Program Executive Office
Command, Control and Communications
Database Management System

Hand Receipt System

User's Manual

1 August 1999

Software Manual

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, (1 AUGUST 1999)

USER MANUAL

FOR THE HAND RECEIPT 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 improves the procedures, please let us know. Mail your letter, DA Form 2028 (Recommended Changes to Publications and Blank Forms), or DA Form 2028-2, located in back of this manual, to: Commander, U.S. Army Communications-Electronics Command and Fort Monmouth, ATTN.: AMSEL-LC-CCS-C-MC, Fort Monmouth, New Jersey 07703-5023. A reply will be furnished to you.

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LIST OF ILLUSTRATIONS

LIST OF ILLUSTRATIONS (CONT'D)

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 Hand Receipt 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 Hand Receipt 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 Hand Receipt 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 Hand Receipt procedures. Section IV covers Edit Sub-Hand Receipt Holders procedures. Section V covers Edit Administrator procedures. Section VI covers Edit Organization procedures. Section VII covers record deletion procedures. Section VIII covers equipment reassignment procedures. Section IX 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 - The front cover of this User's Guide has boxed titles for major topics. At the right side of each box is a colored area. This colored area matches color markings on the first page of that major topic in the User's Guide. By fanning the outer edge of the Software User's Guide you can quickly find the topic material.

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 (1, Figure 10-1) and his/her password in the password block (2) to gain access to the PEO C3S Hand Receipt System database.

⇒ Click the Login button (5) and the Select Organization screen will appear.

To clear the user name and password:

⇒ Click the Reset button (3) and the user name block (1) and password block (2) will be blank.

To exist the PEO C3S Database Management System:

⇒ Click the Quit Program button (4) and you will exit the PEO C3S Database Management System.

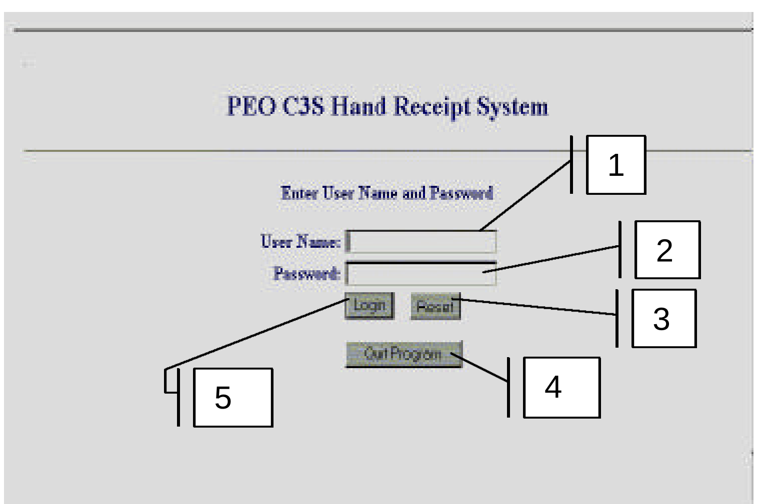


FIGURE 10-1. Example Call-Out Screen

CHAPTER 1. INTRODUCTION

Section I. General Information

1-1 INTRODUCTION.

Welcome to the Program Executive Office, Command, Control and Communications (PEO C3S) Hand Receipt Database Management System (DMS), the relational database system that simplifies data management and streamlines management of Property Book equipment tracking.

PEO C3S Hand Receipt DMS makes it easy for you to edit and organize data, define database rules, track equipment, maintain accountability within your organization in accordance with Army Regulation 710-2.

This Software User Manual introduces you to the PEO C3S web based Hand Receipt DMS as an interactive data management tool. Read this manual to become familiar with the basics of using the PEO C3S Hand Receipt 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 Program Manager (PM) or Project Officer the data elements needed, the source of the data, and is a "How To" "Quick Reference" guide for populating the PEO C3S Hand Receipt system 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 PEO C3S Fielding Schedule System.

This user's guide covers the Hand Receipt System. The Equipment Tracking System, and the PEO C3S Fielding System are covered in separate user's guides. A copy of these user's guide can be obtained by clicking the 

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.

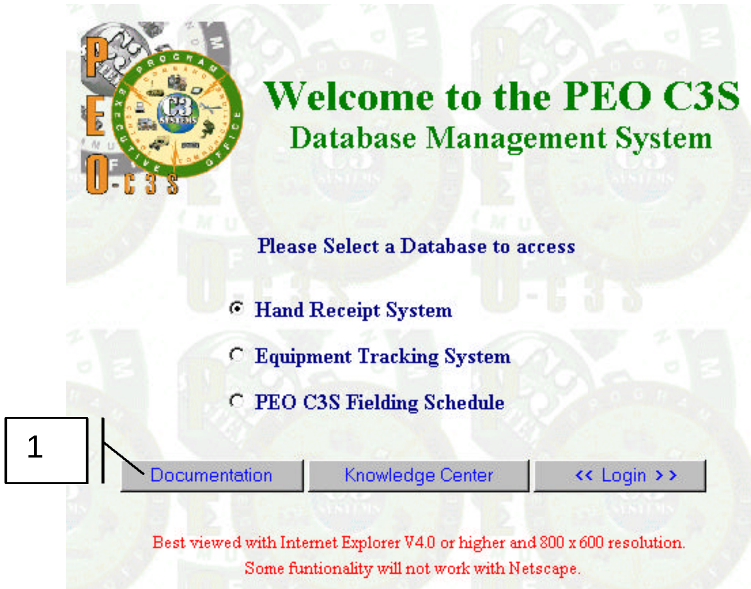


Figure 1-1. PEO C3S Main Screen (Default.asp).

1-2 OFFICIAL NAMES AND DESIGNATIONS.

Abbreviated name is 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
Database Management System	DMS
Program Manager	PM
Program Executive Office	PEO

1-3 REPORTING HAND RECEIPT WEB SITE IMPROVEMENT RECOMMENDATIONS.

If the Hand Receipt 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. 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 Hand Receipt System utilizes secure socket layer for data protection over the internet.

Section II. Equipment Description And Data

1-5 EQUIPMENT CAPABILITIES AND FEATURES.

The Hand Receipt System is a software database design system that facilitate PEO C3S, Project Manager, Product Managers, and offices to track and account for assigned office automation and other equipment.

Special emphasis has been incorporated into the web based Hand Receipt database system for Y2K tracking for both hardware and software.

1-6 DATA REQUIREMENTS.

There are certain logistical actions that each Program Managers (PM) or user must perform in the accountability process of any system. The accomplishment of these actions will provide the PM or user with many of the data elements needed to ensure that the automated Hand Receipt System is used to its limitation. One of the first things that a PM or user must do when accounting for automated equipment is to establish nomenclature in accordance with the Federal Supply Class Regulation and annotate serial number for applicable items. By developing the nomenclatures, it provides the PMs with much of the data required to fill in the DMS equipment hand receipt table.

1-7 DATA PROVIDED BY PEO.

Each Battlefield Functional Area (BFA) or PM will have access to the PEO C3S Hand Receipt System software program that must be streamlined to the specific BFA/PM 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 hand receipt program. The administrator duties and responsibilities are contained in Chapter 3 of this manual. Chapter 3 also contains procedures for creating hand receipt and sub-hand receipt holders.

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 <u>Accessing the Hand Receipt System</u>.

To access the Hand Receipt 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 Hand Receipt System on the PEO C3S Database Management System Welcome Screen (Web Page)(1, Figure 2-1), click the 

button (2), and the PEO C3S Hand Receipt System Login screen (Figure 2-2) will appear.

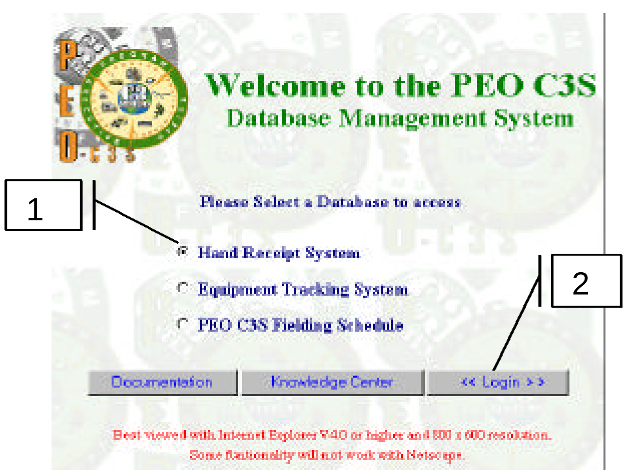


Figure 2-1. Main Screen (Default.asp).

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  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.

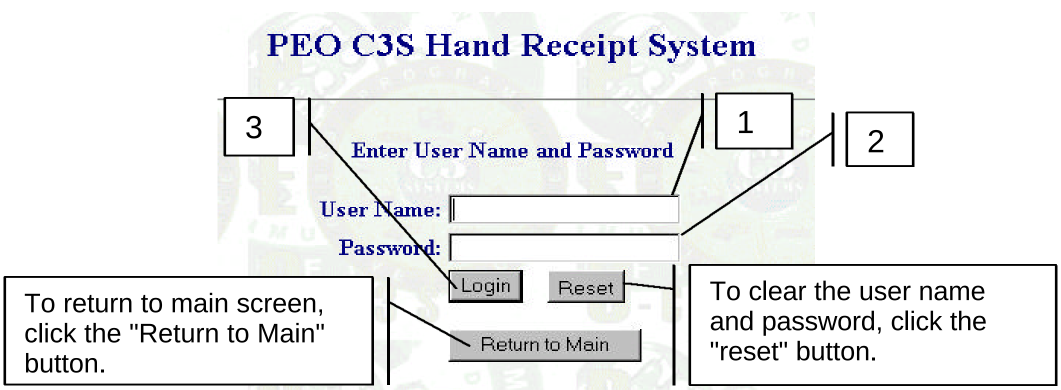
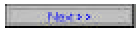


Figure 2-2. Login Screen (Login.asp).

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  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.

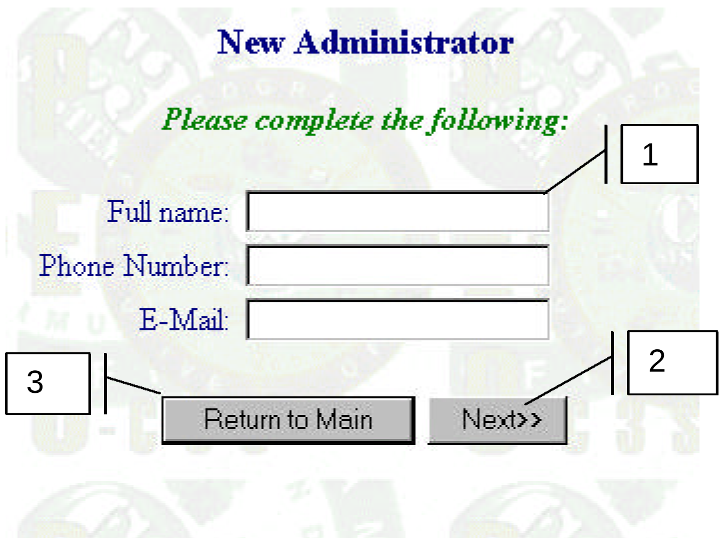


Figure 2-3. New Administrator Screen (Adminadd.asp).

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  button (2), 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".

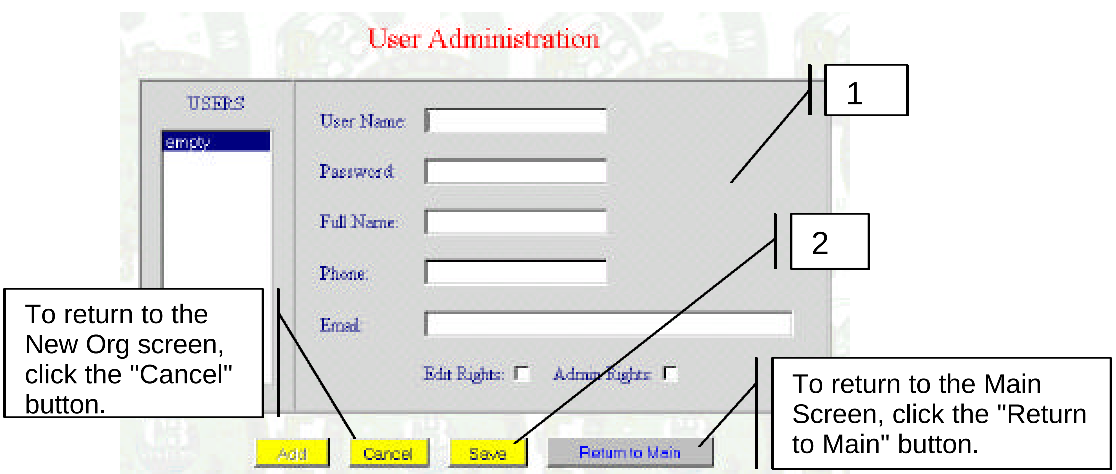


Figure 2-5. Admin User Display Screen (Adminusers.asp).

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.

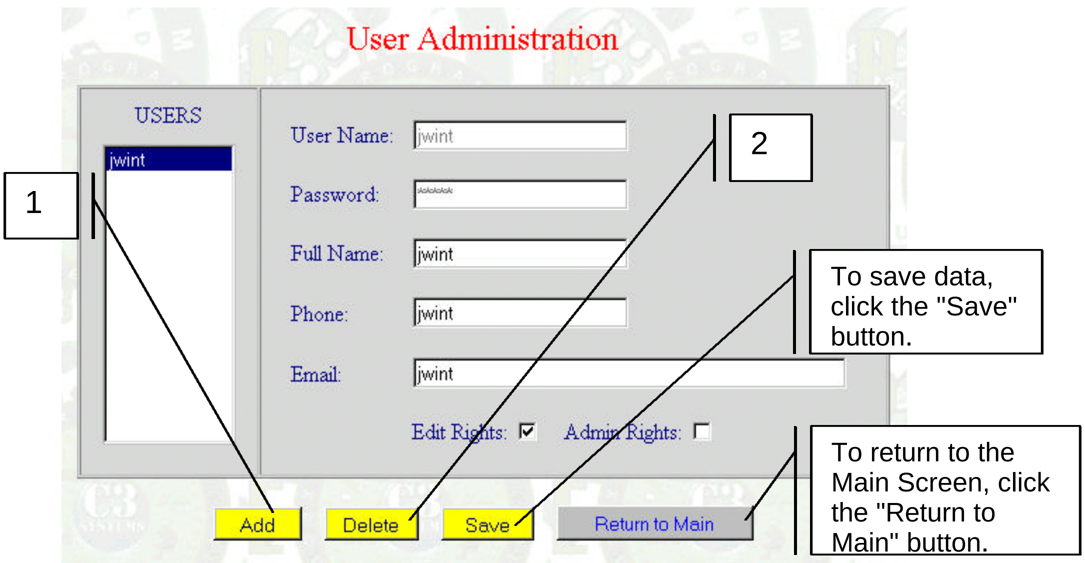


Figure 2-6. Admin Add Screen (Adminusers.asp).

CHAPTER 3. ADMINISTRATOR INSTRUCTIONS

Section I. General Information

3-1 INTRODUCTION.

This chapter of the Hand Receipt System covers the duties and responsibilities of the organization administrator.

The hand receipt administrator for an organization has eight major tasks that are explained in the following sections of this manual. Section II covers edit users procedures. Section III covers edit hand receipt procedures. Section IV covers edit sub-hand receipt holders procedures. Section V covers edit Administrator procedures. Section VI covers edit organization procedures. Section VII covers record deletion procedures. Section VIII covers equipment reassignment procedures. Section IX covers procedures in obtaining reports.

3-2 ACCESSING THE HAND RECEIPT SYSTEM.

To gain access to the PEO C3S Hand Receipt System, 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 Hand Receipt System on the PEO C3S Database Management System Welcome Screen(Web Page), click the 

button (1, Figure 3-1), and the PEO C3S Hand Receipt System Login screen (Figure 3-2) will appear.

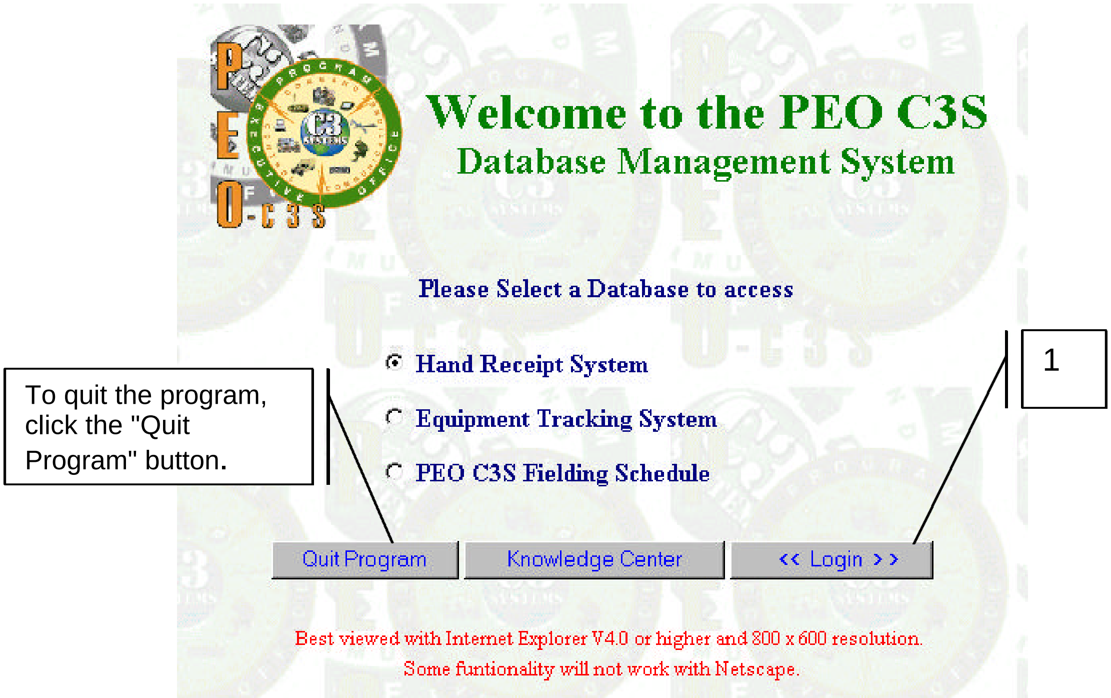


Figure 3-1. Main Screen (Default.asp)

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 Administration Selection Screen (Figure 3-3) will appear.

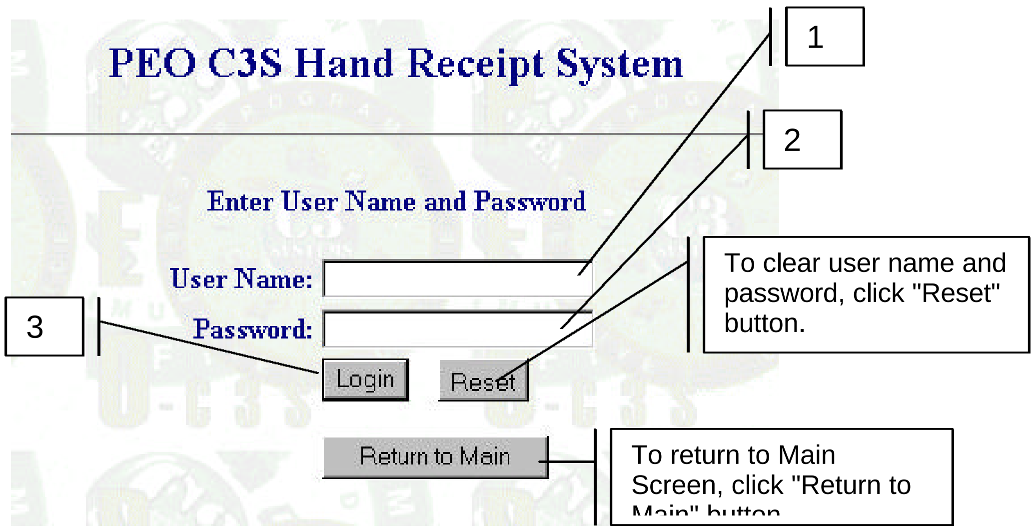


Figure 3-2. PEO C3S Hand Receipt System Login Screen

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 <u>Edit User Account.</u>

To edit User Account, proceed as follows.

a. Ensure that the "Edit Users" 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 button (1), and the User Administration (Section) screen (Figure 3-4) will appear

NOTE

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

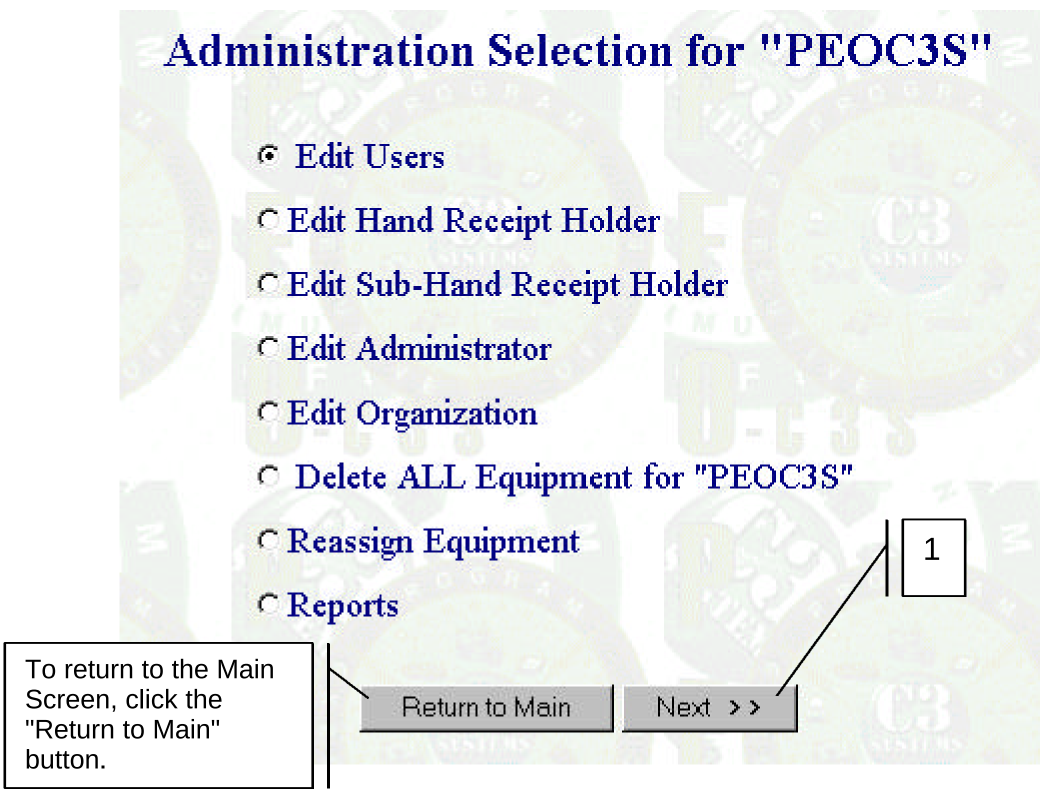


Figure 3-3. Administration Selection Screen

c. 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 will appear in the 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:

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

b. Select the user record that required deletion, by highlighting the individual name under the square title "USERS" (1, Figure 3-4).

c. Click the "Delete" button (3), and the individual record will be deleted.

NOTE

There is no second warning annotated for this deletion process.

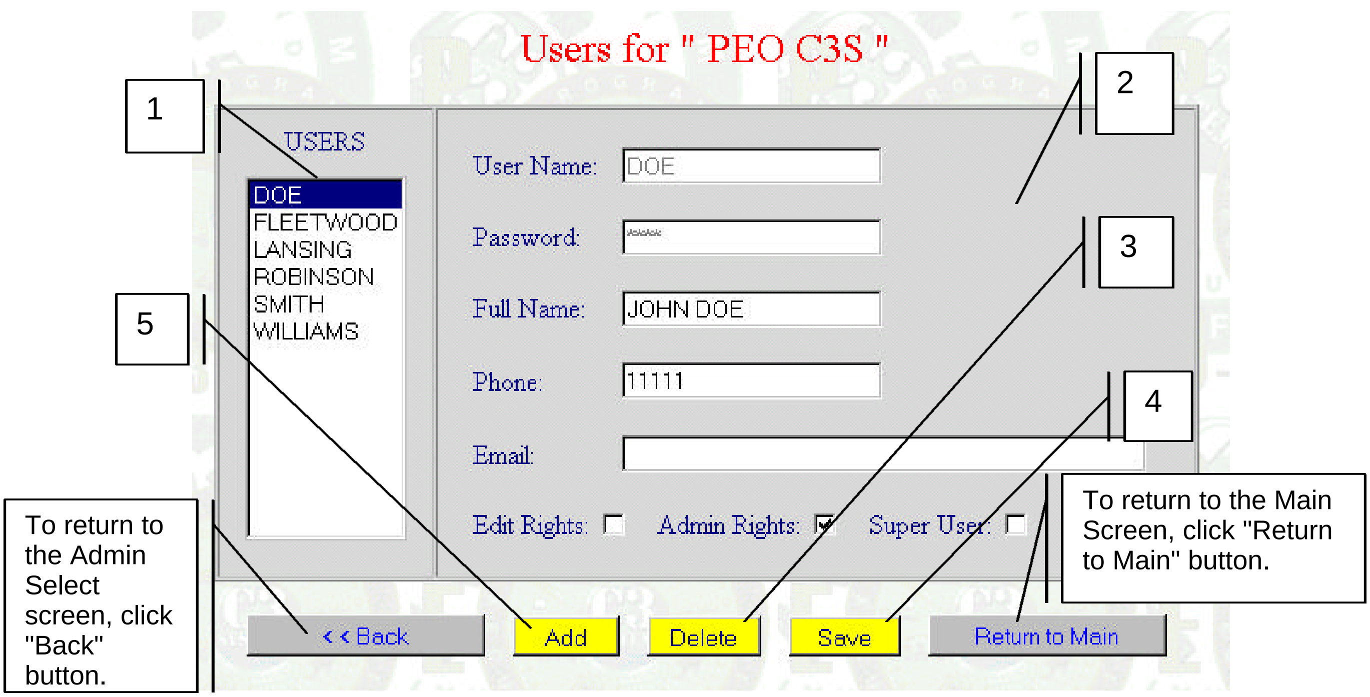


Figure 3-4. User Administration (Selection) Screen (Adminusers.asp)

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 3-4.1a and b.
b. Click the "Add" button (5, Figure 3-4) and the User Administration Screen (Figure 3-5) will appear.
c. Type in User Name, Password, Full Name, Phone, and Email address.
d. Check the required Edit Rights (6, Figure 3-5), Admin Rights (1), or Super User (3) box.

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 (4), type in required data, and click the "save" button (3).

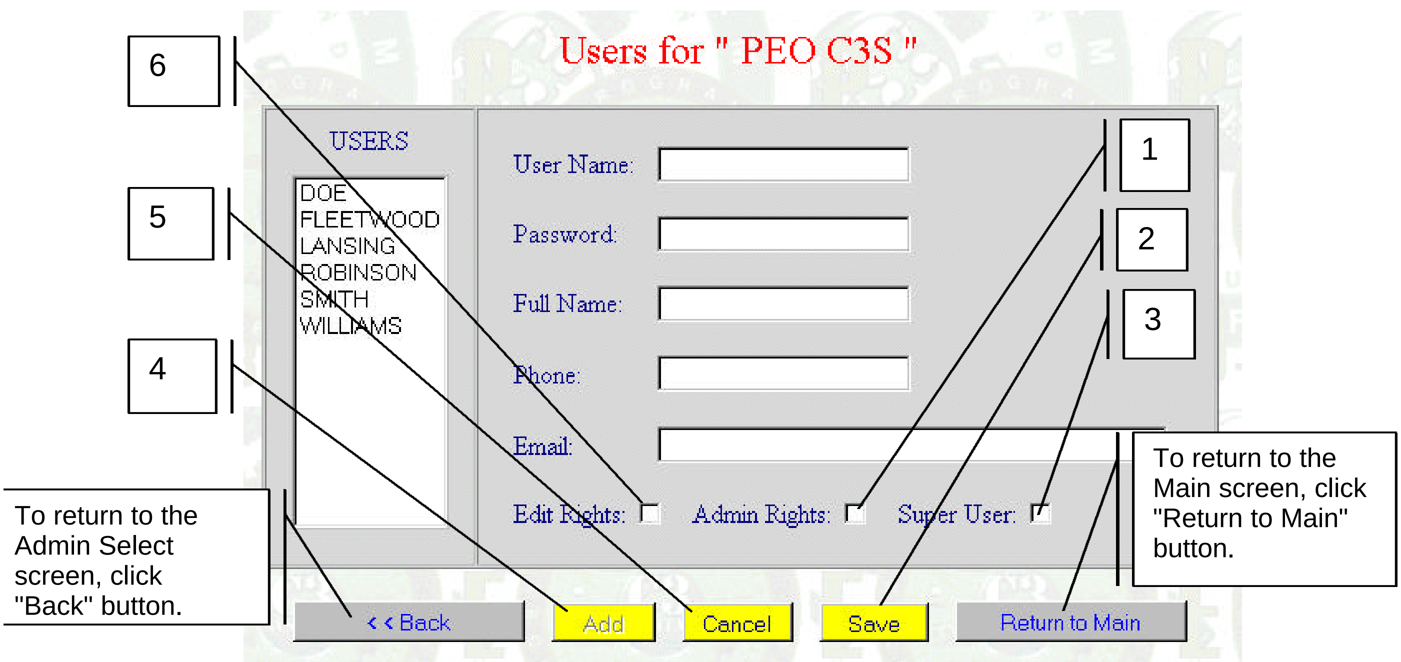


Figure 3-5. User Administration (Add) Screen (Adminusers.asp)

Section III. Edit Hand Receipt Holder

3-5 INTRODUCTION.

This section provides instruction on the procedures to edit, delete, and create hand receipt holders.

3-6 HAND RECEIPT HOLDER ACCOUNT.

3-6.1 <u>Edit Hand Receipt Holder Account.</u>

To edit Hand Receipt Holder Account, proceed as follows.

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

b. Click the  button (1), and the Hand Receipt Holder screen (Figure 3-6) will appear

NOTE

The Hand Receipt Holder screen (Figure 3-6) allows the Administrator to edit, delete or add Hand Receipt Holders account.

c. Select the Hand Receipt Holder account that required editing, by highlighting the individual name under the square title "HAND RECEIPT HOLDERS" (5, Figure 3-7).

NOTE

The individual name that is highlighted will appear in the box on the right (2).

d. Click in the required text boxes (2), and make changes to the Hand Receipt Holder account as required.

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

3-6.2 <u>Delete Hand Receipt Holder Account</u>.

To delete a Hand Receipt Holder account, proceed as follows:

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

b. Select the Hand Receipt Holder that required deletion, by highlighting the individual name under the square title "HAND RECEIPT HOLDERS" (1, Figure 3-7).

c. Click the "Delete" button (3), and the Hand Receipt Holders account will be deleted.

NOTE

There is no second warning annotated for this deletion process.

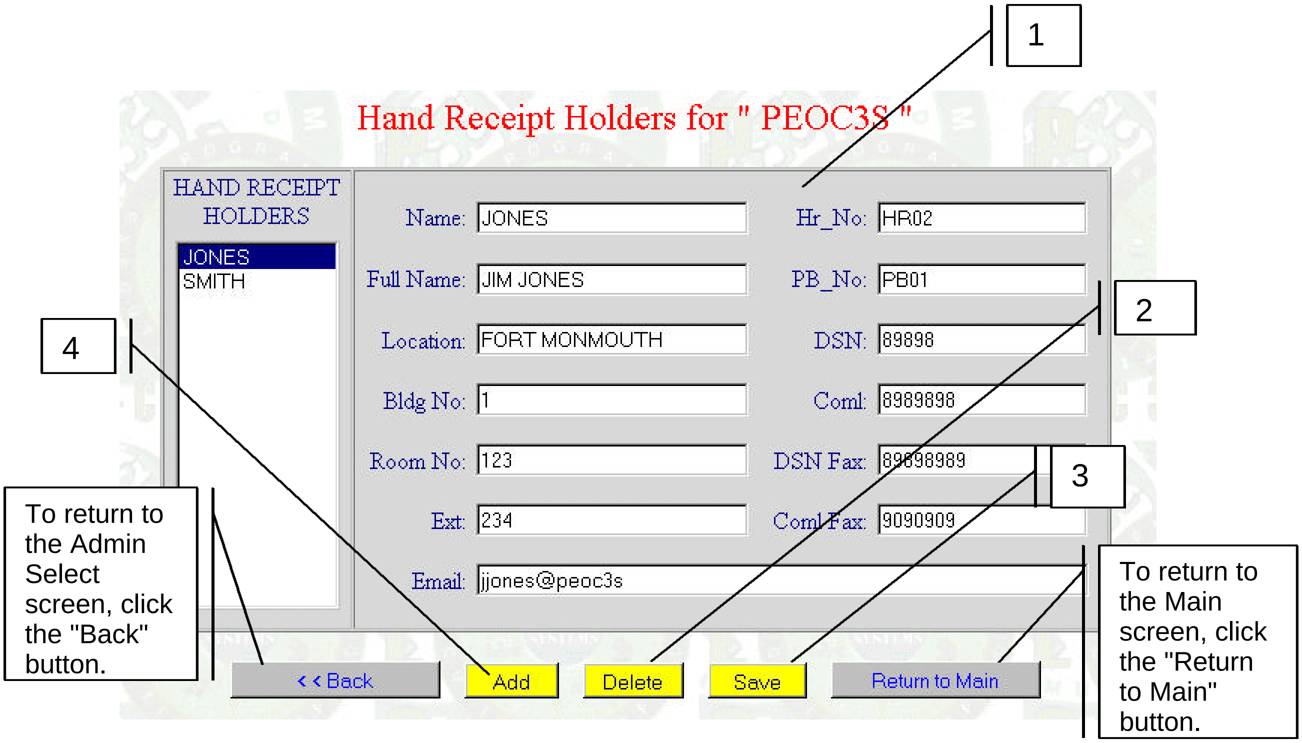


Figure 3-6. Hand Receipt Holder Screen (Hrholder.asp).

3-6.3 <u>Add Hand Receipt Holder</u>.

To add a Hand Receipt Holder, proceed as follows:

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

b. Click the "Add" button (4, Figure 3-6) and the Hand Receipt Holder Selection screen (Figure 3-7) will appear.

c. Type in Hand Receipt Holder information in the gray box.

NOTE

Mandatory fields are: Name, Full Name, HR_No, and PB_No.

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

NOTE

To add additional Hand Receipt Holders, click the "add" button (4), type in required data, and click the "save" button (3).

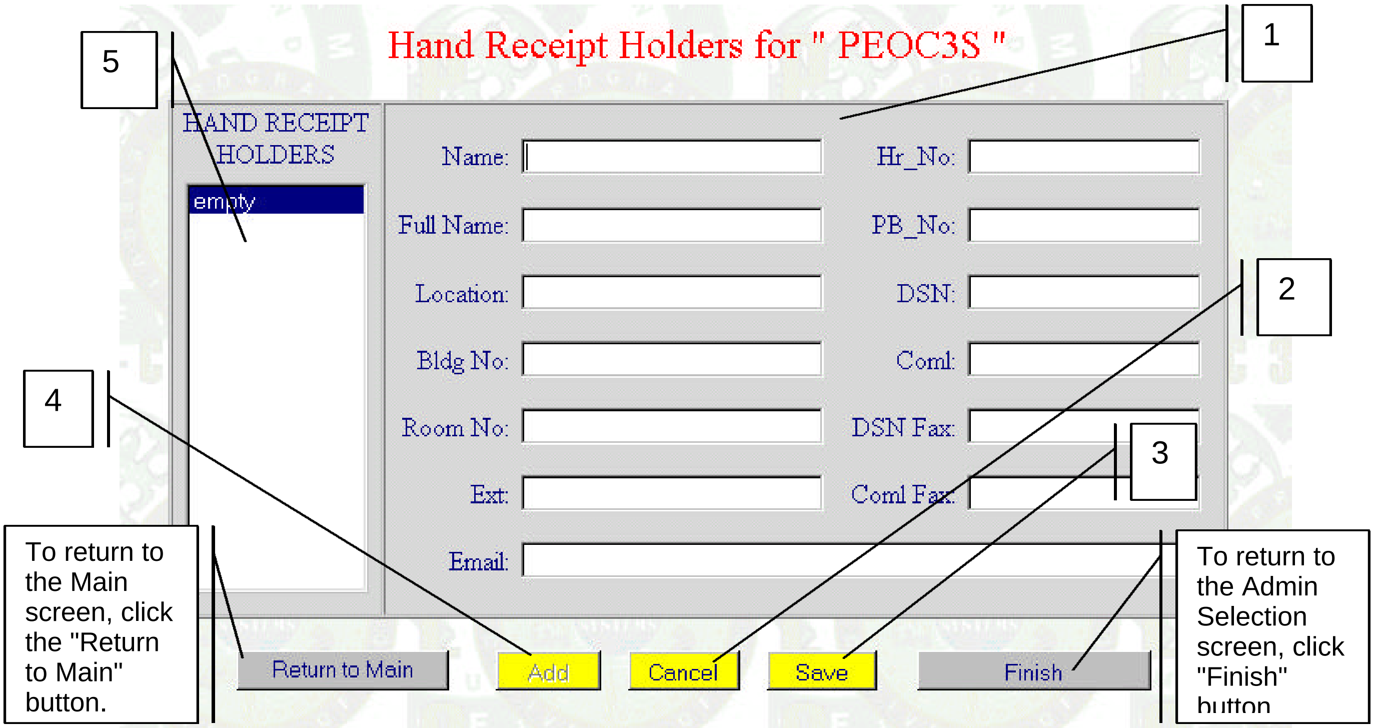


Figure 3-7. (Add) Hand Receipt Holder Screen (Hrholder.asp).

Section IV. Edit Sub-Hand Receipt Holder

3-7 INTRODUCTION.

This section provides instruction on the procedures to edit selected Sub-Hand Receipt Holder files, and creates new Sub-Hand Receipt Holders.

3-8 SUB-HAND RECEIPT HOLDER ACCOUNT.

3-8.1 Edit Sub-Hand Receipt Holder Account.

To edit Sub-Hand Receipt Holder Account, proceed as follows.

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

b. Click the  button (1), and the Sub-Hand Receipt Holder screen (Figure 3-8) will appear

NOTE

The Sub-Hand Receipt Holder screen (Figure 3-8) allows the Administrator to edit, delete or add Sub-Hand Receipt Holders account.

c. Select the Hand Receipt Holder account that required editing, by highlighting the individual name under the square title "SUB-HAND RECEIPT HOLDERS" (5, Figure 3-8).

NOTE

The individual name that is highlighted will appear in the box on the right (2).

d. Click in the required text boxes (2), and make changes to the Hand Receipt Holder account as required.

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

3-8.2 Delete Sub-Hand Receipt Holder Account.

To delete a Sub-Hand Receipt Holder account, proceed as follows:

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

e. Select the Sub-Hand Receipt Holder that required deletion, by highlighting the individual name under the square title "SUB-HAND RECEIPT HOLDERS" (1, Figure 3-8).

f. Click the "Delete" button (3), and the Sub-Hand Receipt Holders account will be deleted.

NOTE

There is no second warning annotated for this deletion process.

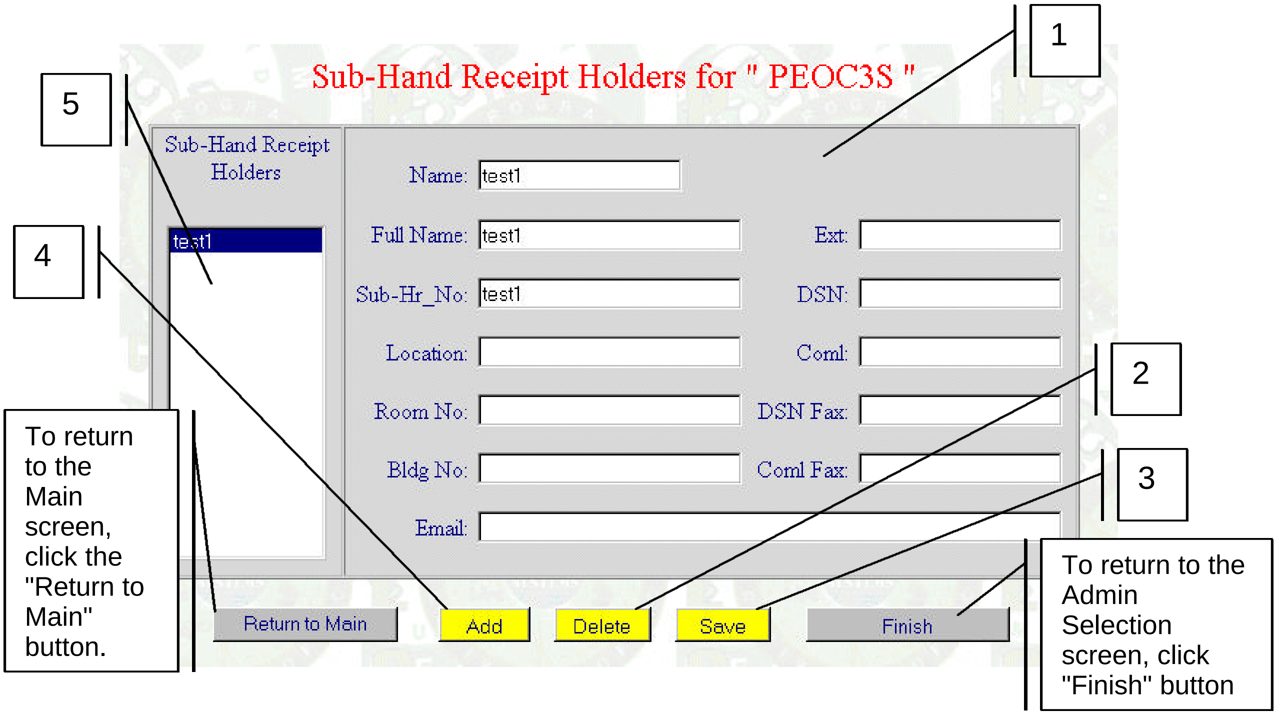


Figure 3-8. Sub-Hand Receipt Holder Screen (Shrholder.asp)

3-8.3 <u>Add Sub-Hand Receipt Holder</u>.

To add a Sub-Hand Receipt Holder, proceed as follows:

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

b. Click the "Add" button (4, Figure 3-8) and the Sub-Hand Receipt Holder Selection screen (Figure 3-9) will appear.

c. Type in Sub-Hand Receipt Holder information in the gray box.

NOTE

Mandatory fields are: Name, Full Name, HR_No, and PB_No.

d. Click the "Save" button (3) to save the file.

NOTE

To add additional Sub-Hand Receipt Holders, click the "add" button (4), type in required data, and click the "save" button (3).

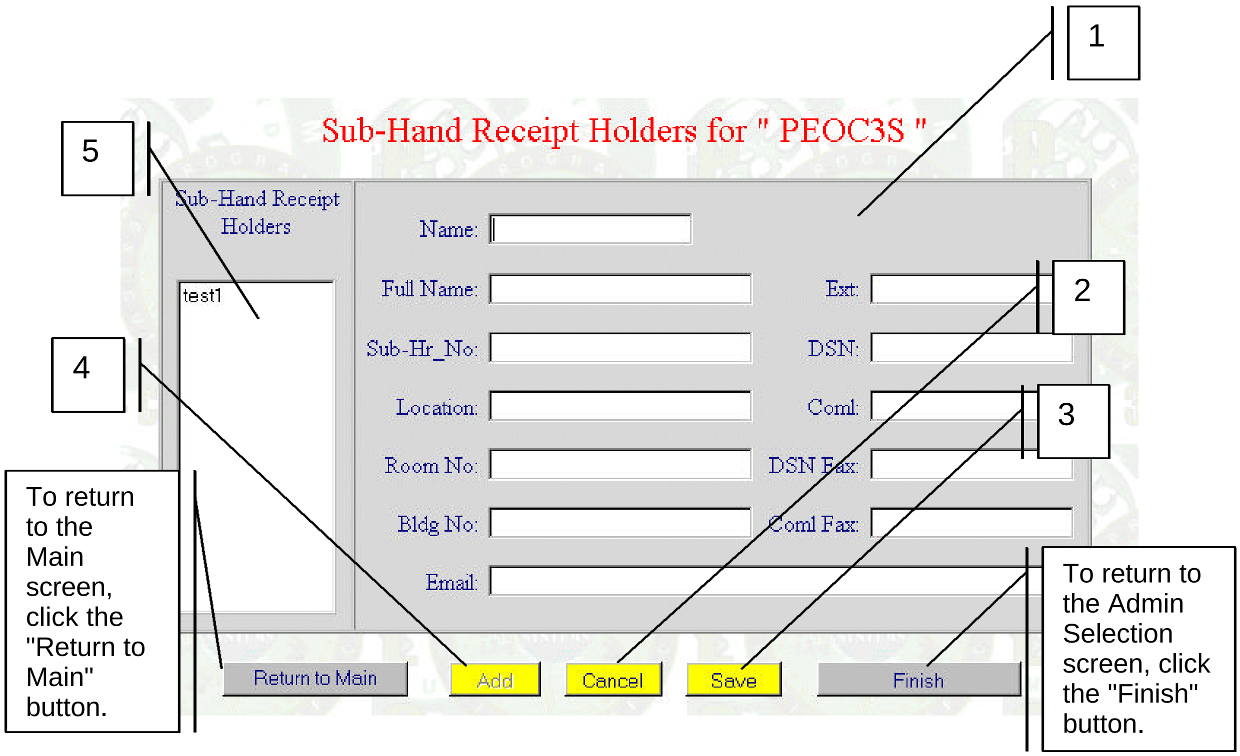


Figure 3-9. (Add) Sub-Hand Receipt Holder(s) Screen (Shrholder.asp).

Section V. Edit Administrator

3-9 INTRODUCTION.

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

3-10 EDIT ADMINISTRATOR ACCOUNT.

To edit Administrator Account, proceed as follows.

a. Ensure that the "Edit Sub-Hand Receipt Holder" circle (Figure 3-3) is selected, by verifying that a dot is annotated in the circle.
b. Click the  button (1, Figure 3-3), and the Edit Administrator screen (Figure 3-10) will appear
c. Click in the required text boxes (1, Figure 3-10), and make changes to the Administrator account as required.
d. Click the "save" button (2) to save the changes.

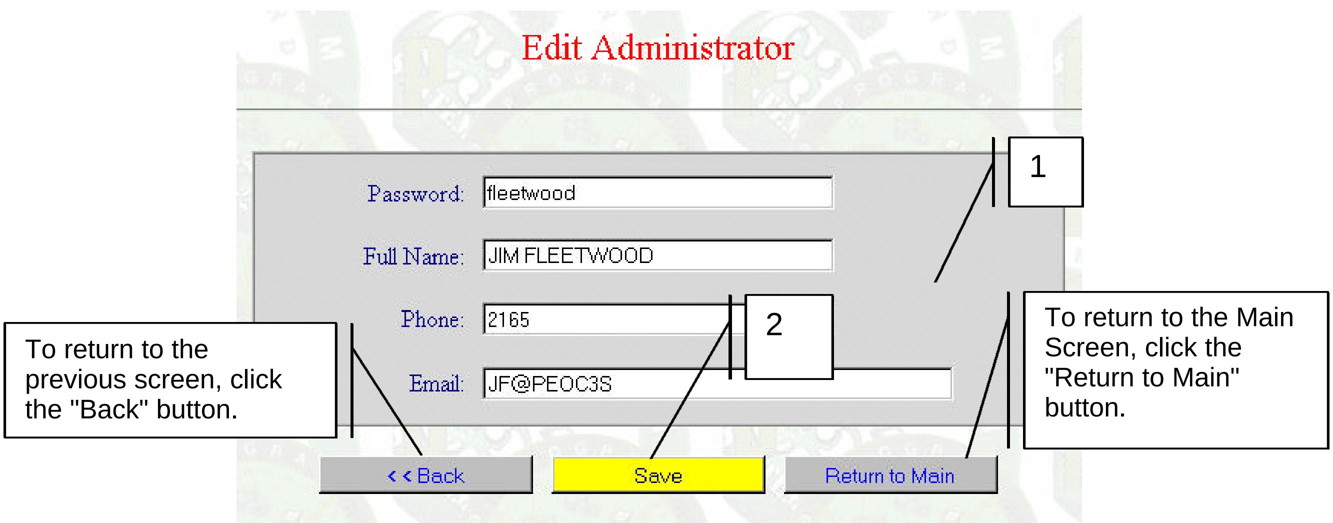


Figure 3-10. Edit Administrator Screen (AdminEdit.asp).

Section VI. Edit Organization

3-11 INTRODUCTION.

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

3-12 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  button (1, Figure 3-3), and the Organization Administration screen (Figure 3-11) will appear
c. Click in the required text boxes (1, Figure 3-11), and make changes to the Organization Administration data as required.
d. Click the "save" button (2) to save the changes.

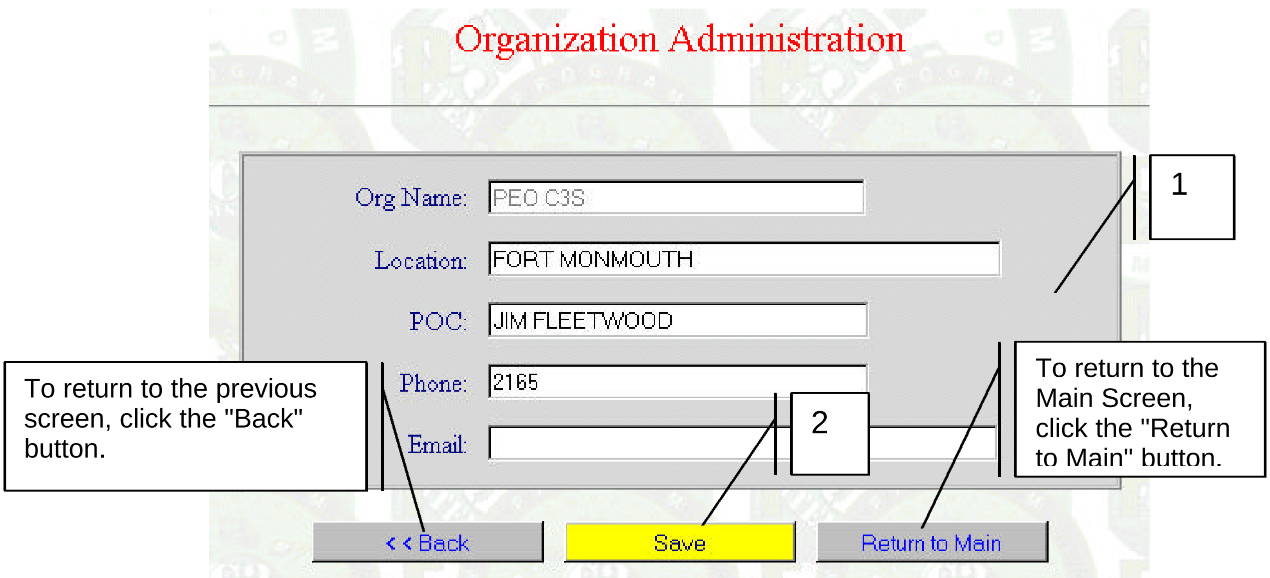


Figure 3-11. Organization Administration Screen (AdminOrgs.asp).

Section VII. Delete All Records

3-13 INTRODUCTION.

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

3-14 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  button (1, Figure 3-3), and the Organization Warning screen (Figure 3-12) will appear

c. On the Organization Warning screen, click  the button (1, Figure 3-12), and a second warning screen (Figure 3-13) will appear.

Figure 3-12. Warning (ALL Records) Screen

d. Click the "Yes" button (1, Figure 3-13) to delete organization records.

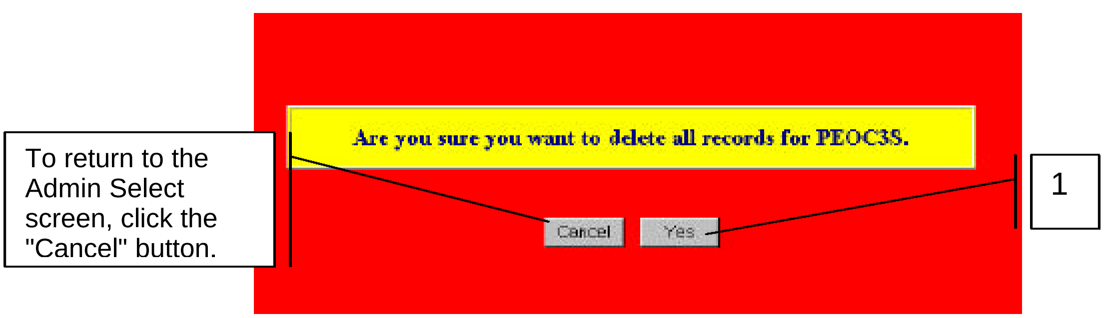


Figure 3-13. Second Warning (Delete ALL Records) Screen (Admindelete2.asp).

Section VIII. Reassign Equipment

3-15 INTRODUCTION.

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, and from Sub-Hand Receipt Holder to Hand Receipt Holder within an organization.

3-16 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 3-4.1a and b.

b. Click the  button (1, Figure 3-3), and the Reassign Selection screen (Figure 3-14) will appear

c. Click in the Hr Holder to Hr Holder circle (Figure 3-14).

d. Click the "Next" button (1) and Hand Receipt Reassignment Screen (Figure 3-15) will appear.

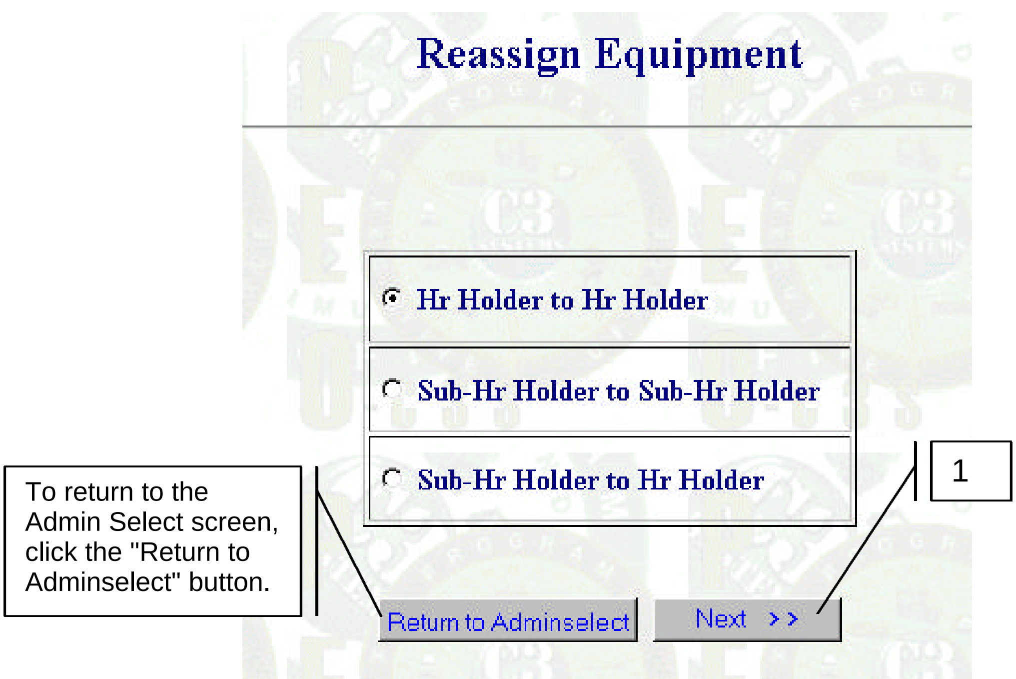


Figure 3-14. Reassign Selection Screen (ReassignSel.asp).

c. Click the FROM Holder drop-down arrow (1, Figure 3-15), and highlight the Hand Receipt Holder that the equipment need to be reassigned from.
d. Click the TO Holder drop-down arrow (2), and highlight the Hand Receipt Holder that the equipment need to be reassigned to.
e. Click the "Next" button (3) and the Hand Receipt Holder to Hand Receipt Holder Reassign Selected Equipment" screen (Figure 3-16) will appear.

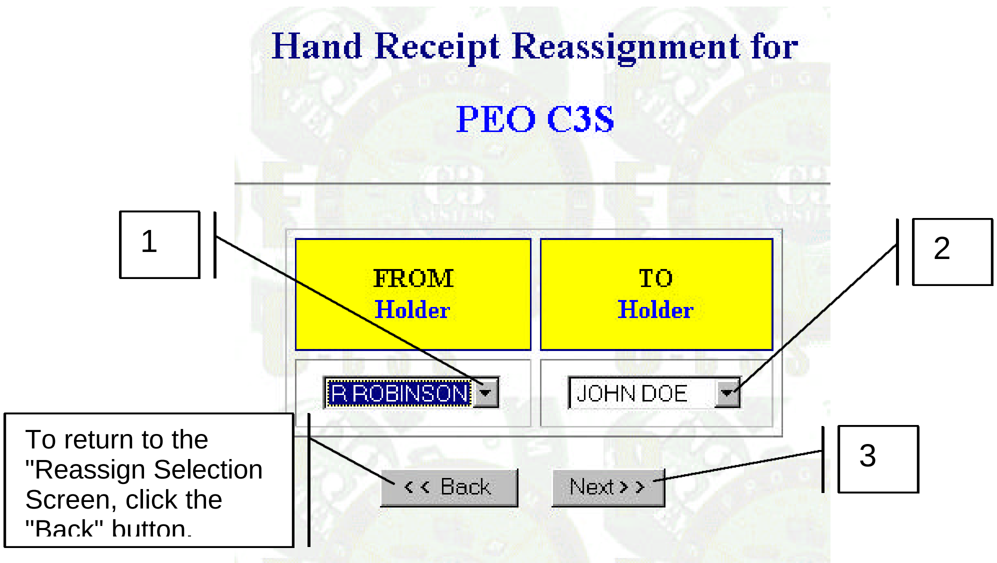


Figure 3-15. Hand Receipt Reassignment Screen (Reassign_HH.asp).

f. 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.
g. Click the "Reassign Equipment" button (3), and a Program Message (Figure 3-17) will appear.

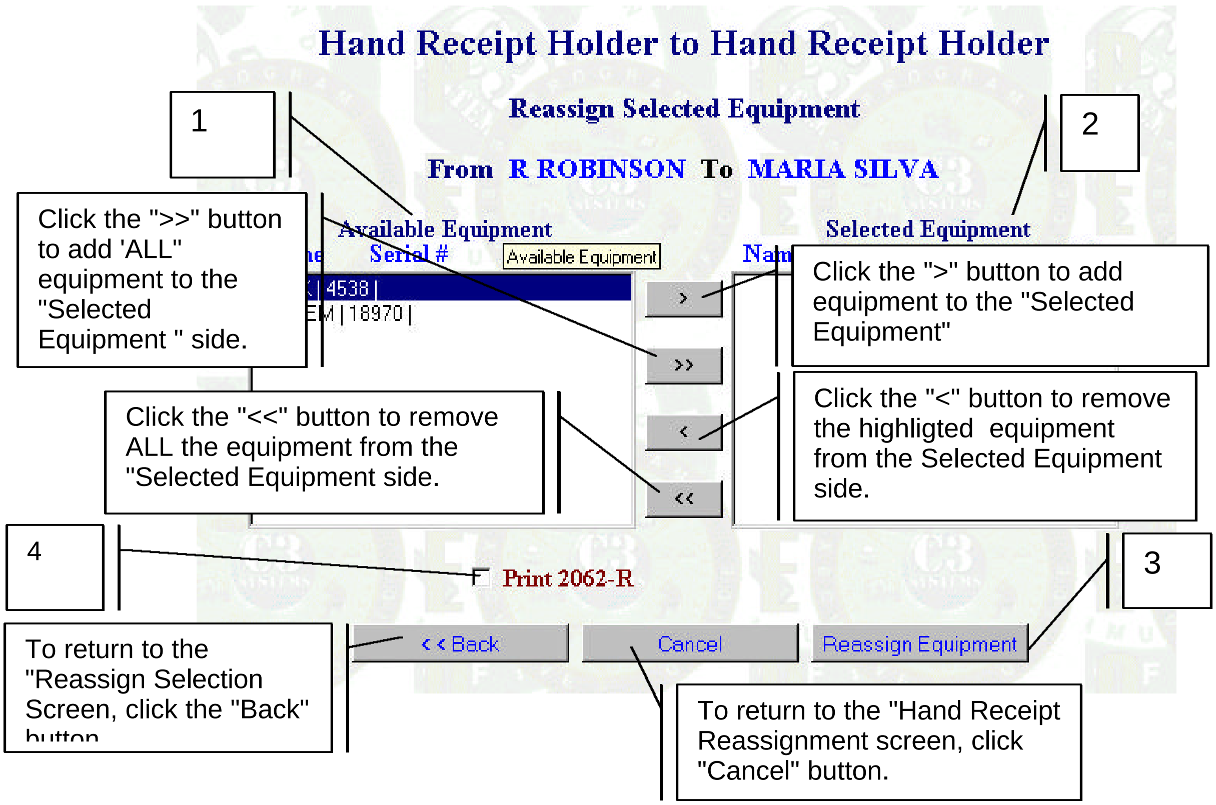


Figure 3-16. HRH to HRH Reassign Equipment Screen (ReassignMovr.asp).

i. Click the "Yes" button (1, Figure 3-17) to reassign the equipment, or click the No button (2) to cancel the process.

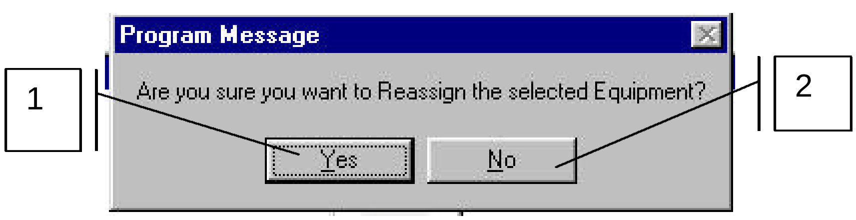


Figure 3-17. HRH Reassign Equipment Program Message

h. 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 3-16), and a copy of the 2062-R (Figure 3-18) will appear.

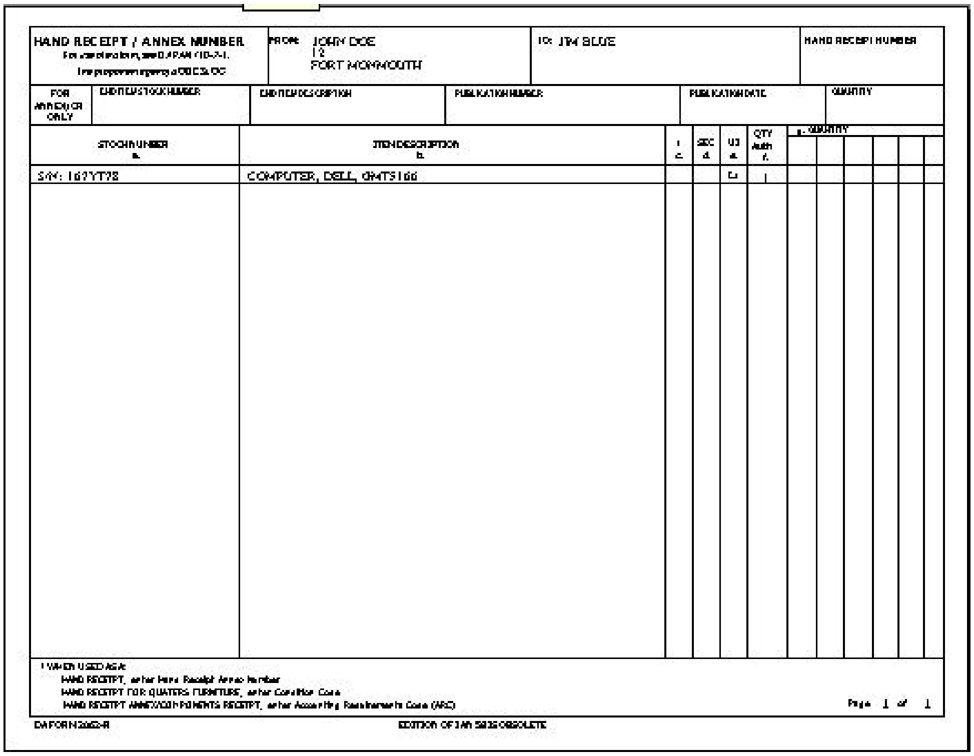


Figure 3-18. DA Form 2062-R (HAND RECEIPT/ANNEX NUMBER)

3-17 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 3-16.

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".

3-18 SUB-HAND RECEIPT HOLDER TO HAND RECEIPT HOLDER.

To reassign equipment from Sub-Hand Receipt Holder to Hand Receipt Holder, refer to paragraph 3-16.

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 IX. Reports

3-19 INTRODUCTION.

This section provides instruction on the procedures to obtain Hand Receipt Reports.

3-20 REPORT SELECTION.

To access the Report screens, proceed as follows:

a. Click the Report circle on the Administration Selection Screen (Figure 3-6).

b. Click the Next button (1, Figure 3-6) and the Report screen (Figure 3-19) will appear.

NOTE

The "next" button (1, Figure 3-6) gives the user access to several canned accountability reports. Any new reports that a specific BFA/PM requires will have to be developed by the PEO representatives. Any new report must be approved for use by each BFA/PM in order to maintain configuration management of the DMS.

c. Highlight the required report, and click the "next" button (1, Figure 3-20).

NOTE

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

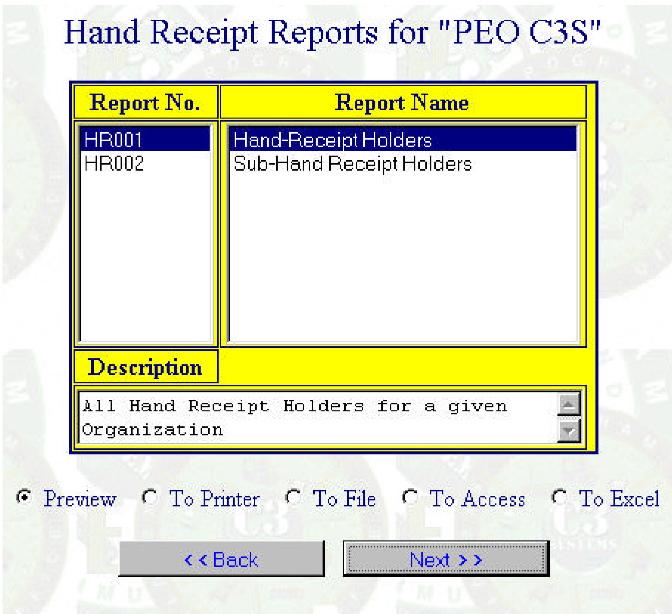


Figure 3-19. Report Selection (RPT_SEL.asp)

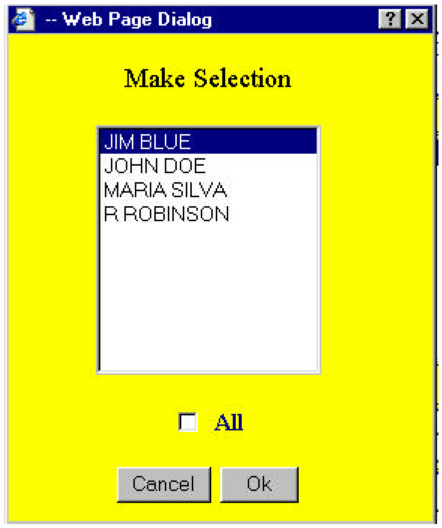


Figure 3-20. Make A Selection Screen For Reports (Rpt_GEN1.asp).

CHAPTER 4. USERS

Section I. User W/O Edit Rights

4-1 INTRODUCTION.

This section covers the limitation of a User without Edit Rights. User(s) without edit rights is allow access to the PEO C3S Hand Receipt System to view data.

4-2 ACCESSING THE HAND RECEIPT SYSTEM.

To gain access to the PEO C3S Hand Receipt System, 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 Hand Receipt System on the PEO C3S Database Management System Welcome Screen (Web Page), click the  button, and the PEO C3S Hand Receipt System Login screen (Figure 4-1) will appear.

d. In the "User Name" block (1, Figure 4-1), enter user name.

e. In the "Password" block (2), enter 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 must be four characters or more.

f. Click the  button (3) and the User Name and Password Access Screen (Figure 4-2) will appear.

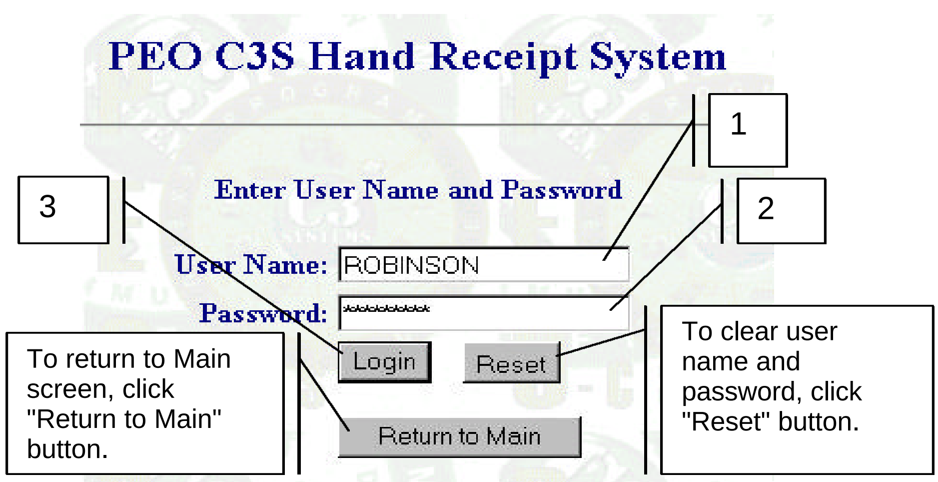


Figure 4-1. Login Screen (Login.asp)

NOTE

The User Name and Password Access Screen (Figure 4-2) indicates that the user is an authorized user. From the user name and password access screen, the user can change his/her password, or proceed to the selection screen.

g. Click the 

button (1, Figure 4-2), and the Make a Selection screen (Figure 4-3) will appear.

NOTE

The Selection screen (Figure 4-3) provides the user with the option to either view the equipment assigned to a Hand Receipt Holder, or a Sub-Hand Receipt Holder.

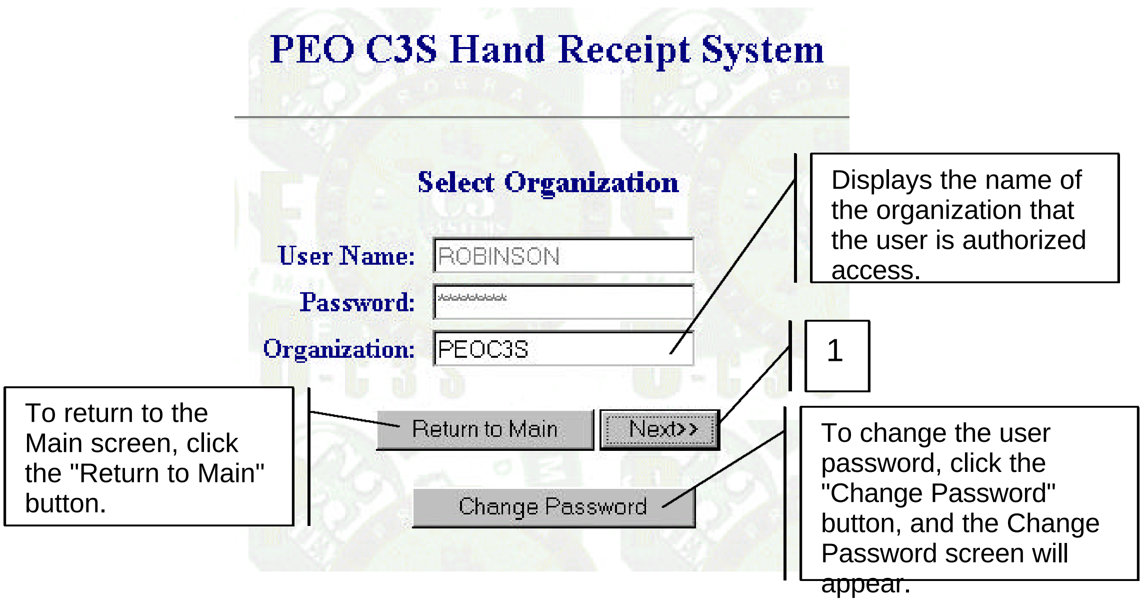


Figure 4-2. User Name and Password Access Screen (Login2.asp)

4-2.1 Equipment Assigned to A Hand Receipt Holder.

To view the equipment assigned to a Hand Receipt Holder, proceed as follows:

a. Ensure that the "Equipment assigned to a Hand Receipt Holder" circle (Figure 4-3) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.

b. Click the Next>> button (1), and the Hand Receipt Equipment Selection screen (Figure 4-4) will appear

The Hand Receipt Equipment Selection screen (Figure 4-4) contains the following type data for the user to view:

Identification data. Identifies the item on hand.
Accounting data. Shows the quantity on hand.
Management data. Shows the last inventory date, and whether the item is Y2K complaint.
Tracking data. Shows the serial number and bar code of the item.

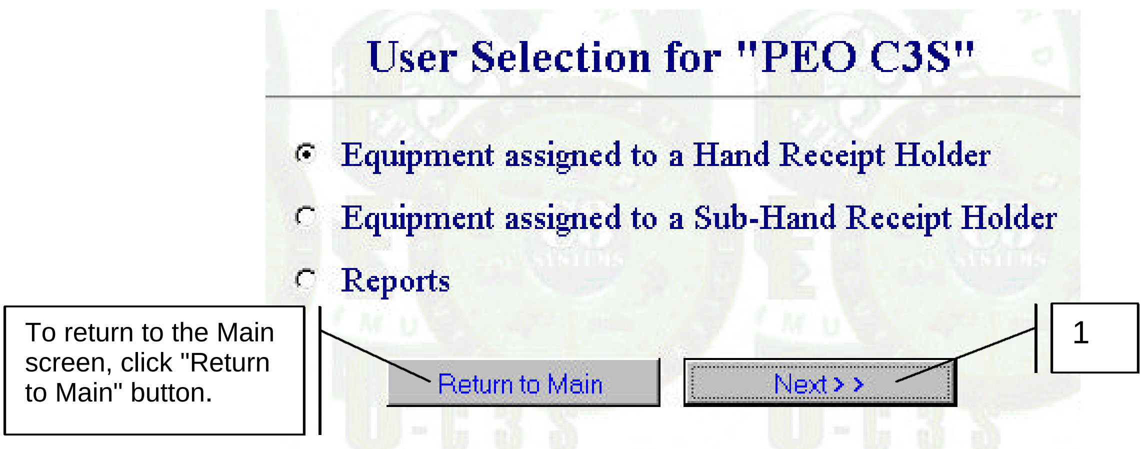


Figure 4-3. User W/O Edit Rights Selection Screen (Selection.asp)

c. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-4) to select from a list of Hand Receipt Holders.

d. Highlight the required hand receipt holder name, and the equipment assigned to the HRH will appear in the gray box on the right side.

NOTE

A detail description of the first record (ie: Name, Description, Category, Manufacturer, Model, Y2K Explain, OS, Size, CPU, and RAM) will appear in the gray box on the left.

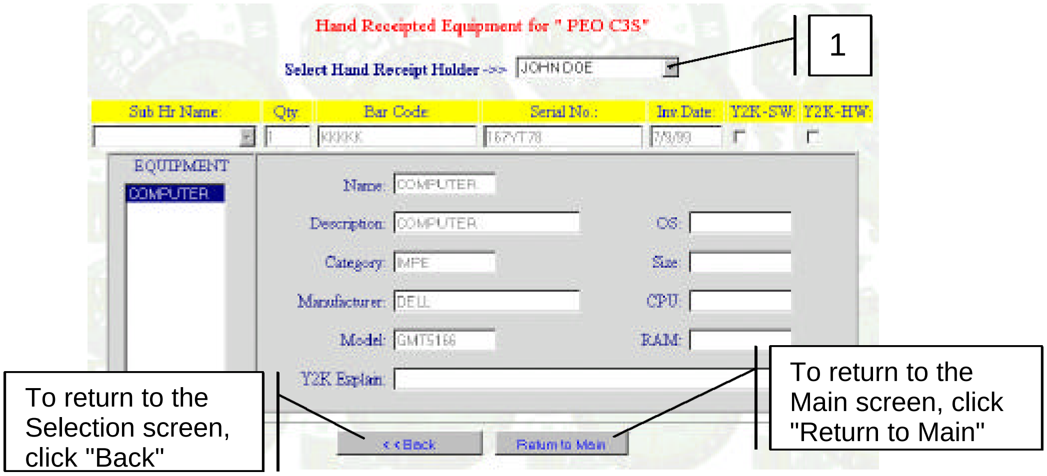


Figure 4-4. Hand Receipt Holder Selection Screen (W/O Edit Rights)

4-2.2 <u>Equipment Assigned To A Sub-Hand Receipt Holder</u>.

To view the equipment assigned to a Sub-Hand Receipt Holder, proceed as follows:

a. Ensure that the "Equipment assigned to a Hand Receipt Holder" circle (Figure 4-3) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.

b. Click the Next>> button (1), and the Hand Receipt Holder Selection screen (Figure 4-4) will appear

c. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-4) to select from a list of Sub-Hand Receipt Holders.

e. Highlight the required Sub-Hand Receipt Holder name, and the equipment assigned to the SHRH will appear in the gray box on the right side.

NOTE

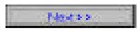
A detail description of the first record will appear in the gray box on the left.

Figure 4-5. Hand Receipt Holder Selection Screen (W/O Edit Rights)

4-2.3 <u>Reports</u>.

To view or print out reports, proceed as follows:

a. Ensure that the "Reports" circle (Figure 4-3) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.

b. Click the  button (1), and the Hand Receipt Reports Selection screen (Figure 4-5) will appear

c. Select one of the following: "Preview", "To Printer", "To File", To Access", or "To Excel".

d. Click on the required Report No or Report Name, and the Make A Selection Hand Receipt Holder screen will appear.

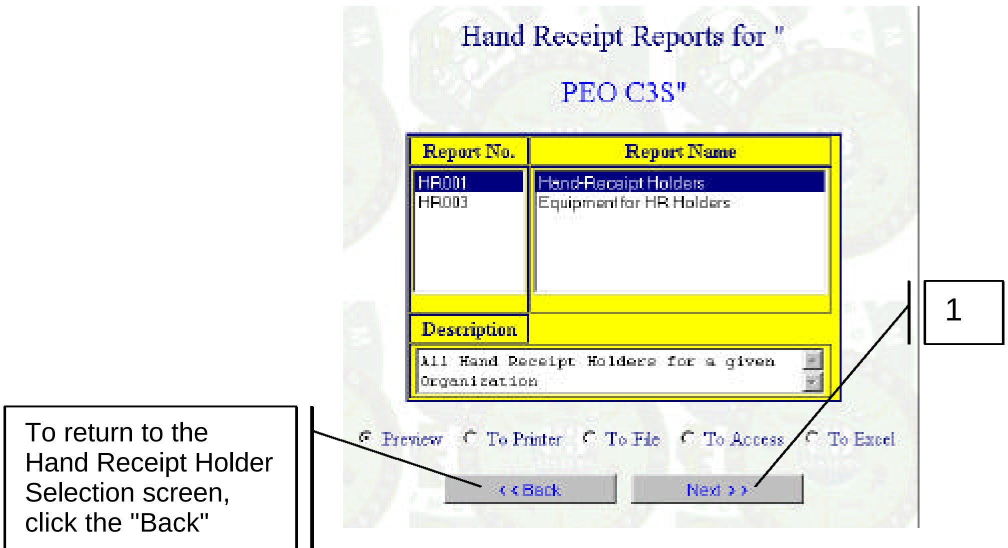


Figure 4-6. Hand Receipt Reports Screen (RPT_GEN1.asp)

e. Select the required Hand Receipt Holder.

f. Click the  button (1, Figure 4-7), and the selected report will be available in accordance to the selection in "c" above.

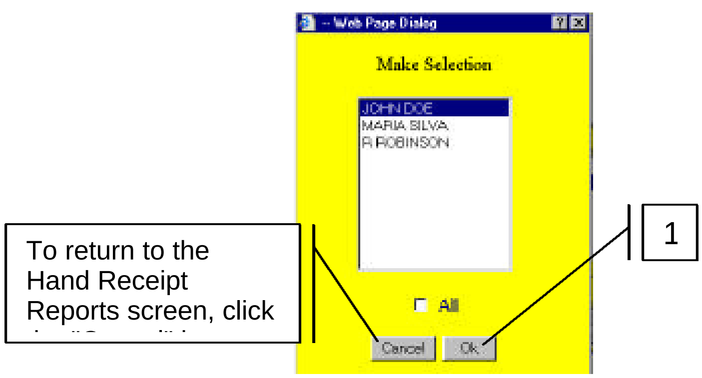


Figure 4-7. Hand Receipt Holder Selection (RPT_GEN1.asp)

Section II. User W/Edit Rights

4-3 INTRODUCTION.

This section covers the limitation of an User with Edit Rights. User with edit rights can edit, view, and print out reports within the PEO C3S Hand Receipt System.

4-4 ACCESSING THE HAND RECEIPT SYSTEM.

To gain access to the PEO C3S Hand Receipt System, refer to paragraph 4-2.

4-4.1 Equipment Assigned to A Hand Receipt Holder.

4-4.1.1 Edit Equipment Assigned to A Hand Receipt Holder.

To edit the equipment assigned to a Hand Receipt Holder, proceed as follows.

a. Ensure that the "Equipment assigned to a Hand Receipt Holder" circle (Figure 4-8) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.

b. Click the button (1), and the Hand Receipt Equipment Selection screen (Figure 4-9) will appear

NOTE

The Hand Receipt Equipment Selection screen (Figure 4-9) allows the user to edit equipment information such as:

Identification data. Identifies the item on hand.
Accounting data. Shows the quantity on hand.
Management data. Shows the last inventory date, and whether the item is Y2K complaint.
Tracking data. Shows the serial number and bar code of the item.

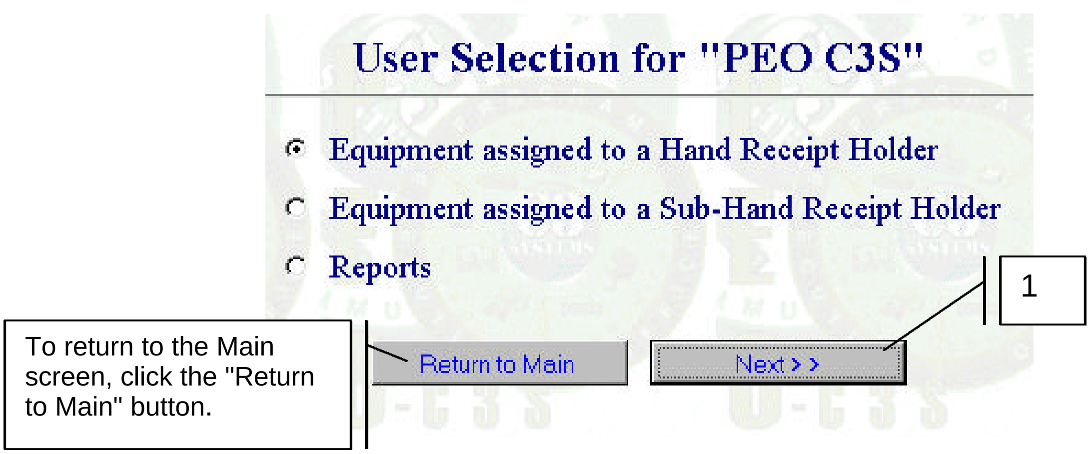


Figure 4-8. User W/Edit Rights Selection Screen (Selection.asp)

c. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-9) to select from a list of Hand Receipt Holders.

d. Highlight the required hand receipt holder name, and the list of equipment assigned to the HRH will appear in the gray box (3, Figure 4-9) on the left.

e. In the Equipment window (3) on the left, highlight the equipment you want to edit. The current equipment information will be displayed to the right (2).

NOTE

There are two methods to update equipment information (2, Figure 4-9).

1. Information can be entered directly into the line next to the category to be corrected.
2. Click on the (:) to the right of the category to be corrected. A selection window will appear containing choices.

f. When all the updates have been entered, click the SAVE (4) button, and the Edit Complete screen will appear.

g. Click "ok" button on the Edit Complete screen, and the new information will be displayed.

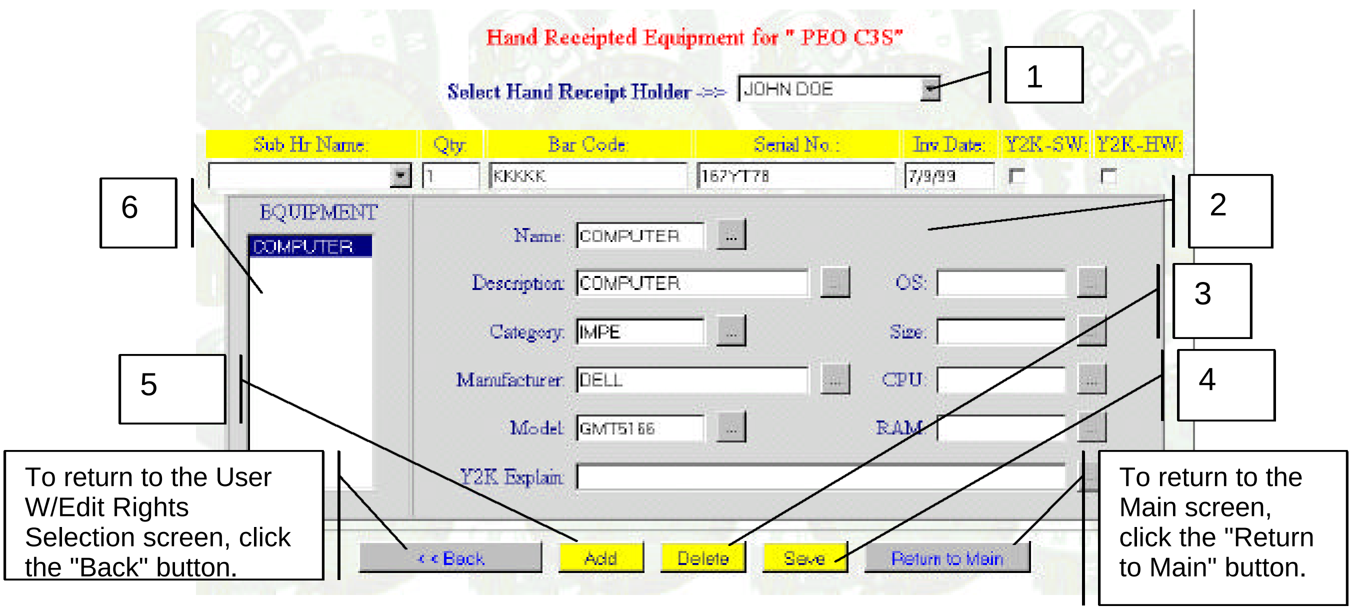


Figure 4-9. Hand Receipt Equipment Selection Screen (Selection.asp)

4-4.1.2 Add Equipment to A Hand Receipt Holder Account.

To add equipment to a Hand Receipt Holder, proceed as follows.

a. Ensure that the "Equipment assigned to a Hand Receipt Holder" circle (Figure 4-8) is selected as per paragraph 4-4.1.1a and b.

b. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-9) to select from a list of Hand Receipt Holders.

c. Highlight the required Hand Receipt Holder name, and the equipment assigned to the HRH will appear (6, Figure 4-9). The equipment box shows the equipment that the HRH is currently responsible for.

d. Click the "Add" button (2, Figure 4-9), and the Add Hand Receipt Equipment screen (Figure 4-10) will appear for the selected HRH account.

NOTE

To select a different Hand Receipt Holder from the Add Hand Receipt Equipment Selection screen (Figure 4-10), click the drop-down button (1), and highlight the required Hand Receipt Holder name.

NOTE

There are two methods to adding equipment to the selected Hand Receipt Holder Account.

1. Information can be entered directly into the line next to the category.
2. Click on the to the right of the category. A selection window will appear containing choices.

d. When all the information has been entered, click Save the button (3, Figure 4-10), and the Add Complete screen will appear.

e. Click "ok" button on the Add Complete screen, and the new equipment name will be displayed on the left side (6, Figure 4-10) of the window.

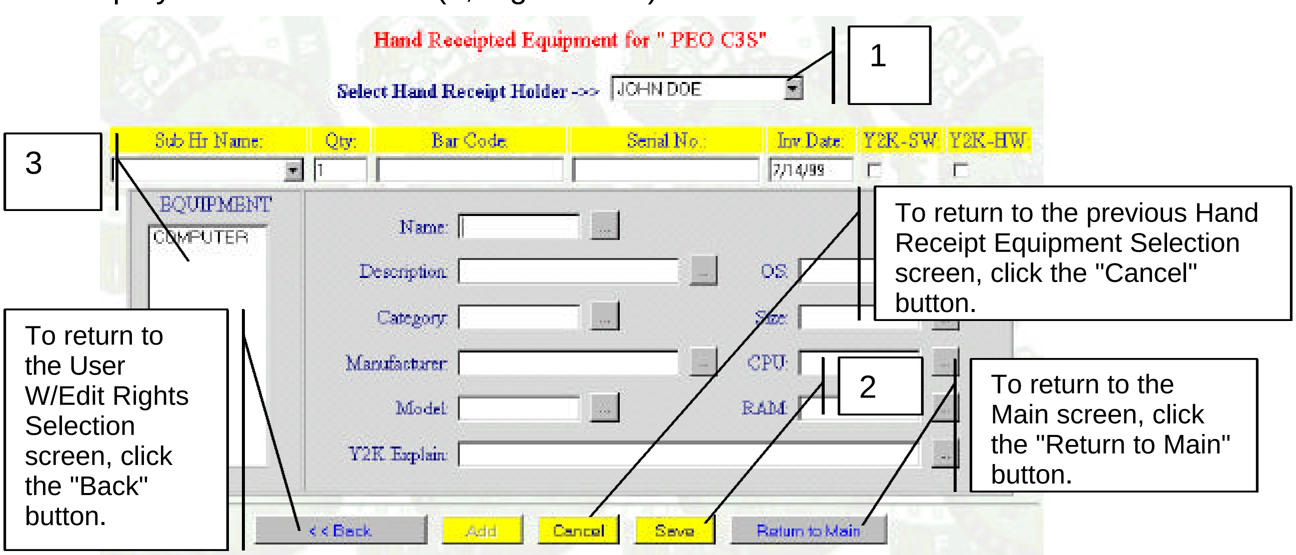


Figure 4-10. Add Hand Receipt Equipment Selection Screen (Selection.asp)

4-4.1.3 Delete Equipment From A Hand Receipt Holder Account.

To delete equipment from a Hand Receipt Holder account, proceed as follows.

a. Ensure that the "Equipment assigned to a Hand Receipt Holder" circle (Figure 4-8) is selected as per paragraph 4-4.1.1a and b.
b. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-9) to select from a list of Hand Receipt Holders.
c. Highlight the required hand receipt holder name, and the equipment assigned to the HRH will appear in the gray box (6, Figure 4-9) on the left.
d. In the Equipment window (6, Figure 4-9) on the left, highlight the equipment you want to delete. The current equipment information will be displayed to the right (2, Figure 4-9).
e. Click the "Delete" button (3, Figure 4-9), and a Program Warning screen (Figure 4-11) will appear to confirm the deletion of the equipment
f. Click the "Yes" button (1, Figure 4-11) to delete the equipment.

Figure 4-11. Deletion Program Warning Screen (.asp)

4-4.1.4 View Equipment Assigned to A Hand Receipt Holder.

To view equipment assigned to a Hand Receipt Holder account, refer to paragraph 4-2.1.

4-4.2 Equipment Assigned To A Sub-Hand Receipt Holder.

4-4.2.1 Edit Equipment Assigned to A Sub-Hand Receipt Holder.
To edit the equipment assigned to a Sub-Hand Receipt Holder, proceed as follows.

a. Ensure that the "Equipment assigned to a Sub-Hand Receipt Holder" circle (Figure 4-12) is selected, by verifying that a dot is annotated in the circle. If not, click in the circle.
b. Click the Next>> button (1), and the Sub-Hand Receipt Equipment Selection screen (Figure 4-13) will appear

NOTE
The Sub-Hand Receipt Equipment Selection screen (Figure 4-13) allows the user to edit equipment information such as:

Identification data. Identifies the item on hand.
Accounting data. Shows the quantity on hand.
Management data. Shows the last inventory date, and whether the item is Y2K complaint.
Tracking data. Shows the serial number and bar code of the item.

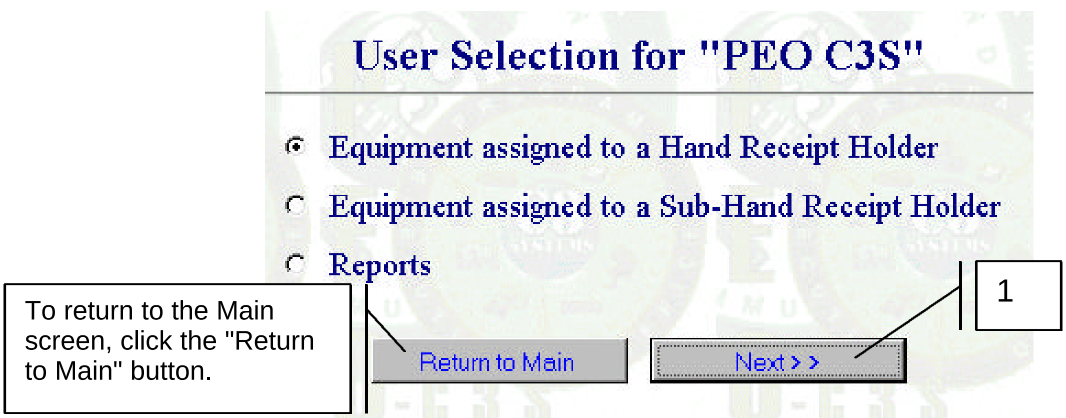


Figure 4-12. User W/Edit Rights Selection Screen (Selection.asp)

c. Click the "SELECT SUB-HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-13) to select from a list of Sub-Hand Receipt Holders.
d. Highlight the required hand receipt holder name, and the list of equipment assigned to the SHRH will appear in the gray box (3, Figure 4-13) on the left.
e. In the Equipment window (3) on the left, highlight the equipment you want to edit. The current equipment information will be displayed to the right (2).

NOTE
There are two methods to update equipment information (2, Figure 4-13).

1. Information can be entered directly into the line next to the category to be corrected.
2. Click on the (:) to the right of the category to be corrected. A selection window will appear containing choices.

f. When all the updates have been entered, click the SAVE (4) button, and the Edit Complete screen will appear.

g. Click "ok" button on the Edit Complete screen, and the new information will be displayed.

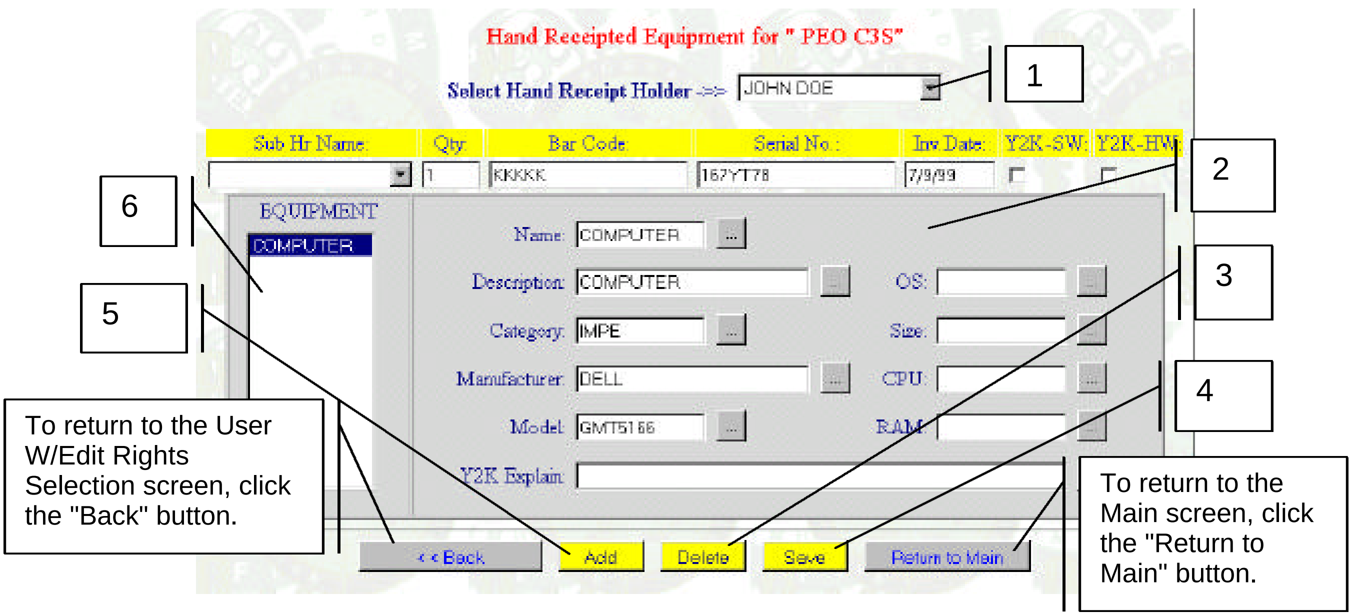


Figure 4-13. Sub-Hand Receipt Equipment Selection Screen (Selection.asp)

4-4.2.2 <u>Add Equipment to A Sub-Hand Receipt Holder Account</u>.

To add equipment to a Sub-Hand Receipt Holder, proceed as follows.

a. Ensure that the "Equipment assigned to a Sub-Hand Receipt Holder" circle (Figure 4-12) is selected as per paragraph 4-4.2.1a and b.

b. Click the "SELECT SUB-HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-13) to select from a list of Sub-Hand Receipt Holders.

c. Highlight the required Sub-Hand Receipt Holder name, and the equipment assigned to the SHRH will appear (6). The equipment box (6) shows the equipment that the SHRH is currently responsible for.

d. Click the "Add" button (2), and the Add Sub-Hand Receipt Equipment screen (Figure 4-14) will appear for the selected SHRH account.

NOTE

To select a different Sub-Hand Receipt Holder from the Add Sub-Hand Receipt Equipment Selection screen (Figure 4-14), click the drop-down button (1), and highlight the required Sub-Hand Receipt Holder name.

NOTE

There are two methods to adding equipment to the selected Sub-Hand Receipt Holder Account.

1. Information can be entered directly into the line next to the category.
2. Click on the to the right of the category. A selection window will appear containing choices.

e. When all the information has been entered, click the button (2, Figure 4-14), and the Add Complete screen will appear.

f. Click "ok" button on the Add Complete screen, and the new equipment name will be displayed on the left side (6, Figure 4-13) of the window.

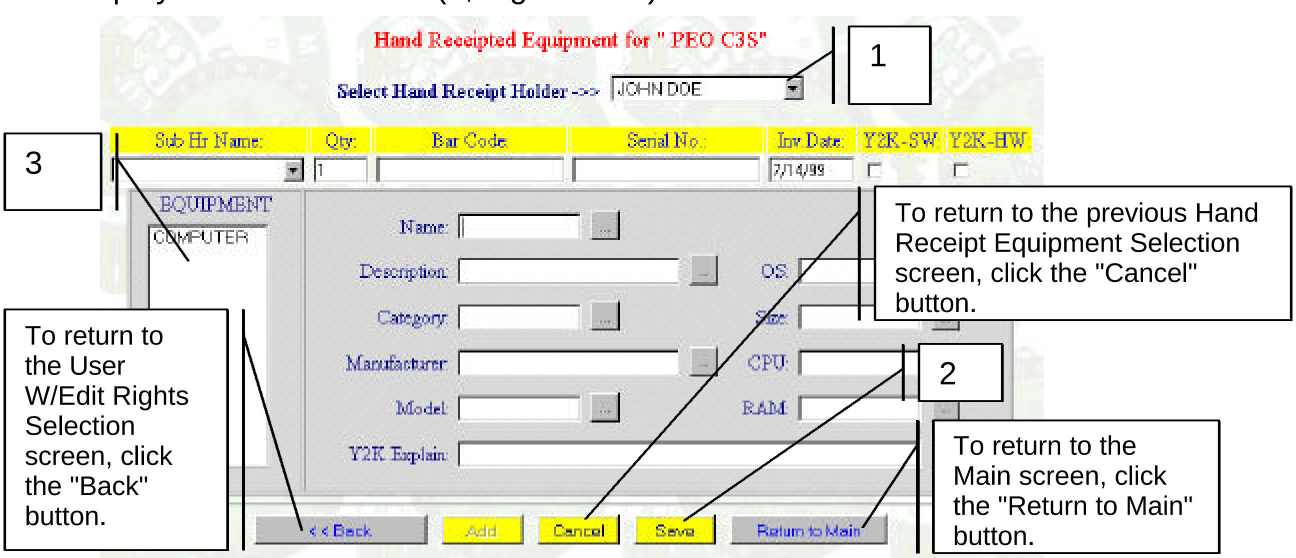


Figure 4-14. Add Sub-Hand Receipt Equipment Selection Screen (Selection.asp)

4-4.2.3 Delete Equipment From A Sub-Hand Receipt Holder Account.

To delete equipment from a Sub-Hand Receipt Holder account, proceed as follows.

a. Ensure that the "Equipment assigned to a Sub-Hand Receipt Holder" circle (Figure 4-12) is selected as per paragraph 4-4.2.1a and b.
b. Click the "SELECT HAND RECEIPT HOLDER" drop-down arrow (1, Figure 4-13) to select from a list of Sub-Hand Receipt Holders.
c. Highlight the required Sub-Hand Receipt Holder name, and the equipment assigned to the SHRH will appear in the gray box (6, Figure 4-13) on the left.
d. In the Equipment window (6, Figure 4-13) on the left, highlight the equipment you want to delete. The current equipment information will be displayed to the right (2, Figure 4-13).
e. Click the "Delete" button (3, Figure 4-13), and a Program Warning screen (Figure 4-11) will appear to confirm the deletion of the equipment
f. Click the "Yes" button (1, Figure 4-11) to delete the equipment.

4-4.2.4 View Equipment Assigned to A Sub-Hand Receipt Holder.

To view equipment assigned to a Hand Receipt Holder account, refer to paragraph 4-2.1.

4-4.3 Reports.

To view or print out reports, refer to paragraph 4-2.3.

Section III. User W/Edit And Administration Rights

4-5 INTRODUCTION.

This section covers the limitation of a User with Edit and Administration Rights. Users with edit and admin rights can edit, view, and print out reports within the PEO C3S Hand Receipt System.

4-6 ACCESSING THE HAND RECEIPT SYSTEM.

To gain access to the PEO C3S Hand Receipt System, refer to paragraph 4-2.

4-6.1 Equipment Assigned to A Hand Receipt Holder.

4-6.1.1 Edit Equipment Assigned to A Hand Receipt Holder.

To edit the equipment assigned to a Hand Receipt Holder, refer to paragraph 4-4.1.1.

4-6.1.2 Add Equipment to A Hand Receipt Holder Account.

To add equipment to a Hand Receipt Holder, refer to paragraph 4-4.1.2.

4-6.1.3 Delete Equipment From A Hand Receipt Holder Account.

To delete equipment from a Hand Receipt Holder account, refer to paragraph 4-4.1.3.

4-6.1.4 View Equipment Assigned to A Hand Receipt Holder.

To view equipment assigned to a Hand Receipt Holder account, refer to paragraph 4-2.1.

4-6.2 Equipment Assigned To A Sub-Hand Receipt Holder.

4-6.2.1 Edit Equipment Assigned to A Sub-Hand Receipt Holder.

To edit the equipment assigned to a Sub-Hand Receipt Holder, refer to paragraph 4-4.2.1.

4-6.2.2 Add Equipment to A Sub-Hand Receipt Holder Account.

To add equipment to a Sub-Hand Receipt Holder account, refer to paragraph 4-4.2.2.

4-6.2.3 Delete Equipment From A Sub-Hand Receipt Holder Account.

To delete equipment from a Sub-Hand Receipt Holder account, refer to paragraph 4-4.2.3.

4-6.2.4 View Equipment Assigned to A Sub-Hand Receipt Holder.

To view equipment assigned to a Hand Receipt Holder account, refer to paragraph 4-2.1.

4-6.3 Reports.

To view or print out reports, refer to paragraph 4-2.3.

4-6.4 Edit Hand Receipt Holder.

4-6.4.1 View or Edit Hand Receipt Holder.

To view or edit Hand Receipt Holder, refer to paragraph 3-6.1.

4-6.4.2 Delete Hand Receipt Holder.
To delete Hand Receipt Holder, refer to paragraph 3-6.2.

4-6.4.3 Add Hand Receipt Holder.
To add Hand Receipt Holder, refer to paragraph 3-6.3.

4-6.5 Edit Sub-Hand Receipt Holder.

4-6.5.1 View or Edit Sub-Hand Receipt Holder.
To view or edit Sub-Hand Receipt Holder, refer to paragraph 3-8.1.

4-6.5.2 Delete Sub-Hand Receipt Holder.
To delete Sub-Hand Receipt Holder, refer to paragraph 3-8.2.

4-6.5.3 Add Sub-Hand Receipt Holder.
To add Sub-Hand Receipt Holder, refer to paragraph 3-8.3.

4-6.6 Reassign Equipment.

4-6.6.1 Hand Receipt Holder to Hand Receipt Holder.
To reassign equipment from Hand Receipt Holder to Hand Receipt Holder, refer to paragraph 3-16.

4-6.6.2 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 3-17.

4-6.6.3 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.

4-6.7 Reports.
To select a report to view or print, refer to paragraph 3-20.

Figure 4-15. User W/Edit And Admin Rights Selection Screen (Selection.asp)

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