System and valuable details pertaining to principles of operation.

Chapter 2 contains the instructions needed by the operator to get started in using or to operate the Equipment Tracking System. It also provides illustrations of dialog boxes to aid the user in creating a new organization and user accounts, identifying the source of data, and how to actually input, edit, or delete that data in the Equipment Tracking System. Instructions for administrator procedures are located in Section I, while users procedures are found in Section II.

Chapter 3 covers the duties and responsibilities of the organization administrator. General Information is located in Section I. Section II covers Edit Users procedures. Section III covers Edit Administrator procedures. Section IV covers Edit Organization procedures. Section V covers Edit Programs procedures. Section VI covers Edit Units procedures. Section VII covers Edit Equipment procedures. Section VIII covers record deletion procedures. Section IX covers equipment reassignment procedures. Section X covers procedures in viewing and printing reports.

Chapter 4 covers the duties and responsibilities of the users. Section I covers user with-out edit rights. Section II cover users with edit rights. Section III cover users with edit and administration rights.

Before reading the User's Guide you should be familiar with basic Windows concepts and techniques. For more information on Windows, refer to your Windows documentation.

HOW TO ACCESS INFORMATION QUICKLY - Pages are numbered consecutively within each chapter. Each page number is prefixed with the chapter number. For example, page 3 of chapter 2 is numbered 2-3. Each chapter is divided into sections. The first page of a section containing a large number of topics has a list of the subsection headings with page numbers.

USE OF CALLOUTS - When the text refers to an item in an illustration, the reference is made by a key number. For example:

Administrator Gaining Access

The system administrator enters the word "Administrator" in the User name block (2, Figure 10-1) and his/her password in the password block (3) to gain access to the PEO C3S Equipment Tracking System database.

⇒ Click the Login button (1) and the Select Organization screen will appear.

To clear the user name and password:

⇒ Click the Reset button (4) and the user name block (2) and password block (3) will be blank.

To exit the PEO C3S Database Management System:

⇒ Click the Return to Main button (5), then click the Quit button on the Main screen.

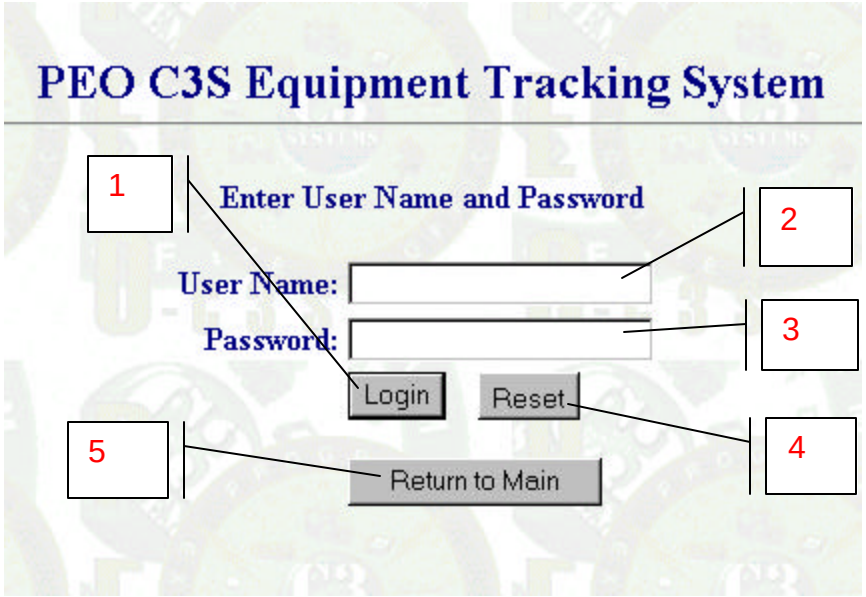


FIGURE 10-1. Example Call-Out Screen

CHAPTER 1. INTRODUCTION

Section I. General Information

1-1 INTRODUCTION.

Welcome to the Program Executive Office, Command, Control and Communications (PEO C3S) Equipment Tracking Database Management System (DMS), the relational database system that simplifies data management and streamlines management of OPFAC C4 Requirements Rules for the basis of documenting Army C4 equipment distribution and BOIP, and TOE revisions for C4 systems as in accordance with AR 71-31.

PEO C3S Equipment Tracking DMS makes it easy for you to edit and organize data, define database rules, track equipment, and distribute equipment based upon BOIP, and TOE revisions as in accordance with AR 71-31.

This Software User Manual introduces you to the PEO C3S web based Eq uipment Tracking DMS as an interactive data management tool. Read this manual to become familiar with the basics of using the PEO C3S Force Structure/Fielding Schedule DMS, and learn how to conduct queries, generate reports and how to actually input, edit or delete data within the system.

1-1.1 Purpose of Manual.

The purpose of this manual is to provide each Project Manager (PM), Product Manager (PdM), or user the data elements needed, the source of the data, and is a "How To" "Quick Reference" guide for populating the PEO C3S Equipment Tracking database.

1-1.2 Organization.

When you first enter the PEO C3S DMS web site, the Welcome screen (Figure 1-1) appears. The PEO C3S DMS allows you access to three distinct databases. The three databases are the Hand Receipt System, the Equipment Tracking System, and the Force Structure/Fielding Schedule System. The PEO C3S DMS also allows you access to Management Reports.

This user's guide covers the Equipment Tracking System. The Hand Receipt System, and the Force Structure/Fielding Schedule are covered in separate user's guides. A copy of these user's guide can be obtained by clicking the Documentation button (1, Figure 1-1) on the PEO C3S Welcome Screen.

1-1.3 Software Requirements.

The PEO C3S web based Database Management System (DMS) can ONLY be accessed by using Microsoft Internet Explorer V3.0 or higher.

The latest version of Microsoft Internet Explorer can be downloaded from the following web site:

http://windowsupdate.microsoft.com/

It is also recommended that a minimum screen resolution of 600 x 800 pixels be used.

Figure 1-1. PEO C3S Main Screen (Main.asp).

1-2 OFFICIAL NAMES AND DESIGNATIONS.

Abbreviated names are used in this manual to make procedures easier to read. A cross-reference between the official name and abbreviations is listed below.

Name Cross-Reference List

Official Name	Abbreviations
Program Executive Office, Command, Control and Communications	PEO C3S
Battlefield Functional Area	BFA
Basis Of Issue Plan Feeder Data	BOIPFD
Database Management System	DMS
Force Accounting File	FAS
Major Command	MACOM
Microsoft Internet Explorer	MSIE
Operational Facility	OPFAC
Operational Requirements Document	ORD
Product Manager	PdM
Project Manager	PM
Readiness Engineering Office	REO
Standard Requirements Code	SRC
Table Of Equipment	TOE
Unit Identification Code	UIC

1-3 REPORTING EQUIPMENT TRACKING WEB SITE IMPROVEMENT RECOMMENDATIONS.

If the Equipment Tracking web site or this software user manual needs improvement, let us know. Send us an equipment improvement report. You, the user, are the only one who can tell us what you don't like about the system. Let us know why you don't like the design or performance. From the main screen click the documentation button, then click the on-line help button to submit your comments or mail it to: PEO C3S, U.S. Army Communications-Electronics Command and Fort Monmouth, ATTN: SFAE-C3S-REO (Don Lansing), DSN: 987-1788, COML: 732-427-1788, FAX: 732-389-0042, E-Mail: dlansing@c3smail.monmouth.army.mil, Fort Monmouth, New Jersey 07703-5000. We'll send you a reply.

1-4 SECURITY MEASURES FOR ELECTRONIC DATA.

Security measures described in AR 380-19 shall be followed to control access to classified electronic data. Procedures described in System Security Standard Operating Procedure (SOP) shall be followed at all times. The Equipment Tracking System utilizes secure socket layer for data protection over the internet.

Section II. Equipment Description And Data

1-5 EQUIPMENT CAPABILITIES AND FEATURES.

The Equipment Tracking System is a software database designed system that facilitate PEO C3S, Project Manager (PM), and Product Managers (PdM) to schedule, track and field their specific systems. The DMS allows the PEO to run trade-off-analyzes and consolidate reports. The DMS also provides the BFA/PM the ability to perform analysis, conduct "what if" drills, and generate reports regarding fielding, in a graphic/windows like environment. The database was developed in a modular manner providing each PM the ability to automate their equipment tracking process.

1-6 DATA REQUIREMENTS.

There are certain logistical actions that each developer must perform in the equipment tracking process of any system. The accomplishment of these actions will provide the developer with many of the data elements needed to populate the DMS. One of the first things that a Materiel Developer must do when tracking their system is to ensure the requirements found in the Operational Requirements Document (ORD) are reflected in the OPFAC Rule book. This is accomplished by the TRADOC System Manager (TSM) and the Directorate of Combat Development (DCD) coordination. During this same timeframe the BFA/PMs must assign nomenclatures to their hardware configurations. By developing the nomenclatures it provides the PMs with much of the data required filling in the DMS equipment table. Once the nomenclatures are assigned the Basis of Issue Feeder Data (BOIPFD) must be submitted and staffed to authorize the equipment to be added to units Table Of Equipment (TOE). This unit information is critical to the inclusion of each system being added to the Operational Facility (OPFAC) Rulebook. The Rules are update each year by the Signal Center at Fort Gordon, Georgia. A more detailed discussion of OPFAC Rules, as they relate to the Standard Requirements Code (SRC), will follow in later paragraphs of this manual.

1-7 DATA PROVIDED BY PEO.

Each PM, PdM or user will have access to the PEO C3S Equipment Tracking System software program that must be streamlined to the specific PM, PdM or user requirement.

CHAPTER 2. GETTING STARTED INSTRUCTIONS

Section I. New Organization Wizard

2-1 INTRODUCTION.

This section will guide you through the process of creating a new organization and user accounts.

NOTE

The administrator for an organization can not access the main Equipment Tracking program. The administrator duties and responsibilities are contained in Chapter 3 of this manual. Chapter 3 also contains procedures for assigning level of access to users designated by the system administrator.

2-2 WARNINGS AND CAUTIONS.

Warnings and cautions appear before the applicable procedures. Observe these WARNINGS and CAUTIONS to prevent loss of data.

2-3 ADDING USERS AND A NEW ORGANIZATION.

Operator's procedures associated with adding users and a new organization are illustrated in Figure 2-1 through Figure 2-6.

2-3.1 Accessing the Equipment Tracking System.

To access the Equipment Tracking System, proceed as follows:

a. Utilizing MSIE V3.0 or higher navigate to https://PEOC3S.MONMOUTH.ARMY.MIL.
b. Under "Knowledge Mgmt Channel" on the left hand frame select Database Management System".
c. Select Equipment Tracking System on the PEO C3S Database Management System Welcome Screen (Web Page) (1, Figure 2-1), click the << Login >> button (2), and the PEO C3S Force Structure/Fielding Schedule System Login screen (Figure 2-2) will appear.

Figure 2-1. Main Screen (Main.asp).

2-3.2 Establishing a New Organization.

NOTE

The following procedures are accomplished once to establish a new organization.

a. In the "User Name" block (1, Figure 2-2), type in "Administrator".

NOTE

User name and password are case sensitive.

b. In the "Password" block (2), type in user unique password.

WARNING

Do not forget your password because you will not be able to gain access in the future.

CAUTION

If an invalid user or password is entered, a caution screen will appear. There is no limit as to how many times the user can attempt to enter a valid user name or password. But after each failed attempt, a caution screen will appear.

NOTE

Password must consist of four or more alpha or alphanumeric characters.

c. Click the Login button (3), and the New Administrator screen (Figure 2-3) will appear.

WARNING

Clicking the "Return to Main" button will erase any data inputted up to this point.

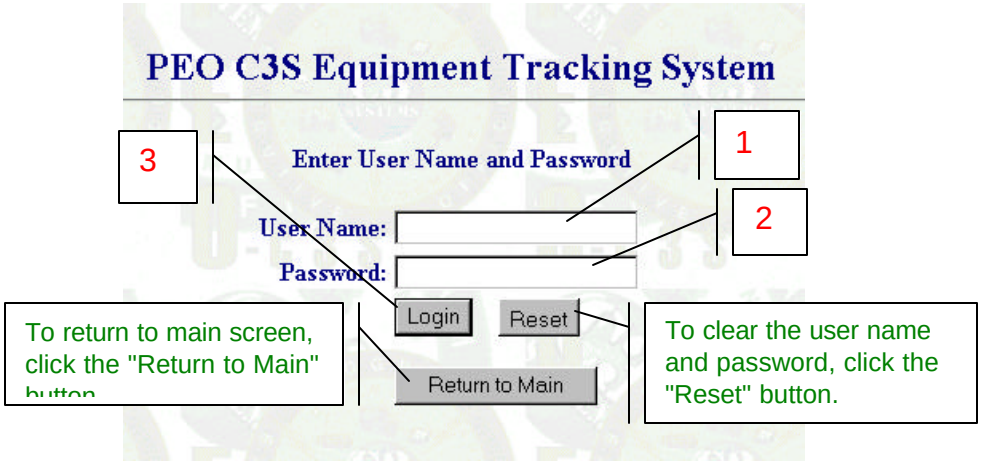


Figure 2-2. Login Screen (Login.asp).

d. Fill out all text boxes (1, Figure 2-3), to add administrator data.

NOTE

All text boxes are mandatory fields. If not completed, a caution screen will appear stating that all boxes must be completed.

e. Click the Next>> button (2), and the New Organization screen (Figure 2-4) will appear.

WARNING

Clicking the "Return to Main" button will erase any data inputted up to this point.

Figure 2-3. New Administrator Screen (Adminadd.asp).

f. Fill out all text boxes (1, Figure 2-4) to add a new organization.

NOTE

All text boxes are mandatory fields. If not completed, a caution screen will appear stating that all boxes must be completed.

g. Click the Next>> button (2, Figure 2-4), and the Admin User screen (Figure 2-5) will appear.

WARNING

Clicking the "Return to Main" button will erase any data inputted up to this point.

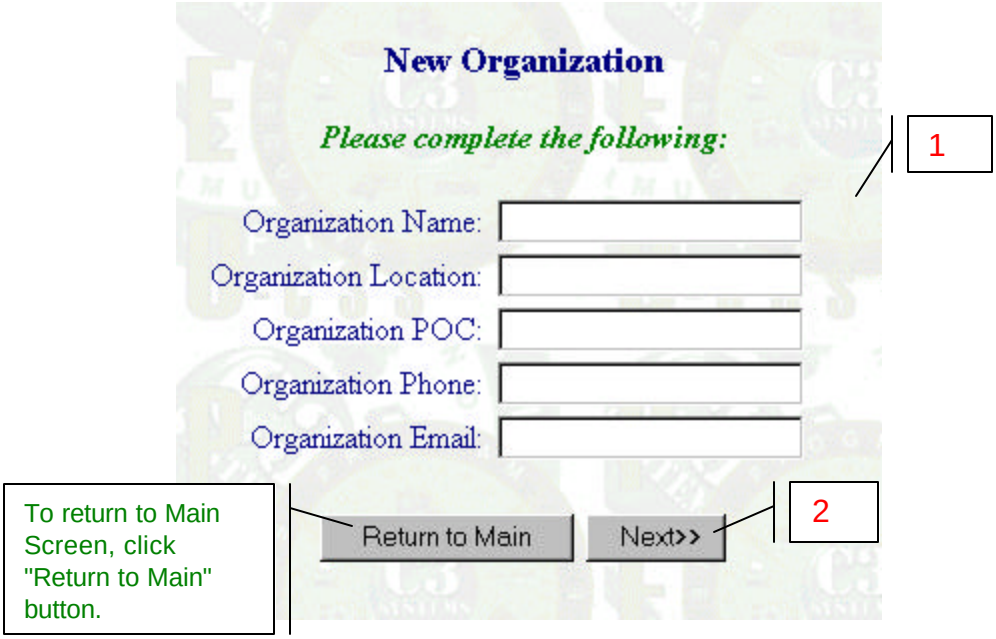


Figure 2-4. New Organization Screen (Neworg.asp).

NOTE

The Admin User screen allows the administrator to establish or delete new user accounts for a specify organization.

h. To add new user, fill out text boxes (1, Figure 2-5), and check the required "Edit/Admin Rights" box.

NOTE

The mandatory fields are "user name" and "password".

i. Click the Save button (2, Figure 2-5), and a caution screen will appear indicating that the account is established.

j. Click the "ok" button on the caution screen, and the new user name will appear in the gray box on the left side under the title "USERS".

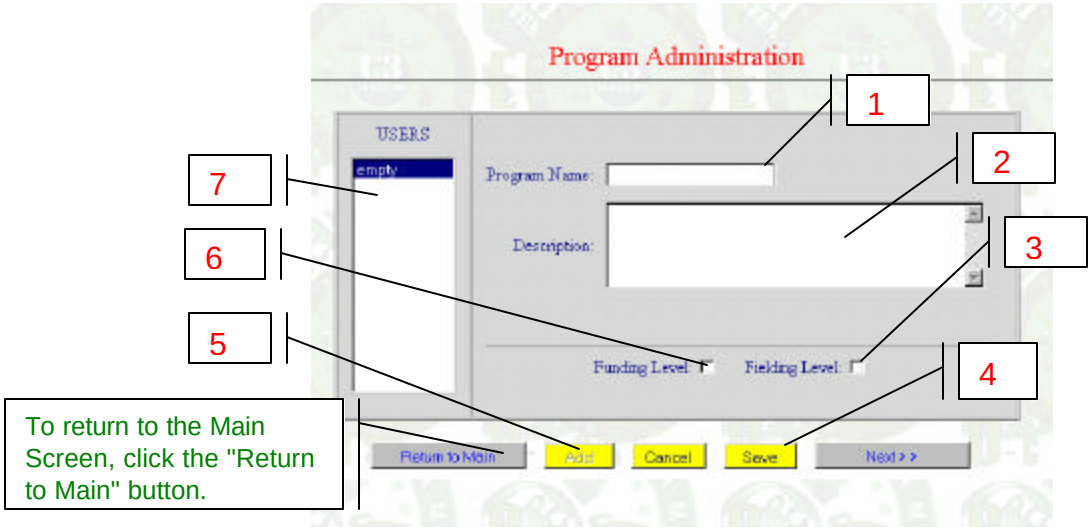


Figure 2-5. Admin User Display Screen (Adminusers.asp).

k. To continue to add user, click the Add button (1, Figure 2-6), and the Add screen (Figure 2-5) will re-appear.

l. To delete a user, double click on the user name under the title "Users". The user data will appear on the right.

m. Click the Delete button (2, Figure 2-6), and a Warning screen will appear.

n. Click Yes to delete, or click "no" to cancel.

NOTE

A warning screen will appear after clicking the delete button, providing you with the option to delete or cancel.

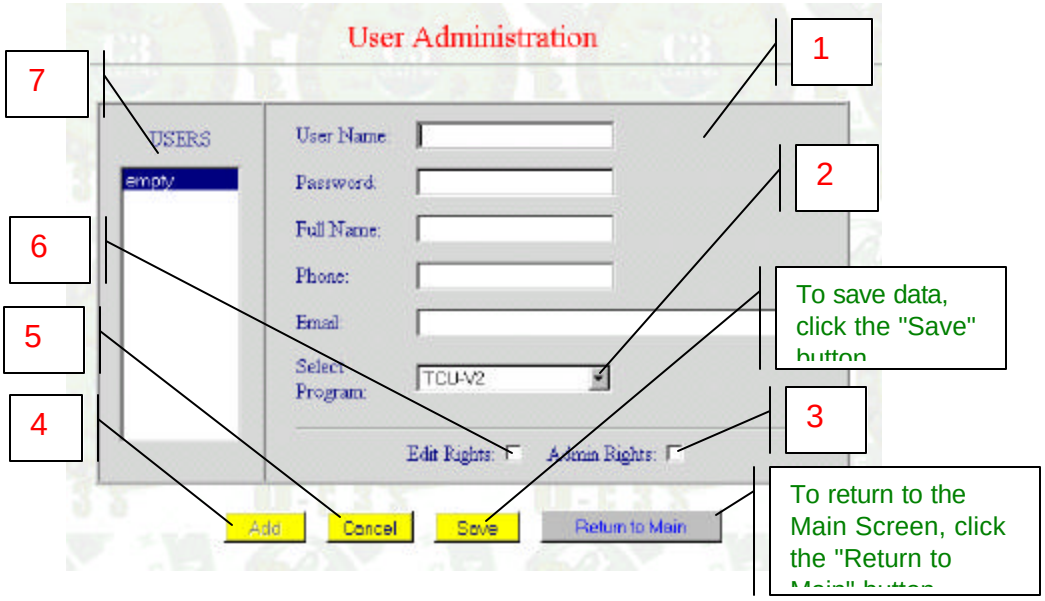


Figure 2-6. Admin Add Screen (Adminusers.asp).

CHAPTER 3. ADMINISTRATOR INSTRUCTIONS

Section I. General Information

3-1 INTRODUCTION.

This chapter of the Equipment Tracking System covers the duties and responsibilities of the organization administrator.

The equipment tracking administrator for an organization has nine major tasks that are explained in the following sections of this manual. Section II covers Edit User procedures. Section III covers Edit Administrator procedures. Section IV covers Edit Organization procedures. Section V covers Edit Programs procedures. Section VI covers Edit Units procedures. Section VII covers Edit Equipment procedures. Section VIII covers Deletion of all records. Section IX covers procedures in Reassigning Equipment. Section X covers procedures in obtaining pre-formatted Reports.

3-2 ACCESSING THE EQUIPMENT TRACKING SYSTEM.

To access the PEO C3S Equipment Tracking System DMS, proceed as follows:

a. User(s) must utilized MSIE V3.0 or higher to navigate to https://PEOC3S.MONMOUTH.ARMY.MIL.
b. Under "Knowledge Mgmt Channel" on the left hand frame, select "Database Management System".
c. Select Equipment Tracking System on the PEO C3S Database Management System Welcome Screen (Web Page), click the << Login >> button (1, Figure 3-1), and the PEO C3S Equipment Tracking System Login screen (Figure 3-2) will appear.

Figure 3-1. Main Screen (Main.asp)

d. In the "User Name" block (1, Figure 3-2), type in "Administrator".
e. In the "Password" block (2), type in user unique password.

CAUTION

If an invalid user or password is entered, a caution screen will appear. There is no limit as to how many times the user can attempt to enter a valid user name or password. But after each failed attempt, a caution screen will appear.

NOTE

Password is case sensitive, and must consist of four or more alpha or alphanumeric characters.

f. Click the Login button (3) and the Administrator Selection screen (Figure 3-3) will appear.

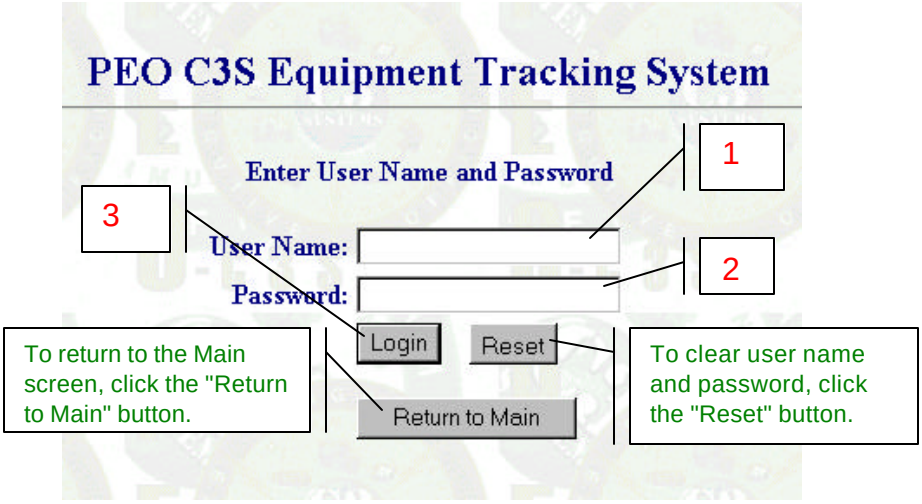


Figure 3-2. PEO C3S Equipment Tracking System Login Screen

Section II. Edit Users

3-3 INTRODUCTION.

This section provides detail instructions for an administrator to edit selected users files, create new user, and assign level of access.

3-4 USERS ACCOUNT.

3-4.1 Edit User Account.

To edit User Account, proceed as follows.

a. Ensure that the "Edit User" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.

b. Click the Next > > button (1, Figure 3-3), and the User Administration (Selection) screen (Figure 3-4) will appear.

NOTE

The User Administration Selection screen (Figure 3-4) allows the Administrator to edit user Full Name, Phone Number, Email address, and provides the option to assign Edit and Administration Rights.

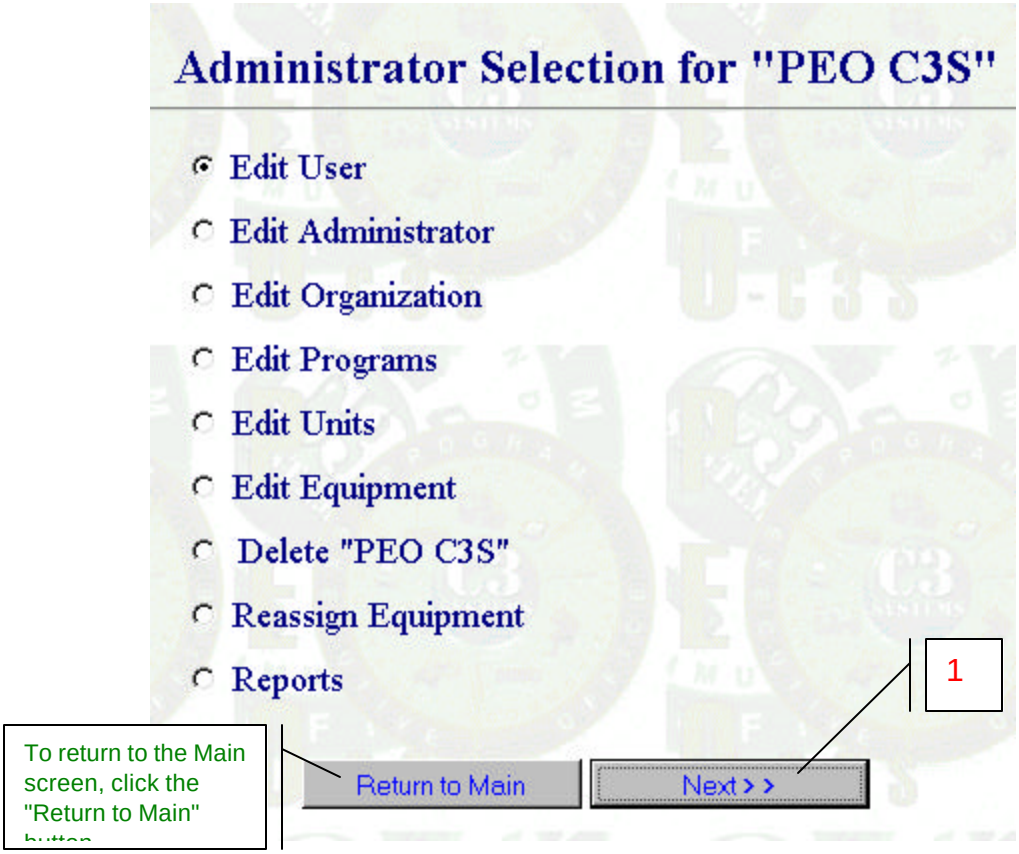


Figure 3-3. Administration Selection Screen

c. Select the required program by clicking on the drop down arrow (3, Figure 3-4). Then select the user record that required editing by highlighting the individual name under the square title "USERS" (1, Figure 3-4).

NOTE

The individual name that is highlighted to include Full Name, Phone Number, Email address, and permission rights will appear in the gray box on the right (2).

d. Click in the required text boxes (2), and make changes to the individual record as required.

e. Click the Save button (4) to save the changes.

3-4.2 Delete User Account.

To delete a user account, proceed as follows:

d. Ensure that the "Edit User" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.

e. Select the required program by clicking on the drop down arrow (3, Figure 3-4). Then select the user record that required deletion by highlighting the individual name under the square title "USERS" (1, Figure 3-4).

NOTE

The individual name that is highlighted to include Full Name, Phone Number, Email address, and permission rights will appear in the gray box on the right (2).

f. Click the Delete button (6), and a Program Warning screen will appear.

g. Click the Yes button on the Program Warning screen and the record will be deleted.

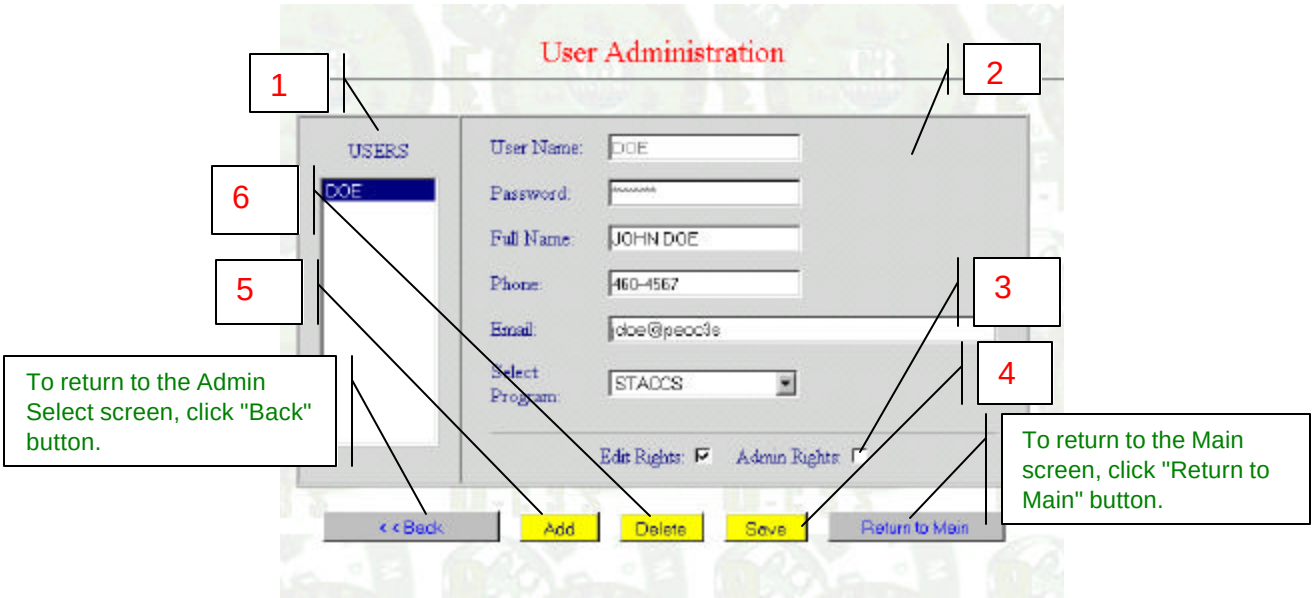


Figure 3-4. User Administration (Selection) Screen (Adminusers.asp)

3-4.3 Add New User.

To add a new user, proceed as follows:

a. Ensure that the "Edit User" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.

b. Click the Add button (5, Figure 3-4) and the User Administration (Add) Screen (Figure 3-5) will appear.

c. Select the required program by clicking on the drop down arrow (2, Figure 3-5). Then type in User Name, Password, Full Name, Phone, and Email address for the selected program .

d. Check the required Edit Rights box (5, Figure 3-5), or Admin Rights box (4).

NOTE

User Name and Password are the only mandatory fields.

e. Click the Save button (3) to save the file.

NOTE

To add additional user, click the Add button (5, Figure 3-4) and Figure 3-5 will re-appear. Type in required data and click the Save button (3, Figure 3-5).

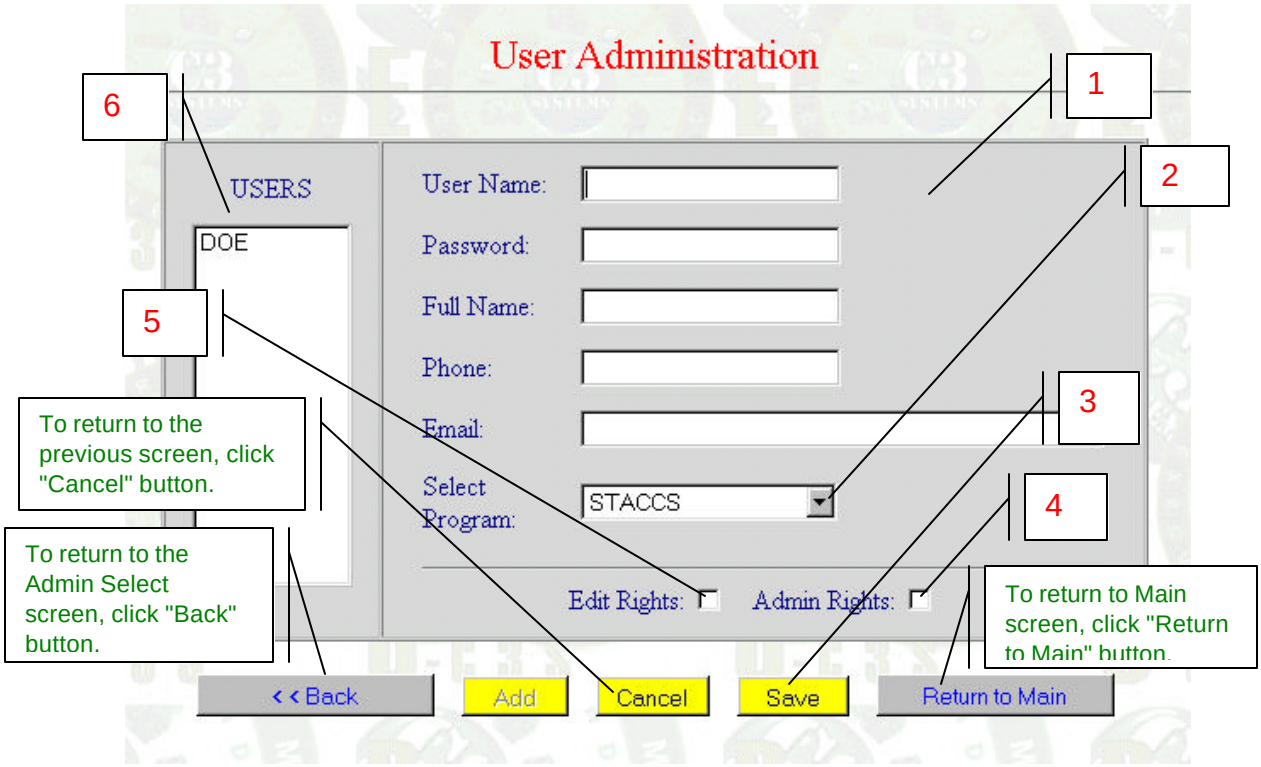


Figure 3-5. User Administration (Add) Screen (Adminusers.asp)

Section III. Edit Administrator

3-5 INTRODUCTION.

This section provides instruction on the procedures to edit or view Administrator account.

3-6 EDIT ADMINISTRATOR ACCOUNT.

To edit or view Administrator Account, proceed as follows.

a. Ensure that the "Edit Administrator" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the Next>> button (1, Figure 3-3), and the Edit Administrator screen (Figure 3-6) will appear.
c. Click in the required text boxes (1, Figure 3-6), and make changes to the Administrator account as required.
d. Click the Save button (2) to save the changes.

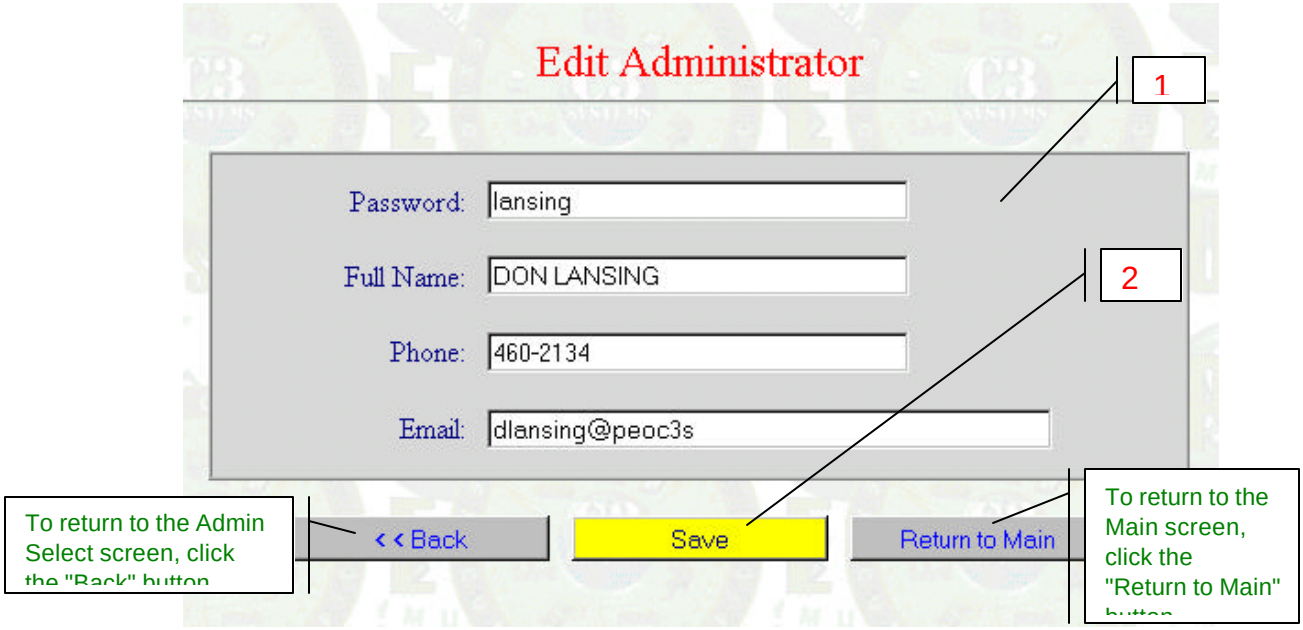


Figure 3-6. Edit Administrator Screen (AdminEdit.asp).

Section IV. Edit Organization

3-7 INTRODUCTION.

This section provides instruction on the procedures to edit organization data.

3-8 EDIT ORGANIZATION ADMINISTRATION.

To edit Organization Administration data, proceed as follows:

a. Ensure that the "Edit Organization" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the Next>> button (1, Figure 3-3), and the Organization Administration screen (Figure 3-7) will appear.
c. Click in the required text boxes (1, Figure 3-7), and make changes to the Organization Administration data as required.
d. Click the Save button (2) to save the changes.

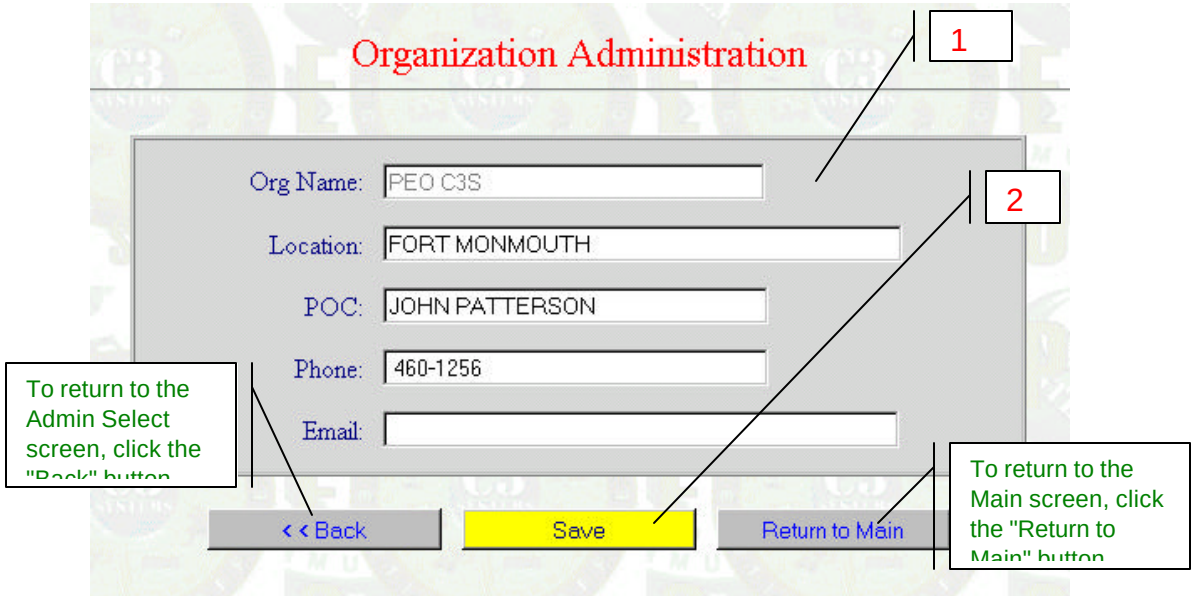


Figure 3-7. Organization Administration Screen (AdminOrgs.asp).

Section V. Edit Programs

3-9 INTRODUCTION.

This section provides instruction on the procedures to edit, add, or delete programs.

3-10 PROGRAMS.

3-10.1 Edit Program.

To edit a program, proceed as follows.

a. Ensure that the "Edit Programs" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the Next >> button (1), and the Program Administration screen (Figure 3-8) will appear.

NOTE

The Program Administration screen (Figure 3-8) allows the Administrator to edit, delete or add programs.

c. Select the program that required editing by highlighting the program name under the square title "PROGRAMS" (8, Figure 3-8).

NOTE

The program name that is highlighted to include the description of the program will appear in the gray box on the right (1 and 2, Figure 3-8).

d. Click in the required text boxes (1 and 2, Figure 3-8), and make changes to the selected program as required.
e. Click the Save button (4) to save the changes.

3-10.2 Delete Program.

To delete a program, proceed as follows:

a. Ensure that the "Edit Program" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.
b. Select the program that required deletion by highlighting the program name under the square title "PROGRAM" (8, Figure 3-8).
c. Click the Delete button (6), and a Program Warning screen will appear.
d. Click the Yes button on the Program Warning screen and the record will be deleted.

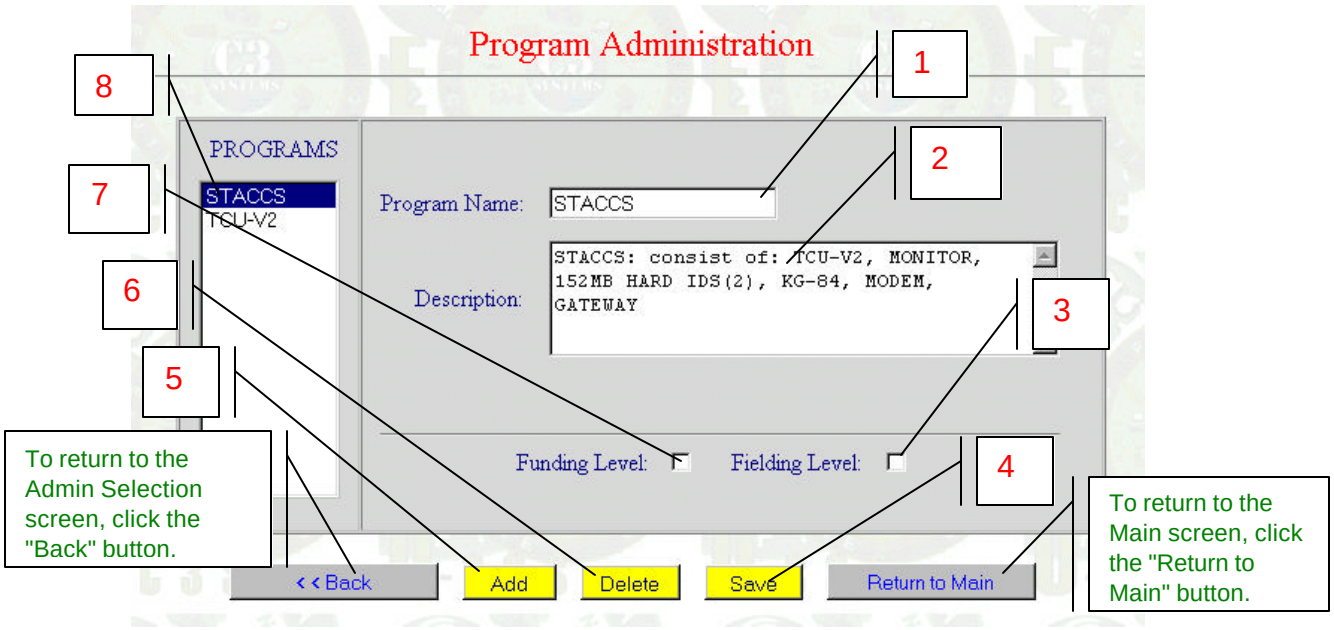


Figure 3-8. Program Administration Screen

3-10.3 Add Program.

To add a program, proceed as follows:

a. Ensure that the "Edit Programs" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.

b. Click the Add button (5, Figure 3-8) and the (Add) Program Administration screen (Figure 3-9) will appear.

c. Type in program information in the gray boxes (1,Figure 3-9) on the right.

NOTE

Mandatory fields are Program Name, and Description block.

NOTE

Duplication of data will result in an User Error Message box, stating that data already exists.

d. Click the Save button (2) to save the file.

NOTE

To add additional programs, click the Add button (4, Figure 3-8) and Figure 3-9 will re-appear. Type required data in text boxes (1,Figure 3-9) and click the Save button (2, Figure 3-9).

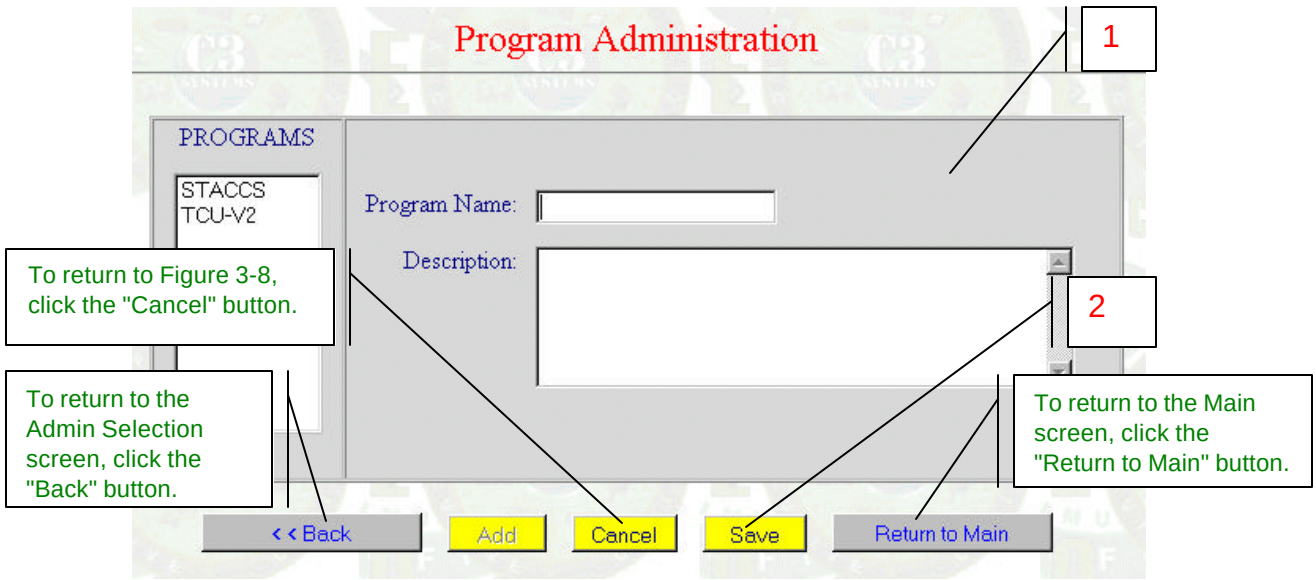


Figure 3-9. (Add) Program Administration Screen

Section VI. Edit Units

3-11 INTRODUCTION.

This section provides instruction on the procedures to edit unit information.

3-12 UNIT INFORMATION.

3-12.1 Edit Unit Information

To edit Unit Information, proceed as follows.

a. Ensure that the "Edit Units" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.

b. Click the Next >> button (1, Figure 3-3), and the Edit Unit Information Screen (Figure 3-10) will appear.

NOTE

The Edit Unit Information screen (Figure 3-10) allows the Administrator to edit, delete or add unit data.

c. Select the program by clicking on the drop-down arrow (1, Figure 3-10). Then select the unit that required editing by higlighting the unit name under the square title "UNITS" (7, Figure 3-10).

NOTE

The unit name that is highlighted to include all the unit information will appear in the gray box on the right (2, Figure 3-10).

d. Click in the required text boxes (2), and make changes to the selected unit information as required.

e. Click the Save button (4) to save the changes.

3-12.1.1 Selection Buttons

The selection buttons , listed on the right side of the unit information text (2, Figure 3-10), are used to select a desired Unit, UIC, MACOM, Corps, State, Address, Unit Type, Parent, SRC, Location, or Unit POC. When either of these buttons is pressed a list box appears to make your selection.

3-12.1.1.1 Selection Button Definitions

Selection Button	Definitions/Explanation
Unit	When this button is pressed it gives a list of units within the Parent Selected. There are several units that comprise a Parent (Battalion (BN)).
UIC	When this button is pressed it gives the user a unique six digit alpha-numeric code assigned to a unit.
Unit Type	When this button is pressed it provides the type of unit. When there is no unit selected and press this button you get a list of all the different types of units in the database.
MACOM	When this button is pressed it gives the user a list of Major Commands that are in the database.
Parent	When this button is pressed it gives a list of Parent units.
Corps	When this button is pressed it gives the user a list of Corps that are in the database.
SRC	When this button is pressed it provides the user with a nine digit code that correspond with OPFAC Rules to determine the basis for documenting Army C4 equipment distribution and BOIP, and TOE revisions for C4 systems.
State	When this button is pressed it gives the state/nation in which a particular unit resides. It also gives the user the ability to query on state and find out what units are in a particular state.
Location	When this button is pressed, it provides the user the actual city or base/fort the unit is located.
Address	When this button is pressed, it provides the user with the address of users within the database.
POC	When this button is pressed, it provides the user with the point of contact for a specify unit.

3-12.2 Delete Unit Information.

To delete a unit, proceed as follows:

a. Ensure that the "Edit Units" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.

b. Click the Next >> button (1, Figure 3-3), and the Edit Unit Information Screen (Figure 3-10) will appear.
c. Select the program, then highlight the unit name under the square title "UNITS" (7,Figure 3-10).
d. Click the Delete button (6), and a Program Warning screen will appear.
e. Click the Yes button on the Program Warning screen and the record will be deleted.

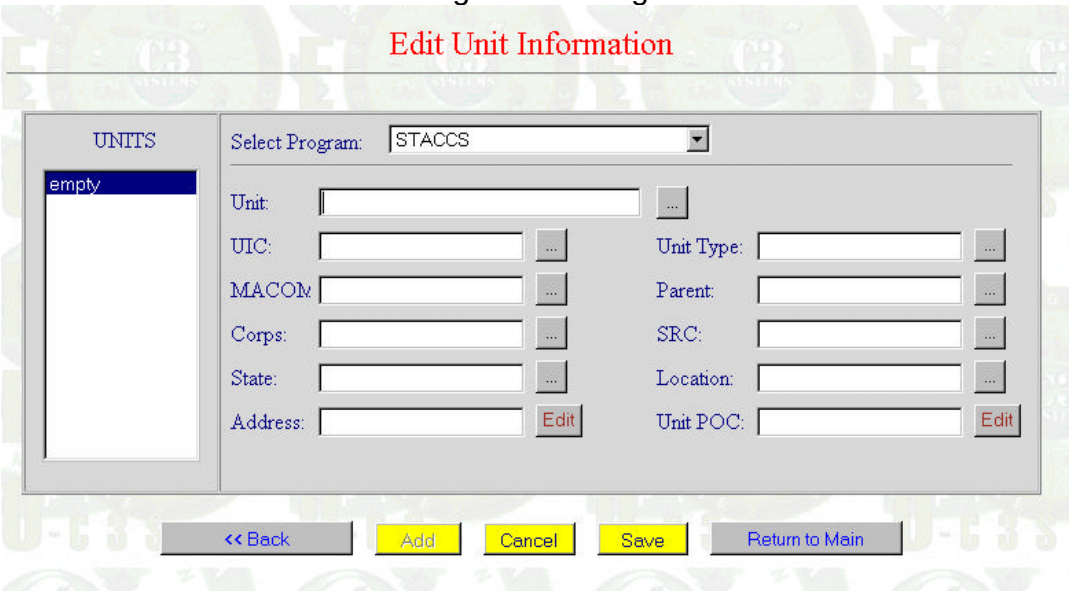


Figure 3-10. Edit Unit Information Screen (NOTE: SCN REQ UPDATE)

3-12.3 Add Unit Infomation.

To add unit information, proceed as follows:

a. Ensure that the "Edit Units" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the Next >> button (1, Figure 3-3), and the Edit Unit Information Screen (Figure 3-11) will appear.
c. Select the program, then highlight the unit name under the square title "UNITS" (7,Figure 3-11).
d. Type in program information in the gray boxes (1, Figure 3-11) on the right.

NOTE

Mandatory fields are Program Name, and Description block.??????????

NOTE

Duplication of data will result in an User Error Message box, stating that data already exists.

e. Click the Save button (2) to save the file.

NOTE

To add additional units information, click the Add button (6, Figure 3-10) and Figure 3-11 will re-appear. Type required data in text boxes (2, Figure 3-11) and click the Save button (5, Figure 3-11).

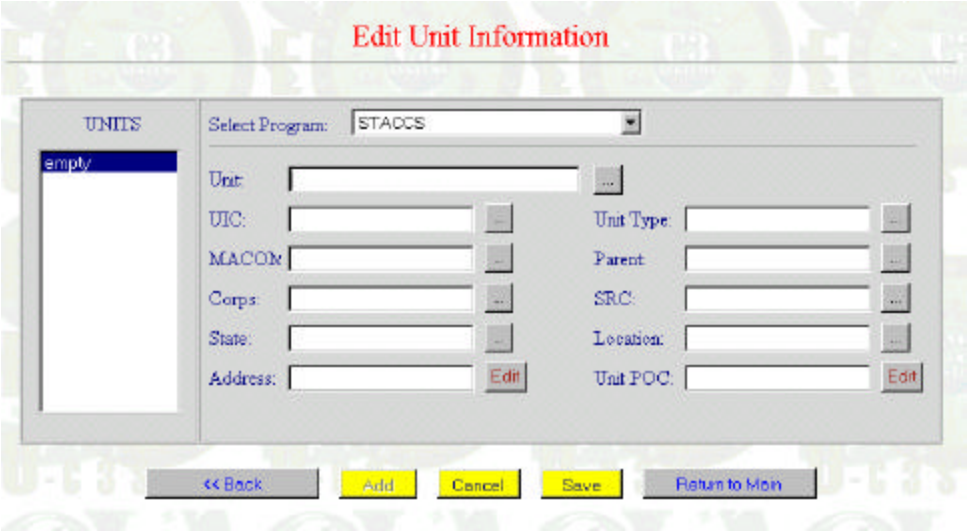


Figure 3-11. (Add) Edit Unit Information Screen.

Note

To enter an Address, click on the "Edit" button (?, Figure 3-11), and the Address Information screen will appear.

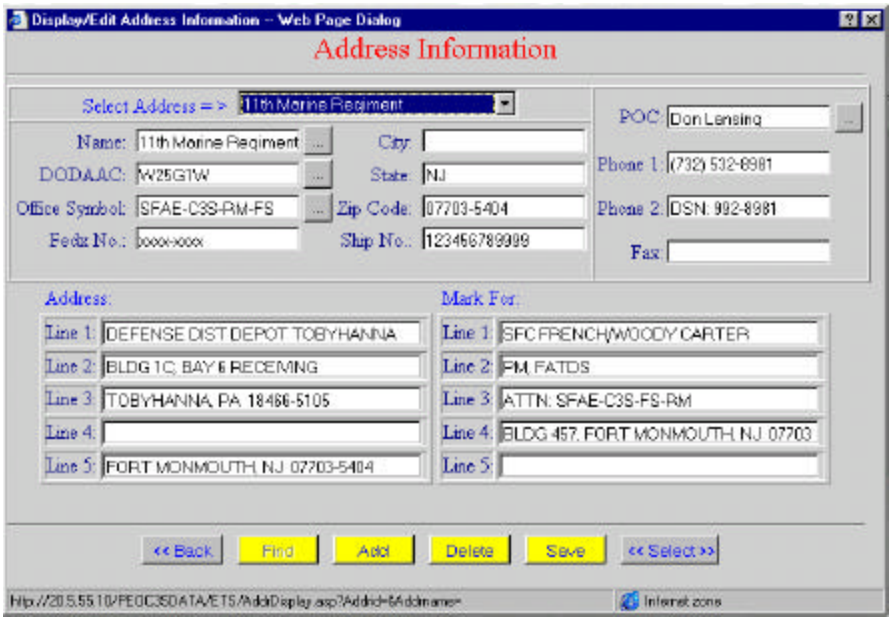


Figure 3-12. Address Information Selection Screen

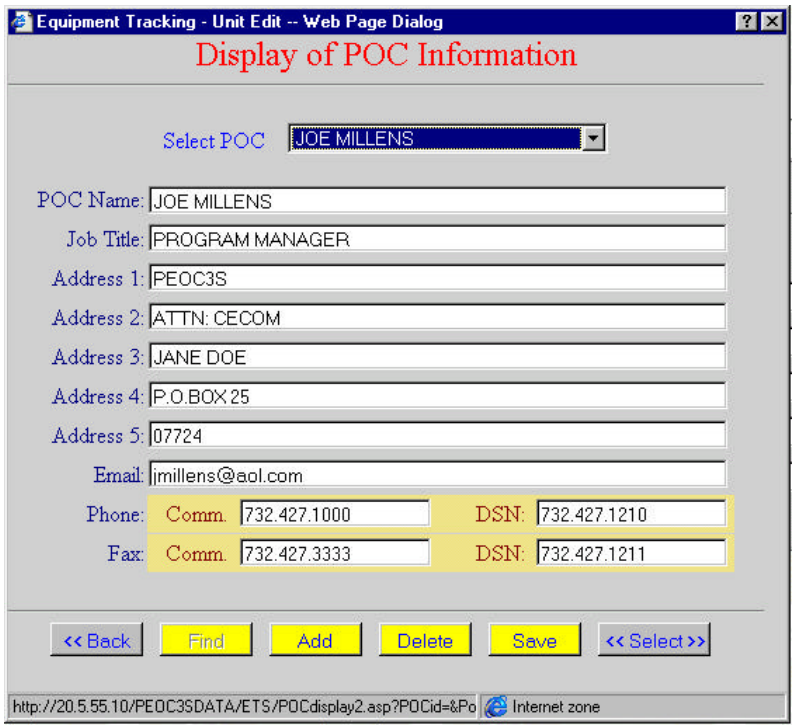


Figure 3-13. Display of POC Information Screen

Section VII. Edit Equipment

3-13 INTRODUCTION.

This section provides instruction on the procedures to edit, add, delete, or view Equipment Information.

3-14 EQUIPMENT INFORMATION.

3-14.1 Edit Equipment.

To edit equipment, proceed as follows.

a. Ensure that the "Edit Equipment" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.

b. Click the Next >> button (1, Figure 3-3), and the Edit Equipment Information screen (Figure 3-14) will appear.

c. Select the equipment that required editing by highlighting the equipment name under the square title "Equipment" (5, Figure 3-14).

NOTE

The equipment name that is highlighted to include category, unit cost, ship cost, vendor identification number, national stock number, part number, nomenclature, and source will appear in the gray box (1, Figure 3-14) on the right.

d. Click in the required text boxes (1,Figure 3-14), and make changes to the equipment data as required.

e. Click the Save button (3) to save the changes.

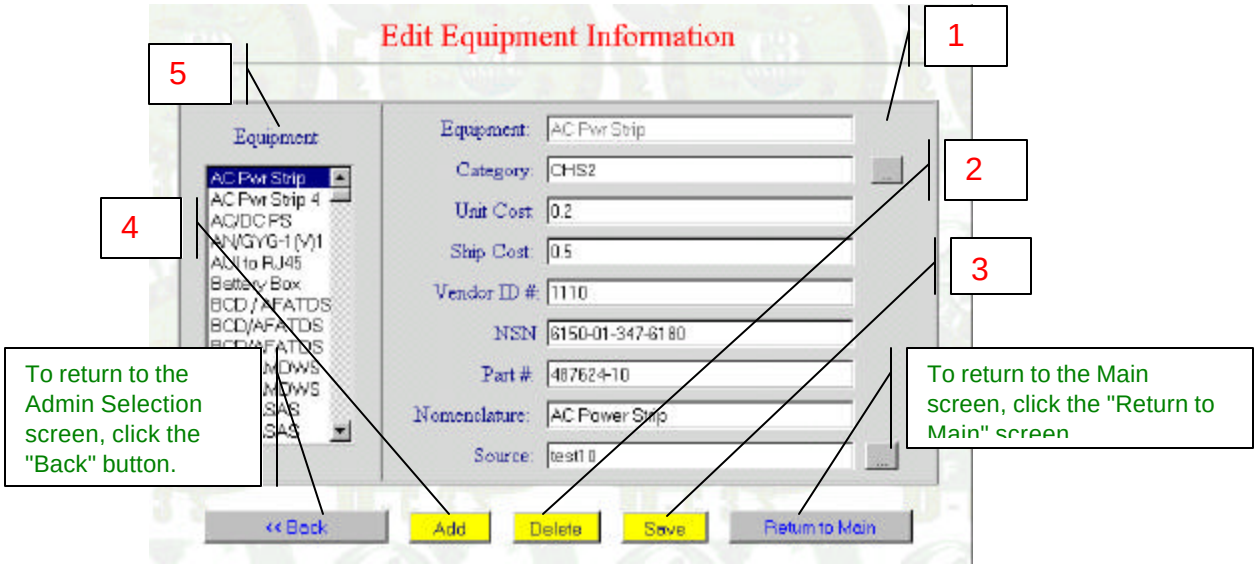


Figure 3-14. Edit Equipment Information Screen

3-14.2 Delete Equipment.

To delete equipment, proceed as follows:

a. Ensure that the "Edit Equipment" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the Next>> button (1, Figure 3-3), and the Edit Equipment Information screen (Figure 3-14) will appear.
c. Select the equipment that is required to be deleted by highlighting the equipment name under the square title "Equipment" (5, Figure 3-14).
d. Click the Delete button (6), and a Program Warning screen will appear.
e. Click the Yes button on the Program Warning screen and the record will be deleted.

3-14.3 Add Equipment.

To add equipment, proceed as follows:

e. Ensure that the "Edit Equipment" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
f. Click the Next>> button (1, Figure 3-3), and the Edit Equipment Information screen (Figure 3-14) will appear.
g. Type in equipment information in the gray boxes (1, Figure 3-15) on the right.

NOTE

Mandatory fields are Equipment, Category, and Nomenclature.

NOTE

Duplication of data will result in an User Error Message box, stating that data already exists.

f. Click the Save button (3) to save the file.

NOTE

To add additional equipment information, click the Add button (4, Figure 3-14) and Figure 3-15 will re-appear. Type required data in text boxes (1, Figure 3-15) and click the Save button (3, Figure 3-15).

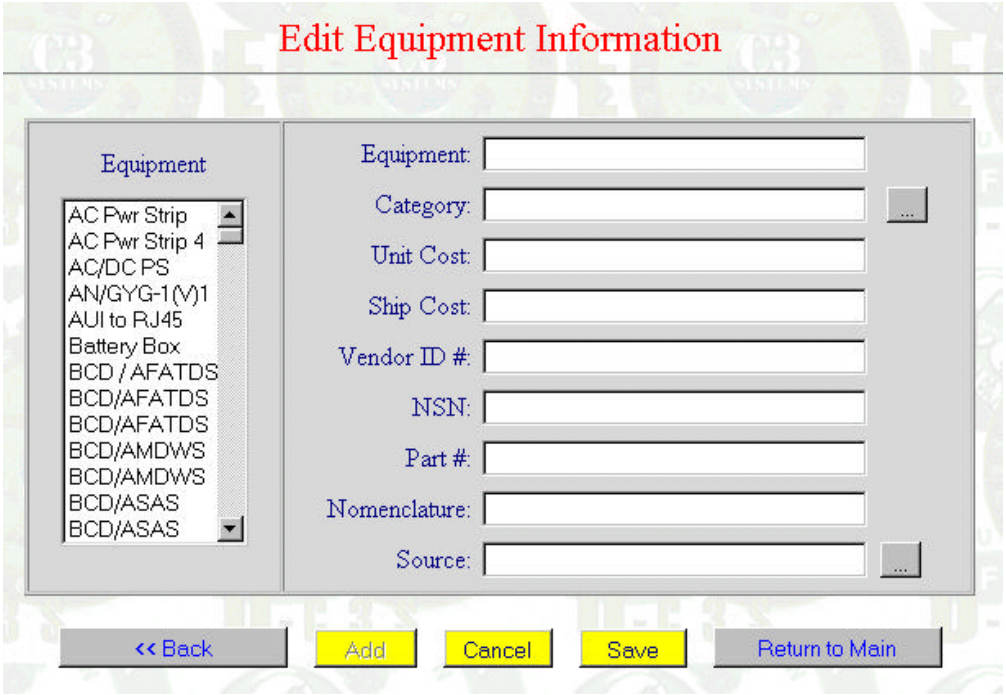


Figure 3-15. (Add) Edit Equipment Information.

Section VIII. Delete ALL Records

3-15 INTRODUCTION.

This section provides instruction on the procedures to Delete ALL Records for an organization.

3-16 DELETE ALL RECORDS.

To delete ALL RECORDS associated with the organization, proceed as follows.

a. Ensure that the "Delete ALL Records" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.

b. Click the Next>> button (1, Figure 3-3), and the Organization Warning screen (**Error! Reference source not found.**) will appear.

c. On the Organization Warning screen (Figure 3-12), click the Next>> button (1, **Error! Reference source not found.**), and a second warning screen (Figure 3-17) will appear.

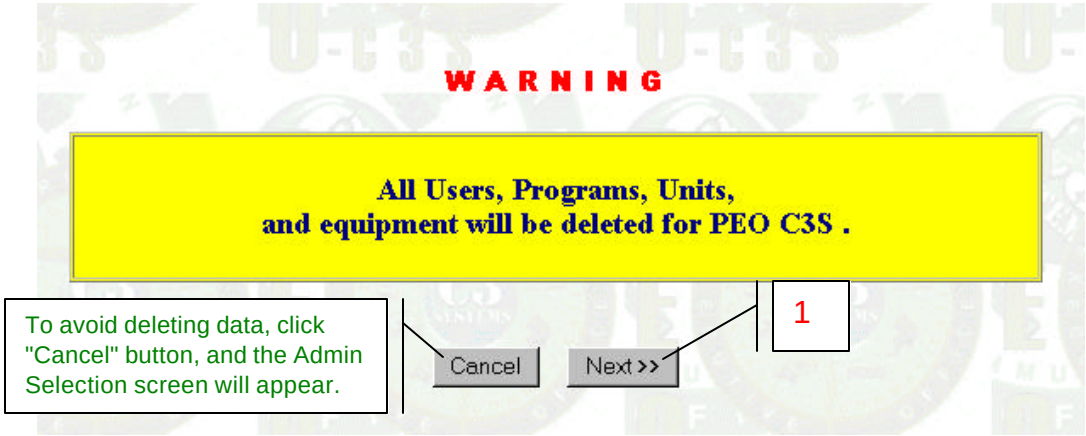


Figure 3-16. Warning (ALL Records) Screen

d. Click the Yes button (1, Figure 3-17) to delete organization records.

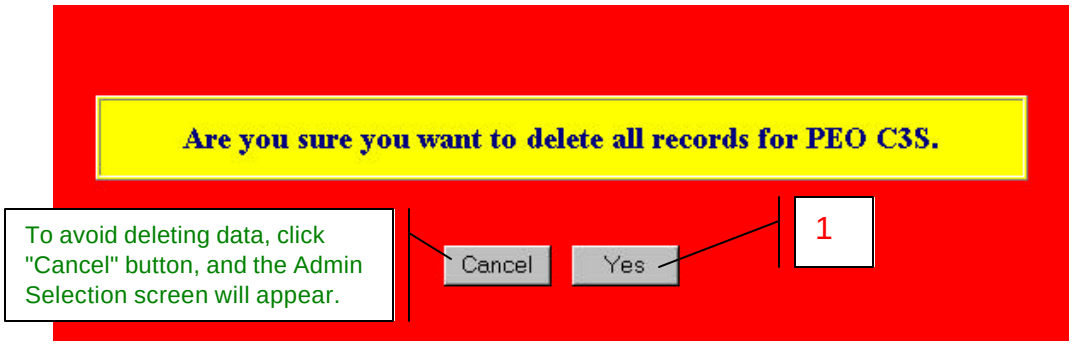


Figure 3-17. Second Warning (Delete ALL Records) Screen (Admindelete2.asp).

Section IX. Reassign Equipment

3-17 INTRODUCTION (UNDER DEVELOPMENT).

This section provides instruction on the procedures to reassign equipment from Hand Receipt Holder to Hand Receipt Holder, Sub-Hand Receipt Holder to Sub-Hand Receipt Holder, Hand Receipt Holder to Sub-Hand Receipt Holder, and from Sub-Hand Receipt Holder to Hand Receipt Holder within an organization.

3-18 HAND RECEIPT HOLDER TO HAND RECEIPT HOLDER.

To reassign equipment from Hand Receipt Holder to Hand Receipt Holder, proceed as follows:

a. Ensure that the "Reassign Equipment" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.
b. Click the Next >> button (1, Figure 3-3), and the Reassign Selection screen (Figure 3-18) will appear.
c. Click in the Hr Holder to Hr Holder circle (Figure 3-18).
d. Click the Next >> button (1) and the Hand Receipt Reassignment Screen (Figure 3-19) will appear.

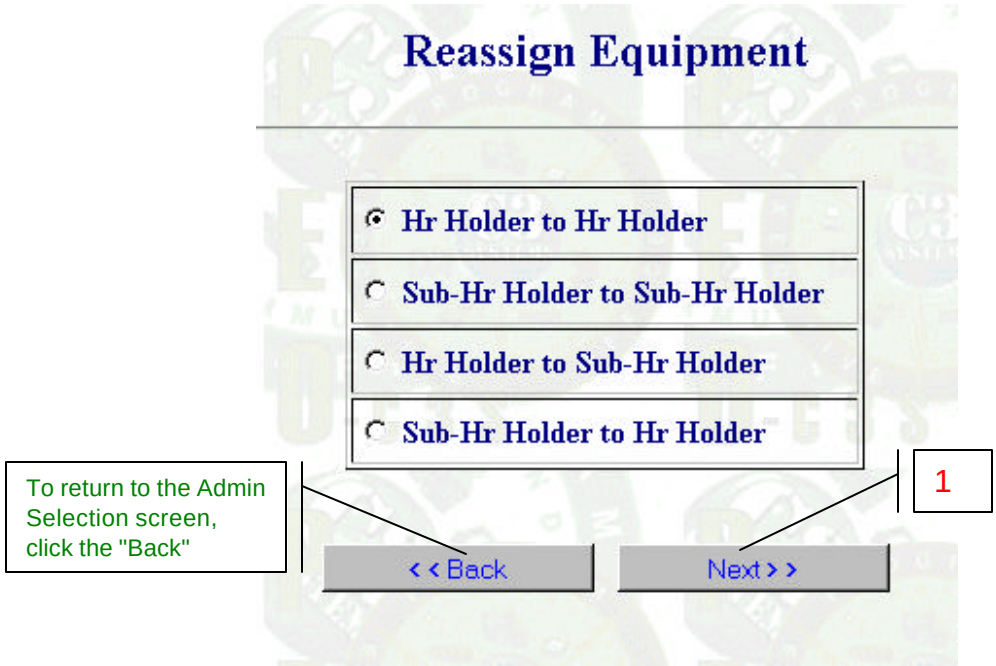


Figure 3-18. Reassign Selection Screen (ReassignSel.asp).

g. Click the FROM Holder drop-down arrow (1, Figure 3-19), and highlight the Hand Receipt Holder that the equipment need to be reassigned from.
h. Click the TO Holder drop-down arrow (2), and highlight the Hand Receipt Holder that the equipment need to be reassigned to.
i. Click the Next >> button (3) and the Hand Receipt Holder to Hand Receipt Holder Reassign Selected Equipment" screen (Figure 3-20) will appear.

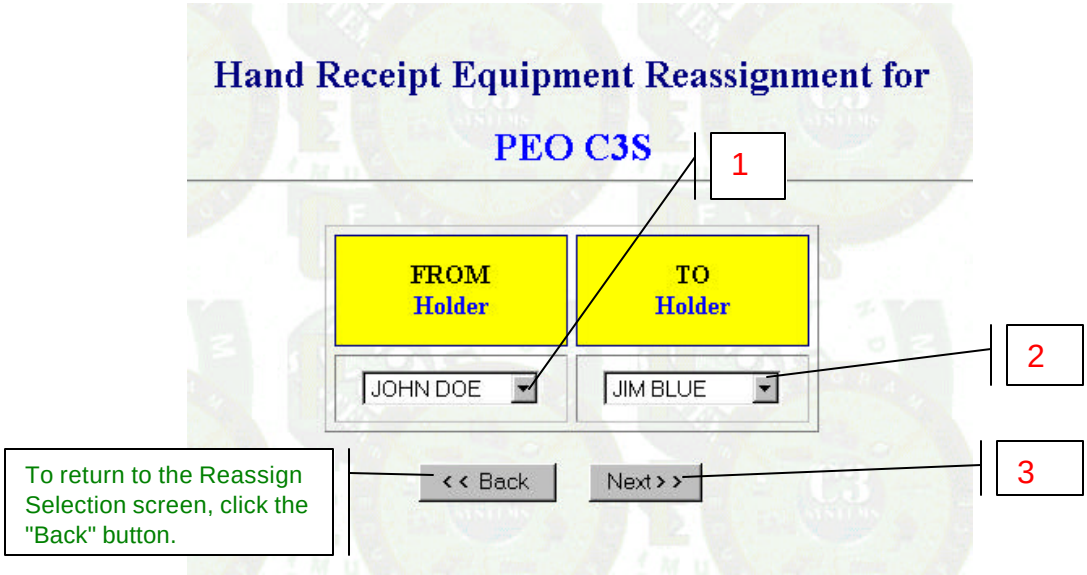


Figure 3-19. Hand Receipt Reassignment Screen (Reassign_HH.asp).

h. Under the left frame labeled "Available Equipment", highlight and double click on the required equipment that need to be reassigned, or highlight and click the greater than symbol (>), and the equipment will appear in the right frame labeled "Selected Equipment".
i. Click the "Reassign Equipment" button (3), and a Program Message (Figure 3-21) will appear.

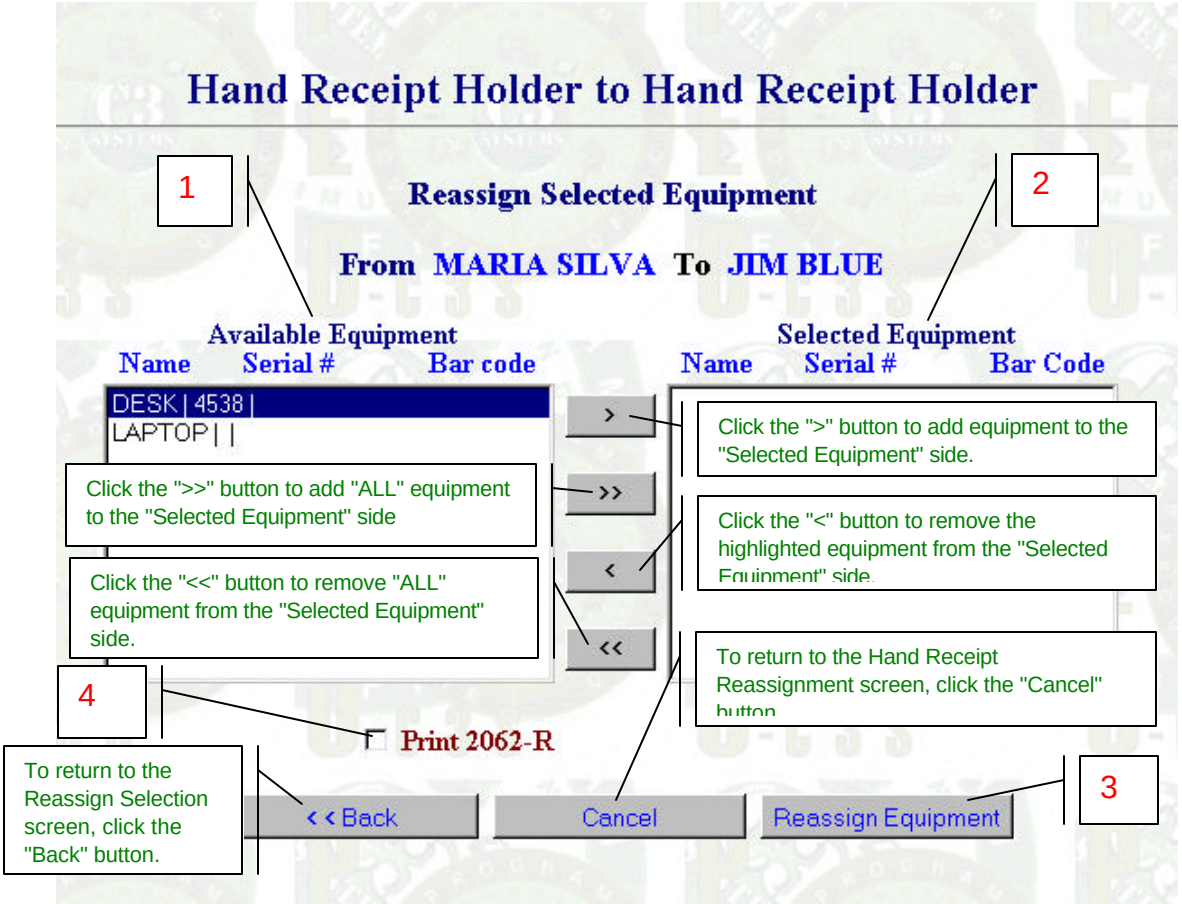


Figure 3-20. HRH to HRH Reassign Equipment Screen (ReassignMovr.asp).

j. Click the Yes button (1, Figure 3-21) to reassign the equipment, or click the No button (2) to cancel the process.

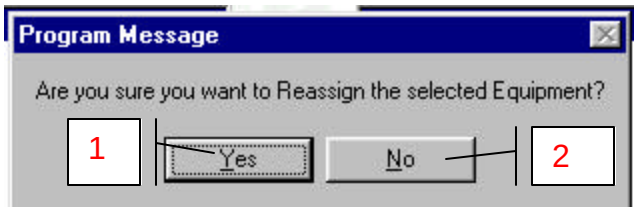
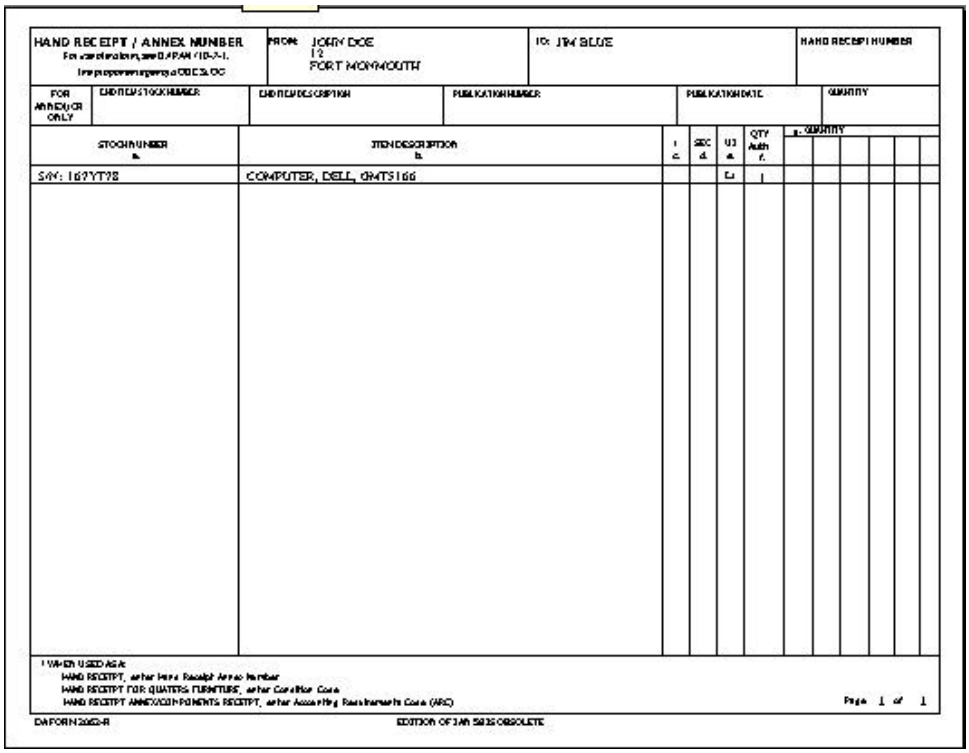


Figure 3-21. HRH Reassign Equipment Program Message

k. To print a copy of the reassign equipment on Department Of The Army (DA) Form 2062-R (Hand Receipt/Annex Number), click in the "Print 2062-R" square (4, Figure 3-20), and a copy of the 2062-R (Figure 3-22) will appear.



HAND RECEIPT / ANNEX NUMBER

For explanation, see DA PAM 710-2-1. Use proper numbering as ODCSLOG

FROM: JOHN DOE
12
FORT MONMOUTH

TO: JIM BLUE

HAND RECEIPT NUMBER

FOR ANNEX OR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER a.	ITEM DESCRIPTION b.	I c.	SEC d.	U/I e.	QTY Auth f.	g. QUANTITY					
S/N: 167YT78	COMPUTER, DELL, GX4TS166			EA	1						

1 WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Code
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

Page 1 of 1

DA FORM 2062-R EDITION OF JAN 2015 OBSOLETE

Figure 3-22. DA Form 2062-R (HAND RECEIPT/ANNEX NUMBER)

3-19 SUB-HAND RECEIPT HOLDER TO SUB-HAND RECEIPT HOLDER.

To reassign equipment from Sub-Hand Receipt Holder to Sub-Hand Receipt Holder, refer to paragraph 3-18.

NOTE

The heading of the screens will read "Sub-Hand Receipt Holder to Sub-Hand Receipt Holder" instead of "Hand Receipt Holder to Hand Receipt Holder".

3-20 HAND RECEIPT HOLDER TO SUB-HAND RECEIPT HOLDER.

To reassign equipment from Hand Receipt Holder to Sub-Hand Receipt Holder, refer to paragraph 3-18.

NOTE

The heading of the screens will read "Hand Receipt Holder to Sub-Hand Receipt Holder" instead of "Hand Receipt Holder to Hand Receipt Holder".

3-21 SUB-HAND RECEIPT HOLDER TO HAND RECEIPT HOLDER.

To reassign equipment from Sub-Hand Receipt Holder to Hand Receipt Holder, refer to paragraph 3-18.

NOTE

The heading of the screens will read "Sub-Hand Receipt Holder to Hand Receipt Holder" instead of "Hand Receipt Holder to Hand Receipt Holder".

Section X. Reports

3-22 INTRODUCTION.

This section provides instruction on the procedures to obtain Reports.

3-23 REPORT SELECTION.

To access the Report screens, proceed as follows:

a. Ensure that the "Report" circle (Figure 3-3) is selected as per paragraph 3-4.1 a and b.

b. Click the Next >> button (1, Figure 3-3) and the Report Selection screen (Figure 3-23) will appear.

NOTE

The Next >> button (1, Figure 3-3) gives the user access to several reports. Any new reports that a specific PM/PdM or user requires will have to be developed by the PEO representatives. New reports must be approved for use by each PM/PdM or user in order to maintain configuration management of the DMS.

c. Highlight the required report, click the Next >> button (1, Figure 3-23) and a Make Selection screen (Figure 3-24) will appear.

NOTE

The report selected is now available to be viewed or printed.

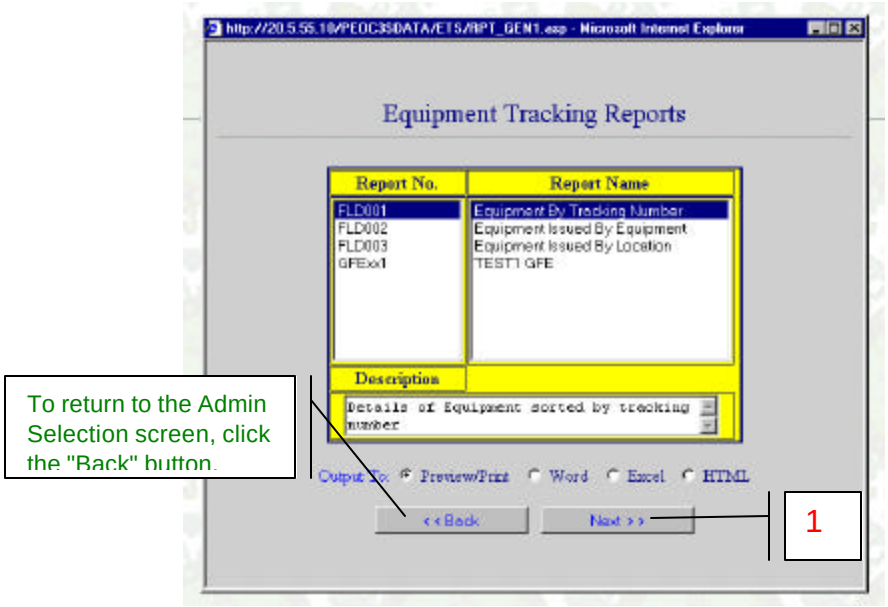


Figure 3-23. Report Selection (RPT_SEL.asp)

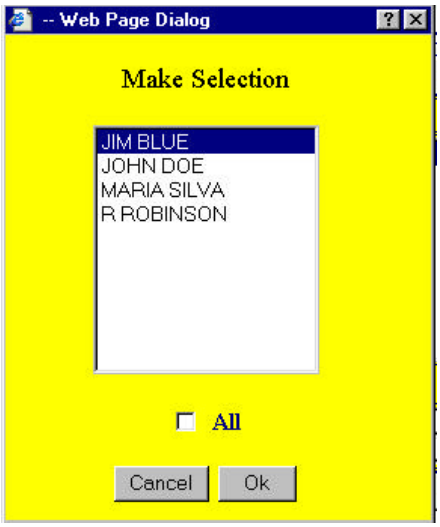


Figure 3-24. Make A Selection Screen For Reports (Rpt_GEN1.asp).

To return to the Report Selection, click the "Cancel" button.

To obtain report for a HRH, highlight the HRH and click the "OK" button.