AUTOMATED COMPUTER PROGRAM IDENTIFICATION NUMBER SYSTEM (ACPINS)

MANAGING CENTER
ACPINS INSTRUCTIONAL GUIDE

VERSION 2.10

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Prepared by SAIC

For

THE CPIN SYSTEM SECTION

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The appendices can be accessed separately, as needed.
See the Web page for Instructional Guides.

The Instructional Guide is defined by user roles as follows:

Contractor/SPO	**CNTR/SPO**
FDO	**FDO**
Guest	**GUEST**
MCTR	**CFMGR, ENGR, ES, MDBA, MMGR**
TODO	**TODO, TODO_GUEST**

The above Instructional Guides can be accessed through the ACPINS Web Home Page.

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SECTION 1. GENERAL INFORMATION

1.1 About the System

The Automated Computer Program Identification Number System (ACPINS) provides a standardized automated information system (AIS) to identify, manage, catalog, requisition and distribute Mission Critical Software (MCS) for National Security Systems (NSS), which support combat weapons systems, tactical systems, aircraft, missiles, ships, communications, command and control and spacecraft. Data is used to generate compendiums (indexes), cross-references and management reports.

1.2 Using the ACPINS Instructional Guide

This manual, divided into nine parts, provides a quick reference for basic instructions for the ACPINS application. All sections of the instructional guide are not applicable to all user roles. The Instructional Guide is defined by user role (CNTR/SPO, FDO, GUEST, MCTR & TODO). These guides are available on the ACPINS web site. *See Section 2.2.10.*

1.3 Download Instructions

1.3.1 Netscape Communicator 4.xx

To view the Automated Computer Program Identification Number System (ACPINS) web site, download Netscape Communicator 4.xx from the web site "http://www.netscape.intdec.com/disa/". If the user is not a DISA customer, Netscape will have to be downloaded from the Netscape site.

See Section 2.2.6.1 for detailed download instructions.

Minimum hardware and software recommendations: PC with 166 MHz and 64 MB RAM and MS WIN 95/NT; Internet Explorer 5.0 or Netscape 4.5.

1.3.2 JInitiator 1.1.7.15.1

To view the Automated Computer Program Identification Number System (ACPINS) web site, download JInitiator 1.1.7.15.1. In the earlier versions of Netscape Navigator (prior to 4.06), Smart Update will not allow downloading of this file. If you have a problem downloading, turn Smart Update off and then download JInitiator.

See Section 2.2.6.2 for detailed download instructions.

Minimum system requirements for JInitiator are: Pentium 90 MHz or better processor, 12 MB free hard disk space (recommended 20 MB), 64 MB system RAM for running Oracle Developer applications.

1.3.3 Adobe Acrobat Reader

To view Tech Orders, Instructional Guides and ACPINS reports, download Adobe Acrobat Reader. This can be accomplished on the Tech Order (TO) web page.

See Section 2.2.6.3 for detailed download instructions.

Minimum hardware and software recommendations: PC with 166 MHz and 64 MB RAM and MS WIN 95/NT; Internet Explorer 5.0 or Netscape 4.5.

1.4 Connecting to the ACPINS Web Site

After Netscape Communicator 4.xx and JInitiator have been downloaded successfully, type in the Universal Resource Locator (URL) http://wbcpins.tinker.af.mil. This action will take you to the ACPINS Home page.

See Section 2 for Web Site Instructions.

1.5 Security

This computer system, including all related equipment, networks and network devices (specifically including Internet access,) are provided only for authorized US Government use. DoD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the systems, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of the system. Unauthorized use may be subject to criminal prosecution.

1.5.1 Site Certificate

There have been some modifications to the ACPIN System due to DoD PKI. The Hypertext Markup Language (https) for Secure Socket Layer (SSL) and a trusted certificate has been added to the ACPIN System. The user may accept the certificate for the session, or not accept the certificate and not connect, or accept the certificate until it expires. If the certificate is accepted for the current session, it will display every time the user enters the URL for the ACPIN System. If the certificate is accepted until it expires, the certificate will not display again, if using Netscape.

If Netscape 4.5 is being used, continue through the Security information. To view Document Information, click on Security at the top of the browser or right click the mouse and select View Info.

If Internet Explorer is being used, a Security Information dialog box displays, which states the page contains both secure and non-secure items and asks if you want to display the non-secure items. Select Yes, No or More Info.

When accessing Forms and Reports through your browser, an additional login prompt will display asking for user name and password. Fill it in the same as the first login prompt was completed. This is a bug fix for Oracle and will be deployed at a later date.

If the user has a base proxy server, the settings will have to be entered. In Netscape, select Edit, Preferences, Advanced and Proxies. Select View to see the proxy address. Click on the second line for Security and type in the base proxy address again. It will be the same as the address on the first line. If you need to set the proxy address for IE, click on Tools, Internet Options, Connections, LAN Settings, Advanced and Proxy Settings and type in the base proxy address.

Contact LGLUC at 1-888-742-4461, DSN 336-2227 or Commercial phone 405-736-2227 if you need more information or assistance.

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SECTION 2. WEB SITE INSTRUCTIONS

2.1 Introduction to the ACPINS Web Site

The ACPIN System is an on-line interactive distributed processing system. The web site is designed to provide software managers and customers with an easy access, user-friendly, web-based system. Section 2.2 will give you the necessary instructions to navigate the front page and the web site in general. The Home page is a graphical page with a white screen and a blue sidebar. The navigation bar is the blue bar on the left side. Moving the mouse over the links on the navigation bar will display a brief description of each link. Click on each link on the left to go to the corresponding pages. There are three additional links at the top right of the Home page: Training, Instructional Guide and Help.

2.2 Connecting to the ACPINS Web Site

READ FIRST

Select the Universal Resource Locator (URL) http://wbcpins.tinker.af.mil. This will take the user to the ACPINS Home page.

Move the mouse over the links on the left side navigation bar to view a brief description of each page. This section contains in-depth information about each page as listed below:

1. Mission — Provides general information about ACPINS.
2. New User — Provides a request form to obtain user access to ACPINS. This is intended only for new users who do not have a user ID. This action will take the user to the ACPINS Login Request Disclaimer Screen. Read the paragraph and select either the "I agree" or the "I decline" button. Selecting the "I decline" button will take the user back to the home page. Selecting the "I agree" button will take the user to the "Login Request" screen.
3. Login — Provides access to the ACPIN System which contains screens for entering CPINs, ordering CPINs, viewing reports, viewing compendiums, creating web pages etc. This action allows the user to view What's New, ACPINS Accreditation, the Forms and Reports (user input screens such as Request and Order screens), Weapon Systems and Commodities web pages, Delete Account, CSRL, Contact Information, Managing Centers and **Electronic Software Delivery System (ESDS)**. After selecting "Login," a dialog box will appear titled "Username & Password Required." Enter username and password.
4. New Events — Upcoming events will be listed on this page.
5. Tech Orders — Provides technical manuals which are related to the ACPINS

system. (The user must have Adobe Acrobat Reader to view the Technical Orders, TO 00-5-16 and TO 00-5-17. Users may download Acrobat Reader from this site.)

6.	Download	Provides instructions to download Netscape Communicator 4.xx, JInitiator and Adobe Acrobat Reader.
7.	Login Problems	Provides assistance with login problems.
8.	Help Line Number	Provides the toll-free CPIN Section telephone number.
9.	FAQ	Provides a link to a Frequently Asked Questions Page. (P2S-019)
10.	Training	Provides a link to a training video.
11.	Instructional Guide	Provides links to instructional guides, defined by user role.
12.	Help	Provides a link to the ACPINS Online Help System.

Note: The disclaimer paragraph displays as a dialogue box; read and select "OK." When the Security dialogue box displays, read and make the appropriate selection.

2.2.1 Mission

ACPINS provides a standardized automated information system (AIS) to identify, manage, catalog, requisition and distribute Mission Critical Software (MCS) for National Security Systems (NSS), which support combat weapons systems, tactical systems, aircraft, missiles, ships, communications, command and control, and spacecraft.

2.2.2 New User

Select "New User" from the navigation bar on the left side of the ACPINS Home page. This action will take the user to ACPINS Login Request Disclaimer Screen. A user cannot request a duplicate account, i.e. same username and role. A message will display explaining he already has access to the system. The system will also validate TODO codes; if invalid, a message will display. The TODO field cannot exceed ten (10) alphanumeric characters. (W.O. P2S-005)

The roles CMGR, TCG and FUNC_MGR have been removed from the New User screen. New Users can no longer be created using these roles. (P2S-016)

Two new fields have been added to the New User screen – 'Contract # ' and 'Contract Expiration Date'. These are multiple entry fields. These fields are mandatory for CNTR_PLUS and CNTR roles, and optional for the TODO role. 'Contract # ' is a 25 character, alphanumeric field. 'Contract Expiration Date' is a 13 character, alphanumeric field with the format of dd-mmm-yyy. (P2S-017)
For CNTR_PLUS and TODO roles, 90 days prior to contract expiration date, the system will send an email to all authorized users against the TODO code notifying them that the contract

number will expire in 90 days. On the 91st day, if the expiration date has not been updated in ACPINS, the system will send an email to accountable administrators stating that the contract number for that specific TODO account has expired. (P2S-017)

For CNTR role, 90 days prior to contract expiration date, the system will send an email to the user stating that the contract will expire in 90 days. On the 91st day, if the expiration date has not been updated in ACPINS, the system will send an email to accountable administrators stating that the contract number for that specific user has expired. (P2S-017)

Read the Disclaimer paragraph and select either the "I agree" or the "I decline" button. Selecting the "I decline" button will take the user back to the Home page. Selecting the "I agree" button will take the user to the "Login Request" screen.

2.2.2.1 Login Request Screen

READ FIRST

The required fields are marked with an "*" following the data field name. After completing the Login Request screen, select the "Submit" button. This action will take the user to the Confirmation Screen (See paragraph 2.2.2.1.1). The fields for the Login Request screen are listed below.

Complete the following steps in the order shown

1. **First Name** — Enter first name. This is a mandatory field.
2. **Last Name** — Enter last name. This is a mandatory field.
3. Middle Name — Enter middle name. This is an optional field.
4. **Organization** — Enter organization. This is a mandatory field. i.e. OC-ALC/LGLUC
5. **Type of User** — Select type of user from a drop-down list. If "TODO" is selected, the user will need to provide a TODO code (maximum of ten [10] alphanumeric characters.) If "ES" is selected, the user will need to provide the Managing Center and the ES Code (maximum of three [3] alphanumeric characters.) A second screen will be provided to enter either the TODO code or ES code. This is a mandatory field.
6. **Street Address** — Enter the complete mailing address; mandatory field.
7. **City** — Enter city. This is a mandatory field.
8. **State** — Enter state. This is a mandatory field.
9. **ZIP Code** — Enter ZIP code. This is a mandatory field.
10. DSN Phone — Enter DSN phone number.
11. **Commercial Phone** — Enter commercial phone number. This is a mandatory field.
12. DSN Fax — Enter DSN fax number.

13. Commercial Fax	Enter commercial fax number.
14. **E-Mail Address**	Enter e-mail address. This is a mandatory field.
15. **Purpose for Accessing ACPINS**	Enter purpose for accessing the system. This is a mandatory field.
16. IP Address	Enter IP address.
17. Dynamic	If the IP address on your local PC comes from a DHCP server, choose "Yes;" otherwise select "No." The default is "No."
18. **MAJCOM**	Select MAJCOM from the dropdown list, mandatory field.
19. **Affiliation**	Choose either "Military," "DoD Civilian," or "Other." If "Other," please specify. This is a mandatory field. The default is "Military."
20. Submit Button	When the required information has been entered, select the "Submit" button to proceed to the Confirmation screen.

Optional

21. Reset Button	The user has the option of selecting the "Reset" button to clear all fields on the Login Request screen.

Note: To return to the ACPINS Home page from the Login Request screen, the user can select the "Back" option on the browser toolbar. The Disclaimer page will display; selecting "I decline" will display the ACPINS Home page. This action will not save any information on the Login Request screen.

Error Message

If the "Submit" button is selected and all required fields are not complete, the following message will display on a separate screen:

Mandatory fields are not filled. Please resubmit the form.

Select the "Back" button to return to the Login Request screen and complete the missing information.

2.2.2.1.1 Login Request Confirmation Screen.

This screen allows the user to view the details that will be submitted from the Login Request screen.

The new mandatory field on this screen for all users is the "Weapon Systems Supported" field. The "Country" field is mandatory for TODO, TODO_GUEST and CNTR_PLUS roles. Multiple countries and multiple weapon systems can be selected by holding down the "CTRL" key. If the user is a TODO, TODO_GUEST or CNTR_PLUS, the "TODO Code" field is mandatory in addition to the Country and Weapon Systems Supported fields. If the user is an Equipment Specialist, the "ES Code" and "MCTR" fields are mandatory in addition to the Weapon Systems Supported field. If the user is FDO, ENGR or CFMGR, the "MCTR" field is mandatory in addition to the Weapon Systems Supported field. A Special Comments field is provided for additional information or notes, if needed. (W. O. P2-031)

Important Information

The user must select "Confirm" to submit the data to the database. After selecting "Confirm" the user will view a "Thank You" screen. A message box will display on the Thank You screen:

The Request will not be processed until a signed faxed copy is received at the appropriate location.

The user must select "OK" and then print the screen.

A space for the supervisor's signature is provided on the Thank You screen (print the form by selecting the "Print" button.) **The locations with commercial fax numbers for faxing the printed form to** (after obtaining the supervisor signature) **are shown at the bottom of the "Thank you" screen**.

The user may return to the home page by selecting the "Home" link in the upper right section of the screen.

2.2.3 Login

Select "Login" from the navigation bar on the left side of the ACPINS Home page. After selecting "Login," a login dialog box will display. The user name and password must be completed. Upon selecting "OK," the ACPINS menu page or a User Survey will display. The ACPINS menu pages allows the user to view What's New, ACPINS Accreditation, Forms and Reports, Weapon Systems, Commodities, Warfighter Cross-References, Delete Account, CSRL, Contact Information, Managing Center and Electronic Software Delivery System (ESDS) web pages. The user will be notified ten (10) days before his password expires. All user passwords will expire every ninety (90) days. (DPR CC-20261) A user oriented survey will be displayed for every 10^{th} user to provide valuable feedback concerning the function of the Air Force ACPIN System. The survey consists of four questions relating to Quality, Timeliness, Accuracy of Data and Overall Satisfaction. Each question has a valid response of: "Very Poor", "Less than Satisfactory", "Satisfactory", "Very Good" and "Excellent". Users can also input additional comments and submit or exit from the survey by pressing the "Submit" button or the "Cancel" button. (P2S-027)

Error Message

Note: If you try to login three times using the wrong password, your account will lock automatically and you will have to contact the appropriate authority to unlock the account.

The following message will display:

Account locked, contact your DBA.

2.2.3.1 ACPINS Menu

Select either "What's New" (upper left), "ACPINS Accreditation," "Forms & Reports," "Weapon Systems," "Commodities," "Warfighter Cross-Reference," "Delete Account," "CSRL," "Contact Information," "Managing Centers" or "Electronic Software Delivery System (ESDS)" from the navigation area on the right side of the page.

> **Note:** There is a navigation bar across the bottom of the screen on the Home and ACPINS Menu web pages. ***By using the navigation bar, the user will not have to wait for the graphics to download.*** On the Weapon Systems, Commodities and View Shopping Cart web pages, there are three navigation links at the top of the screens (ACPINS menu, Shopping Cart and Home). On these pages a "Back" button is also provided at the bottom of the screen.

2.2.3.1.1 What's New

Select "What's New" on the ACPINS Menu screen (upper left of screen).

Modifications/Changes applied to the database in the current version will be listed here. If no changes are made, the version number will not change. Previous updates can be viewed by selecting the link, "Previous Version Archives."

2.2.3.1.2 ACPINS Accreditation

The ACPINS Accreditation package (170 pages) is now available for individual sites to access in order to obtain their Certificate to Operate (CTO.)

2.2.3.1.3 Forms and Reports

READ FIRST

"Forms & Reports" link opens a new page, the ACPINS Forms & Reports Menu. When "Forms & Reports" is selected from the menu, the status window will display. If more than two (2) minutes elapses and the Forms & Reports Menu has not displayed, click the "Reload" button on the browser window. If the "Reload" button is not in view, there is a message displayed on the screen telling the user to right click the mouse and select "Reload" or "Refresh." If a Logon dialog box displays, which may happen occasionally, login as requested. The "Database" field can be left blank. Select "Connect." (DPR CC-20187)

Sections 3 through 10 of this Instructional Guide cover the Forms & Reports menu options in detail.

Note: While waiting for the files to download, the user may go back to the menu page by selecting "ACPINS Menu Page" Netscape application that is minimized on the Task Bar at the bottom of the screen. Use the Task Bar to return to the Forms & Reports screen by selecting the minimized application. Do not select Forms & Reports again from the ACPINS menu.

2.2.3.1.4 Weapon Systems

READ FIRST

The Weapon Systems web pages list CPINs associated with a specific weapon system. Only "A" type CPINs will display; FMS specific CPINs will not display. Only the latest dated and pending entries will display for any one CPIN. Select "Weapon Systems" from the ACPINS Menu page. This action will take the user to the Weapon Systems web pages screen. Click on any of the text links to get information about each weapon system. The user may return to the ACPINS Menu, go to his Shopping Cart or return to the ACPINS Home page by selecting the appropriate link at the top of the page. These links are available on all subsequent pages. ***Refer to Section 2.2.3.1.4.3 for F-16 web page instructions. Refer to Section 2.2.3.1.4.4 for C-17 web page instructions.***

1. User roles CDBA, CMGR and MDBAs can add to System Reference, System/Subsystem Reference, System Model Reference and Model/Subsystem Reference screens.
2. If a user wants to add a system that does not appear on the first screen, he should contact an MDBA or one of the CDBAs or CMGRs at Central. The appropriate user can go to the DBA System Reference screen and add the new system.
3. The above also applies to adding new models and/or subsystems to the web pages, using the appropriate DBA reference screens.
4. MDBAs should refer to DBA Section 10 for instructions on the System Reference screen, System/Subsystem Reference screen, System Model Reference screen, and Model/Subsystem Reference screen.
5. All systems, models and subsystems are not displayed on the web pages. There is a check box option in the DBA reference screens, which indicate if the information is to display on the web pages.
6. Only "A" type CPINs will display on the web pages. FMS CPINs will not display on the web pages. Only the latest dated and pending entries will display for any one CPIN.
7. CPINs can be added to subsystems and models through the Request Screens. CDBAs, CMGRs, MDBAs and MMGRs can display CPINs on the web pages by utilizing the DBA menu option, DBA CPIN screens and selecting CPIN Applicable Systems.

2.2.3.1.4.1 Advanced Search Screen

Complete the following steps in the order shown

Selecting the Advanced Search option will display the Advanced Search screen.

1. Enter the CPIN number. Entering at least three characters (category and major function) with the "%" sign in the CPIN field will yield a faster search. If no System, Model or Subsystem is entered and the CPIN field is left blank (or just the "%" sign), the following message will display:

Error Message

ERROR!
At least three characters have to be entered in the CPIN field.

2. If all of the fields shown below are left blank, at least three characters (category and major function) with the % sign must be entered in the CPIN field.
   a. Select a System from the drop-down list.
   b. Select a Model from the drop-down list.

Note: Models F-16A, F-16B, F-16C and F-16D can be selected from the drop-down list on the Advanced Search screen.

   c. Select a Subsystem from the drop-down list.
3. When the above fields have been completed, select the "Search" button at the bottom of the screen.

2.2.3.1.4.2 Content of the Weapon Systems Web Pages

Using the B-52 as an example on the Model web page, select the "All" button to view all CPINs associated with the B-52.

Select the "Subsystems" button to view all subsystems which belong to B-52.

To view the subsystems that are listed under specific models, select the correct link and click. This will take the user to the Subsystem web page for the specified model.

2.2.3.1.4.2.1 Subsystem Web Page

Using B-52G as an example, select the "All" button to view all CPINs associated with the B-52G.

To view the subsystems that are listed under the specific titles, select the correct link and click. The CPIN Listing screen will display.

2.2.3.1.4.2.2 CPIN Listing

Selecting a subsystem on a Subsystem web page will show the user a list of CPINs that belong under the selected subsystem. The user can add any CPIN to his shopping cart, which will allow the user to order CPINs.

Note: FMS CPINs will not display on the web pages.
Only "A" type CPINs will display on the web pages.
Only the latest dated and pending entries will display for any one CPIN.

To add CPINs to a shopping cart, check the "Add" check box that is located on the left side of the CPIN Listing Screen. Select the "Add to Cart" button on the bottom of the screen.

To view details of a particular CPIN on the list, click on that CPIN and the details will display. CPIN details of all the weapon systems is identical to the format of the F-16 CPIN detail Screen. (P2S-018). All fields will display (except Country) whether or not there is data associated with the field.

The user may view the contents of his shopping cart by selecting the link at the top of the page. The user may select the "Back" button at any time to return to the previous page.

The CPIN Listing screen can be saved to the user's hard drive. When "Save As" is selected add the file extension of .html.

2.2.3.1.4.2.3 Additions to Shopping Cart

This screen allows the user to view the CPINs that have been selected for his shopping cart. If the user is adding the CPIN for the first time, a green status message will appear.

If the user tries to add the same CPIN twice, a red status message will display indicating the CPIN is already in the shopping cart.

The user may remove a CPIN that has been added to the list by checking the "Remove" box that is adjacent to the CPIN, and then selecting the "Remove" button at the bottom of the page.

Note: After completing this screen, users with order privileges may order CPINs by selecting the "Order" button at the bottom of the page, which will display the Order screen in the Forms and Reports Menu under "Orders." Select the Add from Cart button and complete the order. Exit Forms and Reports to return to the web pages. The user can view other web pages by selecting the ***ACPINS Menu link at the top of the page*** to return to the menu.

Note: "D" type CPINs are not displayed on the web pages. If the user needs to order a "D" type CPIN, he can place the "A" CPIN in his shopping cart. Then see Order Screen, Section 4 for instructions on ordering "D" type CPINs through the web pages.

For Order Screen instructions see Section 4.

2.2.3.1.4.3 F-16 Web Pages

The Weapon Systems web pages list CPINs associated with a specific weapon system. Only "A" type CPINs will display; FMS specific CPINs will not display. Only the latest dated and pending entries will display for any one CPIN. Select "Weapon Systems" from the ACPINS Menu page. This action will take the user to the Weapon Systems web pages screen, where he can select the F-16 link. This section covers the F-16 options. The user may return to the ACPINS Menu, go to his Shopping Cart or return to the ACPINS Home page by selecting the appropriate link at the top of the page. These links are available on all subsequent pages.

1. User roles CDBA, CMGR and MDBA can add to System Reference, System/Subsystem Reference, System Model Reference and Model/Subsystem Reference screens under DBA on the Forms and Reports Menu.

2. If a user wants to add a new system, model or subsystem, he should contact an MDBA or one of the CDBAs or CMGRs at Central. The appropriate user can go to the DBA Reference screens and add the new element.

3. CDBA, CMGR and MDBA users - See DBA Section 10 for instructions on the System Reference screen, System/Subsystem Reference screen, System Model Reference screen and Model/Subsystem Reference screen.

4. All systems, models and subsystems are not displayed on the web pages. There is a check box option in the DBA reference screens, which indicates if the information is to display on the web pages.

5. Only "A" type CPINs will display on the web pages. FMS CPINs will not display on the web pages. Only the latest dated and pending entries will display for any one CPIN.

6. CPINs can be added to subsystems and models through the Request Screens. CDBAs, CMGRs, MMGRs and MDBAs can display CPINs on the web pages by utilizing the DBA menu option, DBA CPIN screens and selecting CPIN Applicable Systems.

2.2.3.1.4.3.1 F-16 Models Web Page

Selecting F-16 on the Weapon Systems web page displays the F-16 models web page. There are four buttons on this page, "Advanced Search," "All," "Subsystems" and "Releases."

Note: Models F-16A, F-16B, F-16C and F-16D do not display on the F-16 Models web page but can be selected from the drop-down list on the Weapon System Advanced Search screen.

2.2.3.1.4.3.1.1 Advanced Search

Selecting the Advanced Search option on the Models web page will display the Advanced Search web page which has been customized for F-16 use. The "Advanced Search" web page displays data entry fields, to be used as parameters for the search. The Advanced Search web page also displays the "All," "Subsystems" and "Releases" buttons for easy access.

Complete the following steps in the order shown

1. Enter the CPIN number. Entering at least three characters (category and major function) with the "%" sign in the CPIN field will yield a faster search.

2. Select criteria from the optional fields shown below or use the wildcard, "%."

    a. Select a Station Type from the drop-down list.
    b. Select a Software Use from the drop-down list.
    c. Select a WUC from the drop-down list.
    d. Select a Suite from the drop-down list.

3. When the above fields have been completed, select the "Search" button at the bottom of the screen. This will display a list of CPINs satisfying the defined criteria.

2.2.3.1.4.3.1.1.1 CPIN Listing

READ FIRST

On the CPIN Listing web page, the user has the option of viewing the details of a particular CPIN and/or adding CPINs to his shopping cart. FMS CPINs will not display on the Web pages. Only "A" type CPINs will display on the Web pages. Only the latest dated and pending entries will display for any one CPIN.

1. View CPIN details:

    a. Click on the CPIN number to display the CPIN Details page.

    b. All fields will display (except Country) whether or not there is data associated with the field.

    c. Click on the Add to Cart button at the bottom of the screen if desired.

    d. Click on the Back button to return to the CPIN Listing screen.

2. Add to cart on the CPIN Listing page:

a. elect the check box under "ADD" to add a CPIN to shopping cart. After all CPINs have been checked that user desires to add to his cart, click on the "Add to Cart" button at the bottom of the screen.

b. The user may view the contents of his shopping cart by selecting the link at the top of the page.

3. If the CPIN List is more than one page, navigation options are available at the bottom left of the page. i.e. Next, Previous, Top, and Last.

4. The user may select the "Back" button at any time to return to the previous page.

5. The CPIN Listing page can be saved to the user's hard drive. When "Save As" is selected, add the file extension .html.

2.2.3.1.4.3.1.2 All Option

1. Selecting the "All" button on the models page will display all CPINs associated with all F-16 models shown. This query is not recommended, as it may take quite some time.

2. Selecting "All" could produce thousands of records. If that is the case, there are links at the bottom of the page to navigate the records, "Next" and "Last" are available on the first page. "Previous," "Next," "Top" and "Last" are the navigation options available on the subsequent pages.

3. See Section 2.2.3.1.4.3.1.1.1, CPIN Listing, for further details.

2.2.3.1.4.3.1.3 Subsystems Option

Selecting the Subsystems option on the models page will display all F-16 subsystems that have been identified to display on the web pages.

1. Selecting one of these subsystems will display a CPIN Listing page identifying all the CPINs associated with that particular subsystem. See Section 2.2.3.1.4.3.1.1.1, CPIN Listing, for further details.

2. If no CPINs are associated with the subsystem, a web page will display containing the message, "No Records Found."

3. Selecting the "All" option on the Subsystems web page will display all CPINs associated with all F-16 subsystems shown. Selecting "All" could produce many, many records. If that is the case, there are links at the bottom of the page to move through the records, "Next" and "Last" are available on the first page. "Previous," "Next," "Top" and "Last" are the navigation options on the subsequent pages.

2.2.3.1.4.3.1.4 Releases Option

Selecting the Releases option on the Models web page will display the F16 Releases web page. The options are “30 Day Releases” (button) and Start Date and End Date fields.

1. Selecting the 30 Day Releases button will display a CPIN Listing screen with all applicable F-16 software that has been dated within the last 30 days.

2. Entering a start date and an end date will also produce a CPIN Listing screen when “Report” is selected.

Note: The default start date is 01-APR-2002. Do not enter a date previous to 01-APR-2002. The end date must be later than the start date.

3. A “Clear” button is available to clear the start and end date fields so another date range can be entered.

4. A “Back” button is available to return to the previous screen.

5. Refer to Section 2.2.3.1.4.3.1.1.1, CPIN Listing, for further details.

2.2.3.1.4.3.1.5 Shopping Cart

This screen allows the user to view the CPINs that have been selected for his shopping cart. If the user is adding the CPIN for the first time, a green status message will appear.

1. If the user tries to add the same CPIN twice, a red status message will display indicating the CPIN is already in the shopping cart.

2. The user may remove a CPIN that has been added to the list by checking the “Remove” box that is adjacent to the CPIN, and then selecting the “Remove” button at the bottom of the page.

3. After completing this screen, the users with order privileges may order CPINs by selecting the “Order” button at the bottom of the page, which will first display a login dialog box and then the Order Processing screen in the Forms and Reports Menu under “Orders.” Select the Add from Cart button and complete the order. Exit Forms and Reports to return to the web pages. The user can view other web pages by selecting the ***ACPINS Menu link at the top of the page*** to return to the menu.

4. If a user does not have order privileges, he can navigate through the web pages and place CPINs in his shopping cart but the system will not allow him to login to the Order screen. Once he completes the login dialog box, an error message will display stating that the user does not have privileges to access this screen.

Note: "D" type CPINs are not displayed on the web pages. If the user needs to order a "D" type CPIN, he can place the "A" CPIN in his shopping cart. Then see Order Screen, Section 4 for instructions on ordering "D" type CPINs through the web pages.

For Order Screen instructions see Section 4.

2.2.3.1.4.4 C-17 Web Pages (W.O. C17-001 thru C17-021)

The Weapon Systems web pages list CPINs associated with a specific weapon system. Only "A" type CPINs will display; FMS specific CPINs will not display. Only the latest dated and pending entries will display for any one CPIN. Select "Weapon Systems" from the ACPINS Menu page. This action will take the user to the Weapon Systems web pages screen, where he can select the C-17 link. This section covers the C-17 options. The user may return to the ACPINS Menu, go to his Shopping Cart or return to the ACPINS Home page by selecting the appropriate link at the top of the page. These links are available on all subsequent pages.

1. User roles CDBA, CMGR and MDBA can add to System Reference, System/Subsystem Reference, System Model Reference and Model/Subsystem Reference screens under DBA on the Forms and Reports Menu.

2. If a user wants to add a new system, model or subsystem, he should contact an MDBA or one of the CDBAs or CMGRs at Central. The appropriate user can go to the DBA Reference screens and add the new element

3. CDBA, CMGR and MDBA users - See DBA Section 10 for instructions on the System Reference screen, System/Subsystem Reference screen, System Model Reference screen and Model/Subsystem Reference screen.

4. All systems, models and subsystems are not displayed on the web pages. There is a check box option in the DBA reference screens, which indicates if the information is to display on the web pages.

5. Only "A" type CPINs will display on the web pages. FMS CPINs will not display on the web pages. Only the latest dated and pending entries will display for any one CPIN.

6. CPINs can be added to subsystems and models through the Request Screens. CDBAs, CMGRs, MMGRs and MDBAs can display CPINs on the web pages by utilizing the DBA menu option, DBA CPIN screens and selecting CPIN Applicable Systems.

2.2.3.1.4.4.1 C-17 Models Web Page (W.O. C17-002)

Selecting C-17 on the Weapon Systems web page displays the C-17 models web page. There are four buttons on this page, "Advanced Search," "All," "Subsystems" and "Releases."

2.2.3.1.4.4.1.1 Advanced Search (W.O. C17-003)

Selecting the Advanced Search option on the Models web page will display the Advanced Search web page which has been customized for C-17 use. The "Advanced Search" web page displays data entry fields, to be used as parameters for the search. The Advanced Search web page also displays the "All," "Subsystems" and "Releases" buttons for easy access.

Complete the following steps in the order shown

1. Enter the CPIN number. Entering at least three characters (category and major function) with the "%" sign in the CPIN field will yield a faster search.

2. Select criteria from the optional fields shown below or use the wildcard, "%."

    a. Select a Station Type from the drop-down list. (W.O. C17-004)
    b. Select a Software Use from the drop-down list. (W.O. C17-005)
    c. Enter WUC or use the wildcard, "%". (W.O. C17-006)
    d. Select a Suite/Block from the drop-down list. (W.O. C17-007)

3. When the above fields have been completed, select the "Search" button at the bottom of the screen. This will display a list of CPINs satisfying the defined criteria.

2.2.3.1.4.4.1.1.1 CPIN Listing

READ FIRST

On the CPIN Listing web page, the user has the option of viewing the details of a particular CPIN and/or adding CPINs to his shopping cart. FMS CPINs will not display on the Web pages. Only "A" type CPINs will display on the Web pages. Only the latest dated and pending entries will display for any one CPIN.

1. View CPIN details:

    a. Click on the CPIN number to display the CPIN Details page.

    b. All fields will display (except Country) whether or not there is data associated with the field. (W.O. C17-008)

    c. Click on the Add to Cart button at the bottom of the screen if desired.

    d. Click on the Back button to return to the CPIN Listing screen.

2. Add to cart on the CPIN Listing page:

a. Select the check box under “ADD” to add a CPIN to shopping cart. After all CPINs have been checked that user desires to add to his cart, click on the “Add to Cart” button at the bottom of the screen.

b. The user may view the contents of his shopping cart by selecting the link at the top of the page.

3. If the CPIN List is more than one page, navigation options are available at the bottom left of the page. i.e. Next, Previous, Top, and Last.

4. The user may select the “Back” button at any time to return to the previous page.

5. The CPIN Listing page can be saved to the user’s hard drive. When “Save As” is selected, add the file extension .html.

2.2.3.1.4.4.1.2 All Option (W.O. C17-010)

1. Selecting the “All” button on the models page will display all CPINs associated with all C-17 models shown. This query is not recommended, as it may take quite some time.

2. Selecting “All” could produce thousands of records. If that is the case, there are links at the bottom of the page to navigate the records, “Next” and “Last” are available on the first page. “Previous,” “Next,” “Top” and “Last” are the navigation options available on the subsequent pages.

3. See Section 2.2.3.1.4.4.1.1.1, CPIN Listing, for further details.

2.2.3.1.4.4.1.3 Subsystems Option (W.O. C17-011)

Selecting the Subsystems option on the models page will display all C-17 subsystems that have been identified to display on the web pages.

1. Selecting one of these subsystems will display a CPIN Listing page identifying all the CPINs associated with that particular subsystem. See Section 2.2.3.1.4.4.1.1.1, CPIN Listing, for further details.

2. If no CPINs are associated with the subsystem, a web page will display containing the message, “No Records Found.”

3. Selecting the “All” option on the Subsystems web page will display all CPINs associated with all C-17 subsystems shown. Selecting “All” could produce many, many records. If that is the case, there are links at the bottom of the page to move through the records, “Next” and “Last” are available on the first

page. “Previous,” “Next,” “Top” and “Last” are the navigation options on the subsequent pages.

2.2.3.1.4.4.1.4 Releases Option (W.O. C17-012)

Selecting the Releases option on the Models web page will display the C-17 Releases web page. The options are “30 Day Releases” (button) and Start Date and End Date fields.

1. Selecting the 30 Day Releases button will display a CPIN Listing screen with all applicable F-16 software that has been dated within the last 30 days.

2. Entering a start date and an end date will also produce a CPIN Listing screen when “Report” is selected.

Note: The default start date is 01-APR-2002. Do not enter a date previous to 01-APR-2002. The end date must be later than the start date.

3. A “Clear” button is available to clear the start and end date fields so another date range can be entered.

4. A “Back” button is available to return to the previous screen.

5. Refer to Section 2.2.3.1.4.4.1.1.1, CPIN Listing, for further details.

2.2.3.1.4.4.1.5 Shopping Cart (W.O. C17-013)

This screen allows the user to view the CPINs that have been selected for his shopping cart. If the user is adding the CPIN for the first time, a green status message will appear.

1. If the user tries to add the same CPIN twice, a red status message will display indicating the CPIN is already in the shopping cart.

2. The user may remove a CPIN that has been added to the list by checking the “Remove” box that is adjacent to the CPIN, and then selecting the “Remove” button at the bottom of the page.

3. After completing this screen, the users with order privileges may order CPINs by selecting the “Order” button at the bottom of the page, which will first display a login dialog box and then the Order Processing screen in the Forms and Reports Menu under “Orders.” Select the Add from Cart button and complete the order. Exit Forms and Reports to return to the web pages. The user can view other web pages by selecting the ***ACPINS Menu link at the top of the page*** to return to the menu.

4. If a user does not have order privileges, he can navigate through the web pages and place CPINs in his shopping cart but the system will not allow him

to login to the Order screen. Once he completes the login dialog box, an error message will display stating that the user does not have privileges to access this screen.

Note: "D" type CPINs are not displayed on the web pages. If the user needs to order a "D" type CPIN, he can place the "A" CPIN in his shopping cart. Then see Order Screen, Section 4 for instructions on ordering "D" type CPINs through the web pages.

For Order Screen instructions see Section 4.

2.2.3.1.5 Commodities Web Pages

The Commodities web pages will list CPINs associated with instruments and accessories, engines, etc. Only "A" type CPINs will display; FMS specific CPINs will not display. Only the latest dated and pending entries will display for any one CPIN. The Commodities web pages contain a search engine, which will allow the user to access CPIN information by CPIN number, subsystem, system and/or model.

Complete the following steps in the order shown

1. Enter the CPIN number. Entering at least three characters (category and major function) with the "%" sign in the CPIN field will yield a faster search. If no Subsystem, System or Model is entered and the CPIN field is left blank (or just the "%" sign), the following message will display:

Error Message

ERROR!
At least three characters have to be entered in the CPIN field.

2. If all of the fields shown below are left blank, at least three characters (category and major function) with the % sign must be entered in the CPIN field.
   a. Select a Subsystem from the drop-down list.
   b. Select a System from the drop-down list.
   c. Select a Model from the drop-down list.
3. When the above fields have been completed, select the "Search" button at the bottom of the screen. When the search is finished, the CPIN Listing screen will display.

2.2.3.1.5.1 CPIN Listing

READ FIRST

Selecting a subsystem (and/or system and model) will show the user a list of CPINs that belong under the selected item. The user can add any CPIN to his shopping cart, which will allow the user to order CPINs.

Note: FMS CPINs will not display on the Web pages.
Only "A" type CPINs will display on the Web pages.
Only the latest dated and pending entries will display for any one CPIN.

The user may view the contents of his shopping cart by selecting the link at the top of the page. The user may select the "Back" button at the bottom of the page at any time to return to the search page.

The CPIN Listing screen can be saved to the user's hard drive. When "Save As" is selected add the file extension of .html.

2.2.3.1.5.2 Additions to Shopping Cart

This screen allows the user to view the CPINs that have been selected for his shopping cart.
If the user is adding the CPIN for the first time, a green status message will appear. If the user tries to add the same CPIN twice, a red status message will display indicating the CPIN is already in the shopping cart.

The user may remove a CPIN that has been added to the list by checking the "Remove" box that is adjacent to the CPIN, and then selecting the "Remove" button at the bottom of the page.

Note: After completing this screen, users with order privileges may order CPINs by selecting the "Order" button at the bottom of the page, which will display the Order screen in the Forms and Reports Menu under "Orders." Select the Add from Cart button and complete the order. Exit Forms and Reports to return to the web pages. The user can view other web pages by selecting the ***ACPINS Menu link at the top of the page*** to return to the menu.

Note: "D" type CPINs are not displayed on the web pages. Place the "A" CPIN in your shopping cart. Then see Order Screen, Section 4 for instructions on ordering "D" type CPINs through the web pages.

For Order Screen instructions see Section 4.

2.2.3.1.6
Creating Weapon Systems Web Pages

The following instructions guide the user (CDBA, CMGR, MDBA, MMGR) through creating, revising and/or adding to the Weapon Systems web page, the Model web page and the Subsystem web page.

READ FIRST

1. **Weapon Systems Web Page:**

    a. If a user needs to add a system that does not appear on the first Weapon Systems web page, he can do so by creating the web pages with the DBA Reference screens in the Forms and Reports Menu. See instructions below for each option.

2. **Instructions for adding a new System to the Weapon Systems Web Page:**

Complete the following steps in the order shown

a. Go to Forms and Reports Menu.
b. Select DBA.
c. Select DBA Reference Screens (M-Z).
d. Select System Reference Screen.
e. Select "Query" twice to populate the fields for viewing of existing systems.
f. Select "Insert" to add a blank row.
g. Type in the name of the new system and the system description in the blank row.
h. If this system is to be displayed on the Weapon Systems web page, select the check box "Display on Web."
i. Select "Save."

Note: The above actions (step h and i) will automatically display the new system on the web page. You will have to reload or refresh your computer to view the changes.

3. **Instructions for adding a new subsystem to a system:**

Complete the following steps in the order shown

a. Go to Forms and Reports Menu.
b. Select DBA.
c. Select DBA Reference Screens (M-Z).
d. Select System/Subsystem Reference Screen.
e. Select "Query" twice to populate the fields for viewing of existing systems and related subsystems.

f. Place cursor in a blank row or select “Insert” to add a blank row.
g. Type in the name of the system and the new subsystem and description in the blank row.
h. If this subsystem is to be displayed on the Weapon Systems web pages, select the check box “Display on Web.”
i. Select “Save.”

4. Instructions for adding new Models to the Weapon Systems Model Web Page:

Complete the following steps in the order shown

a. Go to Forms and Reports Menu.
b. Select DBA.
c. Select DBA Reference Screens (M-Z).
d. Select System Model Reference Screen.
e. Select “Query” twice to populate the fields for viewing of existing systems and related models.
f. Select “Insert” to add a blank row.
g. Type in the name of the system and the new model and description in the blank row.
h. If this model is to be displayed on the Weapon Systems web pages, select the check box “Display on Web.”
i. Select “Save.”

Note: The above actions (step h and i) will automatically display the new model on the Model web page under the related system. You will have to reload or refresh your computer to view the changes.

5. Instructions for adding a subsystem to a model for the Subsystem Web Page:

Complete the following steps in the order shown

a. Go to Forms and Reports Menu.
b. Select DBA.
c. Select DBA Reference Screens (M-Z).
d. Select Model/Subsystem Reference Screen.
e. Select “Query” twice to populate the fields for viewing of existing systems and related models.
f. Select “Insert” to add a blank row.
g. Type in the name of the model and the new subsytem and description in the blank row.
h. If this subsystem is to be displayed on the Subsystems web page under the related model, select the check box “Display on Web.”
i. Select “Save.”

Note: The above actions (step h and i) will automatically display the new subsystem on the Subsystem web page under the related model. You will have to reload or refresh your computer to view the changes.

6. **Instructions regarding displaying CPINs on the Weapon System Web pages** (see Section 8.6.1 for more details):
   a. CDBA, CMGR, MDBA and MMGR can display existing CPINs on the web pages through the DBA menu option on the Forms and Reports Menu:

Complete the following steps in the order shown

1) Go to Forms and Reports Menu.
2) Select DBA.
3) Select DBA CPIN Screens.
4) Select CPIN Applicable System screen.
5) Select "Query" to populate the fields for viewing of existing systems and descriptions. A CPIN will populate the CPIN field and the Up and Dn buttons can be used to scroll the records. *OR* enter a CPIN and its Revision #. The "List" option is available for selecting the correct CPIN.
6) From the first screen, the user can move to the Subsystem screen by selecting the "Subsystem" button or the "Model" button; from the Model screen, he can access the model subsystem screen by selecting the "Subsystem" button.
7) On any of these screens, place cursor in a blank row or select "Insert" to add a blank row to relate the system, subsystem and/or model to the selected CPIN.
8) Type in the name of the system, subsystem and/or model (depending on which screen you are in) and the related information and/or description in the blank row.
9) Select "Save."

Note: The above actions will automatically display the CPIN on the applicable web page. You will have to reload or refresh your computer to view the changes.

   b. All users with access to the CPIN Request screens can associate CPINs with the appropriate system, subsystem and model through the CPIN Request Screens on the Forms and Reports Menu:

Complete the following steps in the order shown

1) Select Forms and Reports from the ACPINS Menu web page and the Forms and Reports Menu will display.
2) Select CPIN Request Screens.
3) Select "New/Version/Revision/Update – CPIN Doc."

4) Enter initiator information on the Initiator Information screen and select “Next Page.”
5) Complete the mandatory fields on the Action Information screen (see Section 3.2.1.2).
6) Select the appropriate action, “New” or “Update.”
7) From the Software CPIN Details (1) screen or the Documentation CPIN Details (1) screen, after selecting the “Init Doc CPIN” button (if D or A & D) and saving the data to the database, the user can move to the Subsystem screen by selecting the “Subsystem” button or the “Model” button; from the Model screen, he can access the model subsystem screen by selecting the “Subsystem” button. See Section 3.2.1 through 3.2.1.13 for further details.
8) On any of these screens, place cursor in a blank row to relate the system, subsystem and/or model to the selected CPIN.
9) Type in the name of the system, subsystem and/or model (depending on which screen you are in) and the related information and/or description in the blank row.
10) Select “Save.”

2.2.3.1.7 Warfighter Cross-Reference

The Warfighter cross-reference allows the user to query ACPINS for specific data fields. Select “Warfighter Cross-Reference” from the ACPINS Menu page. This action will take the user to the Warfighter Cross-Reference screen. This screen may also be accessed through the Forms & Reports Menu. See Section 7, “Reports,” for details. If the user’s account has a country code (other than US) attached to it, this report is temporarily unavailable..

2.2.3.1.8 Delete Account

The user who is logged in can request that his/her account be deleted. When “Delete Account” is selected from the ACPINS Menu page, a screen will display with fields for First Name, Last Name, User ID, E-Mail Address and Reason for Deletion. The first four fields are automatically populated by the system. The user must enter the reason. All fields are mandatory. Selecting the “Submit” button will save the information to the database. Selecting the “Reset” button will clear the Reason for Deletion field. Selecting the “Back” button will display the ACPINS Menu page. Links to the Home page, Training, Instructional Guide and Help screens are available on this screen.

These requests can be viewed and acted upon by the appropriate DBA through the Forms and Reports Menu, under DBA by selecting “User Request Account Deletion Screen.”

2.2.3.1.9 CSRL

This is a query only screen with no output. The user roles with access are: CDBA, CMGR, CFMGR, CNTR_PLUS, ES, FDO, MDBA, MMGR, TODO AND TODO_GUEST. If logged in with a country code (other than US) attached to the user ID, the user will only see those countries.

When “CSRL” is selected from the ACPINS Menu page, a screen will display with fields for CPIN, TODO, Sub-Account, and MCTR. The CPIN number may be entered (or a partial CPIN number with the percent sign.) The TODO field is mandatory and the TODO code will display automatically, if there is one attached to the user ID. There is a drop-down list for selecting the TODO and MCTR. If logged in as a TODO, the list will display only the TODO codes attached to this user ID. After the fields are filled, the options are Submit, Clear and Back. If Sub-Account is entered, selecting Submit will display the Sub-Account CSRL for the criteria entered. If the criteria entered does not return any information, the following message will display on the Sub-Account CSRL screen, “The requested CPIN is not on this Sub-Account CSRL.” If an invalid Sub-account is entered, a message will display indicating that the Sub-Account is invlaid. If the Sub-Account field is empty, selecting Submit will bring up the TODO CSRL (P2G2-027-RD#4). The Back button will return to the ACPINS Menu page. Selecting Submit will display the CSRL list for the criteria entered. The TODO Address will print on each page of the CSRL (P2G2-007-RD#41). If the criteria entered does not return any information, a message will display on the CSRL screen indicating no records were found. The Back button on this screen will return to the previous screen for entering another set of criteria. Links at the top of the CSRL screen are: ACPINS Menu, Shopping Cart and Home. See Section 2.2.3.1.4.2.3 for Shopping Cart instructions.

2.2.3.1.10 Contact Information

This link provides the CPIN Section's (OC-ALC/LGLUC) mailing address and contact telephone numbers. The Contact Information link also provides System Management and Customer Support Directories.

Select “Contact Info” on the ACPINS Menu page. This action will take the user to the Contact Info Screen.

2.2.3.1.10.1 ACPINS Program Office Address

Select “ACPINS Program Office Address” from the Contact Info Screen. This action will take the user to the ACPINS Program Office Address Screen. This screen provides the mailing address and contact telephone numbers of the CPIN Section Office.

2.2.3.1.10.2 System Management Directory Screen

Select “System Management Directory” from the Contact Info Screen. This screen allows the

user to view a list of all System Management personnel, along with areas of responsibility, telephone numbers and e-mail addresses.

2.2.3.1.10.3 Customer Support Directory Screen

Select "Customer Support Directory" from the Contact Info Screen. This screen allows the user to view a list of all Customer Support personnel, along with areas of responsibility, telephone numbers and e-mail addresses.

2.2.3.1.11 Managing Centers

Select "Managing Centers" from the ACPINS Menu page to view Managing Center telephone numbers, addresses and POCs.

2.2.3.1.12 Electronic Sofware Delivery System (ESDS)

The "Electronic Distribution and Support System" menu link has been replaced by the "Electronic Software Delivery System" link. The information is displayed as shaded wording when the cursor is placed on the ESDS link on the ACPINS Menu Page - "ESDS is currently a prototype system, and as part of the test, ACPINS has created a link to verify connectivity. Estimated ESDS implementation date is 2003 for software distributed on 3-1/2 inch floppies and CDs. Logon requests will be accepted by the Managing Centers after ESDS is operational". (P2S-014)

2.2.4
New Events

Select "New Events" from the navigation bar on the left side of the ACPINS Home page. This screen will also allow the user to view upcoming events. Events will be listed with the topic, date, time, place and a contact name for more information. This screen will be updated periodically as needed.

2.2.5
Tech Orders (TO)

Select "Tech Order" from the navigation bar on the left side of the ACPINS Home page. This action will take the user to the "Supported General Methods and Procedures Technical Orders" screen. This screen allows the user to view or select a Technical Order according to basic date, latest change, change number, and title. The user must have Acrobat Reader to view Tech Orders (TO 00-5-16 and TO 00-5-17). ***Adobe Acrobat Reader can be downloaded from this site. See section 2.2.7.3.***

2.2.6
Download Instructions

Certain software is necessary to utilize ACPINS. The details are in the following three paragraphs.

2.2.6.1 Netscape Communicator 4.xx

1. DISA Customers:
   a. To download Netscape Communicator 4.xx, go to the web site http://netscape.intdec.com/disa/. The version of Communicator should be 4.5 or higher.
   b. To download from this web site the user should get an account from DISA. To obtain an account the user will click on "Register" and follow the subsequent instructions. If you are not a DISA customer, you may have to download it from the Netscape site. Please follow the instructions given below to download the Netscape browser from the Netscape web site.
2. Non-DISA Customers:
   a. Log into http://wbcpins.tinker.af.mil/.
   b. Select “Download Info.” *(Netscape updated their web site)*
   c. Select the Netscape link (Netscape Site) to go the Netscape web site.
   d. Click on Netscape Communicator.
   e. Click on "English."
   f. Determine the operating system on your PC and select the appropriate one (Win 95/98/NT or 2000 version.)
   g. Select 4.78 or the latest version. (The version must be 4.5 or higher.)
   h. Click on "Complete" in the choose component section.
   i. You will be taken to another page, which says "Download it Now." Follow the instructions on the screen.
   j. Go to the directory where the file is saved (desktop, in this case) and click on the file, which you have just saved. It will be a big file name with a Netscape icon.
   k. It may take approximately 7 minutes to download Netscape Communicator.
   l. When the download is complete, you will get a 'success' message.
   m. Select the install button on that dialog box to start installing the software. Follow the instructions, selecting the default values.
   n. After installation is over, restart your computer. Start using the Netscape Communicator you just installed. (Start - > Programs -> Netscape)

2.2.6.2 JInitiator 1.1.7.15.1

1. Select or click on the "Download Info" link on the left side of the homepage. A new page will display showing three download options: Download Netscape, Download JInitiator and Download Adobe Acrobat Reader. (DPR CC-20381)
2. Select or click on Download JInitiator to move to the instructions for downloading

3. After reading the instructions, select the link http://wbcpins.tinker.af.mil/forms/Jinit_download.htm to go to the Oracle JInitiator download page. Follow the instructions on this page. The link for starting the download process is on this page.
4. After selecting the link, "download Oracle JInitiator 1.1.7.15.1," a "Save As" dialog box will appear. Save the JInitiator .exe file to your computer. Select "desktop" if you don't know where to save the file. (Select the down arrow of the “Save in” text box and select the top most directory ie. Desktop). Select the Save button.
5. It may take two minutes for the download to be completed.
6. Close the browser and all the open programs and click on the JInitiator icon on your desktop to install JInitiator.
7. Install the program selecting the next button (accept the defaults) for each instructions.
8. If your organization uses a proxy for the internet:

   Select start -> Programs -> Oracle JInitiator control panel 1.1.7.15.1

9. Select proxies tab.
10. Deselect the check box of "Use browser settings." Type in your proxy address and the port in the corresponding text boxes of HTTP and select apply. Close JInitiator and open Netscape.

    Note: To get the proxy address, you may contact the administrator who maintains your computer.

2.2.6.3 Adobe Acrobat Reader

Select “Download Adobe Acrobat Reader” from the upper right corner of the Download Info page. This action will take the user to the “Adobe Acrobat Reader” page. Follow the instructions listed on the web page.

2.2.7 Login Problems

If the user is not able to login when “Login” is selected from the sidebar on the ACPINS Home page, there are several reasons this might occur. Select “Login Problems” on the sidebar and the Login Problem screen will display to assist the user in solving the problem.

When “Check Here” is selected (next to Password Expired), the system will check the username and password. If the password has expired, the following message will display:

Password expired, do you wish to change it now?
Yes ***No***

If yes is selected, the Password Change screen will display. (See Section 9 for details of the Password Change screen.) If no is selected, the user is returned to the home page.

If the account has been locked, the following message will display:

Account locked, contact DBA.

If the system does not locate a problem with the username and password, a message will display indicating the username/password has no problem. (DPR CC-20526)

2.2.8 Help Line Telephone Number

A help line number is listed on the navigation bar on the left side of the ACPINS Home page. The number has been listed for the user to receive help with the ACPIN System (Monday-Friday, 7:30 AM-4:00 PM Central Time.) The number listed is a toll-free number: 1-888-742-4461.

There are three links at the top on the right-hand side of the Home page: Training, Instructional Guide and Help.

2.2.9 Frequently Asked Questions

Select "FAQ" on the upper right portion of the ACPINS Home Page. This action will take the user to the Frequently Asked Questions (FAQ) Page. (P2S-019)

~~2.2.10~~ (W.O. P2S-029) ~~Training~~

~~Click on the Training link in the upper right portion of the ACPINS Home page to view or download and view a PowerPoint presentation.~~

~~2.2.10.1 HTML Version~~

~~If selecting the HTML version (no plug in is required), use the Next and Previous buttons to navigate the slides.~~

~~2.2.10.2 PowerPoint Presentation~~

~~This option is for users who do not have Microsoft PowerPoint installed on their computer. A plug in is required.~~

~~Complete the following steps in the order shown~~

1. ~~Close any Windows-based programs that are running.~~
2. ~~Click to download PowerPoint as indicated on the Training web page. This will take approximately 15 minutes with a 28.8 modem.~~
3. ~~Download the file following the instructions in the dialog boxes.~~
4. ~~Double-click the ppview97.exe file on your hard drive to start the set-up program.~~
5. ~~Follow the instructions on the screen to complete the installation.~~
6. ~~Once PowerPoint is installed, go back to the Training web page and select #2. PowerPoint Presentation.~~
7. ~~Use the Next and Previous buttons to navigate the slides.~~
8. ~~Use the Escape key on the keyboard to close the presentation.~~
9. ~~Close PowerPoint when you have finished viewing the slides.~~

~~2.2.10.3 Download Presentation Source~~

~~Microsoft PowerPoint must be installed on your computer to view this presentation.~~

~~Complete the following steps in the order shown~~

1. ~~Select option 3, Download Presentation Source.~~
2. ~~Save the file to your hard drive.~~
3. ~~Double-click on the file to open it. This will open PowerPoint.~~
4. ~~Select "Slide Show" from the toolbar to view the presentation.~~
5. ~~Use the Next and Previous buttons to navigate the slides.~~
6. ~~Use the Escape key on the keyboard at any time to close the presentation.~~
7. ~~Close PowerPoint when you have finished viewing the slides.~~

2.2.11
Instructional Guide

Select the Instructional Guide link in the upper right portion of the ACPINS Home page. The instructional guide is defined by user role on the web. The appendices are separate files. Adobe Acrobat Reader is required and can be downloaded from this site.

2.2.11.1 PDF Version

Adobe Acrobat Reader is required to view PDF files. Acrobat Reader can be downloaded from this site. The user can print the PDF file if they desire a hardcopy. They can also save the PDF file to their PC.

1. **To download Acrobat Reader:**

Complete the following steps in the order shown

a. Select the Instructional Guide link at the top right of the ACPINS Home page.
b. Click to download Adobe Acrobat Reader as indicated.
c. Follow the instructions on the screen.

2. If the user already has Acrobat Reader installed:

Complete the following steps in the order shown

a. Select the Instructional Guide link at the top right of the ACPINS Home page.
b. Select the PDF Version of the appropriate Instructional Guide.
c. The guide will display on screen in two side-by-side windows.
d. The window on the left displays the table of contents, which can be expanded and collapsed by selecting the plus and minus signs.
e. A scroll bar is provided for scrolling the table of contents.
f. Select the topic of choice and the Instructional Guide displayed in the right window will display that particular topic.
g. At the bottom center of the screen, a percentage displays. Select a higher percentage to zoom in on the Instructional Guide.
h. The PDF instructional guide can be saved to a location of the user's choice:
   Select File, select "Save As" and complete the destination location to save the file to your hard drive.
i. The PDF version can also be printed if the user desires a hard copy.

2.2.12 Help

Select "Help" from the navigation bar on the upper right side of the ACPINS Home page. This action will take the user to the ACPINS Online Help System.

SECTION 3. REQUEST SCREENS

3.1
CPIN Request Screens

Select "CPIN Request Screens" from the ACPINS Forms & Reports menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. New/Version/Revision/Update – CPIN/DOC
2. Re-Identify
3. Managing Center Transfer
4. Cancel/Reinstate
5. Status of Non-Approved CPINs
6. Status of Approved CPINs
7. CPIN Request Approval Printing

3.1.1 CPIN Request Screen Menu Functions

1.	New	Create a new CPIN.
2.	Version	Create a version of an existing CPIN.
3.	Revision	Create a revision of an existing CPIN.
4.	Update	Update existing CPIN (already approved).
5.	Re-Identify	Re-identify an existing approved CPIN.
6.	Managing Center Transfer	Transfer CPIN to different Managing Center
7.	Cancel/Reinstate	Cancel an approved CPIN. Reinstate a canceled CPIN.
8.	Status of Non-Approved CPINs	View list of non-approved or pending CPINs.
9.	Status of Approved CPINs	View list of CPINs that have been approved in the past five (5) days.
10.	CPIN Request Approval Printing	Report displaying all the approval information about a CPIN.

3.1.2 Entry Actions are Assigned as Follows

1. CPIN baseline with software only
2. CPIN baseline with documentation
3. CPIN baseline with software and documentation
4. CPIN version with software only
5. CPIN version with documentation only
6. CPIN version with software and documentation
7. CPIN revision with software only
8. CPIN revision with documentation only

9. CPIN revision with software and documentation
10. CPIN update with software only
11. CPIN update with documentation only
12. CPIN update with software and documentation
13. CPINs that have been re-identified
14. CPINs that have been transferred
15. CPINs that have been canceled
16. CPINs that have been reinstated
17. Status of Non-Approved CPINs
18. Status of Approved CPINs
19. CPIN Request Approval Printing
20. New Compendium

3.1.3 Additional Action Options

1. Save – Saves information to database.

   Note: Selecting the save button will save the data to the Non-Approved screen and only the user who input the data and Central will be able to view the data. This gives the user the option of changing or adding data at a later time. See “Submit & Exit” (#8 below) for further information.
2. Insert – Inserts a row for adding a record
   a. In a multiple entry field, the scroll bar is not active unless there are more than two records. The down arrow key on the keyboard can be used to reach the next blank field.
   b. **WARNING** – Do not type over an existing record. This action will remove the record from the database. Use the “Insert” button to insert a blank row for inserting a new record.
3. ~~Remove – Removes a record from database~~
4. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004)
   a. To clear a data entry field – with the cursor in the field you wish to clear, select F5.
5. Clear Form – Clears the entire form. (P2G3-004)
6. Delete – Deletes the current record. (P2G3-004)
7. List – List of available values for a particular field (cursor must be in the appropriate field); parameters may be entered in the “Find” field (in the List dialog box) with the % sign, then select the “Find” button. i.e. “81A%.”
8. Approve – This button will become available to approval authorities after saving record to the database.
9. Go to page option – Navigation tool

Note: This option is not available until an action is selected; New, Version, Revision or Update.

10. Submit & Exit – When the user has completed his entries and is ready to submit data for approval, he selects the "Submit & Exit" button.

    Note: This action saves the data to the Non-Approved screen for the approval authority to view. The approval authority has the option of making changes prior to approval.

11. Help – Displays help screen
12. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
13. Exit – Exits the current screen. If any changes have been made to the record, when "Exit" is selected a message box will display asking if you want to save or just exit. Selecting "Exit" will display the menu without saving changes to the database. If the screen is in query mode, select "Exit" once to turn off query mode and select "Exit" again to exit the screen.
14. Next Sequence – Available after selecting "Save". This button will be grayed out, when the user updates an existing master "D" CPIN. (DPR CC-20614).
    a. Options for approval authority will display in a message box:
        1.) Save
        2.) Submit
        3.) Submit & Approve – This option will display the next highest sequence number. Allows the approval authority to approve the CPIN.
    b. Options for the user who is not an approval authority will display in a message box:
        1.) Submit
        2.) Save

    Note: The "Next Sequence" button allows the type of software to be changed.

15. New Action – Returns to the Action Information screen to begin a new action; the cursor will land in the Org Control # field, tab or select enter key to go to "Cat" field.
    a. Options for approval authority will display in a message box:
        1.) Approve
        2.) Submit – Selection of this option will display a second message box:

        Do you want to approve CPIN also?
        Yes ***No***

        3.) Save
    b. Options for the user who is not an approval authority will display in a message box:
        1.) Submit
        2.) Save

16. Appl CPINs – Available for C type software; displays the Software Applicable CPIN Information screen.
17. ~~Init Doc CPIN – Initializes the documentation CPIN; this must be done each time the record is changed if CPIN is A & D or D type~~. (P2G2-001-RD#6)

Note: All of the above options do not display on all screens.

3.1.4 General Instructions

1. Mandatory fields are highlighted on the screen in yellow.
2. If the text color is gray in a field, then that field cannot be changed.
3. As you work through the data fields on the screen, watch for instructions at the bottom of your screen (just above the record number.)
4. For a description and purpose of each data element in these screens, see Appendix B.

3.2 Request Screens

Request screens ("New/Version/Revision/Update – CPIN/DOC") are available to CDBA, CFMGR, CMGR, CNTR, CNTR_PLUS (DPR CC-20331), ENGR, ES, MDBA, MMGR, ~~SPMGR~~ (OO-20493) and SPO (W.O. P2-051b) user roles.

The system will submit an automatic e-mail notification for all CPIN Requests to the submitter unless the submitter has an MCTR logon. (W.O. P2-052a)

3.2.1 New CPIN

Select "New/Version/Revision/Update – CPIN/DOC" from the CPIN Request Screens menu option on the Forms & Reports Menu.

3.2.1.1 Initiator Information Screen for the CPIN Assignment – New CPIN

Enter the information (all pertinent data fields) about the person who is requesting an action on the CPIN. If any action is taken, the next time that initiator name is entered, the fields will populate automatically. The remarks section can be used to enter appropriate information for the approval authority. i.e. An explanation of the action being taken. After completing this screen, select the "Next Page" button on the bottom of the screen, or select the "Go to Page Box" at the top of the screen and choose "Action Info" from the drop-down list.

Note: If entering the request for someone else, be sure to enter their e-mail address in the Alternate POC E-Mail field. If the user desires someone in addition to himself to also receive the e-mail, enter that e-mail address in the Alternate POC E-Mail field. There is a separate e-mail field for entering the SPO e-mail if applicable.

3.2.1.2 Action Information Screen for the CPIN Assignment – New CPIN

The data entered is used to build a CPIN and track actions related to that CPIN.

Complete the following steps in the order shown

1. Select "New/Version/Revision/Update – CPIN/DOC" from the drop-down list for CPIN Request Screens on the ACPINS Forms & Reports menu. This action will take the user to the Action Information screen. Information to assist the user with accurate completion of each field is listed below:
   a. Org Control # — This is a control string that the user can input for personal tracking. This is an optional ten (10) alphanumeric character field.
   b. Action Control # — A unique control number which identifies a particular action on a CPIN. This number is system generated.
   c. Entry Date — Current date is the default and displayed by the system.
   d. Remarks on Page 1 — If remarks were entered on the Initiator Information screen, this field will contain a system-displayed check mark.
   e. Cat — If the category is known, type it in, or view a list of values from the "List" button on the top toolbar – mandatory field. Category 86 has been added for ACPINS testing only. (04-Jun-2002 e-mail G. Ozment)
   f. Maj Func — To view a list, select "List" from the button on the top toolbar – mandatory field.
   g. Identifier — This is a mandatory field consisting of 27 alphanumeric characters or less. Only alphanumeric characters and the special character "/" are allowed. If any other characters are entered, a message will display stating - "Only Alpha/numeric characters and the special character slash "/" are allowed in the identifier field." (DPR CC-20835) A list of values is not available.

   Note: It is not necessary to tab to the next field from "Cat" or "Maj Func." The cursor moves automatically to the next field when the category is entered and when the Major Function is entered. **If you enter the category and hit tab**, the following message will display:

   Mandatory field not filled.

   The message is referring to the Maj Func field, because you are trying to tab out of it without making an entry.

   h. S/W To view software type list, select "List" from the top

	toolbar. This is a mandatory field. The software type must be a valid software type. If software type is C and it is being updated to the next higher revision, the user will manually update each of the Applicable CPINs to the latest Rev #. If the applicable CPINs on a Combination have been cancelled, when updating the combination a message will display indicating applicable CPINs need to be added. (DPR WR-20272). Software type “D” can no longer be used for creating new CPINs. If a new CPIN is being created and the user enters “D” in software type, a message will be displayed indicating that SW type "D" applies to existing master CPINS that users can only request Versions or Revisions and that Combination “C” should be used for the software type. (DPR CC-20614). A new “C” type will require a minimum of two applicable CPINs. Applicable CPINS will be shown in CPIN order for combination CPINS. (DPR WR-20602)
i. Seq	Enter the sequence number. Default is 001.
j. Ver	Enter the version number. Default is 00.
k. A&D	For software with documentation. This is the default. If the CPIN is A&D, the Init Doc CPIN button at the bottom of the screen must be selected to initialize the documentation each time a change is made. This should be done before saving any changes. This item indicates the CPIN type.
l. A	Software only.
m. D	Documentation only.
n. Action Desc	This field will be blank until an action is selected for the CPIN. Once the action has been selected, the action -description will display in this field automatically.
o. Software CPIN	Once the CPIN is assigned, this field will be displayed by the system.
p. Documentation CPIN	Once the CPIN is assigned, this field will be displayed by the system.
q. Rev #	This field will be displayed by the system; the revision default is 000. The revision number can be changed if initializing a new revision.

2. Select the “New” button at the bottom of the screen. This action will display the Software CPIN Details (1) screen. *This is the point at which the error message will display if the user has entered “D” in software type.

3.2.1.3 Software CPIN Details (1) Screen

READ FIRST

After completing this screen, select the "Save" button from the top toolbar to save information about the user's software. Users can create both – Software and Documentation CPINs, without having to initialize documentation. Once all the data is input and saved, the system will automatically initialize documentation. (P2G2-001-RD#6) Or select the "Next Page" button to add additional software CPIN details. ~~When software and documentation CPINs are being created together, each time a change is made on the software details the "Init Doc CPIN" button has to be selected to reinitialize documentation CPIN details.~~

Complete the following steps in the order shown

1. The Software CPIN Details (1) screen will display when the "New" button is selected on the Action Information screen. Information to assist the user with accurate completion of each field is listed below:

a.	Cage Code	Optional field, unless user ID is CNTR. (W.O.P2-060a) The maximum field size is six (6) alphanumeric characters. All Cage Codes will be transferred from the "A" CPIN to the "D" CPIN. (CC-20863)
b.	Contractor/SW Part #/Alt ID	Optional field, unless user ID is CNTR. (W.O.P2-060a) This field can be utilized for entering an alternate ID. However, if entering data in this field, the Cage Code field must contain data. "None" is an acceptable entry for the Cage Code field. The maximum field size is 54 alphanumeric characters. All Contractor/SW Part#/Alt IDs will be transferred from the "A" CPIN to the "D" CPIN. (CC-20863)
c.	Security Class	This is a mandatory field. For a list of values, select the "List" button on the top toolbar. When a CPINs security level is upgraded from U to C or S or from C to S: (DPR OO-20507) 1.) An automatic e-mail will be generated to TODOs who do not meet the new security level. The system will compare the new security level on the CPIN with the TODO Address Maintenance TODO class and send the e-mail as needed. The CPIN will also be deleted from the TODO's CSRL, CPIN ID Quantities, Labels Generated Listing, Labels to be Processed and Labels to be Processed by CPIN reports. (OO-20769) 2.) An automatic e-mail will be generated to the MDBAs at the appropriate MCTR informing them of the security

level change and listing TODOs who no longer meet the security level.

3.) An automatic e-mail will be generated to the applicable names on the TODO Address Maintenance screen for this TODO #, notifying them to change the security code on the CPIN media label(s).

d.	MCTR	This is a mandatory field. For a list of values, select the “List” button on the top toolbar. (Maximum of five [5] alpha characters.)
e.	ES	For a list of values, select the “List” button on the top toolbar. The ES code field cannot be blank for ES (maximum of three [3] alphanumeric characters) or Managing Center. The ES code field can be blank if the Managing Center is not a software control center.
f.	ES Routing	This field is displayed by the system after the ES entry.
g.	CSCI Title	This is a mandatory field. The Computer Software Configuration Item Title must be a valid title. The maximum field size is 80 alphanumeric characters. There is no list of values available.
h.	CSCI Description	This is a mandatory field. The maximum field size is 1024 alphanumeric characters. List of values not available.
i.	System	This is a mandatory field. For a list of values, select the “List” button on the top toolbar. The System must be a valid System.
j.	System Title	This field is displayed by the system after the System entry.
k.	Applicable System	This is a mandatory field. For a list of values, select the “List” button on the top toolbar. The Applicable System must be a valid system.
l.	WUC	Work Unit Code is an optional, single entry, seven (7) alphanumeric character field. A new WUC can be entered in this field and the system will populate the appropriate table. A list of values is not available.
m.	Station Type	Station Type is an optional, single entry, fifteen (15) alphanumeric character field.
n.	Software Use	Software Use is an optional, single entry, ten (10) alphanumeric character field.
o.	Models Button	The Model screens become available after saving record.
p.	Subsys Button	The Subsystem screen becomes available after saving the record.
q.	Suites/Block Button	The Suite/Block must be a valid suite for this applicable

		system. This screen is available after saving the record. A new suite/Block can be entered on this screen. (C-17 W.O.)
r.	Acronym	This is an optional field. For a list of values, select the "List" button on the top toolbar.
s.	Description	This field is displayed by the system after Acronym entry. S. Horn e-mail 20-May-2002

(TCTO/IOS fields moved to CPIN Details (2) screen)

t.	Control Computer	This is an optional field, linked directly to the CPIN, available for F, S & T software types. A new entry can be made and the system will add it to the appropriate table. It is a maximum of ~~15~~ 40 alphanumeric characters (E-mail 17-APR-2002, S. Horn) and is a multiple entry field. A list of values will be available.
u.	Description	If an entry is made in the Control Computer field, this field is mandatory. It is alphanumeric, maximum of 120 characters. If the Control Computer is selected from the list of values, the description field will fill automatically. (W.O. F16-014) S. Horn e-mail 20-May-2002
v.	ITA Part #	This field is for F, S & T software types and is linked directly to the CPIN. It is a ~~15~~ 40 alphanumeric character (E-mail 17-APR-2002, S. Horn), multiple entry field. A list of values will be available. New data can be entered in this field and the system will populate the appropriate table. (W.O. F16-014)
w.	Test Station ID #	This field is required for CPINs with software type "U." The field is non-duplicate, multiple entry and cannot exceed 43 alphanumeric characters. A list of values is available. New data can be entered in this field and the system will populate the appropriate table.
x.	Description	This field is displayed by the system after the Test Station entry. (If new data, enter new description.) The maximum field size is 120 alphanumeric characters. (W.O. P2-060a)
	Horn e-mail 20-May-2002	
y.	Station Type	This field is an optional, 15 alphanumeric character single-entry. ADV substations are included in the list of values. A new station type can be entered in this field and the system will populate the appropriate table. (W.O. F16-004)
~~z.~~	~~UUT Button~~	~~The UUT screen becomes available after saving the record The ITA screen can be accessed from the UUT screen.~~ (P2G3-006)
aa.	Equipment Part #	This field is required for CPINs with software types other

	than "U". A list of values is available. New data can be entered in this field and the system will populate the appropriate table.
bb. Description	This field is displayed by the system after the Equipment Part # entry. (If new data, enter new description.) Horn e-mail 20-May-2002
cc. UUT Part #	This field is required for CPINs with "U" type software. A list of values is available. New data can be entered in this field and the system will populate the appropriate table.
dd. Description	This field is displayed by the system after the UUT Part # entry. (If new data, enter new description.) (P2G3-006)
ee. SRU/LRU	This is optional. Select the Shop Replaceable Unit (SRU) or Line Replaceable Unit (LRU) radio button. (P2G3-005)

Important Information for Multiple Entry Fields

Note: User can input any number of records in any multiple entry fields, like Test Station or Equipment Part #. Keyboard arrow keys can be used to scroll down to a blank row. To input another record, click on a blank row and select the "List" of available values. ***WARNING:*** Do not type over existing data, as this action will remove the record from the database. ***If the intention is to remove a record, place the cursor in the appropriate field and select the ~~"Remove"~~ "Delete" button.***

3.2.1.3.1 Applicable System Models

The "Model" button is available after saving the record. This screen allows the user to attach detailed information about the Model and Model Description for a specific applicable system. Choosing the "Models" button on the Software CPIN Details (1) Screen will access this screen. User should select the Model from the list of values and the Model and Description will display when OK is selected. User can also input new Models and Descriptions. A subsystem can be attached to this model by selecting the "Subsystem" button at the bottom of this screen. User should select the Subsystem from the list of values and the Subsystem and Description will display when OK is selected. User can also input new Model Subsystems and Descriptions. After completing this screen, select "Previous" or select "SW Detail" on the Go To Page drop-down list to go back to the Software CPIN Details (1) Screen. Select "Save" from the toolbar at the top of any screen to save the data entries.

3.2.1.3.2 Applicable System Subsystems

The "Subsys" button is available after saving the record. This screen allows the user to attach detailed information about the Subsystem and Title for a specific applicable system. Choosing the "Subsys" button on the Software CPIN Details (1) Screen will access this screen. User should select the Subsystem from the list of values and the Subsystem and Description will display when OK is selected. User can also input new System Subsystems and Descriptions. After completing this screen, select “Previous” or select “SW Detail” on the Go To Page drop-down to go back to the Software CPIN Details (1) Screen. Select “Save” from the toolbar at the top of any screen to save the data entries.

3.2.1.3.3 Applicable System Suites/Block (C-17 W.O.)

The “Suites/Block” button is available after saving the record. This screen allows the user to attach suites/Block to a specific applicable system. Choosing the “Suites/Block” button on the Software CPIN Details (1) Screen will access this screen. User can select the Suite/Block from the list of values. A new suite/Block can be entered on this screen. After completing this screen, select “Previous” or select “SW Detail” on the Go To Page drop-down list to go back to the Software CPIN Details (1) Screen. Select “Save” from the toolbar at the top of any screen to save the data entries. (C-17 W.O)

~~3.2.1.3.4 UUT Information~~ (P2G3-006)

~~This screen allows the user to enter detailed information about the UUT Part # and UUT Description for a particular test station associated with a CPIN. The UUT is linked to the Test Station.~~

~~Once the UUT Part numbers are entered and saved, the next time the user accesses the screen, the UUT Part numbers will be displayed in alphanumeric order. (DPR OO-20339)~~

~~Complete the following steps in the order shown~~

1. ~~If the Software type is “U” and the Test Station information has been entered, the UUT button will become available after saving the record.~~
2. ~~Choosing the “UUT” button on the Software CPIN Details (1) Screen will access this screen.~~
3. ~~The user should enter the UUT Part # and Description and select either the Shop Replaceable Unit (SRU) or Line Replaceable Unit (LRU) radio button.~~
4. ~~A list of values is available for the UUT Part # field.~~
5. ~~After completing this screen, select “Previous” to get back to the Software CPIN Details (1) Screen, or select “ITA” to enter detailed information about the ITA Part # and Description for the particular UUT Part #.~~

~~3.2.1.3.4.1 ITA Information~~ (P2G3-006)

~~This screen allows the user to enter detailed information about the ITA Part # and Description. A list of values is available for the ITA Part # field. After completing the screen, select the “Previous” button to return to the UUT Screen. Select “Save” from the toolbar at the top of any screen to save the data entries. The ITA is linked to the UUT.~~

~~Once the ITA Part numbers are entered and saved, the next time the user accesses the screen, the ITA Part numbers will be displayed in alphanumeric order. (DPR OO-20339)~~ (P2G3-006)

3.2.1.3.5 Software Applicable Combination CPIN Information

This information is required for CPINs with software type "C." This screen allows the user to input applicable software CPINs and their revision number. Choosing the "APPL CPIN" button on the Software CPIN Details (1) Screen accesses this screen. User should enter the applicable CPINs and revision number (a list of values is available) and then select "Previous." This action will take the user back to the Software CPIN Details (1) Screen. Select "Save" from the toolbar at the top of any screen to save the data entries. The Combination CPIN must indicate the highest security classification of the Applicable CPINs attached to it. A message will display reminding the user to update the security class of the Combination CPIN to match the highest security classification of the Applicable CPINs. A new field titled 'Software date', to the right of each applicable CPIN, will display the 'Software date', 'Pending' status or the 'Cancelled' status of the applicable CPIN. No date changes are allowed if the applicable CPINs have a software date. Pending applicable CPINs can be dated. On approval, the applicable CPINs will be updated with the software date. This action and will be displayed in the Status of Approved Screens as an update action. If the MCTR denies the Combination CPIN, the applicable CPINs will revert back to its Pending status. (W.O. P2G3-007).

Note: CPINs that are pending (not dated) may be added to a combination CPIN.
Emergency DPR CC-20465

If all of the applicable CPINs on a Combination are cancelled, the Combination CPIN is not cancelled but the next time it is accessed the user will see the following message:

Applicable CPINs need to be added. (DPR WR-20272)

3.2.1.4 Software CPIN Details (2) Screen

This screen contains additional data. All fields on this screen are optional.

Complete the following steps in the order shown

1. The Software CPIN Details (2) screen can be accessed from the Software CPIN Details (1) screen by selecting "Details (2)" from the drop-down list Go to Page Box at the top of the screen or by selecting the "Next Page" button at the bottom of the screen. Information to assist the user with accurate completion of each field is listed below:

a. Country	For a list of values, select the "List" button on the top toolbar. Only active country codes are displayed in the list. (P2G2-020-RD#67) The default is US and displays at top of list.
b. Media Type	For a list of values, select the "List" button on the top

			toolbar.
	c.	Units	List of values not available. If “Media Type” field has an entry, an entry in the “Units” field is mandatory.
	d.	Language	For a list of values, select the “List” button on the top toolbar.
	e.	Joint Services	For a list of values, select the “List” button on the top toolbar.
	f.	Maint Level	For a list of values, select the “List” button on the top toolbar.
(W.O.F16-014)	g.	TCTO/IOS	This is an optional multiple entry field with a maximum of 40 alphanumeric characters. A list of values is available.
(W.O. P2-061)	h.	TCTO/IOS Title	The title is an optional multiple entry field with a maximum of 120 alphanumeric characters. This field is populated by the system if the TCTO/IOS entered already exists in the database. If a new TCTO/IOS is entered, this field becomes mandatory and the title must be entered.
	i.	Technical Order/ Operator Manual	For a list of values, select the “List” button on the top toolbar. The maximum field size is 20 alphanumeric characters. New data can be entered here and the system will populate the appropriate table.
	j.	National Stock #	For a list of values, select the "List" button on the top toolbar. Maximum field size is 20 alphanumeric characters. A new National Stock Number can be entered in this field and the system will populate the appropriate table.
	k.	Applicable Combination CPIN	Identifies F, S, T and U CPINs as part of a Combination CPIN. The Combination CPIN is automatically displayed by the system. ***Note:*** The Combination CPIN must indicate the highest security classification of the Applicable CPINs attached to it. A message will display reminding the user to update the security class of the Combination CPIN to match the highest security classification of the Applicable CPINs.
	l.	MAJCOM Routing	For a list of values, select the “List” button on the top toolbar. If the MAJCOM displayed is “NWT” and the NWT is deleted, the Nuclear Weapon ~~Releasable~~ check box becomes unchecked.
	m.	CSCI #	Optional ten (10) alphanumeric character field. It does not have a list of values.
	n.	SERD #	The Support Equipment Requirements Document number field is an optional, single-entry, 20 alphanumeric character field. It does not have a list of values.

o.	Limited Rights	Select the check box if rights are limited on the CPIN.
p.	Nuclear Weapon	Select the check box if Nuclear Weapon. The MAJCOM field will automatically display NWT if this box is checked. If the check mark is removed, the MAJCOM field will go blank.
q.	Source of Repair Button	Select this button to display the SOR screen. New Data can be entered on this screen and the system will populate the appropriate table.
r.	Technical Repair Center Button	Select this button to display the TRC screen. New data can be entered on this screen and the system will populate the appropriate table.
s.	Special Notes	This is an optional text field with a maximum of 2000 alphanumeric characters.
t.	Software Date	Enter software date if CPIN is operational. If the CPIN is a Combination CPIN and all the applicable CPINs are not dated, then the system will display a message "All applicable CPINS for this Combination CPIN must be dated before the Combination CPIN can be dated." (W.O. P2G3-007)

Note: If dating an "A" type software and it has a "D" type, the date on the "D" type is automatically updated when the date is entered for the "A" type and the record is saved. (And vice versa)

Important Information for Multiple Entry Fields

Note: User can input any number of records in any multiple entry fields like Test Station or Equipment Part Number. Keyboard arrow keys can be used to scroll down to a blank row or insert a blank row by selecting "Insert." **WARNING: Do not type over an existing record, as this action will remove the record from the database.**

3.2.1.4.1 Source of Repair Screen

1. Selecting the Source of Repair button on the Software CPIN Details (2) screen will display a new screen.
2. The two Address fields are optional (DPR OC-20444) and cannot exceed 35 alphanumeric characters. Up and Dn buttons are available to scroll the records, if more than one Source of Repair has been entered.
3. The Street field cannot exceed 35 alphanumeric characters.
4. The City field cannot exceed 20 alpha characters.
5. The State field cannot exceed two (2) alpha characters. It must be a valid State code. A list of values is available.
6. The ZIP Code is optional (DPR OC-20444) and must be a minimum of five (5) digits and cannot exceed ten (10) digits. There is no format for ZIP Codes. (17-

Oct-2001 E-mail, S. Horn)

7. Selecting the Previous button will return the user to the Software CPIN Details (2) screen.

3.2.1.4.2 Technical Repair Center Screen

1. Selecting the Technical Repair Center button on the Software CPIN Details (2) screen will display a new screen.
2. The two Address fields are optional (DPR OC-20443) and cannot exceed 35 alphanumeric characters. Up and Dn buttons are available to scroll the records, if more than one Technical Repair Center has been entered.
3. The Street field cannot exceed 35 alphanumeric characters.
4. The City field cannot exceed 20 alpha characters.
5. The State field cannot exceed two (2) alpha characters. It must be a valid State code. A list of values is available.
6. The ZIP Code is optional (DPR OC-20443) and must be a minimum of five (5) digits and cannot exceed ten (10) digits. There is no format for ZIP Codes. (17-Oct-2001 E-mail, Horn)
7. Selecting the Previous button will return the user to the Software CPIN Details (2) screen.

3.2.1.5 Documentation CPIN Details (1) Screen

This screen allows the user to enter documentation CPIN details. If software and documentation CPINs are being assigned together these fields populate automatically when the “Init Doc” button is selected. To make corrections, the user must correct the Software CPIN Details (1) Screen. Once changes are made on the Software CPIN Details, select the “Init Doc” button to update the documentation CPIN. If the CPIN is only a documentation CPIN, then all fields will be available and information to assist the user with accurate completion of each field is listed below:

Complete the following steps in the order shown

1.	Cage Code	This is a mandatory field for Contractors, optional for all other users. (W.O. P2-060a) The maximum field size is six (6) alphanumeric characters.
2.	Contractor/SW Part #/Alt ID	This is a mandatory field for Contractors, optional for all other users. (W.O. P2-060a) This field can be utilized to enter an alternate ID. However, if entering data in this field, the Cage Code field must contain data. “None” is an acceptable entry for the Cage Code field. The maximum field size is 54 alphanumeric characters.
3.	Security Class	This is a mandatory field. For a list of values, select the “List” button on the top toolbar. See Section 3.2.1.3 for details on system generated e-mails. (DPR OO-20507)
4.	MCTR	This is a mandatory field. For a list of values, select the

		"List" button on the top toolbar.
5.	ES	The ES code will populate automatically from the Software CPIN Details (1) screen.
6.	ES Routing	This field is displayed by the system after the ES entry.
7.	CSCI Title	This is a mandatory field.
8.	CSCI Description	This is a mandatory field.
9.	System	This is a mandatory field. For a list of values, select the "List" button on the top toolbar. (W.O. P2-060a)
10.	Description	This field is displayed by the system after the System entry. Horn e-mail 20-May-2002
11.	Applicable System	This is a mandatory field. For a list of values, select the "List" button on the top toolbar.
12.	Description	This field is displayed by the system after the Applicable System entry. Horn e-mail 20-May-2002
13.	WUC	Work Unit Code is an optional field.
14.	Models Button	Available after record has been saved.
15.	Subsystem Button	Available after record has been saved.
16.	Acronym	For a list of values, select the "List" button on the top toolbar.
17.	Description	This field is displayed by the system after the Acronym entry. Horn e-mail 20-May-2002

3.2.1.5.1 Documentation Applicable System Models

Choosing the "Models" button on the Documentation CPIN Details (1) Screen will access this screen. User should select the Model from the list of values and the Model and Description will display when OK is selected. After completing this screen, select "Previous" or select "SW Detail" on Go To Page drop-down to go back to the Software CPIN Details (1) Screen. Select "Save" from the toolbar at the top of any screen to save the data entries.

3.2.1.5.2 Documentation Applicable System Subsystems

The "Subsys" button is available after saving the record. This screen allows the user to attach detailed information about the Subsystem and Description for a specific applicable system. Choosing the "Subsys" button on the Documentation CPIN Details (1) Screen will access this screen. User should select the Subsystem from the list of values and the Subsystem and Title will display when OK is selected. After completing this screen, select "Previous" or select "SW Detail" on the Go To Page drop-down to go back to the Software CPIN Details (1) Screen. Select "Save" from the toolbar at the top of any screen to save the data entries.

3.2.1.5.3 Documentation Applicable Combination CPIN Information

This information is required for documentation CPINs with software type "C". Choosing the "APPL CPIN" button on the Documentation CPIN Details (1) Screen accesses this screen. User should enter the Applicable CPINs and revision number, a list of values is available, then select

"Previous." This action will take the user back to the Documentation CPIN Details (1) Screen. Select "Save" from the top toolbar. Refer to Section 3.2.1.3.5 for further details.

3.2.1.6 Documentation CPIN Details (2) Screen

After completing all the fields in the screen, select the "Save" button on the top toolbar. Information to assist the user with accurate completion of each field is listed below:

Complete the following steps in the order shown

1.	Country	For a list of values, select the "List" button on the top toolbar. (DPR CC-20277) Only active country codes are displayed in the list. (P2G2-020-RD#67). The default is US and appears at the top of the list.
2.	Media Type	For a list of values, select the "List" button on the top toolbar.
3.	Units	Does not have a list of values. Enter number of units.
4.	Limited Rights	Select check box if limited rights apply.
5.	SERD #	Enter SERD #, there is no list of values for this field.
6.	Documentation Package	Text field.
7.	Software Date	Enter the software date if the CPIN is operational. If the CPIN is a Combination and all the applicable CPINs are not dated, then the system will display a message " All applicable CPINs for this Combination CPIN must be dated before the Combination CPIN can be dated." (W.O. P2G3-007)

Note: If dating "A" type software and it has a "D" type, the date on the "D" type is automatically updated when the date is entered for the "A" type and the record is saved. (and vice versa)

Note: If the user has approval privileges, the user can approve the CPIN that they have entered by selecting the "Approve" button on the top toolbar. This button becomes available after saving record to the database. See Section 3.2.1.7.

3.2.1.7 Approval Screen

This screen is only available to ES, SPO and Managing Center users. The Approval screen allows the appropriate approval authorities to approve, deny or place the CPIN in a pending status.

1. The options on the "Approval" screen are: A – Approved, D – Denied, P – Pending:
   a. If the CPIN is to be approved, select the Approved radio button under ES, SPO

or Managing Center. Select "OK," the order will be approved and saved to the database when all actions match. The "Information Saved to Database" dialog box will display. Select "OK." The user will be returned to the menu.

1.) The ES and SPO approvals are optional. (W.O. P2-051b)

2.) If the ES and/or SPO enter A for approved, all entries must match, unless MCTR enters P for pending. All entries may be changed by each of the respective approval authorities. (The ES can go back and change his entry, the SPO can go back and change his entry, as can the MCTR.)

b. If the CPIN is to be denied, the ES and/or SPO can select the Denied radio button under ES or SPO and select "OK." MCTR can deny the CPIN request if there is no action entered by the SPO & ES or if SPO & ES have denied the CPIN. MCTR has the option of placing the CPIN in a pending status until all actions match. Once the MCTR denies the CPIN request (all actions match, if there are actions entered by the SPO & ES), the "Reason for Denial" screen will display for the MCTR. Select "List" and choose the appropriate reason for denial. Select "OK" and an automatic exit from this screen occurs. You will be returned to the menu.

1.) Denial codes and letters are the responsibility of the MCTR. (W.O. P2-049b)

2.) The system will generate an automatic e-mail to the initiator advising them of the reason for denial

3.) If a CPIN is denied prior to approval, the sequence will be reset to the natural sequence for continuity (DPR WR-20658).

c. If the CPIN is to be placed in a pending status, select the Pending radio button under ES, SPO or Managing Center. Select "OK." The CPIN will be placed in a pending status and saved to the database. The "Information Saved to Database" dialog box will display. Select "OK" and an automatic exit from this screen occurs. You will be returned to the menu.

d. All CPIN Request actions will stay in a non-approved status (Status of Non-Approved CPINs and CPIN Request Suspense Report (P2S-020)) until the MCTR has approved and all actions match (if there is an ES and/or SPO entry). W.O. P2-049b & P2-051b)

2. If the user decides to go back to the previous screen, a "Previous" button is provided, which will terminate the approval process and display the previous screen. Once the "Approved" radio button has been selected, you cannot go back.

Note: The system will submit an automatic e-mail approval notification for all CPIN Requests to the submitter and any other approval authorities when the MCTR approves a request, unless the submitter has an MCTR logon. The MCTR has the option to forward the approval notification to another user from the approval screen. (W.O. P2-052a)

3.2.1.7.1 Reason for Denial Screen

If the CPIN is denied by the ES and MCTR or SPO and MCTR or ES, SPO and MCTR (as all actions must match for the MCTR to deny a CPIN,) the MCTR approval authority will be provided with a screen for entering the reason for denial. Select the “List” button to choose the reason for denial. After completing this screen the user has two choices: 1) select “OK,” which will commit the process and exit to the menu, or 2) select “Cancel” to take the user back to the previous screen. Denial codes and letters are the responsibility of the MCTRs. (W.O. P2-049b and P2-051b)

1. Examples of denial codes are as follows:

   A01 = Revisions in 00A and 00D do not match

   A02 = Information not correct on CPIN number

   A03 = Revision or Version not needed

   A04 = CPIN number not needed

   A05 = Others in language

   A06 = Re-identified in error

   A4 = Use combination software type

   AST = Test Test

2. The system will generate an automatic e-mail to the initiator when a CPIN is denied.

3.2.2
CPIN Version

Select “New/Version/Revision/Update – CPIN/DOC” from the CPIN Request Screens menu option on the Forms & Reports Menu screen.

3.2.2.1 Initiator Information Screen for the CPIN Version

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-Identify, and Managing Center Transfer, in the CPIN Request Screen menu. After completing this screen, select the “Next Page” button on the bottom of the screen.

3.2.2.2 Action Information Screen for the CPIN Version

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, and CPIN Update, in the CPIN Request Screen menu. Once you have completed the screen up to S/W (See Section 3.2.1.2), select the “Version” button. If the number is successfully generated, the next screen will display the Software CPIN details or Documentation

CPIN details. Software and documentation details will be populated from the existing version details. For comments on this screen to assist the user in completing each field, see Section 3.2.1.2.

3.2.2.3 Software CPIN Details (1) Screen for the CPIN Version

After completing this screen select: 1) the “Save” button from the top toolbar to save information about the user’s software, or 2) the “Next Page” button to add software CPIN details, or 3) the “Init Doc CPIN” button from the bottom toolbar so that the user may initialize documentation details. For comments on this screen to assist the user in completing each field, see Section 3.2.1.3.

Note: The MCTR field on this screen can only be changed by user roles CDBA and CMGR. All other users must utilize the MCTR Transfer screen. Changing the MCTR on the Request screens will, however, display the action as an update and not a MCTR transfer on the CPIN Actions in Past 12 Months report and other reports with fields that display the CPIN action.

> **Note:** For information about the Applicable System Models, Applicable System Subsystems, Applicable System Suites/Block, UUT Information screen, ITA Information screen, Software Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.3.1 through 3.2.1.3.5 and 3.2.1.7, respectively. (C-17 W.O.)

3.2.2.4 Software CPIN Details (2) Screen for the CPIN Version

For comments to assist the user in completing each field, see Section 3.2.1.4.

> **Note:** For information about the Source of Repair screen and Technical Repair Center screen and the Approval screen, see Sections 3.2.1.4.1, 3.2.1.4.2 and 3.2.1.7, respectively.

3.2.2.5 Documentation CPIN Details (1) Screen for the CPIN Version

This screen allows the user to input documentation CPIN details. If software and documentation CPINs are being assigned together, to make corrections, the user will have to go back to the Software CPIN Details (1) Screen. Once changes are made on the Software CPIN Details, select the “Init Doc” button to update the documentation CPIN. If the CPIN is only a documentation CPIN, then all fields will be useable. For comments to assist the user in completing each field, see Section 3.2.1.5.

> **Note:** For information about the Documentation Applicable System Models, Documentation Applicable System Subsystems, Documentation Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.5.1 through 3.2.1.5.3 and 3.2.1.7, respectively.

3.2.2.6 Documentation CPIN Details (2) Screen for the CPIN Version

After completing all the fields in the screen, select the "Save" button on the top toolbar. For comments to assist the user in completing each field, see Section 3.2.1.6.

> **Note:** If the user has approval privileges, the user can approve the CPIN that they have entered by selecting the "Approve" button on the top toolbar. This button becomes available after saving the record to the database. See Section 3.2.1.7.

3.2.3 CPIN Revision

Select "New/Version/Revision/Update – CPIN/DOC" from the CPIN Request Screens menu option on the Forms & Reports Menu screen.

3.2.3.1 Initiator Information Screen for the CPIN Revision

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-Identify, and Managing Center Transfer, in the CPIN Request Screen menu (see Section 3.2.1.1.) After completing this screen, select the "Next Page" button on the bottom of the screen.

3.2.3.2 Action Information Screen for the CPIN Revision

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, and CPIN Update, in the CPIN Request Screen menu. Once you have completed the screen up to S/W, select the "Revision" button. If the number is successfully generated, the next screen will display to enter the Software CPIN details or Documentation CPIN details. Software and documentation details will be populated from the existing revision details. For comments on this screen to assist the user in completing each field, see Section 3.2.1.2.

3.2.3.3 Software CPIN Details (1) Screen for the CPIN Revision

After completing this screen select: 1) the "Save" button from the top toolbar to save information about the user's software, or 2) the "Next Page" button to add software CPIN details, or 3) the "Init Doc CPIN" button from the bottom toolbar so that the user may initialize documentation details. For comments on this screen to assist the user in completing each field, see Section 3.2.1.3.

Note: The MCTR field on this screen can only be changed by user roles CDBA and CMGR. All other users must utilize the MCTR Transfer screen.

Important Note:

If creating a new revision on a C type (Combination), the user must manually update each of the revision numbers of the Applicable CPINs, as needed.

Note: For information about the Applicable System Models, Applicable System Subsystems, Applicable System Suites/Block, UUT Information screen, ITA Information screen, Software Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.3.1 through 3.2.1.3.5 and 3.2.1.7, respectively. (C-17 W.O.)

3.2.3.4 Software CPIN Details (2) Screen for the CPIN Revision

For comments to assist the user in completing each field, see Section 3.2.1.4.

Important Note:

The TCTO/IOS field will not populate automatically for a new revision. The user must enter the data in the TCTO/IOS field when creating a revision.

Note: For information about the Source of Repair screen and Technical Repair Center screen and the Approval screen, see Sections 3.2.1.4.1, 3.2.1.4.2 and 3.2.1.7, respectively.

3.2.3.5 Documentation CPIN Details (1) Screen for the CPIN Revision

This screen allows the user to input documentation CPIN details. If software and documentation CPINs are being assigned together, to make corrections, the user will have to go back to the Software CPIN Details (1) Screen. Once changes are made on the Software CPIN Details, select the "Init Doc" button to update the documentation CPIN. If the CPIN is only a documentation CPIN, then all fields will be useable. For comments to assist the user in completing each field, see Section 3.2.1.5.

Note: For information about the Documentation Applicable System Models, Documentation Applicable System Subsystems, Documentation Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.5.1 through 3.2.1.5.3 and 3.2.1.7, respectively.

3.2.3.6 Documentation CPIN Details (2) Screen for the CPIN Revision

After completing all fields in the screen, select the "Save" button on the top toolbar. For comments to assist the user in completing each field, see Section 3.2.1.6.

Note: If the user has approval privileges, the user can approve the CPIN that they have entered by selecting the "Approve" button on the top toolbar. This button becomes available after saving the record to the database. See Section 3.2.1.7.

3.2.4 CPIN Update

Select "New/Version/Revision/Update – CPIN/DOC" from the CPIN Request Screens menu option on the Forms & Reports Menu screen. This screen is used to update an approved CPIN.

3.2.4.1 Initiator Information Screen for the CPIN Update

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-Identify, and the Managing Center Transfer, in the CPIN Request Screen menu. After completing this screen, select the “Next Page” button on the bottom of the screen.

3.2.4.2 Action Information Screen for the CPIN Update

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, and CPIN Update, in the CPIN Request Screen menu. Once you have completed the screen up to S/W, select the “Update” button. If the number is successfully generated, the next screen will display to enter the Software CPIN details or Documentation CPIN details. Software and documentation details will be populated from the existing ACPIN details. For comments on this screen to assist the user in completing each field, see Section 3.2.1.2.

3.2.4.3 Software CPIN Details (1) Screen for the CPIN Update

After completing this screen, select: 1) the “Save” button from the top toolbar to save information about the user’s software, or 2) the “Next Page” button to add software CPIN details, or 3) the “Init Doc CPIN” button from the bottom toolbar so that the user may initialize documentation details. For comments to assist the user in completing each field on this screen, see Section 3.2.1.3.

Note: The MCTR field on this screen can only be changed by user roles CDBA and CMGR. All other users must utilize the MCTR Transfer screen.

> **Note:** For information about the Applicable System Models, Applicable System Subsystems, Applicable System Suites/Block, UUT Information screen, ITA Information screen, Software Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.3.1 through 3.2.1.3.5 and 3.2.1.7, respectively. (C-17 W.O)

3.2.4.4 Software CPIN Details (2) Screen for the CPIN Update

For comments to assist the user in completing each field, see Section 3.2.1.4.

> **Note:** For information about the Source of Repair screen and Technical Repair Center screen and the Approval screen, see Sections 3.2.1.4.1, 3.2.1.4.2 and 3.2.1.7, respectively.

3.2.4.5 Documentation CPIN Details (1) Screen for the CPIN Update

This screen allows the user to input documentation CPIN details. If software and documentation CPINs are being assigned together, to make corrections, the user will have to go back to the

Software CPIN Details (1) Screen. Once changes are made on the Software CPIN Details, select the "Init Doc" button to update the documentation CPIN. If the CPIN is only a documentation CPIN, then all fields will be useable. For comments to assist the user in completing each field, see Section 3.2.1.5.

> **Note:** For information about the Documentation Applicable System Models, Documentation Applicable System Subsystems, Documentation Applicable Combination CPIN Information and the Approval screen, see Sections 3.2.1.5.1 through 3.2.1.5.3 and 3.2.1.7, respectively.

3.2.4.6 Documentation CPIN Details (2) Screen for the CPIN Update

After completing all the fields in the screen, select the "Save" button on the top toolbar. For comments to assist the user in completing each field, see Section 3.2.1.6.

> **Note:** If the user has approval privileges, the user can approve the CPIN that they have entered by selecting the "Approve" button on the top toolbar. This button becomes available after saving the record to the database. See Section 3.2.1.7.

3.2.5 CPIN Re-Identify Screen

Select "Re-Identify" from the CPIN Request Screens menu options. This screen allows the user to modify the approved CPIN number after approval. This screen is available to CDBA, CFMGR, CMGR, CNTR, CNTR_PLUS (DPR CC-20331), ENGR, ES, MDBA, MMGR, ~~SPMGR~~ (OO-20493) and SPO (W.O. P2-051b) user roles. . When a CPIN is re-identified, only the latest revision of the CPIN will be re-identified to the new CPIN. The re-identification action will display as a new record in history and will not replace the existing records. When an ES re-identifies a CPIN, history will display the New ES only with the re-identified CPINS. The new CPIN will not replace the old CPIN on the Order History, Master CPIN History or the Entry Actions History. (W.O. P2G3-012)

3.2.5.1 Initiator Information Screen for CPIN Re-Identify

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-Identify, and Managing Center Transfer in the CPIN Request Screen menu (see Section 3.2.1.1). The mandatory fields are highlighted in yellow on the screen. After completing this screen, select the "Next Page" button on the bottom of the screen to display the CPIN Re-Identify Screen.

3.2.5.2 Current and New CPIN Information Screen

Enter the current CPIN information with the appropriate data. Data may be entered by selecting it from the list, by choose the "List" button. Enter the new CPIN information that is required. User can enter the new data by selecting "List" from the top toolbar. F, S, T, U and C type software can be re-identified to any software type except 'D' type software. Software type 'D'

Master CPINS can be re-identified to F, S, T, U & C type software. When a CPIN is re-identified to a different software type that has different required fields, buttons will be enabled that when pressed will bring up a screen where the user can enter the new required fields. The required fields that were entered for the original software type will be deleted from the current CPIN but will remain in history. (P2G2-002-RD#26). After completing this screen, select the "Re-Identify" button. Comments to assist the user in completing each field for the CPIN Re-Identify Screen are listed below:

Complete the following steps in the order shown

1. **Current CPIN Information**

a.	Org Control #	This is a control string that the user can input for personal tracking. This is an optional field.
b.	Action Control #	This field is system generated. For a meaning and purpose of this data element, see Appendix B.
c.	Entry Date	Current date is displayed by the system.
d.	Remarks on Pg 1	A check will display if remarks were previously entered.
e.	**CPIN**	Enter the CPIN number; mandatory field. For a list of values select "List" on the top toolbar.
f.	A&D	For software with documentation. (This must match the CPIN type of the CPIN that needs to be re-identified)
g.	A	For software only. (This must match the CPIN type of the CPIN that needs to be re-identified)
h.	D	For documentation only. (This must match the CPIN type of the CPIN that needs to be re-identified)

2. **New CPIN Information**

a.	**Cat**	If the value is known, type it in or view a list of categories from the "List" button on the top toolbar. This is a mandatory field.
b.	**Maj Func**	To view a list, select "List" on the top toolbar. This is a mandatory field.
c.	**Identifier**	This is a mandatory field. For a meaning and purpose of this data element, see Appendix B. Only alphanumeric characters and the special character "/" are allowed. If any other characters are entered, a message will display stating - "Only Alpha/numeric characters and the special character slash "/" are allowed in the identifier field." (DPR CC-20835) The maximum field size is 27 alphanumeric characters.
d.	**S/W**	To view a list, select "List" from the button on the top toolbar. This is a mandatory field.
e.	**Seq**	This is a mandatory field, enter the sequence number. The sequence will be in sequential order. (DPR CC-20861)
f.	**Ver**	This is a mandatory field, enter the version number. The

		Version will be in sequential order. (DPR CC-20861)
g.	Software CPIN	This field will populate automatically when the above fields are completed, if appropriate.
h.	Documentation CPIN	This field will populate automatically when the above fields are completed, if appropriate.
i.	Appl SW CPINS	This button allows the user to enter ‘Applicable Software CPINS’ for ‘C’ type software.
j.	Appl DOC CPIN	This button allows the user to enter applicable Document CPINS for ‘C’ type Document CPINs.
k.	Test Station	This button allows the user to enter ‘Test Stations’ for ‘U’ type software.
l.	Equip Part #	This button allows the user to enter ‘Equipment Part Numbers’ for F, S, T and C type software.

3. Re-Identify - Select the “Re-Identify” button to re-identify the CPIN and save to the database.

Note: For information about the Approval screen, see Section 3.2.1.7.

An automatic e-mail notification will be system generated to the TODOs advising them that the CPIN has been re-identified and that their CSRL will reflect the re-identified CPIN. (DPR CC-20609) When the MCTR approves the re-identification, there is an option for the MCTR to tell the system NOT to send these e-mails in the form of a question on a dialog box. Selecting “OK” will generate the e-mail notifications, selecting “Cancel” will tell the system not to generate the e-mails. If there are no e-mail addresses, the system will generate an e-mail to the MCTR advising them that the listed TODOs will have to be notified manually. A letter will generate that can be mailed.

The e-mail addresses and mailing addresses come from the TODO Address Maintenance file (DPR CC-20592).

3.2.6
Managing Center Transfer

Select “Managing Center Transfer” from the CPIN Request Screens menu option on the Forms and Reports Menu Screen. This screen is available to CDBA, CMGR, ES, MDBA and MMGR to transfer only their respective Managing Center’s CPINs.

3.2.6.1 Initiator Information Screen for Managing Center Transfer

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-identify, and Managing Center Transfer in the CPIN Request Screen menu (see paragraph 3.2.1.1). After completing this screen, select the “Next Page” button on the bottom of the screen.

3.2.6.2 Action Information Screen for the Managing Center Transfer

Complete the following steps in the order shown

1. Enter the CPIN or select "List" to view list of values; mandatory fields will populate automatically upon moving cursor to another field.
2. Enter the new MCTR or select "List" to view a list of values where the user wants all the revisions of the CPIN to be transferred.
3. Enter the new ES code or select "List" to view a list of values. This is a mandatory field. The maximum number of alphanumeric characters allowed is three (3). (W. O. P2-058a)
4. Validate and/or modify data.
5. Select "Transfer."
6. Select "Save."
7. Appropriate approval officials (ES/MCTR) may select "Approve" for the approval screen. Select the appropriate option (Approved, Pending, Denied), then select "OK" on the Approval screen.
8. Select "Exit" to exit the screen.

Note: For information about the Approval screen, see Section 3.2.1.7.

An automatic e-mail notification that is system generated will be sent to the Initiator advising them that the action has been approved or denied. The CPIN number will be displayed on the e-mail. (DPR CC-20655).

3.2.7
CPIN Cancel/Reinstate Screen

Select "Cancel/Reinstate" from the CPIN Request Screens menu option on the Forms & Reports Menu screen. This screen is available to CDBA, CFMGR, CMGR, CNTR, CNTR_PLUS (DPR CC-20331), ENGR, ES, MDBA, MMGR, ~~SPMGR~~ (OO-20493) and SPO (W.O. P2-051b) user roles.

3.2.7.1 Initiator Information Screen for CPIN Cancel/Reinstate

This screen is common to several screens, such as the CPIN Assignment, CPIN Version, CPIN Revision, CPIN Update, Cancel, Reinstate, Re-Identify, and Managing Center Transfer in the CPIN Request Screen menu (see Section 3.2.1.1). After completing this screen, select the "Next Page" button on the bottom of the screen.

3.2.7.2 Action Information Screen for the CPIN Cancel/Reinstate Screen

Complete the following steps in the order shown

1. Enter the details of the CPIN to be canceled.
   a. A CPIN can only be canceled after it has been approved.
2. If reinstating, enter the details of the CPIN to be reinstated.
   a. A CPIN can only be reinstated after it has been canceled.
   b. If the CPIN has been cancelled more than one year, it cannot be reinstated.
3. After completing this screen select the “Cancel” or “Reinstate” button, whichever is appropriate for the action taken.

Note: Upon completion of this screen, <u>all the revisions</u> of the CPIN will be canceled or reinstated.

4. Appropriate approval officials (ES, SPO, MDBA, and MMGR) may select “Approve” for the approval screen. Select the appropriate option (Approved, Pending, Denied), then select “OK” on the Approval screen.
5. Select “Exit” to exit the screen.

Note: When a CPIN is cancelled, it will automatically drop off the CSRL list and all TODOs on ID will be notified via e-mail.

If a CPIN is reinstated within one year of cancellation, all TODOs on ID will be notified via e-mail.

Note: For information about the Approval screen, see Section 3.2.1.7.

3.2.8
Status of Non-Approved CPINs Screen

Select “Status of Non-Approved CPINs” from the CPIN Request Screens menu option on the Forms and Reports Menu screen. This screen opens up with the fields populated. When a CPIN is double-clicked for a detailed view/action and then exited, the cursor will navigate back to the selected CPIN on this screen. The selected CPIN will be highlighted. (DPR WR-20673). This screen is available to CDBA, CFMGR, CMGR, CNTR, CNTR_PLUS (DPR CC-20331), ENGR, ES, MDBA, MMGR, ~~SPMGR~~ (OO-20493) and SPO (W.O. P2-051b) user roles.

Complete the following steps in the order shown

1. Enter a parameter, such as "81A%" and select "Query."
2. The records will display in order by Entry Date, with the most recent at the top.
3. When the records display, double click on the desired CPIN or with cursor placed in a CPIN field, select “View CPIN Information”.

4. If desired, select “Query” and all fields will clear; enter the CPIN number and select “Query” again, then select “View CPIN Information.”

   a.) If no records are found, the system will display the following message:

   Query caused no records to be retrieved. Re-enter.
   17-Oct-2001 E-mail (Horn)

5. Double-clicking on a CPIN number or selecting "View CPIN Information" will take the user to the Request screens, which display all the details on the selected CPIN.
6. Validate and/or modify data.
7. Select “Save.”
8. Appropriate approval officials (Managing Center, SPO or ES) may select the “Approve” button on the Request screen to display the approval screen. Select the appropriate option (Approved, Pending, Denied), then select “OK” on the Approval screen. After saving to the database, the Status of Non-Approved CPINs screen will re-display.

   Note: For information about the Approval screen, see Section 3.2.1.7

9. Select “Exit” to exit the screen.

Note: The ES Code field is displaying the ES code attached to the CPIN. The ES Name field at the bottom of the screen displays the name of the ES approval authority.

3.2.9 Status of Approved CPINs Screen

Select “Status of Approved CPINs” from the CPIN Request Screens menu option on the Forms and Reports Menu screen. This screen opens up with the fields populated. When a CPIN is double-clicked for a detailed view/action and then exited, the cursor will navigate back to the selected CPIN on this screen. The selected CPIN will be highlighted. (DPR WR-20673) The check boxes labeled “Print” can be selected to generate the “Signed Approvals” report for each CPIN. Once the required check boxes are selected, then select “View CPIN Information” to obtain the “CPIN Request Signed Approvals” report for each CPIN. The check box “All” can be selected to generate reports for all the CPINs. Either the check boxes labeled “Print” or the one labeled “All” can be checked, but not both. If the check box labeled “All” is selected, it will uncheck and disable the check boxes under the “Print” Label. (P2G3-003) All CPIN approved actions for the last five days will display. This screen is available to CDBA, CFMGR, CMGR, CNTR, CNTR_PLUS (DPR CC-20331), ENGR, ES, MDBA, MMGR, ~~SPMGR~~ (OO-20493) and SPO (W.O. P2-051b) user roles.

Complete the following steps in the order shown

1. The CPINs are displayed in order by CPIN number.
2. Double-click on the selected CPIN or select “View CPIN Information” with cursor

placed in a CPIN field.
3. This action will show the corresponding information of the selected CPIN in the form of a report.
4. A scroll bar is provided on the left of the screen to scroll through the list of CPINs.
5. *Or* enter query mode by selecting "Query;" this will clear the form.
6. Enter parameters in any one of the fields to be queried. The CPIN, Approval Date, Action Description, MCTR, ES Code, MCTR Name, ES Name and SPO Name are all fields that can be queried.
7. Execute the query by selecting "Query" again, then select "View CPIN Information" to produce the report.
8. Select the required check boxes under "Print" or select "All" and then select "View CPIN Information" to obtain the "CPIN Request Signed Approvals" reports. Each individual CPIN that was checked will display on a separate sheet, one after the other. (P2G3-003)
9. Select "Exit" to exit the screen.

3.2.10
CPIN Request Approval Printing

Select "CPIN Request Approval Printing" from the CPIN Request Screens menu option on the Forms and Reports Menu screen. This screen is available to CDBA, CMGR, ES, MDBA and MMGR user roles.

Complete the following steps in the order shown

1. Enter the action control number of the CPIN or select "List" to view available values.
2. Select "Report" to go to the approved CPIN report screen.
   a. Adobe Acrobat Reader will open and the report will display in a browser window (if report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar.) Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.
   b. Under "File" on the Adobe Reader menu bar, select "Print" to view the print set-up dialog box. When finished viewing or printing, close the browser window to return to the CPIN Request Approval Printing screen.
3. Select "Exit" to exit the screen

SECTION 4. ORDER SCREENS

4.1 Order Processing Screens

Order information is entered into the ACPIN System database. These screens are accessed by selecting “Orders” from the ACPINS Forms & Reports Menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. Order Screen
   a. Order Details Screen
2. Special Requisition Screen
   a. Label Printing Screen (ACPINS AFTO221, Media & AF310 Label Printing)
3. Non-Approved Orders Screen
4. Notification/Denial Letters
5. TODO CPIN Reconciliation Screen (CSRL)
6. TODO Address Maintenance Screen
7. TODO ID Requirements Query by CPIN

4.1.1 Order Processing Screen Menu Functions

1. Order Processing
   a. TODO Information – View TODO details
   b. Alternate Address – Add an alternate mailing address
   c. Order Details
   d. Cancel an ID Requirement
   e. Add CPINs from Shopping Cart
   f. Duplicate – Copy record
   g. Approval & Denial Process
2. Special Requisition Screen
   a. Mailing Address Details
   b. Order Details
   c. Approval & Denial Process
   d. Print 221, media and 310 labels
3. Non-Approved Orders – View non-approved orders
   a. Authorized approval officials can start the approval process from this screen
4. Notification/Denial Letters
5. TODO CPIN Reconciliation – View TODO’s order information
6. TODO Address Maintenance – View TODO details and print TODO addresses
7. TODO ID Requirements Query by CPIN – View ID orders by CPIN

4.1.2 Additional Action Options

1. Save – Save information to database

2. Insert – Insert a blank line
3. ~~Remove – Removes selected item~~
4. ~~Clear Record – Clears the current record from the screen.~~
5. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. Delete – Deletes the current record. (P2G3-004)
8. List – List of available values for a particular field (cursor must be in the appropriate field); parameters may be entered in the "Find" field (in the List dialog box) with the % sign, then select the "Find" button. i.e. "81A%."
9. Query – Query on a particular key, i.e. CPIN number. The "Query" button is available on the Order Processing and Order Details screen for MDBA's to query their own Managing Center.
10. Print Address – Allows user to print TODO addresses
    a. Report – Allows user to view/print a list of TODO addresses
    b. Labels 2 – Allows user to print TODO addresses as a page of two-column labels
    c. Labels 3 – Allows user to print TODO addresses as a page of three-column labels
11. Print CSRL – Print the CSRL list for the TODO who is logged in. Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.
12. Help – Displays help screen
13. Submit & Exit – Submits the order for approval and exits the screen after an automatic save to the database
14. Submit & Approve – This option is available only to appropriate approval officials.
15. Approval - This option is available only to appropriate approval officials.
16. Exit – Exit the current screen (if the screen is in query mode, select "Exit" once to turn off query mode; then select "Exit" again to exit)
16. SATODS Billing Check Box – For FMS TODOs only; if checked, indicates billing is through SATODS; unchecked indicates billing is outside of SATODS (Security Assistance Technical Order Data System)
17. Alternate Address Check Box – Check to enter an alternate address; displays the Alternate Address screen
18. TODO Info – Displays TODO information; a display only form
19. Alt Address – Displays the alternate address, if one has been entered
20. Order Details – Displays the Order Details screen
21. Add from Cart – Adds items that have been placed in the user's shopping cart on the web pages
22. Duplicate – Duplicates a particular CPIN and adds it to the next blank line
23. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001) Note: On the Order Processing Screen, users have the option of printing a report that displays all the fields listed on the screen when the "Save" button or the "Submit & Exit" button is selected. (P2G3-001)

4.1.3 General Instructions

1. Mandatory fields are highlighted on the screen in yellow.

2. As you work through the data fields on the screens, watch for instructions at the bottom of your screen.

4.2 Order Screen

This screen is available to MDBA and MMGR user roles.

The system will submit an automatic e-mail notification to the applicable TODO of all Order Requests that have been submitted. The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is not an e-mail address listed, no e-mail will be generated. When Orders are initiated with Priority code as emergency, e-mails will be sent to the ES as soon as the user submits the order and exits the screen. This is applicable to WR only. E-mails will be sent out every night to the ES, for all non-emergency orders that are submitted. (DPR WR-40022)

Complete the following steps in the order shown

1. Select "Order Screen" from the drop-down list for Orders. The order processing section of the screen will display.
2. Enter "TODO" or select "List" to view a list of values – mandatory field; the TODO information will populate automatically if the TODO entered is a valid TODO number, when the cursor is moved to the next field.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
3. Enter "Req #" – mandatory field. The "Req #" field will only accept numeric values. If alpha characters are entered, an error message will be displayed stating that only numerics are allowed in the "Req #" field. (CC-20801) The same requisition number and requisition date cannot be used by the same user in two separate orders.
4. "Req Date," is a mandatory field and displays the default, which is the current date. The requisition date cannot be a future date but can be a previous date.
5. "TODO Scty" and "Order #" populate automatically when the "Order Details" button is selected.
6. The "Entry Date" and "Initiator" fields will populate automatically when the record is saved.
7. "SATODS Billing" is a display field used for FMS TODOs only; blank indicates billing outside of SATODS, checked indicates SATODS billing.
   a. If the FMS TODO has a case code, which belongs to SATODS, the TODO will be billed through SATODS.
   b. If the case code has expired, no orders will be accepted.
   c. If the case code is not in SATODS, the billing will be outside SATODS.
8. Select "Alternate Address" check box if an alternate address will be entered. This action will display the data entry screen for the alternate address.

9. Select "Order Details;" the "Order #" will populate automatically and the "Order Detail" screen displays (see Section 4.2.3 for Order Details screen instructions.)
10. If the CPIN number entered does not belong to or is not classified for a particular TODO, or a typographical error has occurred, an error code dialog box will appear.
11. "Submit & Exit" – see Section 4.2.3.
12. Select "Exit" to exit the screen. A message box will appear asking if you want to save the changes; select "No" if you want to exit without saving. Select "Yes" if you want the information saved to the database.

4.2.1 TODO Information Button

Selecting the "TODO Info" button will display the TODO details screen, which is a display only screen. State and MAJCOM fields will now display alpha characters. (DPR CC-20407)

4.2.2 Alternate Address Button

The "Alt Address" button will display the alternate address, if an alternate address has already been added.

Note: If the alternate address check box has not been checked, and the user selects this option, the following message will display:

This button is not a valid choice.

If the user wants to add an alternate address, he must use the check box "Alternate Address" to display the data entry screen. *(See Section 4.2, #8 above)*

4.2.3 Order Details Screen

This screen is only accessible from the Order Processing Screen *(see Section 4.2 above)*

Complete the following steps in the order shown

1. Enter the CPIN number or, with the cursor in blank CPIN field, select "List" to view the CPIN list of values. There will be a pause while the system validates the CPIN. The most efficient method of selecting a CPIN is to enter the category, major function and "%" in the CPIN field (i.e. 81A%) then select "List." Parameters can also be entered in the "List" dialog box then select "Find." When the user clicks "OK" on the message that the CPIN has been re-identified, the system will bring up the CPIN that has been re-identified along with the latest revision number. (DPR CC-20566) When ID requirements for a CPIN that is part of a combination CPIN are entered, a pop-up window will display a message stating, **"This CPIN is part of a combination CPIN"**. It will also display three buttons – **1. Save & Exit 2. Continue Order 3. Order Combo**. If the 'Order Combo' button is selected, it will display all the applicable combination CPINS. Users can order Combination CPINS instead of the

CPIN that was entered. If the ‘Continue Order’ button is selected, the ordering process is continued with the CPIN that was entered. If the ‘Save & Exit’ button is selected, it saves the Order and exits from the Screen. (P2G2-006-RD#17.b)

2. “Rev” displays Revision number of the CPIN.
3. “MCTR” is a display field indicating the Managing Center. (P2G2-004-RD#15)
4. “Scty” is a display field indicating the security code.
5. Enter “ID Qty” – indicates ID (Initial Distribution) requirement that will be established for this CPIN. No letters or characters are allowed as input. If a minus sign is entered, it will automatically be deleted and the whole number will be displayed. ID can be established on the latest revision of the CPIN. If ID exists, the ID quantity will be automatically displayed in the “ID Qty” box. (P2G2-003-RD#5)
6. **To cancel an ID requirement:**
   a. Enter the TODO and Req #, select “Order Details”.
   b. Enter the CPIN, tab once and the Rev and Scty Class will populate.
   c. Click on “ID Qty” field and the ID Qty field will populate.
   d. Change the “Qty” to zero. A message box will display asking if you want to delete the ID, with yes or no options.
   e. More than one CPIN may be entered before submitting.
   f. Select “Submit & Exit” at the top of the screen.
      1.) A dialog box will display asking if you want to delete the ID on this CPIN.
      2.) If yes is selected, the information saved to database message displays.
   g. You will be returned to the menu when “Submit & Exit” is selected.
7. Enter “One Time Quantity” – No letters or characters are allowed as input. If a minus sign is entered, it will automatically be deleted and the whole number will be displayed. (DPR WR-20758). CPIN must be dated before a one-time order can be processed. If CPIN is not dated a pop-up message shall display: “This CPIN is not dated – only previous dated revision can be requisitioned”.
8. “ID Qty” and “One time Qty” can be entered on one line for CPIN. When “Save” is selected data will split into two lines – one for “ID Qty” and the other for “One time Qty”.
9. Select type of “Priority” for this order; Routine, Urgent or Emergency. Managing centers can change the priority of an Order from its current priority to Routine, Urgent or Emergency. No changes will be allowed once the CPIN on an order has been approved. (P2G3-010)
10. Enter “Media Type” or, with the cursor in a blank media type field select “List” to view list of values. List of values is restricted to display all the media types associated with the CPIN. If a media type that is not associated with the CPIN is entered, the system will display the message ‘**This media is not available for this CPIN. Please contact MCTR**’. (P2G2-005-RD#16)
    a. The Media Type field may be left blank.

b. If blank, the Managing Center will ship the available software media at the time of approval.

11. If ordering 50 or more items, the following message will display after each 50 entries:

Select "Save" to save the entered information.

12. To remove an item from the order, place the cursor in the applicable field and select ~~"Remove"~~ "Delete" from the top tool bar. You cannot remove an item after "Submit & Exit" has been selected.
13. Items in your shopping cart may be added to this order by selecting "Add from Cart."
14. If user wants to add to the order at a later time, select "Save." There will be a pause while the system validates the information. A message box will then display indicating "Information saved to database" and the "Entry Date" and "Initiator" fields will populate automatically.
    a. To retrieve the order at a later time to add more entries or start the approval process by selecting "Submit & Exit," go to the Non-Approved Orders screen and follow the instructions in Section 4.4.
    b. The non-approved orders can only be seen by the user who entered the data and selected the "Save" button. Once he selects the "Submit & Exit" button, the appropriate approval officials will see his order on their Non-Approved Order screen.
15. If the order is complete, select "Submit & Exit" to start the approval process (you cannot add to or change the order once "Submit & Exit" is selected.) When this button is selected, the user will be returned to the menu. When this button is selected, the message "Do you want to Print?'' "Yes", "No" will display. Select "Yes" to display a report that includes all the fields listed on the screen. Select "No" to return to the menu. (P2G3-001)
16. If "Save" or "Submit & Exit" was not chosen, selecting "Exit" to exit the screen will display a message box asking if you want to save the changes; select "No" to exit without saving.

Note: If the user selects "Save" without entering any CPIN information, the following message will display:

Cannot save without CPIN information.

4.2.4 Add from Cart Button

If CPINs have been added to the user's cart (from the web pages), he can insert them in "Order Details" by selecting the "Add from Cart" button.

4.2.4.1 "D" Type CPINs

"D" type CPINs can be ordered through the web pages by following the steps listed:

1. On any Weapon Systems web page that has an “Add to Cart” button, add the “A” type to the shopping cart.

2. On the Shopping Cart screen, select the “Order” button at the bottom of the screen. This will display the Order screen from the Forms and Reports menu.

3. Enter the TODO and Requisition number and select “Order Details.” The “A” type CPIN will display.
4. If ordering both A & D, use the duplicate button, see Section 4.2.5. Then change the “A” to “D” on the duplicate. Instead of using the duplicate button, user can place cursor on the next blank row and select from the “List” option.

5. If ordering only the “D” type, change the “A” to “D.”
6. Select the next appropriate step, “Submit & Exit” or “Submit & Approve.”

4.2.5 Duplicate Button

The Duplicate button works like a copy and paste tool. User can copy a CPIN value from one line and paste it on the blank line right below it, where changes can be made to the CPIN, still retaining the original CPIN.

1. Locate cursor in the blank destination field and select the “Duplicate” button. It will copy the CPIN that is on the line directly above the blank line.
   a. If there is not a blank line, use the “Insert” button to add one.
2. Changes can be made to the duplicate information to create another CPIN.

4.2.6 Approval and Denial Screens

READ FIRST

The approval option is only available to authorized approval officials; ES, MDBA and MMGR.

The system will submit an automatic e-mail approval notification to the applicable TODO of all Order Requests that have been approved by the MCTR. The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is not an e-mail address listed, no e-mail will be generated.

Complete the following steps in the order shown

1. To approve, deny or place an order in pending, select “Order Details,” complete the order and select the “Submit & Approve” button. This button is only available when the user is logged in as ES, MDBA or MMGR. This action will display the approval screen.
2. On the “Order Processing Screen,” the appropriate approval officials may select the “Approval” button to enter approval information. This button is only available

when the user is logged in as ES, MDBA or MMGR. This action will display the approval screen. Once an action is entered (A, P or D) the user has the option of changing it at a later date.

Note: All actions must occur in the following sequence: ES, FDO, MCTR.
(*If there is an ES and/or FDO)*

3. The options on the "Approval" screen are: A – Approved, D – Denied, P – Pending and the Approval Remarks button:
   a. If the order is to be approved, select the drop-down list box under ES or MCTR and select the "A." If the "Submit & Approval" button is selected on the Order Details screen, a Batch Confirm pop-up displays asking if you want to print the notification/denial letter or cancel. Selecting the notification/denial letter option displays the approval screen. After selecting the approve option, select "Save," the order will be approved and saved to the database and the "Information Saved to Database" dialog box will display. All entries must match unless MCTR selects "P." Select "OK" and then choose the "Exit" button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

      Note: The MCTR can approve without an ES entry, but if there is an ES entry, both actions must match, unless MCTR enters P for pending.

      The FDO block must be completed before the MCTR can make an entry. The MCTR block will be grayed out until the FDO makes his entry. If the ES block is blank, the FDO and MCTR entries must match. If there is an ES entry, all three actions must match.

      All orders will stay on the Non-Approved Orders Screen and CPIN Order Suspense Report until the MCTR has entered his final action and all actions match.

   b. If the order is to be denied, select the drop-down list box under ES or MCTR and select the "D." All entries must match unless MCTR enters "P." Selecting "D" will bring up the "Reason for Denial" screen. With the cursor in the "Denial" field, select "List" and choose the appropriate reason for denial. The "Description" field will populate automatically. If the denial code "A3" Other is selected from the drop down list, a pop-up window will appear to allow the entering of reason/explanation for customer denial. The maximum number of character allowed is 120. (P2G2-008-RD#30) If a notification/denial letter is to be created, select the check box "Create notification/denial letter." Select "OK" and an automatic exit from this screen will occur. The user will be returned to the Approval screen. He has the option of entering remarks by selecting the Approval

Remarks button. Select “Save,” the order will be denied and saved to the database and the “Information Saved to Database” dialog box will display. Select “OK” and then choose the “Exit” button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

Note: If the ES or FDO denies the order, the action will remain on the Non-Approved Orders Screen and CPIN Order Suspense Report until the MCTR enters his final action and all actions match.

c. If the order is to be placed in a pending status, select the drop-down list box under ES or MCTR and select the “P.” Select “Save,” the order will be placed in a pending status and saved to the database. The “Information Saved to Database” dialog box will display. Select “OK” and then choose the “Exit” button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

Note: The MCTR may enter a Pending action, even though the ES and/or FDO have entered a "D" or an "A" action.

4. If remarks were entered regarding a particular CPIN, the “Remarks” box to the right of the CPIN will be checked.
5. Approval remarks can be entered at the time of the approval/denial process by selecting the “Approval Remarks” button. Separate fields are provided for comments by each approval authority. If logged in as an ES, the ES cannot enter comments in the MCTR or FDO Comments field. If logged in as MDBA or MMGR, you cannot enter comments in the ES or FDO Comment fields, etc. You will be able to view the other comment fields. A maximum of 500 characters may be entered in the comment fields.
6. When user has completed the approval/denial process, select “Exit” on the Approval Screen. The user will be returned to the menu.

4.3
Special Requisition Screen

READ FIRST

The Special Requisition screen is for placing a one-time order. Only one CPIN can be ordered at a time. Any revision number that is operational (dated) can be ordered. The “Special Comments” field is mandatory and is used for justification for the order. The user must enter the reason for the order in this field. This screen is available to all user roles.

The system will submit an automatic e-mail notification to the applicable TODO (if there is one) of all Order Requests that have been submitted. The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is not an e-mail address listed, no e-mail will be generated.

Complete the following steps in the order shown

1. Select "Special Requisition" from the drop-down list for Orders.
2. If the user has a TODO code, he must enter the TODO code.
   a. The TODO code security classification will be checked.
   b. The TODO field cannot exceed ten (10) alphanumeric characters.
3. Enter the Req # – mandatory field. The same requisition number and requisition date cannot be used by the same user in two separate orders.
4. "Req Date" is a mandatory field and displays the default, which is the current date. The requisition date cannot be a future date but can be a previous date.
5. If FMS TODO, the "Case Code" field will populate automatically.
   a. The case code must have a valid expiration date.
   b. If the expiration date is not valid, the order will be rejected automatically by the system.
6. "Order Cntl #" is system generated.
7. The "Entry Date" and "Initiator" fields will populate automatically when the record is saved.
8. "Special Comments" is a mandatory field. The user must enter the reason for placing this order utilizing the Special Requisition screen. A scroll bar is available to the right of this field.

4.3.1 Mailing Address Details

Complete the following steps in the order shown

This is the address that will be used for label printing. The following fields are mandatory:

1. First Name
2. Last Name
3. Address
4. City
5. State
6. ZIP Code

The following fields are optional:

1. Comm. Phone
2. Comm. Fax
3. DSN Phone
4. DSN Fax
5. E-Mail
6. Alternate POC E-Mail

4.3.2 Order Details

Complete the following steps in the order shown

1. Enter a CPIN that is operational (software dated) or select “List” to view the list of available values. To reduce the search time, it is recommended that you enter at least a partial CPIN number with the “%” sign before selecting “List.” This is a mandatory field.
   a. The CPIN security classification will be checked.
2. Enter the “Rev #.” Any revision number that is operational (software dated) can be ordered. This is a mandatory field.
3. Enter the quantity. This is a mandatory field.
4. Enter the “Priority” or select from the drop-down list. Current priority codes are: Routine (Default), Urgent and Emergency. This is a mandatory field.
5. Enter the media type. This is an optional field.
   a. If the media type is entered, it will be validated by the system.
6. If the user is not an approval authority, he selects “Save” and “Exit” to return to the menu.

4.3.3 Approval & Denial Screens

When an authorized approval official selects the “Approve” button at the top of the screen, the approval screen will display. The order can also be approved at a later time through the Non-Approved Orders screen. See Section 4.4.

Complete the following steps in the order shown

1. The CPIN, Rev #, Qty and Priority fields are mandatory and will automatically populate.
2. The options on the “Approval” screen are: A – Approved, D – Denied, P – Pending and Approval Remarks button. Approval fields are drop-downs for ES, FDO and MCTR. Once an action is entered (A, D or P) the user has the option of changing it at a later date.

   Note: All actions must occur in the following sequence: ES, FDO, MCTR
   (*If there is an ES and/or FDO)*

   a. If the order is to be approved, select the drop-down list box under ES or MCTR and select the “A.” After selecting the approve option, select “Save,” the order will be approved and saved to the database and the “Information Saved to Database” dialog box will display. Select “OK” and the print label screen will display. See Section 4.3.4. All entries must match unless MCTR selects "P."

   Note: The MCTR can approve without an ES entry, but if there is an ES entry, both actions must match, unless the MCTR enters P for pending.

The FDO block must be completed before the MCTR can make an entry. The MCTR block will be grayed out until the FDO makes his entry. If the ES block is blank, the FDO and MCTR entries must match. If there is an ES entry, all three actions must match, unless the MCTR enters P for pending.

All orders will stay on the Non-Approved Orders Screen and CPIN Order Suspense Report until the MCTR has entered his final action and all actions match.

b. The system will submit an automatic e-mail approval notification to the applicable TODO of all Order Requests that have been approved by the MCTR. The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is not an e-mail address listed, no e-mail will be generated.

c. If the order is to be denied, select the drop-down list box under ES or MCTR and select the “D.” All entries must match unless the MCTR selects "P." Selecting "D" will bring up the “Reason for Denial” screen. With the cursor in the “Denial” field, select “List” and choose the appropriate reason for denial. The “Description” field will populate automatically. If the denial code “A3” Other is selected from the drop down list, a pop-up window will appear to allow the entering of reason/explanation for customer denial. The maximum number of character allowed is 120. (P2G2-008-RD#30) If a notification/denial letter is to be created, select the check box “Create notification/denial letter.” Select “OK” and the order will be denied and saved to the database and the “Information Saved to Database” dialog box will display. Selecting “OK” returns the user to the menu. If “Cancel” is selected, the user will be returned to the Approval screen.

Note: If the ES or FDO denies the order, the action will remain on the Non-Approved Orders Screen and CPIN Order Suspense Report until the MCTR enters his action and all actions match.

d. If the order is to be placed in a pending status, select the drop-down list box under ES or MCTR and select the “P.” Select “Save,” the order will be placed in a pending status and saved to the database. The “Information Saved to Database” dialog box will display. Select “OK” and then choose the “Exit” button. The user will be returned to the Special Requisition screen.

Note: The MCTR may enter a Pending action, even though the ES and/or FDO have entered a "D" or an "A" action.

3. The “Media Type” field is optional; however it is a mandatory field on the Label Printing screen. The media type, if known, can be entered at this time.
4. The “Approval Remarks” field is for comments by the approval authority regarding this order.

4.3.4 Label Printing

When the ES and/or MCTR approval authority selects “Save” on the Special Requisition approval screen, the Information Saved to Database message will display. Selecting “OK” will display the label-printing screen.

1. Information from the previous screen populates related fields: “TODO,” (if a TODO code was entered) “Requisition #,” “Requisition Date,” “Order #,” “CPIN,” “Rev #,” “Quantity,” and “ID Quantity.”
2. The ID Quantity field will be blank indicating a one-time order.
3. The “Text File” check box supports the option to save the report as a text file for customizing and printing at a later date.
4. Enter “Media Type” or select “List” to view a list of values – mandatory field.
5. The “Units” field will automatically populate after entering “Media Type” – mandatory field.
6. “SAT” is a display field and indicates SATODS billing.
7. Select one or more of the label type boxes: “Mail,” “Media” or “310.”
   a. The “310” label is only available for CPINs with a security classification of “C” or “S.”
8. Before attempting to print labels on an OKIDATA printer, follow the instructions to change the printer driver to an EPSON LQ-2550. The OKIDATA printer will recognize the EPSON LQ-2550 driver. You will need the CD for Windows 98 or Windows 2000, depending on which system is on your machine. For Windows NT, a CD is not required. The steps listed below (a thru q) only have to be accomplished one time, in order to set up the OKIDATA printer with the correct drivers. (DPR WR-20343)
   a. Click on the Start button and select Settings and Printers.
   b. Delete the driver used by the OKIDATA printer by deleting the OKIDATA printer icon.
   c. Click on the Add Printer icon and select the EPSON LQ-2550 printer and install. This is where you will need the Windows 98 or 2000 CD.
   d. On the menu for the Printer Settings Window, click on File and select Server Properties.
   e. When the “Print Server Properties” dialog box displays, check the Create New Form box and enter a name for the label: Mailing Labels (or 221 Labels), Media Labels or 310 Labels, which will enable the Save Form button.

f. Enter the width and height of the label, depending on which form you are creating (see below for Mailing, Media and 310 width and height.)

g. Click on the Save Form button and then click the Close button.

h. Once the EPSON LQ-2550 is installed, you will see it as one of the printers in the Printer Settings Window.

i. Select the EPSON printer to highlight it and select File from the menu bar of the Printer Settings Window and select Set as Default.

Note: ***The 310's are not tractor feed so the next seven steps do not apply for 310 labels.***

j. Select File once again from the menu bar, being sure that the EPSON printer is highlighted, and select Properties.

k. When the EPSON LQ-2550 properties window displays, select the Device Settings tab.

l. On the Device Settings page, expand the "Form to Tray Assignment" node by clicking on the plus sign to the left of it.

m. Highlight Tractor Feed by clicking on it, which will split the window.

n. Scroll down the "Change Tractor feed Setting" until you locate the desired label form you created and select it.

o. The Tractor feed (just under Form to Tray Assignment) should display: Tractor feed <Media Labels> or <Mailing (221) Labels>

p. Click OK & Exit.

q. You are now ready to print labels on the OKIDATA printer.

9. Select "Print Labels" – the labels can only be printed once.

   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.

   b. If "Text File" was checked it will give you an HTML page output. Selecting "File – Save As" will bring up a dialog box in which you fill in the name of the file and type of file (Text File). You can retrieve this file later for customizing and printing.

   c. For mailing labels: Under "File" on the Adobe Reader menu bar, select "Print" to view the print set-up dialog box. Select "Set-up" and choose the name of the appropriate printer. Change the setting to "Landscape." Select "Properties". Enter the user-defined paper size as 12.00 width and 3.00 length for the mailing labels. Select "OK" buttons to return to the print dialog box. If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, "221 Label" or whatever name you gave it.

d. For media labels: Select "Properties". Enter user defined paper size as ~~420~~ 4.00 width and 1.00 length for media label. Paper orientation should be landscape. Select "Apply." If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “Media Label” or whatever name you gave it.
e. For 310 labels - Select "Properties". Enter user defined paper size as 5.00 width and 8.00 length for 310 labels. Paper orientation should be portrait. Select "Apply". If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “310 Label” or whatever name you gave it.
f. When finished viewing or printing, close the browser window to return to the ACPINS AFTO221, Media & AF310 Label Printing screen.

10. Select “Exit” or the “Go to Page” drop down box to return to the previous screen.
11. On the Approval screen, select “Exit” to return to the menu.

4.4
Non-Approved Orders Screen

This screen is available to ES, MDBA and MMGR user roles.

READ FIRST

This is a query only screen.

Complete the following steps in the order shown

1. Select “Non-Approved Orders” from the drop-down list for Orders.
2. All orders will display on this screen until the MCTR enters his final action and all actions match. When all actions are A – Approved or D – Denied, the order will not display on this screen.
3. The user who is logged in can view only his orders on this screen; the fields will populate automatically if there are applicable orders. This may take a moment or two.
4. If the user who is logged in has no orders, a message will display indicating the query caused no records to be retrieved.
5. Once a record is displayed, the scroll bar on the left or the up and down keyboard arrows can be used to scroll the records.

Note: The approval date fields are new and will only display dates on records approved after 12-October-2001.

6. There are two radio buttons indicating the source of the record displayed on this screen. If the record was entered from the Order Screen, that button will be on. If the record was entered on the Special Requisition screen that radio button will be on.

Note: Queries can be performed by Order Screen or by Special Requisition screen.

a. Select "Query" button at the top of the screen.

b. Choose either Order Screen or Special Requisition screen radio button.

c. Select "Query" again and the records will display.

7. To view order details, place cursor in the field of a particular order and either double-click or select "Order Details" from the top tool bar.
8. To locate a specific order, select "Query" to clear the screen and enter query mode.

   a. Enter a specific field value and select "Query" to bring up a particular record. All fields on this form can be utilized for specific queries.

   b. Select "Order Details" to view order information.
9. If you selected "Save" when entering the order on the Order Details screen, you have the option of adding/updating/removing an item from the order at a later time. To remove an item from the order, place the cursor in the applicable field on the Order Details screen and select ~~"Remove"~~ "Delete" from the top tool bar. To add a new item, place the cursor in a blank row and enter details. If "Submit & Exit" has previously been selected, you cannot add, update or remove items.
10. Select "Exit" on the Order Processing or Order Details screen to return to the Non-Approved Orders screen. The cursor will navigate to the record on the list that was selected. The selected record will be highlighted in 'light gray' color to make it easily distinguishable. (DPR WR-20673).
11. Select "Exit" to exit the Non-Approved Orders screen.

4.4.1 Approval & Denial Screens

These screens are only available for user roles ES, MDBA and MMGR and will only appear when the "Approval" button is selected on the Order Details or Special Requisition screen (these screens may be accessed from the Non-Approved Orders Screen.) The designation "MCTR" indicates the Managing Center approval authority.

Complete the following steps in the order shown

1. Select "Non-Approved Orders" from the drop-down list for Orders.
2. To approve, deny or place an order in pending, double-click on a specific order or highlight the order and select "Order Details" at the top of the screen. This action will display the "Order Details" or "Special Requisition" screen.
3. On the "Order Details" or "Special Requisition" screen, the appropriate approval officials may select the "Approval" button to enter approval information. This button is only available when user is logged in as ES, MDBA or MMGR. This action will display the approval screen. Once an action is entered (A, D or P) the user has the option of changing it at a later date.

Note: All actions must occur in the following sequence: ES, FDO, MCTR.

If there is an ES and/or FDO.

All entries must match unless MCTR selects "P."

4. The options on the "Approval" screen are: A – Approved, D – Denied, P – Pending and the Approval Remarks button:
   a. If the order is to be approved, select the drop-down list box under ES or MCTR and select the "A." If the "Submit & Approval" button is selected on the Order Details screen, a Batch Confirm pop-up displays asking if you want to print the notification/denial letter or cancel. Selecting the notification/denial letter option displays the approval screen. After selecting the approve option, select "Save," the order will be approved and saved to the database and the "Information Saved to Database" dialog box will display. Select "OK" and then choose the "Exit" button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

      Note: The MCTR can approve without an ES entry, but if there is an ES entry, both actions must match, unless the MCTR enters P for pending.

      The FDO block must be completed before the MCTR can make an entry. The MCTR block will be grayed out until the FDO makes his entry. If the ES block is blank, the FDO and MCTR entries must match, unless the MCTR enters P. If there is an ES entry, all three actions must match, unless the MCTR enters P for pending.

      All orders will stay on the Non-Approved Orders Screen and CPIN Order Suspense Report until the MCTR has entered his final action and all actions match.

   b. If the order is to be denied, select the drop-down list box under ES or MCTR and select the "D." All entries must match unless MCTR enters "P." Denial codes and letters are the responsibility of the MCTR. When the MCTR selects "D" the "Reason for Denial" screen will display. With the cursor in the "Denial" field, select "List" and choose the appropriate reason for denial. The "Description" field will populate automatically. If the denial code "A3" Other is selected from the drop down list, a pop-up window will appear to allow the entering of reason/explanation for customer denial. The maximum number of character allowed is 120. (P2G2-008-RD#30) If a notification/denial letter is to be created, select the check box "Create notification/denial letter." Select "OK" and an automatic exit from this screen will occur. The user will be returned to the Approval screen. Select "Save," the order will be denied and saved to the database and the "Information Saved to Database" dialog box will display. Select

"OK" and then choose the "Exit" button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

Note: If the ES or FDO denies the order, they should enter remarks indicating their reason for denial in the Approval Remarks section. The order will remain on the Non-Approved Order screen and CPIN Order Suspense Report until the MCTR enters his final action and all actions match.

c. If the order is to be placed in a pending status, select the drop-down list box under ES or MCTR and select the "P." Select "Save," the order will be placed in a pending status and saved to the database. The "Information Saved to Database" dialog box will display. Select "OK" and then choose the "Exit" button. The user will be returned to the Non-Approved Orders screen if they entered this screen from there.

Note: The MCTR may enter a Pending action, even though the ES and/or FDO have entered a "D" or an "A" action.

5. If remarks were entered regarding a particular CPIN, the "Remarks" box to the right of the CPIN will be checked.
6. Comments can be entered at the time of the approval/denial process by selecting the "Approval Remarks" button. Separate fields are provided for comments by each approval authority. If logged in as an ES, the ES cannot enter comments in the MCTR or FDO Comments fields. If logged in as MDBA or MMGR, you cannot enter comments in the ES or FDO Comment fields, etc. The user will be able to view the other comment fields. A maximum of 500 characters may be entered in each of the comment fields.
7. When user has completed the approval/denial process, select "Exit" on the Approval Screen. The user will be returned to the Non-Approved Orders screen where he can select "Exit" to exit the screen.

4.5 Notification/Denial Letters

The notification/denial letter screen is used for printing notification/denial letter. This screen is available to MDBA and MMGR user roles.

The address on the denial letters follows the sequence of the address on the 310 and mailing labels. (DPR WR-20410) If the denial code is "A3" on the Special Requisition Screen, the address that is displayed on the letter is that entered on this screen. (P2G2-008-RD#30)

Complete the following steps in the order shown

1. This screen opens with all fields populated.
2. The Up and Dn arrows or the keyboard arrow keys can be used to navigate the records.
3. Use “Clear Form” button to clear the screen.
4. Enter “TODO” or select “List” to view a list of values.
    a. The TODO field cannot exceed ten (10) alphanumeric characters.
5. To narrow the search, enter the “User ID” or select from list of values and enter a “CPIN” or select from list of values, then select “Query.”
6. When “Query” is selected, the following fields will automatically populate for the TODO entered: “User ID,” “Requisition #,” “Requisition Date,” “CPIN,” “Rev #,” “Error Code” (see Error Code Listing in Appendix B1), and “Description”; use “Up” and “Down” buttons to navigate through the records. The “List” option is available for the CPIN field *OR*
7. Enter one or more of the following fields: “User ID,” “Requisition #,” “CPIN,” or “Error Code” and select “Query.” This action will populate the other fields.
8. Select “Print Letter” and Adobe Acrobat Reader opens and the letter can be viewed in the browser window for printing.
9. Once the letter is printed, the record is no longer available for printing.
10. Close browser window.
11. If the first query located more than one record, the next record is available.
12. Or select “Query” again to begin another search.
13. Print - Displays a report that includes all the fields listed on the screen. (P2G3-001)
14. Select “Exit” to exit the screen.

4.6
TODO CPIN Reconciliation Screen (CSRL)

This screen is available to ES, MDBA and MMGR user roles.

READ FIRST

This is a query only screen.

Complete the following steps in the order shown

1. Select “TODO CPIN Reconciliation Screen” from the drop-down list for Orders.
2. The CSRL report is also available on the ACPINS Menu page on the web and under Reports on the Forms & Reports menu.
3. Enter “TODO” or select “List” to view a list of values – mandatory field.
    a. If a canceled TODO code is entered, when “Query” is selected a message will display telling the user that this TODO has been canceled.

b. The TODO field cannot exceed ten (10) alphanumeric characters.

4. If "Query" is selected as soon as the screen opens, the following message will display:

Please enter a valid TODO.

5. Select "Query" and the following fields will self-populate for the TODO selected: "TODO Security Class," "CPIN," "MCTR" (P2G2-004-RD#15) "ID Qty," "CPIN Scty," "Req #," "Req Date," and "Media Type."
6. If there are no ID requirements against the selected TODO, a message will display indicating the query caused no records to be retrieved.
7. Selecting the check box adjacent to CPIN will bring up the "Sub-Account Details Screen". (See Section 4.6.2)
8. Selecting the Print CSRL button will bring up Adobe Acrobat Reader and the browser window where the CSRL information will display for viewing or printing.

Note: This will print all CPINs for the TODO code entered; they will display on the report with each category on a separate page.

9. Selecting the 'Sub Account Query' button will bring up the "Sub-Account Computer Software Requirement List" Screen. (See Section 4.6.1)

9. If there are no ID requirements against the selected TODO, when querying by a CPIN, a message will be displayed stating, "The requested CPIN is not on this CSRL". (P2G2-022-RD#29)

10. Selecting the "TODO Information" button will bring up the 'TODO Address' Screen. This screen displays the TODO's mailing address. Users can print the address by selecting the 'Print' button on the bottom of this screen. TODO address will print on the cover page of the CSRL. (P2G2-007-RD#41)
11. When finished viewing or printing, close the browser window to return to the TODO CPIN Reconciliation Query screen.
12. Select "Exit" to exit the screen.

4.6.1 Sub-Account Computer Software Requirement List (P2G2-027-RD#4)

This screen is available to CFMGR, CNTR_PLUS, TODO, TODO_GUEST, ES, FDO, MDBA, MMGR, CDBA and TODO user roles.

READ FIRST

This is a query only screen.

Complete the following steps in the order shown

1. Select "Sub Account Query button" from the Computer Software Requirement List Screen.
2. Enter "Sub-Account" or select "List" to view a list of values attached to the TODO code or Select "Query".
    a. The Sub-Account field cannot exceed ten (10) alphanumeric characters.
3. Select "Query" and the following fields will self-populate: "Sub-Account," "CPIN," "MCTR," "ID Qty," "CPIN Scty," "Req #," "Req Date," and "Media Type."
4. If there are no ID requirements against the Sub-Account, a message will display indicating that the query caused no records to be retrieved. Re-enter.
5. Selecting Sub-Account Address will bring up the Sub-Account Address Screen with data in the following fields: "Sub-Account," "Bldg/Location," "Scty Class," "Address," "ZIP Code," and "State".
6. Selecting "Previous" will take you to the Sub-account Computer Requirement List Screen.
7. Selecting the 'Print Sub Acct' button will bring up Adobe Acrobat Reader and the browser window where the Sub-Account Computer Software Requirement List information will display for viewing or printing.

Note: This will print all CPINs for the Sub-Account entered.

8. When finished viewing or printing, close the browser window to return to the Sub-Account Computer Software Requirement List.
9. Select "Exit" to exit the screen and return to the Computer Software Requirement List Screen.

4.6.2 Sub-Account Details Screen (P2G2-027-RD#4)

This screen is available for querying to CDBA, CFMGR, CNTR_PLUS, TODO, TODO_GUEST, ES, FDO, MDBA, and MMGR user roles. Only CDBA and TODO user roles will be allowed to insert, update or delete data on this screen.

Complete the following steps in the order shown

1. Select "Check box" next to the CPINs from the Computer Software Requirement List Screen.
2. The following fields will automatically populate if there are any Sub-Accounts assigned to that the CPIN: "Sub-Account," "Qty," "Distribution Date," and "Scty Class".
3. Selecting "Clear Form" clears all data entry fields on the screen so another query can begin.

4. With the cursor in the blank “Sub-Account” field, the “List” button may be utilized. Select the desired Sub-Account from the list and select “OK” on the List dialog box; then select “Query” to populate the related fields.
5. Select “Clear Form” and repeat step 3 or step 4 to display another Sub-Account.
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to return to Computer Software Requirement List Screen.

4.7
TODO Address Maintenance Screen

This screen is available to all user roles except GUEST. State code is mandatory for USAF TODOs and optional for FMS TODOs. (DPR CC-20662)

READ FIRST

This is a query only screen.

The roles CMGR, TCG and FUNC_MGR have been removed from the New User screen. New Users can no longer be created using these roles. (P2S-016)

Two new fields have been added to the New User screen – ‘Contract # ’ and ‘Contract Expiration Date’. These are multiple entry fields. These fields are mandatory for CNTR_PLUS and CNTR roles, and optional for the TODO role. ‘Contract # ’ is a 25 character, alphanumeric field. ‘Contract Expiration Date’ is a 13 character, alphanumeric field with the format of dd-mmm-yyy. (P2S-017)

For CNTR_PLUS and TODO roles, 90 days prior to contract expiration date, the system will send an email to all authorized users against the TODO code notifying them that the contract number will expire in 90 days. On the 91st day, if the expiration date has not been updated in ACPINS, the system will send an email to accountable administrators stating that the contract number for that specific TODO account has expired. (P2S-017)

For CNTR role, 90 days prior to contract expiration date, the system will send an email to the user stating that the contract will expire in 90 days. On the 91st day, if the expiration date has not been updated in ACPINS, the system will send an email to accountable administrators stating that the contract number for that specific user has expired. (P2S-017)

Complete the following steps in the order shown

1. Select “TODO Address Maintenance Screen” from the drop-down list for Orders.
2. Enter “TODO” or select “List” to view a list of values.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.

3. A list of values is also available for the Country Code and Case Code fields.
4. Select "Query" and the following fields will populate automatically (if data is available – some fields may be blank) for the TODO selected: "FMS TODO," "Country Code," "Case Code," "Cancel Date," "Address," "ZIP Code," "State," "Security Class," "Address Process Date," "MAJCOM," "Nuclear Weapon,", "Contract # " and "Contract Expiration Date".
5. Select "Query" on the blank screen and a record will populate the fields; then use "Up" and "Dn" buttons to navigate through the records.

Note: The Cancel Date field, if filled, indicates the selected TODO has been cancelled. The date will display in red.

6. If querying on the MAJCOM field, the wild card % can be used in the first position with letters or a word after it. i.e. %Command will return all MAJCOM routings with the word Command in the description field. %AF will return all MAJCOM routings with AF in the name.
   a. Place cursor in the MAJCOM field.
   b. Select "List."
   c. Enter the desired parameters in the Find field
   d. Select the "Find" button.
   e. Select "OK" after highlighting (selecting) the desired MAJCOM.
7. The "Print Address" button is available for viewing/printing a list of addresses and/or labels. The labels can be printed in either a two-column or three-column format.
   a. Enter one or all of the following fields:
      1.) TODO or select from list of available values.
         a.) The TODO field cannot exceed ten (10) alphanumeric characters. All alpha characters input into the TODO field will be converted to upper case characters. (CC-20831)
      2.) MAJCOM or select from list of available values.
         a.) The MAJCOM routing field cannot exceed ten (10) alphanumeric characters. It will now display alpha characters. (DPR CC-20407).
      3.) ZIP Code or select from list of available values.
         a.) The ZIP Code field cannot exceed ten (10) alphanumeric characters.
         b.) There is no format for ZIP codes.
      4.) State or select from list of available values.
         a.) The State code used is the two-letter alpha. It will now display the actual state identification. (DPR OC-20292) & (DPR CC-20407)
   b. Select only one of the following options:
      1.) "Report" to view/print a list of TODOs.
      2.) "Labels 2" to print a two-column sheet of labels.

3.) “Labels 3” to print a three-column sheet of labels.

c. Adobe Acrobat Reader will open and display the selection for viewing or printing.
d. Closing the browser window will display the TODO Address Printing screen.
e. The “Clear Form” button is available to clear all fields on the screen.
f. Select “Exit” to return to the TODO Address Maintenance screen.

8. Select “Personnel” button or go to Page drop down list and select “Personnel” to ***view*** the Authorized Personnel Information Screen.
9. Selecting “Sub-Accounts” button will bring up the “TODO Sub-Accounts” screen (see section 4.7.1)
10. Select “Previous” or go to Page drop down list and select “Address Page” to return to the first screen, TODO Address Maintenance Screen.
11. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
12. Select “Exit” to exit the screen from either Authorized Personnel screen or the TODO Address Maintenance Screen.

Error Messages

If you attempt to change any information on the TODO Address Maintenance screen or the Authorized Personnel screen, the following message will display:

Record protected!

4.7.1 TODO Sub-Accounts (P2G2-027-RD#4)

This screen is available for querying to SPO, CFMGR, CMGR, CNTR, CNTR_PLUS, ENGR, ES, FDO, MDBA, MMGR, and TODO_GUEST user roles. Only CDBA and TODO user roles will be allowed to insert, update or delete data on this screen.

Complete the following steps in the order shown

1. The following fields will populate automatically: “TODO,” “Sub-Account,” “Remarks,” “Scty Class,” “Created,” “Revised,” “Pri/Alt,” “Name/Rank,” “Clearance,” “Office Symbol,” “DSN Phone,” “Telephone,” “Assign Date,” “E-Mail,” “Bldg/Location,” “Address,” “ZIP Code,” and “State” (if there is data associated with the Sub-Account).
2. Selecting the “Address” button will bring up the “Sub-Account Address” Screen with relevant data. Selecting the “Previous” button will take the user back to the “Sub-Account Personnel Information” Screen.
3. Select “Clear Form” to clear the fields on the screen.

4. With the cursor in the blank “Sub-Account,” “Remarks,” or “Scty Class” fields, user may enter the Sub-Account or Remarks or Scty Class and then select “Query” to populate the related fields.
5. Select “Clear Form” and repeat step 4 to display a different select criteria.
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Selecting “Exit” will return user to the “TODO Address Reference” Screen.

4.8 TODO ID Requirements Query by CPIN

This screen is available to ES, MDBA and MMGR user roles. This Screen will now display the security classification only for the latest revision of the CPIN. (DPR CC-20702)

READ FIRST

This is a query only screen.

Complete the following steps in the order shown

1. Select “TODO ID Requirements Query by CPIN” from the drop-down list for Orders.
2. Select “Query” to view a CPIN. The queries on this screen may take a few minutes, be patient.
3. ID requirements, per CPIN, will display one at a time.
4. Use the “Up” and “Dn” arrows, the keyboard arrows or the scroll bar to navigate through the records.
5. Selecting “Clear Form” will clear all fields.
6. A CPIN can then be entered in the “CPIN” field or select CPIN from “List” then select “Query;” the most efficient method of retrieving a CPIN is to enter at least the “Category, Major Function and %” in the CPIN field then select “List” and scroll to the desired CPIN *OR*
7. Select “Query” twice to begin viewing the records again.
8. If query is selected and the CPIN field is blank or an invalid CPIN is entered, the following message will display:

Query caused no records to be retrieved. Re-enter.

9. Selecting the Print ID Qty button will bring up Adobe Acrobat Reader and the browser window where the ID quantity information will display for viewing or printing.
10. When finished viewing or printing, close the browser window to return to the TODO ID Requirements Query by CPIN.

11. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
12. Select “Exit” to exit the screen.

SECTION 5. DISTRIBUTION

5.1 Distribution Screens

Distribution information is entered into the ACPIN System database. These screens may be accessed by selecting "Distribution" from the ACPINS Forms & Reports menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. Software Distribution Support (ID) Screen
   a. Labels by CPIN (ACPINS AFTO221, Media & AF310 Label Printing).
2. Distribution Mailing/Shipping
   a. Labels by CPIN (ACPINS AFTO221, Media & AF310 Label Printing).
   b. Labels by Order (ACPINS AFTO221, Media & AF310 Label Printing).
   c. Shipping and Billing (USAF)
   d. FMS Shipping and Billing
3. USAF TODO Shipping
4. FMS Shipping & Billing Screen
5. Received Orders Screen
6. Library Media Deck Screen
7. Label Reports
   a. CPIN ID Quantities
   b. Label Generated Listing
   c. Labels to be Processed
   d. Labels to be Processed by CPIN

5.1.1 Distribution Screen Actions are Assigned as Follows

1. Make a CPIN operational
2. Assign the media type available for the software
3. Query for orders either one time or order by CPIN or by TODO
4. Assign FMS cost for FMS orders
5. Print 221, media and 310 labels
6. Ship the software
7. Enter received date for shipped and received orders
8. Print label reports

5.1.2 Additional Action Options

The following are action button options. All options are not available on all screens.

1. Save – Save information to database
2. Query – Query on a particular key, i.e. CPIN number
3. ~~Clear Record – Clear a record~~

4. Clear Field – Clears the field the cursor is in. (P2G3-004)
5. Clear Form – Clears the entire form (P2G3-004)
6. Delete – Deletes the current record (P2G3-004)
7. List – List of available values for a particular field (cursor must be in the appropriate field); parameters may be entered in the field or in the “Find” field (in the List dialog box) with the % sign, then select the “Find” button. i.e. “82A%.”
8. Help – Displays help screen
9. Exit – Exit the current screen (if the screen is in Query mode, select “Exit” once to turn off query mode; then select “Exit” again to exit.)
8. Distribute – Distribute labels, displays USAF TODO screen or ACPINS AFTO221, Media & AF310 Label Printing screen
9. Print Labels – Print labels through a browser and Adobe Acrobat Reader
10. Save – Ship software on USAF/FMS TODO Shipping screen
11. Report – View and/or print a report through a browser and Adobe Acrobat Reader
12. Send – Save information to database on Received Orders screen
13. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)

Note: Adobe Acrobat Reader will open with a Security Hazard message box asking if you want to open the file or save it to disk. Select the appropriate choice, usually “Save to disk” since this screen is the only place the user will have the option to save the file. Therefore the check box, “Always ask before opening this type of file” should remain checked. If not checked, this Security Hazard screen will not appear when Adobe Acrobat Reader opens and the user will ***not*** have the option to save the file. ***If you have Adobe Acrobat Reader 4.x, this screen will not display and you will have the option to save the file.***

5.1.3 General Instructions

1. Mandatory fields are highlighted on the screens in yellow.
2. Notice the instructions near the bottom of the screen, just above the record number.

5.2
Software Distribution Support (ID) Screen

This screen is for ID only. The user can date and distribute software, update the unit cost and media information and print labels from this screen. Authorized users are ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “Software Distribution Support (ID)” from the drop-down list for Distribution. This action will take the user to the Software Distribution Support (ID) screen.

2. This screen can be utilized to make an existing CPIN Operational:
   a. Select “Query” to populate the fields and use the “Up” and “Dn” buttons for selection. Or enter the “CPIN,” – a list of values is available; select “Query.” See “Important Note” below.
   b. Enter the “Software Date”. When the software date is entered, the approval date will automatically be updated to the current date (DPR OO-20747). This entry will be displayed as an ‘update’ action on the ‘Status of Approved CPIN’ Screen (DPR OC-20822)

      Note: If dating “A” type software and it has a “D” type, the date on the “D” type is automatically updated when the date is entered for the “A” type. (and vice versa)
   c. Select “Save” and “Exit,” or continue with #3 below to distribute.
3. Enter “CPIN” or select “List” to view a list of values – mandatory field *OR*

IMPORTANT NOTE

a. If the user enters a CPIN number, the “Up” and “Dn” buttons will only access that CPINs revisions. The latest dated revision will display and a pending, if there is one.

b. If the user enters a CPIN number but wants to change to another CPIN number, he must select the “Query” button and start again with 2. a. above.

c. Once the CPIN field is populated, the user cannot enter the CPIN or Revision fields to make any changes to the displayed number.

Error Messages

If the required fields are not filled on the software distribution screen, the following message will be displayed

“All required fields have not been filled”. (DPR CC-20619)

If the user attempts to change the displayed CPIN or revision numbers, the following message will display:

Protected against to update record.

4. Select “Query” and the fields will automatically populate.
5. Once a CPIN is entered, the “Up” and “Dn” arrows can be used for CPIN selection.
6. “Rev #” and “Security Class” will display automatically.
7. Enter “Software Date” and select “Save.”
   a. The software date cannot be a future date.

b. The software date cannot be greater or the same as a later revision software date.
c. The software date cannot be earlier or the same as a previous revision software date.
d. If dating “A” type software and it has a “D” type, the date on the “D” type is automatically updated when the date is entered for the “A” type and the record is saved. (and vice versa)
e. If the CPIN is pending (“Software Date” field is blank) and the “Distribute” button is selected, the following message will display:

Only operational CPINs can be distributed.

f. If the CPIN is dated and there are no orders against it, when the “Distribute” button is selected, the following message will display:

No ID accounts established for CPIN.

8. “Unit Cost” is optional. (WR-20865)
   a. Unit cost will populate automatically when “Query” is selected after entering a valid CPIN.
   b. If the field does not populate and the order is FMS, the user must enter the cost.
   c. The maximum field length is ten characters, including the decimal and its two digits.
9. Enter “Media Type” or with cursor in this field, select “List” to view a list of values – mandatory field.
   a. If the media type contains duplicate entries, the following message will display when “Save” or “Distribute” is selected:

Duplicate Record. Select ~~Clear~~ Delete to Remove.

   b. The maximum field length is 30 characters.
10. Enter “#of Units” – mandatory field.
11. Select “Distribute” (This will take a minute or two to save to database.)
   a. If the “Distribute” button is selected and the distribution process has already been started on the selected CPIN, the following message will display:

Distribution process already started. Please exit and go to Distribution Mailing/Shipping screen to continue processing.

   b. If there are no orders on the CPIN and “Distribute” is selected, the following message will display:

No ID accounts established for CPIN

  c. If there are orders, a message box will appear asking if you want to print the labels, answer "Yes" or "No."
  d. "Yes" will display the ACPINS AFTO221, Media & AF310 Label Printing screen (Follow instructions in Section 5.3.1.)

12. After entering the media type and number of units, the "Save" button should be selected to save the information to the database. If "Distribute" is selected, it will also save the information to the database.
  a. If the information is not saved to the database and "Exit" is selected, the following message will display:

Do you want to save the changes you have made?
Yes No Cancel

  b. If no changes were made to the record, the above message will not display upon selecting "Exit."

13. Select "Exit" to cancel the query and select "Exit" again to return to the menu.

5.3 Distribution Mailing/Shipping

This screen is for printing labels for both ID and one-time orders. Once an item is cancelled or shipped it will not display on this screen. Authorized users are ES, MDBA and MMGR.

Note: FMS TODOs who do not have an account with SATODS will be directed to the USAF TODO Shipping screen when "Shipping" is selected on this screen.

Complete the following steps in the order shown

1. Select "Distribution Mailing/Shipping" from the drop-down list for Distribution. This action will take the user to the Distribution Mailing/Shipping screen.
2. Select "Query" to populate the fields *OR* enter "CPIN" *OR* select CPIN from "List," then "Query" and use "Up" or "Down" arrows to scroll the records *OR*

Note: The most efficient method of retrieving a particular CPIN is to enter TODO and/or MCTR and in the CPIN field, the category and major function with the "%" and then select "List."

3. Enter "TODO" or select "List" to view a list of values, then select "Query."
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
4. Enter "MCTR" or select "List" to view a list of values, then select "Query."
   a. The MCTR field cannot exceed five (5) alpha characters.

5. User can query the database from the “CPIN,” “TODO” and “MCTR” fields and also “Requisition #,” “Requisition Date,” and “Order #” fields.

   Note: If the record requested is being updated by another user when Query is selected, the following message will display:

   Could not reserve record (2 tries). Keep trying?

   Yes No

   Select “Yes” then select “Query” again and the record will display.

6. “Unit Cost” is optional. (WR-20865)
7. Select “Order” or “CPIN” for type of sort.
8. Select “Label.”
9. Selecting “Distribute” will display the corresponding ACPINS AFTO 221, Media, & AF 310 Label Printing screen, either by Order or by CPIN (Follow instructions in Sections 5.3.1 – Labels by CPIN or 5.3.2 – Labels by Order.)
   a. Distribution must take place before the option to ship is available. If “Shipping” is selected and labels have not been distributed, the following message will display:

      You cannot ship software before printing the mailing labels.

10. Select “Exit” to cancel the query and select “Exit” to return to the menu.
11. If the “Shipping” option is selected and the labels have been distributed, when the “Distribute” button is selected the USAF TODO Shipping screen, see “Shipping & Billing” screens, Sections 5.4 and 5.5. or, if the “Labels” option is selected, the ACPINS AFTO 221, Media & AF 310 Label Printing screen will display, see Sections 5.3.1 and 5.3.2.

    Note: If the FMS user selects the “Shipping” radio button on the same day he processes the labels, the following message will display:

    Please wait one processing day to update or cancel shipping details.

5.3.1 Labels by CPIN (ACPINS AFTO221, Media & AF310 Label Printing)

This screen is only accessible from the Software Distribution Support (ID) Screen or the Distribution Mailing/Shipping Screen when the “Distribute” button is selected (along with the sort by “CPIN” option and “Label” option on the Distribution Mailing/Shipping screen.) This screen is similar to the Labels by Order, but the CPIN number will be at the top of the form. FMS labels printed after 4 PM (CDT/CST) will reflect the next day’s date. (DPR CC-20596).

For 'U' type CPINS, the media labels will display the 'UUT Part #' and for 'F', 'S' & 'T' type CPINS, the media labels will display 'Equipment Part #' on each label. (WR-20767)

Complete the following steps in the order shown

1. Information from the previous screen populates related fields: "CPIN," "Rev-#," "TODO," "Qty," and "ID Qty."
   a. If the CPIN is not a valid CPIN, the following message will display:

      Query caused no records to be retrieved.

   b. If the ID quantity box is not checked, it indicates a one-time order. This field is display only.
2. The "Text File" check box supports the option to save the report as a text file for customizing and printing at a later date.
3. Enter "Media Type" or select "List" to view a list of values. Media Type is optional for Mailing labels and mandatory for Media labels. Designation of a media type during the Label Printing process will not change/update the media type designated in the CPIN Request Screens or the Master CPIN report. The media type that is displayed on the Media labels will be that which is entered on the Label Printing Screen. (P2G2-005-RD#16).
   a. The maximum field length for media type is 30 characters.
4. The "Media Units" field will automatically populate after entering "Media Type" Media Type is optional for Mailing labels and mandatory for Media labels. (P2G2-005-RD#16).
5. "SAT" is a display-only field and indicates SATODS billing.
6. Select one or more of the label type boxes: "Mail," "Media" or "310."
   a. The "310" label is only available for CPINs with a security classification of "C" or "S."
7. The system performs FMS validation checks at this point and if a case is out of funds or the case has expired, a message will display to that effect and the MCTR approval will be changed to P for pending. The order will then re-display on the Non-Approved Orders screen. (DPR CC-20485*)
8. Before attempting to print labels on an OKIDATA printer, follow the instructions to change the printer driver to an EPSON LQ-2550. The OKIDATA printer will recognize the EPSON LQ-2550 driver. You will need the CD for Windows 98 or Windows 2000, depending on which system is on your machine. For Windows NT, a CD is not required. The steps listed below (a thru q) only have to be accomplished one time, in order to set up the OKIDATA printer with the correct drivers. (DPR WR-20343)
   a. Click on the Start button and select Settings and Printers.
   b. Delete the driver used by the OKIDATA printer by deleting the OKIDATA

printer icon.

  c. Click on the Add Printer icon and select the EPSON LQ-2550 printer and install. This is where you will need the Windows 98 or 2000 CD.
  d. On the menu for the Printer Settings Window, click on File and select Server Properties.
  e. When the “Print Server Properties” dialog box displays, check the Create New Form box and enter a name for the label: Mailing Labels (or 221 Labels), Media Labels or 310 Labels, which will enable the Save Form button.
  f. Enter the width and height of the label, depending on which form you are creating (see below for Mailing, Media and 310 width and height.)
  g. Click on the Save Form button and then click the Close button.
  h. Once the EPSON LQ-2550 is installed, you will see it as one of the printers in the Printer Settings Window.
  i. Select the EPSON printer to highlight it and select File from the menu bar of the Printer Settings Window and select Set as Default.

Note: ***The 310’s are not tractor feed so the next seven steps do not apply for 310 labels.***

  j. Select File once again from the menu bar, being sure that the EPSON printer is highlighted, and select Properties.
  k. When the EPSON LQ-2550 properties window displays, select the Device Settings tab.
  l. On the Device Settings page, expand the “Form to Tray Assignment” node by clicking on the plus sign to the left of it.
  m. Highlight Tractor Feed by clicking on it, which will split the window.
  n. Scroll down the “Change Tractor feed Setting” until you locate the desired label form you created and select it.
  o. The Tractor feed (just under Form to Tray Assignment) should display: Tractor feed <Media Labels> or <Mailing (221) Labels>
  p. Click OK & Exit.
  q. You are now ready to print labels on the OKIDATA printer.

9. Select “Print Labels” – the labels can only be printed once.
  a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
  b. If “Text File” was checked it will give you an HTML page output. Selecting “File – Save As” will bring up a dialog box in which you fill in the name of the file and type of file (Text File). You can retrieve this file later for customizing and printing.

c. For mailing labels: Under “File” on the Adobe Reader menu bar, select “Print” to view the print set-up dialog box. Select “Set-up” and choose the name of the appropriate printer. Change the setting to “Landscape.” Select “Properties”. Enter the user-defined paper size as 12.00 width and 3.00 length for the mailing labels. Select “OK” buttons to return to the print dialog box. If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “221 Label” or whatever name you gave it.
d. For media labels: Select "Properties". Enter user defined paper size as ~~420~~ 4.00 width and 1.00 length for media label. Paper orientation should be landscape. Select "Apply." If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “Media Label” or whatever name you gave it.
e. For 310 labels - Select "Properties". Enter user defined paper size as 5.00 width and 8.00 length for 310 labels. Paper orientation should be portrait. Select "Apply". If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “310 Label” or whatever name you gave it.
f. When finished viewing or printing, close the browser window to return to the ACPINS AFTO221, Media & AF310 Label Printing screen.

10. Select “Exit” or the “Go to Page” drop down box to return to the previous screen (Distribution Mailing & Shipping or Software Distribution Support screen.)

5.3.2 Labels by Order (ACPINS AFTO221, Media & AF310 Label Printing)

This screen is only accessible from the “Distribution Mailing/Shipping” screen, when the radio button “Sort By Order – Label” and then “Distribute” have been selected. The screen is similar to the Sort by Labels by CPIN, but ordered by label. FMS labels printed after 4 PM (CDT/CST) will reflect the next day’s date. (DPR CC-20596). For ‘U’ type CPINS, the media labels will display the ‘UUT Part #’ and for ‘F’, ‘S’ & ‘T’ type CPINS, the media labels will display ‘Equipment Part #’ on each label. (WR-20767)

Complete the following steps in the order shown

1. Information from the previous screen populates related fields: “TODO,” “Req #,” “Req Date,” “Order #,” “CPIN,” “Rev #,” “Qty,” and “ID Qty.”
2. The “Text File” check box supports the option to save the report as a text file for customizing and printing at a later date.
3. Enter “Media Type” or select “List” to view a list of values. Media Type is optional for Mailing labels and mandatory for Media labels. Designation of a media type during the Label Printing process will not change/update the media type designated in the CPIN Request Screens or the Master CPIN Report. The media type that is displayed on the Media labels will be that which is entered on the Label Printing Screen. (P2G2-005-RD#16)

4. The “Media Units” field will automatically populate after entering “Media Type”. Media Type is optional for Mailing labels and mandatory for Media labels. (P2G2-005-RD#16)
5. “SAT” is a display field and indicates SATODS billing.
6. Select one or more of the label type boxes: “Mail,” “Media” or “310.”
7. The “310” label is only available for CPINs with a security classification of “C” or “S.”
8. The system performs FMS validation checks at this point and if a case is out of funds or the case has expired, a message will display to that effect and the MCTR approval will be changed to P for pending. The order will then re-display on the Non-Approved Orders screen. *(DPR CC-20485*)*
9. Before attempting to print labels on an OKIDATA printer, follow the instructions to change the printer driver to an EPSON LQ-2550. The OKIDATA printer will recognize the EPSON LQ-2550 driver. You will need the CD for Windows 98 or Windows 2000, depending on which system is on your machine. For Windows NT, a CD is not required. The steps listed below (a thru q) only have to be accomplished one time, in order to set up the OKIDATA printer with the correct drivers. (DPR WR-20343)
   a. Click on the Start button and select Settings and Printers.
   b. Delete the driver used by the OKIDATA printer by deleting the OKIDATA printer icon.
   c. Click on the Add Printer icon and select the EPSON LQ-2550 printer and install. This is where you will need the Windows 98 or 2000 CD.
   d. On the menu for the Printer Settings Window, click on File and select Server Properties.
   e. When the “Print Server Properties” dialog box displays, check the Create New Form box and enter a name for the label: Mailing Labels (or 221 Labels), Media Labels or 310 Labels, which will enable the Save Form button.
   f. Enter the width and height of the label, depending on which form you are creating (see below for Mailing, Media and 310 width and height.)
   g. Click on the Save Form button and then click the Close button.
   h. Once the EPSON LQ-2550 is installed, you will see it as one of the printers in the Printer Settings Window.
   i. Select the EPSON printer to highlight it and select File from the menu bar of the Printer Settings Window and select Set as Default.

Note: ***The 310’s are not tractor feed so the next seven steps do not apply for 310 labels.***

   j. Select File once again from the menu bar, being sure that the EPSON printer is highlighted, and select Properties.

   k. When the EPSON LQ-2550 properties window displays, select the Device Settings tab.
   l. On the Device Settings page, expand the “Form to Tray Assignment” node by clicking on the plus sign to the left of it.
   m. Highlight Tractor Feed by clicking on it, which will split the window.
   n. Scroll down the “Change Tractor feed Setting” until you locate the desired label form you created and select it.
   o. The Tractor feed (just under Form to Tray Assignment) should display: Tractor feed <Media Labels> or <Mailing (221) Labels>
   p. Click OK & Exit.
   q. You are now ready to print labels on the OKIDATA printer.

10. Select “Print Labels” – the labels can only be printed once.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
    b. If “Text File” was checked it will give you an HTML page output. Selecting “File – Save As” will bring up a dialog box in which you fill in the name of the file and type of file (Text File). You can retrieve this file later for customizing and printing.
    c. For mailing labels: Under “File” on the Adobe Reader menu bar, select “Print” to view the print set-up dialog box. Select “Set-up” and choose the name of the appropriate printer. Change the setting to “Landscape.” Select “Properties”. Enter the user-defined paper size as 12.00 width and 3.00 length for the mailing labels. Select “OK” buttons to return to the print dialog box. If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “221 Label” or whatever name you gave it.
    d. For media labels: Select "Properties". Enter user defined paper size as ~~420~~ 4.00 width and 1.00 length for media label. Paper orientation should be landscape. Select "Apply." If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “Media Label” or whatever name you gave it.
    e. For 310 labels - Select "Properties". Enter user defined paper size as 5.00 width and 8.00 length for 310 labels. Paper orientation should be portrait. Select "Apply". If you followed the instructions for removing the OKIDATA driver and installed the EPSON LQ-2550 driver, you will select the new form you created, “310 Label” or whatever name you gave it.
    f. When finished viewing or printing, close the browser window to return to the ACPINS AFTO221, Media & AF310 Label Printing screen.

11. Select “Exit” or the “Go to Page” drop down box to return to the previous screen (Distribution Mailing & Shipping screen.)

12. On the Distribution Mailing & Shipping screen, select “Exit” to cancel query mode and select “Exit” again to return to the menu.

5.3.3 Shipping and Billing (USAF)

This screen is available only after printing the labels. Once an item is cancelled or shipped it will not display on this screen.

Complete the following steps in the order shown

1. Select “Distribution Mailing & Shipping” from the drop-down list under Distribution.
2. Select “Shipping.”
3. Select “Distribute.” This action will take the user to the Shipping and Billing screen. If USAF, the screen displayed will be “USAF TODO SHIPPING.” If FMS, see Section 5.5.
4. Information from the previous screen will populate related fields: “CPIN,” “Rev #,” “Class,” “TODO” and “Quantity.”

See Section 5.4 for further instructions.

5.3.4 FMS Shipping and Billing

If FMS and the FMS Unit Cost is entered on the Distribution Mailing & Shipping screen, and labels have been printed, the FMS Shipping & Billing screen will display when “Shipping” and “Distribute” buttons are selected. See Section 5.5 for further instructions.

5.4 USAF TODO Shipping

This screen is available only after printing the labels. This screen is also accessible from the Distribution Mailing & Shipping Screen after printing the labels when the “Shipping” option is selected and the “Distribute” button is selected. Once an item is cancelled or shipped it will not display on this screen. Authorized users are ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “USAF TODO Shipping” from the drop-down list under Distribution.

   a. When a MCTR enters the ship date (WR-20567) in the USAF TODO Shipping screen, the system will automatically generate an e-mail to the applicable TODO. The content of the e-mail is as follows:

"CPIN # __________ has been shipped. If you have not received this software within 14 days, please contact the appropriate MCTR. When you do receive this software, please enter the date received in the Received Orders screen in the ACPIN System."

b. The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is no e-mail address listed, the system will not generate the e-mail.

2. Select "Query" to populate the fields *OR* enter "CPIN" *OR* select CPIN from "List," then "Query" to populate the related fields. Up and Dn buttons are available to scroll the records once the CPIN field is populated.

Note: The most efficient method of retrieving a particular CPIN is to enter the category and major function with the "%" and then select "List."

3. Information will populate automatically in the following fields: "Rev #," "Class" (Security Class), "TODO," and "Quantity."
4. To enter the "Ship Code," select from the list of values. If there is no suitable option on the list, the user can enter a new ship code in this field.
   a. Examples of ship code choices are:

1 = First Class
2 = Second Class
3 = Third Class
4 = Fourth Class
5 = Certified
6 = Registered
7 = Fed Ex
8 = Other
9 = Insured

Note: This screen is for entering shipping information (or cancel information.) ~~The TODO Shipping and Billing History screen displays previous ship codes if the user needs to see them~~.

5. Enter the "Ship Date" (DD-MON-YYYY). (Entering the ship date will generate the e-mail to the applicable TODO. See 1. a. above.)

Note: If canceling, the shipping information is not necessary.

6. If canceling, enter the "Cancel Code" or select "List" to view a list of values.
   a. Examples of cancel codes are:

D = Duplicate

E = Ordered in Error
F = FDPO Non-Release
O = Other
Q = Excess Quantity
W = Wrong Information
X = Expired initial distribution labels

   b. Enter the cancel date – format is DD-MON-YYYY.
   c. If canceling, the “Cancel Code” and “Cancel Date” are the only two fields that are required.
7. Enter “Postal Tracking #” (cannot exceed twenty [20] alphanumeric characters). (DPR OO-20761)
   a. The postal tracking number is for the user’s tracking purposes.
   b. The postal tracking number must be unique, it cannot be a duplicate of a previously used number.
8. Select “Save” to save to the database.
9. Select “Exit” to exit the screen.

5.5 FMS Shipping and Billing

This screen is available only after printing the labels. This screen is also accessible from the Distribution Mailing & Shipping Screen after printing the labels when the “Shipping” option is selected and the “Distribute” button is selected. However, if the user comes to this screen for a record that was entered the same day, a message will display indicating no records were found. ***The user must wait one processing day after entering the record on the Distribution Mailing & Shipping screen before it will display on this screen.*** The ‘Ship Date’ cannot be earlier than the ‘Label Date’. The ‘Ship Date’ can be the same as the ‘Label Date’. (DPR CC-20737). Once an item is cancelled or shipped it will not display on this screen. Authorized users are ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “FMS Shipping and Billing” from the drop-down list under Distribution.
2. Select “Query” to populate the fields *OR* enter “CPIN” *OR* select CPIN from “List,” then “Query” to populate the related fields. Up and Dn buttons are available to scroll the records once the CPIN field is populated.

Note: The most efficient method of retrieving a particular CPIN is to enter the category and major function with the “%” and then select “List.”

3. Information will populate automatically in the following fields: “Rev #,” “Security,” “TODO,” “Process #,” “Estimated Cost” and “Quantity.”

4. The Process # field will populate automatically when query is selected on a valid CPIN.
   a. The process number field is for tracking FMS software.
   b. If it is a one-time order, the format is: Managing Center+Julian date+sequence.

      i.e. H92287501

   c. If it is not a one-time order, the format is: Julian date+sequence+Managing Center.

      i.e. 92287501H

   d. Examples of Managing Center codes are:

      AG = A
      OC = H
      OO = G
      WR = L
      CC = U
      NG = 2

5. The estimated cost field populates automatically when query is selected on a valid CPIN.
6. Enter the “Actual Cost” – mandatory field.
   a. The maximum field length is ten (10) characters, including the decimal and two decimal places.
7. Enter “Postal Tracking #” (cannot exceed twenty [20] alphanumeric characters) – mandatory field. (DPR OO-20761)
   a. The postal tracking number is for the user’s tracking purposes.
   b. The postal tracking number must be unique, it cannot be a duplicate of a previously used number.
8. If canceling, enter the “Cancel Code” or select “List” to view a list of values.
   a. Examples of cancel codes are:

      D = Duplicate
      E = Ordered in Error
      F = FDPO Non-Release
      O = Other
      Q = Excess Quantity
      W = Wrong Information
      X = Expired initial distribution labels

   b. Enter the cancel date. Format is DD-MON-YYYY i.e. 31-JAN-1999.

Note: If canceling, the “Cancel Code” and “Cancel Date” are the only two fields that are required.

9. Select “Ship Code” from the drop-down list – mandatory field.
   a. Examples of ship codes are:

1 = First Class
2 = Second Class
3 = Third Class
4 = Fourth Class
5 = Certified
6 = Registered
7 = UPS
8 = Other
9 = Insured

Note: This screen is for entering shipping information (or cancel information.) The FMS Shipping and Billing History screen displays previous ship codes if the user needs to see them.

10. Enter the “Ship Date” (DD-MON-YYYY) – mandatory field. ***Ship date must be at least one day later than the label date.***
11. Enter the “Document #” – Optional field. (cannot exceed twenty [20] alphanumeric characters) (DPR WR-20803)
12. Select “Save” to save to the database.
13. Select “Exit” to exit the screen.

5.6 Received Orders Screen

Complete the following steps in the order shown

1. Select “Received Orders” from the drop-down list under Distribution.
2. Select “Query” to populate the fields *OR* enter “CPIN” or “TODO” *OR* select “List” for a list of values. List of values is available for both CPIN and TODO fields. (The revision number is included in the CPIN list of values.) The TODO field cannot exceed ten (10) alphanumeric characters. Up and Dn buttons or the keyboard arrow keys can be used to scroll the records, once a CPIN is displayed in the CPIN field.
   a. If no orders have been received related to the CPIN and TODO entered, the following message will display:

No data retrieved.

3. Select “Query” and the following fields will automatically populate: “ID,” “Qty,” “Requisition #,” “Order #,” “Requisition Date,” “Ship Date,” “Document #”(DPR WR-20803), and “Label Date” along with either “CPIN” or “TODO”, whichever was not entered in step 2.
4. Up and Down arrows are available for the CPIN field, once the field is populated.
5. If the ID check box is blank, it indicates a one-time order.
6. Enter “Received Date” – mandatory field – format is DD-MON-YYYY.
   a. If the date is not entered within 30 days of shipping, the record will be deleted automatically by the system.
7. The label date indicates the date the labels were printed.
8. Select “Send” to save information to the database.
9. Select “Exit” to exit the screen.

Note: When a MCTR enters data in the USAF TODO Shipping screen, the system will automatically generate an e-mail to the applicable TODO. The content of the e-mail is as follows:

"CPIN # __________ has been shipped. If you have not received this software within 14 days, please contact the appropriate MCTR. When you do receive this software, please enter the date received in the Received Orders screen in the ACPIN System."

The system will retrieve the e-mail address from the TODO Address Maintenance screen, Personnel section. If there is no e-mail address listed, the system will not generate the e-mail.

5.7 Library Media Deck Screen

The Library Media Deck screen will print a list of all media for the Managing Center. Authorized users are ES, MDBA and MMGR. For ‘U’ type CPINS, the media labels will display the ‘UUT Part #’ and for ‘F’, ‘S’ & ‘T’ type CPINS, the media labels will display ‘Equipment Part #’ on each label. (WR-20767)

Complete the following steps in the order shown

1. Select “Library Media Deck” from the drop-down list under Distribution.
2. Select “Query” *OR e*nter “CPIN” and select “Query” and the following fields will automatically populate: “Rev #,” “Media Type,” and “# of Units.”
3. Up and Down arrows are available for the CPIN field, once the field is populated.
4. Select “Print Labels” to print the labels.

a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.

b. Select "File," select "Print" then close the browser window to return to the Library Media Deck Screen.

5. Select "Exit" to exit the screen.

5.8
Label Reports

Authorized users are ES, MDBA and MMGR.

5.8.1 CPIN ID Quantities

Complete the following steps in the order shown

1. Select "Label Reports" from the drop-down list under Distribution.
2. Select "CPIN ID Quantities." This action will take the user to the CPIN ID Quantities screen.
3. In the "CPIN" field, enter a particular "CPIN" number, or just the "%" sign or select "List" to view a list of values.
   a. With just the percent sign in the field, all CPINs will be included in the report when "Report" is selected. This is only recommended if the Managing Center is entered in the Managing Center field.
   b. It is recommended that parameters be used in the CPIN field. i.e. "81A%"
4. Enter "MCTR" or select "List" to view a list of values.
5. Select "Order By" drop-down arrow and choose either "TODO" or "STATE". (P2G2-009-RD#48)
6. Select "Report."
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.
   b. Select "File," select "Print," then select "Fit to Page" and print. Close the browser window to return to the CPIN ID Quantities screen.
   c. This report will display five (5) lines in the address field. (DPR OO-20546)
7. Select "Exit" to return to menu.

5.8.2 Label Generated Listing

Once the labels are printed, the CPIN will remain on this screen for ninety (90) days.

Complete the following steps in the order shown

1. Select “Label Reports” from the drop-down list under Distribution.
2. Select “Label Generated Listing.” This action will take the user to the Label Generated Listing screen.
3. Enter “CPIN” or the “%” sign for a wild card search or select “List” for a list of values.
4. Enter “TODO” or “%” for a wild card search or select “List” to view a list of values.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
5. Select “Report” to view report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the Label Generated Listing Screen.
6. Select “Exit” to exit the screen.

5.8.3 Labels to be Processed

After the labels are printed, the record will drop off this screen.

Complete the following steps in the order shown

1. Select “Label Reports” from the drop-down list under Distribution.
2. Select “Labels to be Processed.” This action will take the user to the Labels to be Processed screen.
3. The following data element fields will populate automatically: “CPIN,” “Rev #,” “Qty,” “ID Qty,” “Media Type,” “TODO,” “MCTR” and “Label Start Date.”
   a. The scroll bar on the left may be used to scroll the records, or the keyboard arrow keys can be used.
   b. The Label Start Date is the approval date; date processing labels began.
   c. TODO Field size has been increased to six characters to accommodate the new JCALS account numbers. (CC-40013)
4. The user may select “Query” to clear the fields and enter a particular CPIN number then select “Query” again to display related information.
5. Double-click on each CPIN to display the label-printing screen (ACPINS AFTO221, Media & AF310 Label Printing.)

6. Follow instructions in Section 5.3.1 or 5.3.2.
7. Select “Exit” from the ACPINS AFTO221, Media & AF310 Label Printing screen to return to the Labels to be Processed screen.
8. Select “Exit” to exit to the menu.

5.8.4 Labels to be Processed by CPIN

Complete the following steps in the order shown

1. Select “Label Reports” from the drop-down list under Distribution.
2. Select “Labels to be Processed by CPIN.” This action will take the user to the Labels to be Processed by CPIN screen.
3. Select “Query” and all fields will populate automatically *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field and then select “Query.”
    a. The category and major function and “%” sign can be entered then select “List” for a list of values. This is the preferred method of retrieving the information.
5. Select “Query” when the CPIN field is populated to display related information.
6. The following data element fields will populate automatically: “Rev #,” “Qty,” “ID Qty,” “Media Units,” “Media Type,” “TODO,” “Request #,” and “MCTR.”
7. The “Clear Form” option can be used to clear all fields; then with cursor in the CPIN field, select “List” again to locate another CPIN; select “Query” to populate related fields.
8. Select “Exit” to exit the screen.

SECTION 6. COMPENDIUMS

6.1
ACPINS Compendiums

Compendiums are produced from information entered into the ACPIN System database from CPIN assignment and subsequent updates requested on the Request Screen. Compendiums and cross-references are used by US Air Force and Security Assistance participants. The Compendiums and cross-references are accessed by selecting "Compendiums" from the ACPINS Forms & Reports menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. USAF Cross-References
   a. Acronym to CPIN
   b. Equipment Part # to CPIN
   c. Tech Order/Operator Manual to CPIN
   d. Cage Code/Contractor/SW Part #/Alt ID to CPIN
   e. Test Station/UUT/ITA to CPIN
   f. LRU/SRU to CPIN
   g. SERD to CPIN
   h. System, Model, Subsystem to CPIN
   i. TCTO/IOS to CPIN
   j. National Stock # to CPIN
   k. Source of Repair to CPIN
   l. Technical Repair Center to CPIN
   m. WUC to CPIN
   n. Control Computer/Equipment Part #/ITA to CPIN
   o. Software Use/Station Type/Suite-Block to CPIN (C-17 W.O.)
   p. CSCI to CPIN (P2G3-002)
2. Country Cross-References
   a. Acronym to CPIN
   b. Equipment Part # to CPIN
   c. Tech Order/Operator Manual to CPIN
   d. Cage Code/Contractor/SW Part #/Alt ID to CPIN
   e. Test Station/UUT/ITA to CPIN
   f. LRU/SRU to CPIN
   g. SERD to CPIN
   h. System, Model, Subsystem to CPIN
   i. TCTO/IOS to CPIN
   j. National Stock # to CPIN
   k. Source of Repair to CPIN

   l. Technical Repair Center to CPIN
   m. WUC to CPIN
   n. Control Computer/Equipment Part #/ITA to CPIN
   o. Software Use/Station Type/Suite-Block to CPIN (C17 W.O.)
   p. CSCI to CPIN (P2G3-002)
3. USAF Comp Part I
4. USAF Comp Part II
5. Country Comp Part I
6. Country Comp Part II
7. MAJCOM Comp Part I
8. MAJCOM Comp Part II
9. System Compendium
10. Master CPIN Report
11. Index of Compendiums
    a. Compendiums Part I
    b. Compendiums Part II

6.1.1 Additional Action Options

1. List – Selecting the List option allows the viewer to view and choose from a list of values. The cursor must be in the appropriate field; parameters may be entered in the field or in the "Find" field (in the List dialog box) with the % sign, then select the "Find" button. i.e. "81A%."
2. Report – Select "Report" button to view and/or print through a browser and Adobe Acrobat Reader. Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.
3. Exit – Select "Exit" to exit the screen.

Note: The Acrobat Reader Security Warning box may appear each time you open Adobe Acrobat Reader, so do not uncheck the box "Always ask before opening this type of file." This screen gives the user his only opportunity to save the file; therefore "Save it to disk" should be checked. ***If you have Adobe Acrobat Reader 4.x, this screen does not display and you will have the option of saving the file.***

6.1.2 General Instructions

1. All screens are similar to each other.
2. Mandatory fields are highlighted in yellow on the screen.
3. Notice the instructions near the bottom of the screen, just above the record number.

6.2
USAF Cross-References

The USAF Cross-Reference Compendiums are designed to serve as references or research aids for selected data elements in CPIN association. Select "USAF Cross-References" this will allow the user to view options from a drop-down list. The following paragraphs (6.2.1 – 6.2.15) will give instructions for each option listed for the USAF Cross-Reference Compendiums. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

6.2.1 Acronym to CPIN

This is a list of Acronyms to CPINs, or CPINs to Acronyms, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "Acronym to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "Acronym" or "%" for all acronyms or select "List" to view a list of values.
3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
4. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864)
5. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will kick the user out of the system.
6. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
7. Select "Order By" drop-down arrow and choose either "CPIN" or "Acronym."
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Software Date
   g. MCTR
   h. Acronym

   i. Description
   j. Page Number
   k. Number of records retrieved
9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the Acronym to CPIN screen.
   c. This report can be printed in portrait orientation.
10. Select “Exit” to exit the screen.

6.2.2 Equipment Part # to CPIN

This is a list of CPINs to Equipment Part Numbers, or Equipment Part Numbers to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “Equipment Part # to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Enter “Equipment Part #” or “%” for all equipment part numbers or select “List” to view a list of values. If the part number entered is not a valid equipment part number, and/or if the part number entered exists in the system as Tech Order, Test Station, UUT, ITA or Contractor/Software part number, the following message will display.

   Note: The number entered is not a valid Equipment Part #. This belongs to UUT Part # (or Tech Order, Test Station, ITA or Software Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field and then select “List.”
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
5. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
6. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is

later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)

7. Select “Order By” drop-down arrow and choose either “CPIN” or “Equipment Part Number/CPIN.”
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Software Date
   g. MCTR
   h. Equipment Part #
   i. Page Number
   j. Number of records retrieved
9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the Equipment Part # to CPIN screen.
   c. This report can be printed in portrait orientation unless the selected Order By is “Equipment Part #,” which will have to be printed in landscape orientation.
10. Select “Exit” to exit the screen.

6.2.3 Technical Order/Operator Manual to CPIN

This is a list of Technical Order Numbers/Operator Manuals to CPINs, or CPINs to Technical Order Numbers/Operator Manuals, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen, select “Tech Order/Operator Manual to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Enter “Tech Order #” or “%” for all tech orders or select “List” to view a list of values. If the Tech Order number entered is not a valid Tech Order number, and/or if the number entered exists in the system as Test Station, UUT, ITA, Equipment or Software Part #, the following message will display:

Note: The number entered is not a valid Tech Order. This belongs to UUT Part # (or Equipment, Test Station, ITA or Software Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
5. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
6. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
7. Select “Order By” drop-down arrow and choose “CPIN” or “Tech Order/Operator Manual No.”
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Software Date
   g. MCTR
   h. Tech Order/Operator Manual #
   i. Page Number
   j. Number of records retrieved
9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the Tech Order/Operator Manual to CPIN screen.
10. Select “Exit” to exit the screen.

6.2.4 Cage Code/Contractor/SW Part #/Alt ID to CPIN

This is a list of Cage Code/Contractor/SW Part #/Alt ID to CPINs, or CPINs to Cage Code/Contractor/SW Part #/Alt ID, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen, select "Cage Code/Contractor/SW Part #/Alt ID to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "Cage Code" or "%" for all cage codes or select "List" to view a list of values.
3. Enter "Software Part #" or "%" for all part numbers or select "List" to view a list of values. If the part number entered is not a valid software part number, and/or if the part number entered exists in the system as Test Station, UUT, ITA or Equipment part number, or Tech Order, the following message will display. A contractor and/or Alternate ID may be entered in this field, as needed.

Note: The number entered is not a valid Software Part #. This belongs to UUT Part # (or Test Station, ITA Part #, Tech Order or Equipment Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

4. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
5. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864)
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter "End Date" or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
8. Select "Order By" drop-down arrow and choose either "CPIN" or "Cage Code & SW Part #"
9. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #

- f. Software Date
- g. MCTR
- h. Cage Code
- i. Contractor/SW Part # /Alt ID
- j. Page Number
- k. Number of records retrieved

10. Select “Report” to view the report.
    - a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    - b. Select “File,” select “Print” (print in landscape orientation) then close the browser window to return to the Cage Code/Contractor/SW Part #/Alt ID to CPIN screen.
11. Select “Exit” to exit the screen.

6.2.5 Test Station, UUT Part #, ITA Part # to CPIN

This is a list of CPIN, Test Station, UUT Part #, or ITA Part # in any sequence of the user’s choice. For example, the user can choose any view: CPIN to Test Station, Test Station to CPIN, CPIN to UUT Part #, UUT Part # to CPIN, CPIN to ITA Part #, ITA Part # to CPIN.

Complete the following steps in the order shown

1. To access this screen, select “Test Station, UUT, ITA to CPIN” from the USAF Cross-References drop-down list under “Compendiums.”
2. Enter “Test Station ID #” or “%” for all test stations or select “List” to view a list of values. The maximum field size is 43 alphanumeric characters. If the number entered is not a valid test station ID number, and/or if the number entered exists in the system as Tech Order, UUT, ITA, Equipment or Software Part #, the following message will display:

   Note: The number entered is not a valid Test Station ID #. This belongs to Equipment Part # (or Tech Order or Software Part # or UUT Part # or ITA Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter “UUT Part #” or “%” for all UUT part numbers or select “List” to view a list of values. The maximum field size is 40 alphanumeric characters. If the number entered is not a valid UUT part #, and/or if the part number entered exists in the system as Tech Order, Test Station, ITA, Equipment or Software Part #, the following message will display:

Note: The number entered is not a valid UUT Part #. This belongs to Equipment Part # (or Tech Order or Software Part # or ITA or Test Station Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

4. Enter “ITA Part #” or “%” for all ITA part numbers or select “List” to view a list of values. The maximum field size is 43 alphanumeric characters. If the number entered is not a valid ITA part #, and/or if the part number entered exists in the system as Tech Order, Test Station, UUT, Equipment or Software Part #, the following message will display:

   Note: The number entered is not a valid ITA Part #. This belongs to Equipment Part # (or Tech Order or Software Part # or UUT or Test Station Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

5. Enter “CPIN” or “%” for all records or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” The maximum field size is forty (40) alphanumeric characters.
6. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
7. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
8. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
9. Select “Order By” drop-down arrow and choose either “CPIN,” “Test Station,” “UUT Part #,” or “ITA Part #.”
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Test Station
    i. UUT Part #
    j. ITA Part #

k. Page Number

l. Number of records retrieved

11. Select “Report” to view the report.

   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.

   b. Select “File,” select “Print” (print in landscape orientation at 65%) then close the browser window to return to the Test Station, UUT, ITA to CPIN screen.

12. Select “Exit” to exit the screen.

6.2.6 LRU/SRU to CPIN

This is a list of LRU/SRU to CPIN, or vice versa in sequence. The list can be defined by selecting one of the radio buttons, which will display only those particular CPINs.

Complete the following steps in the order shown

1. To access this screen, select “LRU/SRU to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Select one of the following radio buttons. If no records are associated with a particular selection, a message will display indicating no records were retrieved.
   a. LRU/SRU % – Displays all CPINs. This is the default value.
   b. LRU – Displays all LRU CPINs
   c. SRU – Displays all SRU CPINs
3. Enter “CPIN” or “%” for all systems or select “List” to view a list of values.
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
5. Enter “Start Date” or use the default of 01-JAN-1974.
6. Enter “End Date” or use the default of the current date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
7. Select “Order By” drop-down arrow and choose either “CPIN” or “LRU/SRU.”
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #

f. Software Date
g. MCTR
h. UUT Part #
i. LRU/SRU
j. Page Number
k. Number of records retrieved

9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the LRU/SRU to CPIN screen.
10. Select “Exit” to exit the screen.

6.2.7 SERD to CPIN

This is a list of SERD to CPIN, or vice versa in sequence.

Complete the following steps in the order shown

1. To access this screen, select “SERD to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Enter “SERD” or “%” for all or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all or select “List” to view a list of values.
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
5. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
6. Select “Order By” drop-down arrow and choose either “CPIN” or “SERD.”
7. If no records are associated with a particular selection, a message will display indicating no records were retrieved.
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report

c. Compendium Designator
d. CPIN
e. Rev #
f. Software Date
g. SERD #
h. System
i. MCTR
j. Page Number
k. Number of records retrieved

9. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the SERD to CPIN screen.
10. Select “Exit” to exit the screen.

6.2.8 System, Model, Subsystem to CPIN

This is a list of System or Model or Subsystem to CPIN, or vice versa in sequence. This screen generates 19 different outputs based on the user’s selection criteria (optional fields, order by). This Screen will show ‘X’ in the subsystem field for all models without subsystems, for queries on CPIN lists for all models and all subsystems, for a specific system. (CC-40008)

Complete the following steps in the order shown

1. To access this screen, select “System, Model, Subsystem to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. System, Model and Subsystem Fields have Check Boxes, which are to be checked by the user if these are required to be displayed in the report output. If all check boxes are left unchecked, then Subsystem check box will be checked automatically by the program so that ‘Subsystem to CPIN’ will be the output report. System, Model and Subsystem fields are available to the user to input only when the check boxes against them are checked.
3. Enter “System” or “%” for all systems or select “List” to view a list of values.
4. Enter “Model” or “%” for all models or select “List” to view a list of values.
5. Enter “Subsystem” or “%” for all subsystems or select “List” to view a list of values.
6. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function

and “%” in the CPIN field then select “List.”

7. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
8. Select “Software Type” drop-down arrow and choose either:

C – COMBINATION

D – MASTER

F – OPERATION

S – SYSTEM

T – IN-PLACE TEST

U – UNIT UNDER TEST

% - ALL TYPES

9. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
10. Select “Order By” drop-down arrow and choose either “CPIN” or “System“ or “Model” or “Subsystem”.
11. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. System
    i. Model
    j. Subsystem
    k. Page Number
    l. Number of records retrieved
12. The following is a list of possible combinations for output reports:
    a. CPIN to System
    b. System to CPIN
    c. Subsystem to CPIN

d. CPIN to Subsystem
e. CPIN to Model
f. Model to CPIN
g. CPIN to System, Model
h. System, Model to CPIN
i. Model, System to CPIN
j. CPIN to System, Subsystem
k. System, Subsystem to CPIN
l. Subsystem , System to CPIN
m. CPIN to Model, Subsystem
n. Subsystem, Model to CPIN
o. Model, Subsystem to CPIN
p. CPIN to System, Model, Subsystem
q. System, Model, Subsystem to CPIN
r. Model, System, Subsystem to CPIN
s. Subsystem, System, Model to CPIN

13. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" then close the browser window to return to the System, Model, Subsystem to CPIN screen.
    c. These reports must be printed in landscape orientation.
14. Select "Exit" to exit the screen.

6.2.9 TCTO/IOS to CPIN

This is a list of CPINs to TCTO/IOS, or TCTO/IOS to CPINs, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "TCTO/IOS to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "TCTO/IOS" or "%" for all TCTO/IOS or select "List" to view a list of values.
3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field and then select "List."
4. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
5. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice. (After running the query, the user will be returned to this screen and

the dates he entered for the query will still be displayed in these fields.)

6. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date.
7. Select “Order By” drop-down arrow and choose either “CPIN” or “TCTO/IOS / CPIN.”
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Software Date
   g. MCTR
   h. TCTO/IOS
   i. TCTO/IOS Title
   j. Page Number
   k. Number of records retrieved
9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the TCTO/IOS to CPIN screen.
10. Select “Exit” to exit the screen.

6.2.10 National Stock # to CPIN

This is a list of CPINs to National Stock #, or National Stock # to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “National Stock # to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Enter “National Stock #” or “%” for all or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field and then select “List.”

4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
5. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
6. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
7. Select “Order By” drop-down arrow and choose either “CPIN” or “National Stock #.”
8. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Software Date
   g. MCTR
   h. National Stock #
   i. Page Number
   j. Number of records retrieved
9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the National Stock # to CPIN screen.
10. Select “Exit” to exit the screen.

6.2.11 Source of Repair to CPIN

This is a list of CPINs to Source of Repair or Source of Repair to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “Source of Repair to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”

2. Enter “Address” or “%” for all or select “List” to view a list of values.
3. Enter “Street” or “%” for all.
4. Enter “City” or “%” for all.
5. Enter “State” or “%” for all.
6. Enter “ZIP Code” or “%” for all.
7. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field and then select “List.”
8. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
9. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
10. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
11. Select “Order By” drop-down arrow and choose either “CPIN” or “Source of Repair.”
12. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Source of Repair
    i. Page Number
    j. Number of records retrieved
13. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Source of Repair to CPIN screen.
14. Select “Exit” to exit the screen.

6.2.12 Technical Repair Center to CPIN

This is a list of CPINs to Technical Repair Center or Technical Repair Center to CPINs, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "Technical Repair Center to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "Address" or "%" for all or select "List" to view a list of values.
3. Enter "Street" or "%" for all.
4. Enter "City" or "%" for all.
5. Enter "State" or "%" for all.
6. Enter "ZIP Code" or "%" for all.
7. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field and then select "List."
8. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
9. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
10. Enter "End Date" or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
11. Select "Order By" drop-down arrow and choose either "CPIN" or "Technical Repair Center."
12. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Technical Repair Center
    i. Page Number
    j. Number of records retrieved

13. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Technical Repair Center to CPIN screen.
14. Select “Exit” to exit the screen.

6.2.13 WUC to CPIN

This is a list of WUCs (Work Unit Codes) to CPINs, or CPINs to WUC, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “WUC to CPIN” from the USAF Cross-Reference drop-down list under “Compendiums.”
2. Enter “WUC” or “%” for all or select “List” to view a list of values. The maximum field size is seven (7) alphanumeric characters.
3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” The maximum field size is forty (40) alphanumeric characters.
4. Enter “Weapon System” or select from list of values. The maximum field size is forty (40) alphanumeric characters.
5. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
6. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will knock the user off of the System.
7. Enter Start Date and End Date.
    a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
    b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
8. Select “Order By” drop-down arrow and choose either “CPIN” or “WUC.”
9. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator

d. CPIN
e. Rev #
f. Software Date
g. MCTR
h. WUC
i. Weapon System
j. CSCI Description
k. Page Number
l. Number of records retrieved

10. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the WUC to CPIN screen.
    c. This report can be printed in portrait orientation.
11. Select “Exit” to exit the screen or enter another set of criteria to create a new query.

6.2.14 Control Computer/Equipment Part #/ITA to CPIN

This is a list of CPIN, Control Computer, Equipment Part #, or ITA Part # in any sequence of the user’s choice. For example, the user can choose any view: CPIN to Control Computer, Control Computer to CPIN, CPIN to Equipment Part #, Equipment Part # to CPIN, CPIN to ITA Part #, or ITA Part # to CPIN.

Complete the following steps in the order shown

1. To access this screen, select “Control Computer/Equipment Part #/ITA to CPIN” under the USAF Cross-References drop-down list under “Compendiums.”
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” The maximum field size is forty (40) alphanumeric characters.
3. Enter “Control Computer” or “%” for all or select “List” to view a list of values. The maximum field size is 40 alphanumeric characters. (E-mail 17-APR-2002 S. Horn)
4. Enter “Equipment Part #” or “%” for all or select “List” to view a list of values.
5. Enter “ITA Part #” or “%” for all ITA part numbers or select “List” to view a list of values. The maximum field size is 40 alphanumeric characters. (E-mail 17-APR-2002 S. Horn)

Note: If the data entered in #3, #4 and #5 above is not valid data, a message will display indicating the user should select from the list of values.

6. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
7. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
8. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
9. Select “Order By” drop-down arrow and choose either “CPIN,” “Control Computer,” “Equipment Part #” or “ITA Part #.”
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Control Computer
    i. Equipment Part #
    j. ITA Part #
    k. Page Number
    l. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” (print in landscape orientation at 65%) then close the browser window to return to the Control Computer/Equipment Part #/ITA to CPIN screen.
12. Select “Exit” to exit the screen.

6.2.15 Software Use/Station Type/Suite-Block to CPIN (C-17 W.O.)

This is a list of Software Use to CPIN, CPIN to Software Use, Station Type to CPIN, CPIN to

Station Type, Suite-Block to CPIN and CPIN to Suite/Block, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "Software Use to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "Software Use" or "%" for all or select "List" to view a list of values. The maximum field size is ten (10) alphanumeric characters.
   a. The Software Use List of Values will display the following fields:
      1) Applicable System
      2) Software Use
      3) Description
3. Enter "Station Type" or "%" for all or select "List" to view a list of values. The maximum field size is fifteen (15) alphanumeric characters.
   a. The Station Type List of Values will display the following fields:
      1) Applicable System
      2) Station Type
      3) Description
4. Enter "Suite/Block" or "%" for all or select "List" to view a list of values. The maximum field size is ten (10) alphanumeric characters.
   a. The Suite/Block List of Values will display the following fields:
      1) Applicable System
      2) Suite/Block
5. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List." The maximum field size is forty (40) alphanumeric characters.
6. Enter "Weapon System" or select from list of values. The maximum field size is forty (40) alphanumeric characters.
7. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
8. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will knock the user off of the System.
9. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
10. Select "Order By" drop-down arrow and choose either "CPIN" or "Software Use."

11. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Software Use
    i. Station Type
    j. Suite/Block
    k. Weapon System
    l. CSCI Description
    m. Page Number
    n. Number of records retrieved
12. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" then close the browser window to return to the Software Use/Station Type/Suite-Block to CPIN screen.
    c. This report can be printed in portrait orientation.
13. Select "Exit" to exit the screen or enter another set of criteria to create a new query.

6.2.16 CSCI to CPIN (P2G3-002)

This is a list of CSCI to CPINs or CPINs to CSCI, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "CSCI to CPIN" from the USAF Cross-Reference drop-down list under "Compendiums."
2. Enter "CSCI" or "%" for all CSCI or select "List" to view a list of values.
3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."

4. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List."
5. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
6. Select "Order By" drop-down arrow and choose either "CPIN" or "CSCI".
7. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. CPIN
   d. Rev #
   e. Software Date
   f. MCTR
   g. CSCI
   h. Page Number
   i. Number of records retrieved
8. Select "Report" to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window.
   b. Select "File," select "Print" then close the browser window to return to the CSCI to CPIN screen.
   c. This report can be printed in portrait orientation.
9. Select "Exit" to exit the screen.

6.3 Country Cross-References

The Country Cross-Reference Compendiums are designed to serve as references or research aids for selected data elements in CPIN association. Select "Country Cross-References;" this will allow the user to view options from a drop-down list. The following paragraphs (6.3.1 – 6.3.15) will give instructions for each option listed under Country Cross-Reference Compendiums. Authorized users are ES, MDBA, and MMGR.

6.3.1 Acronym to CPIN

This is a list of Acronyms to CPINs, or CPINs to Acronyms, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select “Acronym to CPIN” from the Country Cross-Reference drop-down list under “Compendiums.”
2. Enter “Acronym” or “%” for all acronyms or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will kick the user out of the system.
5. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.
6. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
7. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
8. Select “Order By” drop-down arrow and choose either “CPIN” or “Acronym.”
9. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Acronym
    i. Description
    j. Page Number
    k. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not

displayed, click on the "Netscape" button or the IE "Microsoft" button.

b. Select "File," select "Print" then close the browser window to return to the Acronym to CPIN screen.

c. This report can be printed in portrait orientation.

12. Select "Exit" to exit the screen.

6.3.2 Equipment Part # to CPIN

This is a list of CPINs to Equipment Part Numbers, or Equipment Part Numbers to CPINs, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen, select "Equipment Part # to CPIN" from the Country Cross-References drop-down list under "Compendiums."
2. Enter "Equipment Part #" or "%" for all equipment part numbers or select "List" for a list of values. If the part number entered is not a valid equipment part number, and/or if the part number entered exists in the system as Test Station, UUT, ITA, or Tech Order or Software part number, the following message will display:

Note: The number entered is not a valid Equipment Part #. This belongs to UUT Part # (or Software, Test Station or ITA Part #s or Tech Order). Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
4. Enter "Country" other than the US or select "List" to view a list of values - mandatory field.
   a. All users except TODO, TODO_GUEST and CONTRACTOR_PLUS will have the option of utilizing a "%" for a wild card in the Country field.
   b. The Country field will populate automatically with the country (or a List of Values will display multiple countries) associated with the User Administration information on all TODOs (USAF & FMS), TODO_GUEST and CONTRACTOR_PLUS roles. (DPR CC-20120)
5. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter "End Date" or leave the default end date, which is the current date - format is

DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)

8. Select “Order By” drop-down arrow and choose either “CPIN” or “Equipment Part #.”
9. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Equipment Part #
    i. Page Number
    j. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Equipment Part # to CPIN screen.
    c. This report can be printed in portrait orientation unless the selected Order By is “Equipment Part #,” which will have to be printed in landscape orientation.
12. Select “Exit” to exit the screen.

6.3.3 Technical Order/Operator Manual to CPIN

This is a list of Technical Order Numbers/Operator Manuals to CPINs, or CPINs to Technical Order Numbers/Operator Manuals, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen, select “Tech Order/Operator Manual to CPIN” from the Country Cross-References drop-down list under “Compendiums.”
2. Enter “Tech Order #” or “%” for all tech orders or select “List” to view a list of values. If the number entered is not a valid Tech Order number, and/or if the number entered exists in the system as Test Station, UUT, ITA, Equipment or

Software Part #, the following message will display:

Note: The number entered is not a valid Tech Order number. This belongs to UUT Part # (or Test Station, ITA, Equipment or Software Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. Enter “Country” other than the US or select “List” to view a list of values – mandatory field.
   a. All users except TODO, TODO_GUEST and CONTRACTOR_PLUS will have the option of utilizing a “%” for a wild card in the Country field.
   b. The Country field will populate automatically with the country (or a List of Values will display multiple countries) associated with the User Administration information on all TODOs (USAF & FMS), TODO_GUEST and CONTRACTOR_PLUS roles. (DPR CC-20120)
5. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
8. Select “Order By” drop-down arrow and choose “CPIN” or “Tech Order/Operator Manual No.”
9. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Tech Order/Operator Manual
    i. Page Number
    j. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser

window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.

b. Select "File," select "Print" then close the browser window to return to the Tech Order/Operator Manual to CPIN screen.

12. Select "Exit" to exit the screen.

6.3.4 Cage Code/Contractor/SW Part #/Alt ID to CPIN

This is a list of Cage Code/Contractor/SW Part #/Alt ID to CPINs, or CPINs to Cage Code/Contractor/SW Part #/Alt ID, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen, select "Cage Code/Contractor/SW Part #/Alt ID to CPIN" from the Country Cross-References drop-down list under "Compendiums."
2. Enter "Cage Code" or "%" for all cage codes or select "List" to view a list of values.
3. Enter "Software Part #" or "%" for all part numbers or select "List" to view a list of values. If the part number entered is not a software part number, and/or if the part number entered exists in the system as Test Station, UUT, ITA, or Equipment part number, the following message will display. A contractor and/or Alternate ID may be entered in this field, as needed.

Note: The number entered is not a valid Software Part #. This belongs to UUT Part # (or Tech Order, Equipment, Test Station or ITA Part #s). Please query in the respective Cross-Reference(s). (DPR CC-2618)

4. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
5. Enter "Country" other than the US or select "List" to view a list of values - mandatory field.
   a. All users except TODO, TODO_GUEST and CONTRACTOR_PLUS will have the option of utilizing a "%" for a wild card in the Country field.
   b. The Country field will populate automatically with the country (or a List of Values will display multiple countries) associated with the User Administration information on all TODOs (USAF & FMS), TODO_GUEST and CONTRACTOR_PLUS roles. (DPR CC-20120)
6. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
7. The default start date of 01-JAN-1974 displays; user can change it to the date of his

choice.

8. Enter "End Date" or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
9. Select "Order By" drop-down arrow and choose either "CPIN" or "Cage Code & SW Part #"
10. Select the "Text File" check box if you want to save it as a text file and/or customize the report.
11. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Cage Code
    i. Contractor/Software Part # /Alt ID
    j. Page Number
    k. Number of records retrieved
12. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" then close the browser window to return to the Cage Code/Contractor/SW Part #/Alt ID to CPIN screen.
13. Select "Exit" to exit the screen.

6.3.5 Test Station, UUT Part #, ITA Part # to CPIN

This is a list of CPIN, Test Station, UUT Part #, or ITA Part # in any sequence of the user's choice. For example, the user can choose any view: CPIN to Test Station, Test Station to CPIN, CPIN to UUT Part #, UUT Part # to CPIN, CPIN to ITA Part #, ITA Part # to CPIN.

Complete the following steps in the order shown

1. To access this screen, select "Test Station, UUT, ITA, to CPIN" under the Country Cross-References drop-down list under "Compendiums."
2. Enter "Test Station ID #" or "%" for all test stations or select "List" to view a list of values. The maximum field size is 43 alphanumeric characters. If the ID number entered is not a test station ID number, and/or if the number entered exists in the system as Tech Order, Software, UUT, ITA, or Equipment part number, the

following message will display:

Note: The number entered is not a valid Test Station ID #. This belongs to Equipment Part # (or Tech Order or Software Part # or UUT Part # or ITA Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

3. Enter “UUT Part #” or “%” for all UUT part numbers or select “List” to view a list of values. The maximum field size is 40 alphanumeric characters. If the part number entered is not a UUT part number, and/or if the part number entered exists in the system as Tech Order, Test Station, ITA, or Software or Equipment part number, the following message will display:

   Note: The number entered is not a valid UUT Part #. This belongs to Equipment Part # (or Tech Order or Software Part # or ITA or Test Station Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

4. Enter “ITA Part #” or “%” for all ITA part numbers or select “List” to view a list of values. The maximum field size is 43 alphanumeric characters. If the part number entered is not a ITA part number, and/or if the part number entered exists in the system as Tech Order, Test Station, UUT, or Software or Equipment part number, the following message will display:

   Note: The number entered is not a valid ITA Part #. This belongs to Equipment Part # (or Tech Order or Software Part # or UUT or Test Station Part #.) Please query in the respective Cross-Reference(s). (DPR CC-2618)

5. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” The maximum field size is forty (40) alphanumeric characters.
6. Enter “Country” other than the US or select “List” to view a list of values – mandatory field. The maximum field size is two (2) alpha characters.
7. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
8. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
9. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
10. Select “Order By” drop-down arrow and choose either “CPIN,” “Test Station,”

"UUT Part #" or "ITA Part #."

11. Select the "Text File" check box if you want to save it as a text file and/or customize the report.
12. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Test Station
    i. UUT Part #
    j. ITA Part #
    k. Page Number
    l. Number of records retrieved
14. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" (print in landscape orientation at 65%) then close the browser window to return to the Test Station, UUT, ITA to CPIN screen.
15. Select "Exit" to exit the screen.

6.3.6 LRU/SRU to CPIN

This is a list of LRU/SRU to CPIN, or vice versa in sequence. The list can be defined by selecting one of the radio buttons, which will display only those particular CPINs.

Complete the following steps in the order shown

1. To access this screen, select "LRU/SRU to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Select one of the following radio buttons. If no records are associated with a particular selection, a message will display indicating no records were retrieved.
    a. LRU/SRU % – Displays all CPINs. This is the default value.
    b. LRU – Displays all LRU CPINs
    c. SRU – Displays all SRU CPINs
3. Enter "CPIN" or "%" for all systems or select "List" to view a list of values.

4. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.
5. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
6. Enter “Start Date” or use the default of 01-JAN-1974.
7. Enter “End Date” or use the default of the current date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
8. Select “Order By” drop-down arrow and choose either “CPIN” or “LRU/SRU.”
9. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. UUT Part #
    i. LRU/SRU
    j. Page Number
    k. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the LRU/SRU to CPIN screen.
12. Select “Exit” to exit the screen.

6.3.7 SERD to CPIN

This is a list of SERD to CPIN, or vice versa in sequence.

Complete the following steps in the order shown

1. To access this screen, select "SERD to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Enter "SERD" or "%" for all or select "List" to view a list of values.
3. Enter "CPIN" or "%" for all or select "List" to view a list of values.
4. Enter "Country" other than the US or select "List" to view a list of values - mandatory field.
5. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
6. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
7. Select "Order By" drop-down arrow and choose either "CPIN" or "SERD."
8. Select the "Text File" check box if you want to save it as a text file and/or customize the report.
9. If no records are associated with a particular selection, a message will display indicating no records were retrieved.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. SERD #
    i. System
    j. Page Number
    k. Number of records retrieved
11. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" then close the browser window to return to the SERD to CPIN screen.

12. Select “Exit” to exit the screen.

6.3.8 System, Model, Subsystem to CPIN

This is a list of System, Model, Subsystem to CPIN, or vice versa in sequence for the Countries other than US. This screen generates 19 different outputs based on the user’s selection criteria (optional fields and order by). This Screen will show ‘X’ in the subsystem field for all models without subsystems, for queries on CPIN lists for all models and all subsystems, for a specific system. (CC-40008)

Complete the following steps in the order shown

1. To access this screen, select “System, Model, Subsystem to CPIN” from the Country Cross-Reference drop-down list under “Compendiums.”
2. System, Model and Subsystem fields have Check Boxes, which are to be checked by the user if these are required to be displayed in the report output. If all check boxes are left unchecked, then Subsystem check box will be checked automatically by the program so that ‘Subsystem to CPIN’ will be the output report. System, Model and Subsystem fields are available to the user to input only when the check boxes against them are checked.
3. Enter “System” or “%” for all systems or select “List” to view a list of values.
4. Enter “Model” or “%” for all models or select “List” to view a list of values.
5. Enter “Subsystem” or “%” for all subsystems or select “List” to view a list of values.
6. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
7. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.
8. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
9. Select “Software Type” drop-down arrow and choose either

C – COMBINATION

D – MASTER

F – OPERATION

S – SYSTEM

T – IN-PLACE TEST

U – UNIT UNDER TEST

% - ALL TYPES

10. Enter Start Date and End Date.
    a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
    b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
11. Select “Order By” drop-down arrow and choose either “CPIN” or “System“ or “Model” or “Subsystem.”
12. Select the “Text File” check box if you want to save it as a text file and/or customize the report. (DPR CC-20837)
13. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. System
    i. Model
    j. Subsystem
    k. Page Number
    l. Number of records retrieved
14. The following is a list of possible combinations for output reports:
    a. CPIN to System
    b. System to CPIN
    c. Subsystem to CPIN
    d. CPIN to Subsystem
    e. CPIN to Model
    f. Model to CPIN
    g. CPIN to System, Model
    h. System, Model to CPIN
    i. Model, System to CPIN
    j. CPIN to System, Subsystem
    k. System, Subsystem to CPIN
    l. Subsystem, System to CPIN
    m. CPIN to Model, Subsystem

n. Subsystem, Model to CPIN
o. Model, Subsystem to CPIN
p. CPIN to System, Model, Subsystem
q. System, Model, Subsystem to CPIN
r. Model, System, Subsystem to CPIN
s. Subsystem, System, Model to CPIN

15. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the System, Model, Subsystem to CPIN screen.
    c. These reports must be printed in landscape orientation.
16. Select “Exit” to exit the screen.

6.3.9 TCTO/IOS to CPIN

This is a list of CPINs to TCTO/IOS, or TCTO/IOS to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen, select “TCTO/IOS to CPIN” from the Country Cross-References drop-down list under “Compendiums.”
2. Enter “TCTO/IOS” or “%” for all TCTO/IOS or select “List” for a list of values. If the TCTO/IOS entered is not a valid TCTO/IOS, and/or if the TCTO/IOS entered exists in the system as Test Station, UUT, ITA, Tech Order or Contractor/Software part #, a message will display.
3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.
5. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter “End Date” or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this

screen and the dates he entered for the query will still be displayed in these fields.)

8. Select “Order By” drop-down arrow and choose either “CPIN” or “TCTO/IOS”.
9. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
10. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. TCTO/IOS
    i. TCTO/IOS Title
    j. Page Number
    k. Number of records retrieved
11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the TCTO/IOS to CPIN screen.
12. Select “Exit” to exit the screen.

6.3.10 National Stock # to CPIN

This is a list of CPINs to National Stock #, or National Stock # to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “National Stock # to CPIN” from the Country Cross-Reference drop-down list under “Compendiums.”
2. Enter “National Stock #” or “%” for all or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field and then select “List.”
4. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.

5. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
8. Select “Order By” drop-down arrow and choose either “CPIN” or “National Stock #.”
9. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. National Stock #
    i. Page Number
    j. Number of records retrieved
10. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the National Stock # to CPIN screen.
11. Select “Exit” to exit the screen.

6.3.11 Source of Repair to CPIN

This is a list of CPINs to Source of Repair or Source of Repair to CPINs, determined by the user’s choice.

Complete the following steps in the order shown

1. To access this screen select “Source of Repair to CPIN” from the Country Cross-Reference drop-down list under “Compendiums.”
2. Enter “Address” or “%” for all or select “List” to view a list of values.

3. Enter “Street” or “%” for all.
4. Enter “City” or “%” for all.
5. Enter “State” or “%” for all.
6. Enter “ZIP Code” or “%” for all.
7. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field and then select “List.”
8. Enter “Country” other than the US or select “List” to view a list of values - mandatory field.
9. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
10. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
11. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
12. Select “Order By” drop-down arrow and choose either “CPIN” or “Source of Repair.”
13. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Source of Repair
    i. Page Number
    j. Number of records retrieved
14. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Source of Repair to CPIN screen.
15. Select “Exit” to exit the screen.

6.3.12 Technical Repair Center to CPIN

This is a list of CPINs to Technical Repair Center or Technical Repair Center to CPINs, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "Technical Repair Center to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Enter "Address" or "%" for all or select "List" to view a list of values.
3. Enter "Street" or "%" for all.
4. Enter "City" or "%" for all.
5. Enter "State" or "%" for all.
6. Enter "ZIP Code" or "%" for all.
7. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field and then select "List."
8. Enter "Country" other than the US or select "List" to view a list of values - mandatory field.
9. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
10. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
11. Enter "End Date" or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
12. Select "Order By" drop-down arrow and choose either "CPIN" or "Technical Repair Center."
13. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Technical Repair Center

i. Page Number

j. Number of records retrieved

14. Select "Report" to view the report.

  a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.

  b. Select "File," select "Print" then close the browser window to return to the Technical Repair Center to CPIN screen.

15. Select "Exit" to exit the screen.

6.3.13 WUC to CPIN

This is a list of WUCs (Work Unit Codes) to CPINs, or CPINs to WUC, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "WUC to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Enter "WUC" or "%" for all or select "List" to view a list of values. The maximum field size is seven (7) alphanumeric characters.
3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List." The maximum field size is forty (40) alphanumeric characters.
4. Enter "Weapon System" or select from list of values. The maximum field size is forty (40) alphanumeric characters.
5. Enter "Country" other than US or select from list of values – this is a mandatory field. The maximum field size is two (2) alpha characters.
6. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
7. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will knock the user off of the System.
8. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
9. Select "Order By" drop-down arrow and choose either "CPIN" or "WUC."
10. The following fields will display on the report:

a. Start Date & End Date (From/To)
b. Date of the report
c. Compendium Designator/Country
d. CPIN
e. Rev #
f. Software Date
g. MCTR
h. WUC
i. Weapon System
j. CSCI Description
k. Page Number
l. Number of records retrieved

11. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the WUC to CPIN screen.
    c. This report can be printed in portrait orientation.
12. Select “Exit” to exit the screen or enter another set of criteria to create a new query.

6.3.14 Control Computer/Equipment Part #/ITA to CPIN

This is a list of CPIN, Control Computer, Equipment Part #, or ITA Part # in any sequence of the user’s choice. For example, the user can choose any view: CPIN to Control Computer, Control Computer to CPIN, CPIN to Equipment Part #, Equipment Part # to CPIN, CPIN to ITA Part #, or ITA Part # to CPIN.

Complete the following steps in the order shown

1. To access this screen, select “Control Computer/Equipment Part #/ITA to CPIN” under the Country Cross-References drop-down list under “Compendiums.”
2. Enter “Control Computer” or “%” for all or select “List” to view a list of values. The maximum field size is ~~15~~ 40 alphanumeric characters. (E-mail 17-APR-2002 S. Horn)
3. Enter “Equipment Part #” or “%” for all or select “List” to view a list of values. The maximum field size is 40 alphanumeric characters.
4. Enter “ITA Part #” or “%” for all ITA part numbers or select “List” to view a list of values. The maximum field size is ~~15~~ 40 alphanumeric characters. (E-mail 17-APR-

2002 S. Horn)

Note: If the data entered in #3, #4 and #5 above is not valid data, a message will display indicating the user should select from the list of values.

5. Enter "CPIN" or "%" for all CPINs or select "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List." The maximum field size is forty (40) alphanumeric characters.
6. Enter "Country" other than US or select from list of values – this is a mandatory field. The maximum field size is two (2) alpha characters.
7. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
8. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
9. Enter "End Date" or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date. (After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.)
10. Select "Order By" drop-down arrow and choose either "CPIN," "Control Computer," "Equipment Part #" or "ITA Part #."
11. Select the "Text File" check box if you want to save it as a text file and/or customize the report.
12. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Control Computer
    i. Equipment Part #
    j. ITA Part #
    k. Page Number
    l. Number of records retrieved
13. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe

button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.

b. Select "File," select "Print" (print in landscape orientation at 65%) then close the browser window to return to the Control Computer/Equipment Part #/ITA to CPIN screen.

14. Select "Exit" to exit the screen.

6.3.15 Software Use/Station Type/Suite-Block to CPIN (C-17 W.O.)

This is a list of Software Use to CPINs, or CPINs to Software Use, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "Software Use to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Enter "Software Use" or "%" for all or select "List" to view a list of values. The maximum field size is ten (10) alphanumeric characters.
   a. The Software Use List of Values will display the following fields:
      1) Applicable System
      2) Software Use
      3) Description
3. Enter "Station Type" or "%" for all or select "List" to view a list of values. The maximum field size is fifteen (15) alphanumeric characters.
   a. The Station Type List of Values will display the following fields:
      1) Applicable System
      2) Station Type
      3) Description
4. Enter "Suite/Block" or "%" for all or select "List" to view a list of values. The maximum field size is ten (10) alphanumeric characters.
   a. The Suite/Block List of Values will display the following fields:
      1) Applicable System
      2) Suite/Block
5. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List." The maximum field size is forty (40) alphanumeric characters.
6. Enter "Weapon System" or select from list of values. The maximum field size is forty (40) alphanumeric characters.
7. Enter "Country" other than the US or select "List" to view a list of values – this is a mandatory field. The maximum field size is two (2) alpha characters.

8. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
9. At least one of the above fields should be filled completely or partially. If not, the report may timeout, which will knock the user off of the System.
10. Enter Start Date and End Date.
    a. When the screen opens, these fields are populated with default dates of 01-JAN-1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
    b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
11. Select “Order By” drop-down arrow and choose either “CPIN” or “Software Use.”
12. The following fields will display on the report:
    a. Start Date & End Date (From/To)
    b. Date of the report
    c. Compendium Designator/Country
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Software Use
    i. Station Type
    j. Suite/Block (C-17 W.O.)
    k. Weapon System
    l. CSCI Description
    m. Page Number
    n. Number of records retrieved
13. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Software Use/Station Type/Suite-Block to CPIN screen. (C-17 W.O.)
    c. This report can be printed in portrait orientation.
14. Select “Exit” to exit the screen or enter another set of criteria to create a new query.

6.3.16 CSCI to CPIN (P2G3-002)

This is a list of CSCI to CPINs, or CPINs to CSCI, determined by the user's choice.

Complete the following steps in the order shown

1. To access this screen select "CSCI to CPIN" from the Country Cross-Reference drop-down list under "Compendiums."
2. Enter "CSCI" or "%" for all CSCI or select "List" to view a list of values.
3. Enter "CPIN" or "%" for all CPINs or select "List" for a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
4. Enter "Country" other than the US or select "List" to view a list of values - mandatory field.
5. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List."
6. Enter Start Date and End Date.
   a. When the screen opens, these fields are populated with default dates of 01-JAN 1974 as the start date and the current date as the end date. The user may enter a date range of his choice.
   b. After running the query, the user will be returned to this screen and the dates he entered for the query will still be displayed in these fields.
7. Select "Order By" drop-down arrow and choose either "CPIN or "CSCI"
8. Select the "Text File" check box if you want to save it as a text file and/or customize the report.
9. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. CPIN
   d. Rev #
   e. Software Date
   f. MCTR
   g. CSCI
   h. Page Number
   i. Number of records retrieved
10. Select "Report" to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. Select "File," select "Print" then close the browser window to return to the CSCI

to CPIN screen.

c. This report can be printed in portrait orientation.

11. Select "Exit" to exit the screen.

6.4 USAF Compendium Part I

USAF Compendium Part I reflects new, revised, or updated USAF compendiums for a specific query. User can query by CPIN, Managing Center, start date, or end date. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR. Old and new re-identified CPINS will be displayed for the given dates. (W.O. P2G3-012)

Complete the following steps in the order shown

1. To access this screen, select "USAF Comp Part I" from the Compendiums drop-down list.
2. Enter "CPIN" or "%" for all CPINs or select "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
3. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
4. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
5. Enter the end date or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date.
6. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. MCTR
   d. CPIN
   e. Rev #
   f. Software Date
   g. Description
   h. Page Number
   i. Number of records retrieved
7. Select "Report" to view a report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe

button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.

b. Select “File,” select “Print” (print in landscape orientation) then close the browser window to return to the USAF Compendium Part I screen.

8. Select “Exit” to exit the screen.

6.5 USAF Compendium Part II

USAF Compendium Part II reflects information about all USAF compendiums. User can query by CPIN. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “USAF Comp Part II” from the Compendiums drop-down list.
2. Enter “CPIN” or “%” for all CPINs or select “List” for a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
4. The following fields will display on the report:
   a. Date of the report
   b. Compendium Designator
   c. Compendium Description
   d. CPIN
   e. Rev #
   f. Software Date
   g. Security Class
   h. Maintenance Code
   i. MCTR
   j. ES Name
   k. Phone #
   l. System
   m. System Title
   n. Equipment Part # & Title
   o. Media Type & Units
   p. Appl System

q. Model & Description

r. CSCI Title

s. CSCI Description

t. SERD #

u. CSCI #

v. Test Station & Description

w. Station Type

x. UUT Part # & Description

y. ITA Part # & Description (U Type)

z. LRU/SRU

aa. Applicable Combination CPIN

bb. Applicable CPINs ~~& Rev~~ (displayed in sequential order - DPR WR-20794)

cc. Language

dd. Tech Order/Operator Manual

ee. TCTO/IOS & Title

ff. Contractor/SW Part #/Alt ID

gg. NSN (National Stock #)

hh. SOR (Source of Repair)

ii. TRC (Technical Repair Center)

jj. Software Use

kk. Suite/Block

ll. WUC (Work Unit Code)

mm. Control Computer

nn. ITA Part # (F, S & T Type)

oo. Page Number

pp. Number of records retrieved

5. Select “Report” to view the report.

a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.

b. Select “File,” select “Print” (print in landscape orientation) then close the browser window to return to the USAF Compendium Part II screen.

6. Select “Exit” to exit the screen.

6.6
Country Compendium Part I

Country Compendium Part I reflects new, revised, or updated country compendiums for a specific query. User can query by CPIN, country code, Managing Center, start date or end date. Authorized users are ES, MDBA and MMGR. Old and new re-identified CPINS will be displayed for the given dates. (W.O. P2G3-012)

Complete the following steps in the order shown

1. To access this screen, select "Country Comp Part I" from the Compendiums drop-down list.
2. Enter "CPIN" or "%" for all CPINs or "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
3. Enter "Country Code" other than the US or select "List" to view a list of values - mandatory field.
4. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
5. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
6. Enter "End Date" or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999. The user can enter any date, as long as it is later than the start date.
7. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. Country
   e. MCTR
   f. CPIN
   g. Rev #
   h. Software Date
   i. Description
   j. Page Number
   k. Number of records retrieved

Note: If the Country field is blank, it indicates the CPIN belongs to the country the report was pulled for ***and*** the US. If the Country field displays "XX", it indicates the CPIN is available to ***multiple*** countries.

8. Select “Report” to view the report (at this point, the date fields will clear.)
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (print in landscape orientation) then close the browser window to return to Country Compendium Part I screen.
9. Select “Exit” to exit the screen.

6.7
Country Compendium Part II

Country Compendium Part II reflects information about all country compendiums. User can query by country. Authorized users are ES, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “Country Comp Part II” from the Compendiums drop-down list.
2. Enter “CPIN” or “%” for all CPINs or “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “Country” or select “List” to view a list of values.
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
5. The following fields will display on the report:
   a. Date of the report
   b. Compendium Designator
   c. Country
   d. CPIN
   e. Rev #
   f. Software Date
   g. Security Class
   h. Maintenance Code
   i. MCTR
   j. ES Name
   k. Phone #
   l. System
   m. System Title

n. Equipment Part # & Title

o. Media Type & Units

p. Appl System

q. Model & Description

r. CSCI Title

s. CSCI Description

t. Test Station & Description

u. Station Type

v. UUT Part # & Description

w. ITA Part # & Description (U Type)

x. LRU/SRU

y. SERD #

z. CSCI #

aa. Applicable CPINs ~~& Rev~~ (displayed in sequential order - DPR WR-20794)

bb. Applicable Combination CPIN

cc. Language

dd. TCTO/IOS & Title

ee. Contractor/SW Part #/Alt ID

ff. NSN (National Stock #)

gg. SOR (Source of Repair)

hh. TRC (Technical Repair Center)

ii. Software Use

jj. Suite/Block (C-17 W.O.)

kk. WUC (Work Unit Code)

ll. Control Computer

mm. ITA Part # (F, S & T Types)

nn. Page Number

oo. Number of records retrieved

Note: If the Country field is blank, it indicates the CPIN belongs to the country the report was pulled for ***and*** the US. If the Country field displays "XX", it indicates the CPIN is available to ***multiple*** countries.

6. Select "Report" to view the report.

   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.

b. Select "File," select "Print" then close the browser window to return to Country Compendium Part II screen.

7. Select "Exit" to exit the screen.

6.8 MAJCOM Compendium Part I

MAJCOM Compendiums reflect command-managed CSCIs and engineering documentation. MAJCOM Compendium Part I lists compendiums that are new, updated, or inactivated for a specific query. User can query by MAJCOM, Managing Center, and start date or end date. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select "MAJCOM Comp Part I" from the Compendiums drop-down list.
2. Enter "MAJCOM" or select "List" to view a list of values - mandatory field.
3. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values. If an invalid managing center code is entered, this message is displayed, "Invalid Managing Center, Check from List." (CC-20864).
4. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
5. Enter "End Date" or leave the default end date, which is the current date - format is DD-MON-YYYY, i.e. 01-JAN-1999.
6. The following fields will display on the report:
   a. Start Date & End Date (From/To)
   b. Date of the report
   c. Compendium Designator
   d. CPIN
   e. Rev #
   f. Description
   g. MCTR
   h. Software Date
   i. Page Number
   j. Number of records retrieved
7. Select "Report" to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.

b. Select “File,” select “Print” (print in landscape orientation) then close the browser window to return to MAJCOM Compendium Part I screen.

8. Select “Exit” to exit the screen.

6.9 MAJCOM Compendium Part II

MAJCOM Compendium Part II reflects information about all MAJCOM compendiums. User can query by MAJCOM. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “MAJCOM Comp Part II” from the Compendiums drop-down list.
2. Enter “CPIN” or “%” for all CPINs or “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MAJCOM” or “%” for all MAJCOMs or select “List” to view a list of values.
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
5. The following fields will display on the report:
   a. Date of the report
   b. Compendium Designator
   c. CPIN
   d. Rev #
   e. Software Date
   f. Security Class
   g. Maintenance Code
   h. MCTR
   i. ES Name
   j. Phone #
   k. System
   l. System Title
   m. Equipment Part # & Title
   n. Media Type & Units
   o. Appl System
   p. Model & Description

q. CSCI Title
r. CSCI Description
s. Test Station & Description
t. Station Type
u. UUT Part # & Description
v. ITA Part # & Description (U Type)
w. LRU/SRU
x. SERD #
y. CSCI #
z. Applicable CPINs & Rev
aa. Applicable Combination CPIN
bb. Language
cc. Tech Order
dd. Special Notes
ee. TCTO/IOS & Title
ff. NSN (National Stock #)
gg. SOR (Source of Repair)
hh. TRC (Technical Repair Center)
ii. Software Use
jj. Suite/Block (C-17 W.O.)
kk. WUC (Work Unit Code)
ll. Control Computer
mm. ITA Part # (F, S & T Types)
nn. Page Number
oo. Number of records retrieved

6. Select "Report" to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
   b. Select "File," select "Print" then close the browser window to return to the MAJCOM Compendium Part II screen.
7. Select "Exit" to exit the screen.

6.10
System Compendium

System Compendium reflects all system USAF compendiums. User can query by system.

Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “System Compendium” from the Compendiums drop-down list.
2. Enter “CPIN” or % for all or select “List” to view a list of values.
3. Enter “System” or select “List” to view a list of values.
4. Enter “MCTR” or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).
5. The following fields will display on the report:
   a. The date of the report
   b. System Name
   c. CPIN
   d. Rev #
   e. Software Date
   f. Security Class
   g. Maintenance Code
   h. MCTR
   i. ES Name
   j. Phone #
   k. System
   l. System Title
   m. Equipment Part # & Title
   n. Media Type & Units
   o. Appl System
   p. CSCI Title
   q. CSCI Description
   r. Test Station & Description
   s. Station Type
   t. UUT Part # & Description
   u. ITA Part # & Description (U Type)
   v. LRU/SRU
   w. SERD #
   x. CSCI #
   y. Applicable CPINs & Rev
   z. Applicable Combination CPIN

aa. Language

bb. Tech Order/Operator Manual

cc. Special Notes

dd. TCTO/IOS & Title

ee. NSN (National Stock #)

ff. SOR (Source of Repair)

gg. TRC (Technical Repair Center)

hh. Software Use

ii. Suite/Block (C-17 W.O.)

jj. WUC (Work Unit Code)

kk. Control Computer

ll. ITA Part # (F, S & T Types)

mm. Page Number

nn. Number of records retrieved

6. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the System Compendium screen.
7. Select “Exit” to exit the screen.

6.11 Master CPIN Report

The Master CPIN report can be viewed by “CPIN” or “MCTR.” Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “Master CPIN Report” from the Compendiums drop-down list.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” This list will only display the latest pending and the latest dated revisions of a CPIN. (DPR CC-20501)
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864).

~~4.~~ The following fields will display on the report, ~~if there is no data associated with that field~~. These fields will display regardless of whether there is data associated with them or not (P2G2-013-RD#45).

a. Date of the report

b. CPIN

c. Rev #

d. MCTR

e. Security

f. Software Date

g. Cancel Date

h. Approved Date

i. CSCI Title

j. CSCI Description

k. Originator #

l. Initiator Name

m. Phone

n. ES Code

o. ES Routing

p. ES Name

q. ES Phone

r. Country Code

s. System and Title

t. Applicable System

u. WUC

v. Software Use

w. Applicable Subsystem and Title

x. Station Type

y. Suite/Block (C-17 W.O.)

z. Model and Title

aa. Model Subsystem and Title

bb. TCTO/IOS & Title

cc. Test Station ID # and Title

dd. UUT Part # and Title

ee. LRU/SRU

ff. ITA Part # (U Type) and Title

gg. Equipment Part # and Title

hh. Cage Code

ii. Contractor/SW Part #/Alt ID

jj. Acronym & Title

kk. MAJCOM Routing

ll. Joint Services

mm. Maint Level

nn. Media Type & Units

oo. Language

pp. Tech Order/Oper Manual

qq. SERD #

rr. CSCI #

ss. Limited Rights

tt. Nuclear Weapon

uu. ~~Alt ID~~ (DPR OO-20223)

vv. Unit Cost

ww. F75 Est Cost

xx. Actual Cost

yy. Old CPIN

zz. CPIN Special Notes

aaa. Applicable Combination CPIN

bbb. Documentation Package/Applicable CPINs

ccc. NSN

ddd. TRC

eee. SOR

fff. Control Computer

ggg. ITA

hhh. Applicable CPINs

iii. Rev # (Applicable CPIN)

jjj. Software Date (Applicable CPIN) (W.O.P2G3-007)

kkk. Page Number

lll. Number of records retrieved

5. Select “Report” to view the report.

   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.

   b. Select “File,” select “Print” then close the browser window to return to Master CPIN screen.

6. Select “Exit” to exit the screen.

6.12
Index of Compendiums 80-0-X

Each compendium has a Part I and Part II. Part I contains a listing of all new, revised and canceled CPINs (80-0) that have been acted upon since the last issue of the compendium. Part II contains the listing of all approved CPINs that belong to the compendium. Authorized users are CFMGR, ENGR, ES, GUEST, MDBA and MMGR.

6.12.1 Compendiums Part I

Compendiums Part I contains a listing of all new, revised and canceled CPINs that have been acted upon since the last issue of the compendium.

Complete the following steps in the order shown

1. To access this screen, select “Compendiums Part I” from the “Index of Compendiums 80-0-X” option in the Compendiums drop-down list.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed “Invalid Managing Center, Check from List.” (CC-20864).
4. The following fields will display on the report:
   a. Date of the report
   b. CPIN
   c. MCTR
   d. Software Date
   e. Page Number
   f. Number of records retrieved
5. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” then close the browser window to return to the Compendiums Part I screen.
6. Select “Exit” to exit the screen.

6.12.2 Compendiums Part II

Compendiums Part II contains the listing of all approved CPINs that belong to the compendium.

Complete the following steps in the order shown

1. To access this screen, select “Compendiums Part II” from the “Index of Compendiums 80-0-X” option in the Compendiums drop-down list.
2. Enter “CPIN” or “%”for all CPINs or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values. If an invalid managing center code is entered, this message is displayed “Invalid Managing Center, Check from List.” (CC-20864).
4. The following fields will display on the report:
    a. Date of the report
    b. CPIN
    c. Rev #
    d. Software Date
    e. Class (Security Classification)
    f. MCTR
    g. Media Type & Units
    h. Special Notes
    i. Number of records retrieved
5. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Compendiums Part II screen.
6. Select “Exit” to exit the screen.

SECTION 7. REPORTS

7.1 ACPINS Reports

Reports are produced from information entered into the ACPIN System database. The reports may be displayed on computer screens, printed on paper, or issued to other output devices. Reports are accessed by selecting “Reports” from the ACPINS Forms & Reports Menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. CPIN Request Suspense Report
2. CPIN Order Suspense Report
3. Case Billing Suspense Report
4. Combination CPIN Report (W.O. P2-053a & P2G2-010-RD#17.c)
5. CPIN Actions in Past 12 Months
6. CPIN to Tail # Report
7. CPIN Request Action Report (P2G2-012-RD#40)
8. CPINs Canceled in Past 12 Months
9. CSRL Report
10. ES and ES Routing Report
11. List of Canceled TODOs
12. List of Denied CPINs
13. List of Re-Identified CPINs
14. Managing Center ES Codes
15. Mgmt Report for # of Actions by Each MCTR
16. Requisition Reference Report (P2G2-011-RD#39)
17. Tail # to CPIN Report
18. Warfighter Cross-Reference Report

7.1.1 Additional Action Options for Reports

1. Report – Selecting the “Report” button allows the user to view and print the report through a browser window and Adobe Acrobat Reader (see Section 7.1.2.) Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report. Reports will display CPINS in alphanumeric order (ascending) with the exception of the CPIN Request Suspense Report and the CPIN Order Suspense Report (P2G2-014-RD#51). All System-generated Reports will display the “MCTR” field and the “Number of Records retrieved”. (P2G2-015-RD#54)

2. List – Selecting the "List" button allows the user to view and choose from a list of values. The cursor must be in the appropriate field); parameters may be entered in the "Find" field (in the List dialog box) with the % sign, then select the "Find" button. i.e. "81A%."
3. If you are viewing a report in Adobe Acrobat Reader, you can select the Text Select Tool on the toolbar, highlight the area you want to copy with the mouse, select "Copy" from the toolbar and paste the data into a word document or notepad. You can then customize that document by deleting or adding fields.
4. Exit – Select "Exit" to exit the screen.

7.1.2 General Instructions

1. All screens are similar to each other, except the Warfighter Cross-Reference, which has more options.
2. Notice the instructions near the bottom of the screen, just above the record number.

Note: Adobe Acrobat Reader will open with a Security Hazard message box asking if you want to open the file or save it to disk. Select the appropriate choice, usually "Save to disk" since this screen is the only place the user will have the option to save the file. Therefore the check box, "Always ask before opening this type of file" should remain checked. If not checked, this Security Hazard screen will not appear when Adobe Acrobat Reader opens and the user will ***not*** have the option to save the file. ***This window will not display if you are using Adobe Acrobat Reader 4.x and you will have the option to save the file.***

7.2
CPIN Request Suspense Report

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select "CPIN Request Suspense Report" from the drop-down list for Reports.
2. Enter "CPIN" or "%" for all CPINs or select "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
3. Enter "MCTR" or "%" for all Managing Centers or select "List" to view a list of values.
4. The following fields will display on the report which should be printed in landscape orientation:
   a. Date of report
   b. Init Date
   c. CPIN

   d. Rev #
   e. MCTR
   f. SPO User ID
   g. SPO Appr
   h. ES User Id
   i. ES Appr
   j. MCTR User ID
   k. MCTR Appr
   l. Page Number
   m. Number of records retrieved
5. Select “Report” to view the report.
   a. If no non-approved CPIN exists in the database and “Report” is selected, the following message will appear:

      No Records Retrieved.

   b. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   c. Select “File,” select “Print” (landscape orientation) then close the browser window to return to the Manager’s Suspense Report screen.
6. Select “Exit” to exit the screen.

7.3 CPIN Order Suspense Report

Authorized users are ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “CPIN Order Suspense Report” from the drop-down list for Reports.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
   a. The MCTR field cannot exceed five (5) alpha characters.
4. Enter “TODO” or “%” for all TODOs or select “List” to view a list of values. (If a TODO user ID is removed from the system, the orders against that TODO account will remain.)

   a. The TODO field cannot exceed ten (10) alphanumeric characters.
5. Enter “ES” or “%” for all ESs or select “List” to view a list of values.
   a. The ES code field cannot exceed three (3) alphanumeric characters.
6. Select “FMS” or “USAF.” “ALL” is the default but this will take more time.
7. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
8. The following fields will display on the report:
   a. Date of Report
   b. MCTR
   c. Req #
   d. Req Date
   e. TODO
   f. ES
   g. CPIN
   h. Rev #
   i. ID Y/N
   j. Qty
   k. P (Priority)
   l. Approval ES, FDO, MCTR
   m. Last Date
   n. Ctry
   o. Case Value
   p. Case Code
   q. Page Number
   r. Number of records retrieved
9. Select “Report” to view the report.
   a. If no non-approved CPIN exists in the database and “Report” is selected, the following message will appear:

      No Records Retrieved.

   b. If the CPIN has not received Managing Center or FMS approval, the browser window will open upon selecting “Report” and the report will display in Adobe Acrobat Reader. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   c. Select “File,” select “Print” (use landscape orientation at 65%) then close the browser window to return to the Manager’s Suspense Report screen.

10. Select “Exit” to exit the screen.

7.4
Case Billing Suspense Report

This screen is available to MDBA and MMGR.

Complete the following steps in the order shown

1. Select “Case Billing Suspense Report” from the drop-down list for Reports.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
4. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
5. The following fields will display on the report, which should be printed in landscape orientation:
   a. Date of Report
   b. CPIN
   c. Rev #
   d. MCTR
   e. Process #
   f. TODO
   g. Req #
   h. Cancel Date
   i. Page Number
   j. Number of records retrieved
6. Select “Report” to view the report.
   a. If all orders have been shipped or the CPIN number is invalid, the following message will display:

      No data retrieved.

   b. Otherwise, Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.

c. Select “File,” select “Print” (landscape orientation) then close the browser window to return to the Case Billing Suspense screen.

7. Select “Exit” to exit the screen.

7.5 Combination CPIN - Applicable CPIN Report

(W.O. P2-053a & P2G2-010-RD#17.c)

This screen is available to all users.

Complete the following steps in the order shown

1. Select “Combination CPIN” from the drop-down list for Reports. This field will accept CPINS for type “C” software only. If a CPIN for any other software type is entered, a pop-up message will display stating, “Only a Combination CPIN may be entered in this field”.
2. Enter ***either*** the Combination CPIN number (or select from list) ***or*** the Applicable CPIN number (or select from list.)

   a. If the user attempts to enter data in both fields, the following message will display:

Both fields cannot contain data. Please enter "%" in one of these fields.

3. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
4. Enter “Start Date” – The date format is DD-MON-YYYY, i.e. 01-JAN-1999; the default start date is 01-JAN-1974.
5. Enter “End Date” – The date format is DD-MON-YYYY, i.e. 01-JAN-1999; the default end date is the current date.
6. Select sort by “Combination CPIN”, “Applicable CPIN” or “MCTR”.
7. The following fields will display on the report which should be printed in landscape orientation:
   a. Date of the report
   b. MCTR
   c. Combination CPIN
   d. Rev #
   e. Software Date
   f. Applicable Combination CPINs
   g. Rev #
   h. Software Date
   i. Page number

j. Number of records retrieved

8. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (use landscape orientation) then close the browser window to return to the Combination CPIN - Applicable CPIN Report screen.
9. Select “Exit” to exit the screen.

7.6
CPIN Actions in Past 12 Months

Authorized users are CFMGR, ES, MDBA and MMGR. Querying with a “%” in the Action Desc field, will display all the actions for the CPIN in the last 12 months in order by approval date (CC-40020). Querying with “Managing Center Transfer” in the Action Desc field, will display all the “Managing Center Transfers” for the CPIN in the last 12 months in order by software date. (CC-40021)

Complete the following steps in the order shown

1. Select “CPIN Actions in Past 12 Months” from the drop-down list for Reports.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “System” or “%” for all Systems or select “List” to view a list of values.
4. Enter ” MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
5. Enter “CPIN Action” or “%” for all CPIN actions or select “List” to view a list of values.

   a. Both the sending MCTR and the receiving MCTR information will display in the case of transferred CPINs. (DPR OC-20110) [When % is in MCTR field and Managing Center Transfer action is selected.]

   b. If the action selected is Managing Center Transfer, and the MCTR entry is “%,” the receiving (to) MCTR will display on the first line and the sending (from) MCTR on the second line, for both A’s and D’s. If the MCTR is specified on the query, the query will produce a report displaying CPINs transferred **from** the specified MCTR. (Horn e-mail 07-Jan-2002) (DPR CC-20517)

c. If a query is run using “%” in both fields, MCTR and Action Description, the data displays with the MCTR transferred to on the first line and the sending (from) on the second line. (DPR CC-20517)

6. The default start date of one year prior to the current date displays; user can change it to any date within the past year.
7. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
8. The following fields will display on the report which should be printed in landscape orientation:
   a. Start Date
   b. End Date
   c. Date of Report
   d. CPIN
   e. Rev #
   f. MCTR
   g. System
   h. Init Date
   i. CPIN Action
   j. MCTR Username
   k. ES (Code)
   l. Page Number
   m. Number of records retrieved

9. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (use landscape orientation) then close the browser window to return to the CPIN Actions in Past 12 Months screen.

Select “Exit” to exit the screen.

7.7
CPIN to Tail # Report

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “CPIN to Tail # Report” from the drop-down list for Reports.

2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. The following fields will display on the report:
   a. Date of Report
   b. CPIN
   c. Rev #
   d. MCTR
   e. Software Date
   f. Model Name
   g. Tail #
   h. Page Number
   i. Number of records retrieved
4. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (use landscape orientation) then close the browser window to return to the CPIN to Tail # Report screen.
5. Select “Exit” to exit the screen.

7.8
CPIN Request Action Report

This screen is available to all users. (P2G2-012-RD#40)

Complete the following steps in the order shown

1. Select “CPIN Request Action” from the drop-down list for Reports.
2. Enter “SYSTEM” or “%” for all system’s or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List”.
4. Enter “Type of Action” or “%” for all Type of Action or select “List” to view a list of values.
5. Enter “MCTR” or “%” for all managing centers or select “List” to view a list of values.
6. Enter “Action Number” or “%” for all Action Numbers.

7. Enter "Start Date" or leave the default start date, which is 01-JAN-1974.
8. Enter "End Date" or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
9. Check other options as desired: "Approval Date," "Initiator Name," "Initiator Role," "ES Data," "Country Code," "App," and "Media Type".
10. The report will display the selected options, including CPIN, Rev #, MCTR, Software Date, System, Type of Action, Action Control Number and the Number of Records retrieved.
11. Select "Report."
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, click on the "Netscape" button or the IE "Microsoft" button.
    b. The view of the report may open small so that it will all fit on one page. To read it, increase the percentage at the bottom left of the screen to 100%, then use the scroll bar (right) to view the data. ***If printing, is set at 100%, be sure the "Fit to Page" box in your print options is checked.*** When finished viewing the data, close the browser window to return to the Requisition Reference Screen.
12. Select "Exit" to exit the screen.

7.9 CPINs Canceled in Past 12 Months

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select "CPINs Canceled in Past 12 Months" from the drop-down list for Reports.
2. Enter "CPIN" or "%" for all CPINs or select "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
3. Enter "MCTR" or "%" for all Managing Centers or select "List" for a list of values.
4. The default start date of one year prior to current date displays; user can change it to any date during the past year.
5. Enter "End Date" or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
6. The following fields will display on the report:
    a. From Date
    b. To Date
    c. Date of Report

   d. MCTR
   e. CPIN
   f. Rev #
   g. Cancel Date
   h. User ID
   i. Page Number
   j. Number of records retrieved
7. Select "Report" to view the report.
   a. If the CPIN has not been canceled, the following message will appear:

   No Records Retrieved.

   b. Otherwise, Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.
   c. Select "File," select "Print" then close the browser window to return to the CPINs Canceled in Past 12 Months screen.
8. Select "Exit" to exit the screen.

7.10
CSRL Report – Computer Software Requirements List

This screen is available to CFMGR, ES, FDO, MDBA and MMGR user roles.

Complete the following steps in the order shown

1. To access this screen, select "CSRL Report" from the Reports drop-down list.
2. The CSRL report is also available on the ACPINS Menu page on the web.
3. Enter "CPIN" or "%" for all CPINs or select "List" to view a list of values; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function and %" in the CPIN field then select "List."
4. Enter "TODO" – mandatory field.
   a. Only one TODO is available per report.
   b. List of values is available for selecting the correct code.
   c. The TODO field cannot exceed ten (10) alphanumeric characters.
   d. If a canceled TODO code is entered, when "Query" is selected a message will display telling the user that this TODO has been canceled.
   e. If no TODO code is entered the following message will display:

Enter a valid TODO code.

5. Enter “Sub-Account” or select “List” to view a list of Sub-accounts for the TODO Code. (P2G2-027-RD#4)
   a. If “TODO” field is empty, selecting “Sub-Account” will display a message “Enter TODO”.
   b. If only the TODO code is entered, selecting “Report” will bring up the TODO CSRL report.
   c. If Sub-Account is entered, selecting “Report” will bring up the Sub-Account CSRL Report. (P2G2-027-RD#4)
   d. If there are no CPINs associated with the TODO code, Sub-Account and Managing Center code entered, the following message will display:

   The requested CPIN is not on this Sub-Account CSRL.
6. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
   a. The MCTR field cannot exceed five (5) alpha characters.
7. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
8. The following fields will display in the Sub-Account CSRL report:
   a. Date of report
   b. Sub-Account
   c. Bldg/Location
   d. Scty Class
   e. Address
   f. ZIP Code
   g. State
   h. CPIN
   i. MCTR
   j. Qty
   k. Req #
   l. Req Date
   m. Security
   n. Total Number of Records
   o. Page Number
9. The following fields will display in the TODO CSRL report:
   a. Date of report
   b. Foreword
   c. TODO
   d. Cat
   e. Number of CPINs
   f. CPIN

g. MCTR
h. Qty
i. Req #
j. Req Date
k. Security (Class)
l. Page Number
m. Number of records retrieved

10. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
    b. The CSRL sorts CPINS in alphanumeric order and prints in one continuous list. (CC-20811)
    c. Select “File,” select “Print” (portrait orientation) then close the browser window to return to the CSRL screen.
    d. If there are no CPINs associated with the TODO code and Managing Center code entered, the following message will display:

The requested CPIN is not on this CSRL.

11. Selecting the “TODO Information” button brings up the “TODO Address” screen this screen will display the TODO’s mailing address. Users can print the mailing address by selecting the ‘Print’ button on the bottom of this screen. The TODO address will print on each page of the CSRL. (P2G2-007-RD#41)
12. Select “Exit” to exit the screen.

7.11 ES and ES Routing Report

Authorized users are CFMGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. Select “ES and ES Routing Report” from the drop-down list for Reports.
2. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
3. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. Enter “ES Code” or “%” for all ES codes or select “List” to view a list of values. The maximum number of alphanumeric characters allowed is three (3).

5. Enter “ES Routing” or “%” for all ES routing codes or select “List” to view a list of values.
6. Select Sort By “CPIN,” “ES & ES Routing” or “MCTR.”
7. The following fields will display on the report:
   a. Date of report
   b. CPIN
   c. Rev #
   d. MCTR
   e. ES Code
   f. Routing
   g. Software Date
   h. Cancel Date
   i. ES Name
   j. ES Phone
   k. Page Number
   l. Total Number of CPINs
   m. Number of records retrieved
8. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (landscape orientation) then close the browser window to return to the ES and ES Routing Report screen.
9. Select “Exit” to exit the screen.

7.12
List of Canceled TODOs

Authorized users are ES, MDBA and MMGR. Canceled TODO codes history information will be displayed in the in the “List of Canceled TODOs” Report. (CC-20867)

Complete the following steps in the order shown

1. Select “List of Canceled TODOs” from the drop-down list for Reports.
2. Enter “TODO” or “%” for all TODOs or select “List” to view a list of values.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
3. Enter “Start Date” - The date format is DD-MON-YYYY, i.e. 01-JAN-1999; the default start date is 01-JAN-1974.
4. Enter “End Date” - The date format is DD-MON-YYYY, i.e. 01-JAN-1999; the

default end date is the current date.

5. The following fields will display on the report:
   a. Date of Report
   b. Canceled Date
   c. TODO
   d. Address
   e. First Name
   f. Middle Name
   g. Last Name
   h. Phone
   i. Page Number
   j. Number of records retrieved
6. Select “Report” to view the report.
   a. If no TODOs were canceled for the given date, the following message will display:

      No Data Retrieved

   b. Otherwise, Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or IE “Microsoft” button.
   c. Select “File,” select “Print” (use landscape orientation) then close the browser window to return to the List of Canceled TODOs screen.
7. Select “Exit” to exit the screen.

7.13 List of Denied CPINs

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “List of Denied CPINs” from the Reports drop-down list.
2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
3. Enter “MCTR” or “%” for all Managing Centers or select “List” for a list of values.
4. The following fields will display on the report:
   a. Date of report

b. CPIN
c. Rev #
d. MCTR
e. CPIN Action
f. Code
g. Description
h. SPO Appr
i. SPO Name
j. ES Appr
k. ES Name
l. MCTR Appr
m. MCTR Name
n. Page Number
o. Number of records retrieved

5. Select “Report” to view the report.
   a. If the CPIN has not been denied or the CPIN does not match the Managing Center, the following message will display:

      No Records Retrieved.

   b. Otherwise, Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   c. Select “File,” select “Print” (print in landscape orientation at 65% or select “Shrink to Fit”) then close the browser window to return to the List of Denied CPINs screen.
6. Select “Exit” to exit the screen.

7.14 List of Re-Identified CPINs

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “List of Re-Identified CPINs” from the Reports drop-down list.
2. Enter “Old CPIN” or “Category, Major Function” and “%” for a wild card search.
3. If the old CPIN entered has not been re-identified, the following message will display:

   No Records Retrieved.

4. Enter "New CPIN" or "Category, Major Function" and "%" for a wild card search.
5. The following fields will display on the report:
   a. Date of Report
   b. Re-Identified CPIN
   c. Rev #
   d. Old CPIN
   e. Re-Identification Date
   f. MCTR
   g. Page Number
   h. Number of records retrieved
6. Select "Report" to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.
   b. Select "File," select "Print" (use landscape orientation) then close the browser window to return to the List of Re-Identified CPINs screen.
7. Select "Exit" to exit the screen.

7.15 Managing Center ES Codes

This screen is available to all users. A print button is available for printing the results of a query.

Complete the following steps in the order shown

1. To access this screen, select "Managing Center ES Codes" from the Reports drop-down list.
2. The screen opens with the data displaying in the fields.
3. To query for a particular Managing Center, ES, Routing, System, First Name, MI, Last Name, Phone, E-Mail, System and Subsystem, select "Query" to clear the screen, position the cursor in the field you want to query; enter the parameters and select "Query" again. The above fields will display along with the DSN phone and fax numbers and total number of records retrieved.
4. If no data exists to match the parameters entered, the following message will display:

Query caused no records to be retrieved. Re-enter.

5. Enter another parameter and select "Query" again.
6. User can scroll through the records with the keyboard up and down arrow keys or

the scroll bar on the left side of screen.
7. Clear Field – Clears the field the cursor is in. (P2G3-004)
8. Clear Form – Clears the entire form. (P2G3-004)
9. A "Print" button is available for printing the results of the query.
8. Select "Exit" to exit the screen.

7.16
Mgmt Report for # of Actions by Each MCTR

This screen is available to MDBA and MMGR.

Complete the following steps in the order shown

1. Select "Mgmt Report for # of Actions by Each MCTR" from the drop-down list for Reports
2. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
3. Enter "End Date" or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
4. Enter "MCTR" or "%" for all Managing Centers or select "List" to view list of values.
5. The following fields will display on the report:
   a. Start Date
   b. End Date
   c. Date of Report
   d. MCTR
   e. # of Actions
   f. Page Number
   g. Number of records retrieved
6. Select "Report" to view the report.
   a. If no actions were performed for the given dates, the following message will display:

      No Data Retrieved

   b. Otherwise, Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the "Netscape" button or the IE "Microsoft" button.

c. Select “File,” select “Print” then close the browser window to return to the Number of Actions screen.

7. Select “Exit” to exit the screen.

7.17
Requisition Reference Report

This screen is available to all users. (P2G2-011-RD#39)

Complete the following steps in the order shown

1. Select “Requisition Reference” from the drop-down list for Reports.

Note: At least one of the below (2 through 4) must contain complete and valid data.

2. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List”.
3. Enter “TODO” or “%” for all TODOs or select “List” to view a list of values.
   a. The TODO field cannot exceed ten (10) alphanumeric characters
4. Enter “Requisition Number” or “%” for all Requisition Numbers or select “List” to view a list of values.
5. Enter “Start Date” or leave the default start date, which is one year prior to the current date displays; user can change it to any date.
6. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
7. Check other options as desired: “ID Quantity,” “One Time Quantity,” “ID Cancellations,” “Shipping Cancellations,” “Alternate Address,” “Initiator/Requestor,” “Software Date,” “Approvals,” “Ship Date,” “Order Number,” and “Media Type”.
8. Select “Report.”
   c. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   d. The view of the report may open small so that it will all fit on one page. To read it, increase the percentage at the bottom left of the screen to 100%, then use the scroll bar (right) to view the data. ***If printing is set at 100%, be sure the “Fit to Page” box in your print options is checked.*** When finished viewing the data, close the browser window to return to the Requisition Reference Screen.

9. The report will display the options selected, including CPIN, Rev #, MCTR, Requisition Number, Requisition Date and the Number of Records retrieved.
10. Select “Exit” to exit the screen.

7.18
Tail # to CPIN Report

Authorized users are CFMGR, ENGR, ES, MDBA and MMGR.

Complete the following steps in the order shown

1. To access this screen, select “Tail # to CPIN Report” from the Reports drop-down list.
2. Enter “Tail #” or select “List” to view a list of values.
3. The following fields will display on the report:
    a. Date of report
    b. Tail #
    c. Model Name
    d. CPIN
    e. Rev #
    f. Software Date
    g. MCTR
    h. Page Number
    i. Number of records retrieved
4. Select “Report” to view the report.
    a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
    b. Select “File,” select “Print” then close the browser window to return to the Tail # to CPIN Report screen.
5. Select “Exit” to exit the screen.

7.19
User Account Activity Report

This screen is available to users with the CDBA and MDBA role. (CC-20573)

Complete the following steps in the order shown

To access this screen, select “User Account Activity” from the Reports drop-down list.

1. Enter “MCTR” or select “List” to view a list of values.
2. Select “Order By” drop-down arrow and choose either “User ID” or “MCTR”.
3. The following fields will display on the report:
   a. User ID
   b. MCTR
   c. Create Date
   d. Role
   e. Last Login
   f. Lock Date
   g. Expiration Date
   h. Page Number
   i. Number of records retrieved
4. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window.
   b. Select “File”, select “Print” then close the browser window to return to the User Account Activity Report screen.
5. Select “Exit” to exit the screen.

7.20
Warfighter Cross-Reference

This screen is also available through the web pages and is available to all users.

Complete the following steps in the order shown

1. Select “Warfighter Cross-Reference” from the drop-down list for Reports.

Note: If the user’s account has a country code (other than US) attached to it, this report is temporarily unavailable.

2. Select any one or more than one of the following from the “List” options:
   a. CPIN
   b. System
   c. Model

d. Subsystem

e. Suite/Block (C-17 W.O.)

1.) If entering Suite/Block either the System or Model field must contain data.
2.) When a Suite/Block is selected from the list of values, the System field will populate automatically.
3.) If the System field contains data, the Suite/Block list of values will only display suites/Block associated with that System. (W.O. F16-020)

Note: At least one of the above (a through e) must contain complete and valid data.

3. Check other options as desired: “CPIN Title,” “CPIN Description,” “Equipment Part #,” “Station Type,” “Control Computer,” “ITA Part # (F, S & T),” “Test Station,” “UUT Part #,” “ITA Part # (U Type),” “Work Unit Code (WUC)” and “Technical Order/Computer Operator Manual.”
4. The report will display the options selected, including CPIN, Rev #, MCTR and the number of records retrieved.
5. Select “Report.”
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar If the Adobe button is not displayed, click on the “Netscape” button or the IE “Microsoft” button.
   b. The view of the report may open small so that it will all fit on one page. To read it, increase the percentage at the bottom left of the screen to 100%, then use the scroll bar (bottom right) to view the data. This report is intended to be viewed, not printed. ***If printing, set at 100% and be sure the “Fit to Page” box in your print options is checked.*** When finished viewing the data, close the browser window to return to the Warfighter Cross-Reference screen.
9. Select “Exit” to exit the screen.

SECTION 8. HISTORY SCREENS

8.1 ACPINS History Screens

Select "History Screens" from the ACPINS Forms & Reports menu options at the top of the ACPINS Forms & Reports menu screen. History screens are available to all users for query purposes only. The user can select options from a drop-down list. The options are as follows:

1. CPIN History Screens
   a. CPIN Applicable System History
   b. CPIN CSCI/DOC Input History
   c. CPIN Combination History
   d. CPIN Computer Operator Manual History
   e. CPIN Control Computer History
   f. CPIN Country History
   g. CPIN Equipment History
   h. CPIN ITA History (P2G3-006)
   i. CPIN Media History
   j. CPIN National Stock # History
   k. CPIN Source of Repair History
   l. CPIN Technical Repair Center History
   m. CPIN Test Station History (P2G3-006)
   n. CPIN TCTO/IOS History
   o. CPIN UUT History (P2G3-006)
   p. Entry Control Approved Actions History
   q. Initiator Information History
   q. Master CPIN History
2. Orders & Distribution History Screens
   a. TODO Shipping Billing History
   b. FMS TODO Shipping Billing History
   c. Orders History
   d. Received Orders History
   e. Software (ID) Distribution History (DPR CC-20700)
   f. TODO Address History
   g. Special Requisition History

8.2
CPIN History Screens

8.2.1 CPIN Applicable System History

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Applicable System History Screen.”
3. Select “Query” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and “System,” “WUC,” “Station Type,” “Software Use,” “Suite/Block” and “Action” and “Action Date”
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
5. When the CPIN field is populated, select “Query” to populate the other fields.
6. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. The “Subsystem” button will display the Subsystem screen.
   a. If no subsystems display when the screen opens, there are no applicable subsystems related to this CPIN.
   b. If there are related subsystems, the subsystem name, description and most recent action will display.
   c. A “Previous” button is available to return to the previous screen.

Note: The “Previous” button does not work if you are in query mode.
Turn off query mode, then select “Previous.”

9. The “Models” button will display the Model screen.
   a. If no models display when the screen opens, there are no applicable models related to this CPIN.
   b. If there are related models, the model name, description and most recent action will display.
   c. A “Previous” button is available to return to the previous screen.

Note: The “Previous” button does not work if you are in query mode.
Turn off query mode, then select “Previous.”

9.1 The “Subsystem” button on the Model screen will display the Model Subsystem screen.

a. If no subsystems display when the screen opens, there are no applicable subsystems related to this model.
b. If there are related subsystems, the subsystem name, description and most recent action will display.
c. A “Previous” button is available to return to the previous screen.

Note: The “Previous” button does not work if you are in query mode. Turn off query mode, then select “Previous.”

10. The “Suites/Block” button will display the Suites/Block screen. (C-17 W.O.)
    a. If no suites/Block display when the screen opens, there are no applicable suites/Block related to this CPIN. (C-17 W.O.)
    b. If there are related suites/Block, the suite/Block name and most recent action will display. (C-17 W.O.)
    c. A “Previous” button is available to return to the previous screen.

Note: The “Previous” button does not work if you are in query mode. Turn off query mode, then select “Previous.”

11. Clear Form – Clears the entire form. (P2G3-004)
12. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
13. Select “Exit” to return to the menu.

8.2.2 CPIN CSCI/DOC Input History Screen

The screen now has a vertical scroll bar to view the entire screen. (DPR CC-20555)

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN CSCI/DOC Input History Screen.”
3. Enter “CPIN” or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”

Note: If user selects “Query” when the screen opens (and does not enter any parameters) the query will time out before it completes.

4. Select “Query” to populate the related fields.
5. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons on the right of the screen or the arrow keys on the keyboard or repeat steps 3 - 4 above to view another CPIN.
    a. Use the “Clear Form” button to clear the screen before executing another query.
6. Clear Form – Clears the entire form. (P2G3-004)
7. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
8. Select “Exit” to return to the menu.

8.2.3 CPIN Combination History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Combination History Screen.”
3. Select “Query” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and, if any, the combination “CPIN,” “Rev #” and “Action” and “Action Date” *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
5. Select “Query” to populate the other fields, listed in step 3 above.
6. The scroll bar on the right can be used to view additional records.
7. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
8. Clear Form – Clears the entire form. (P2G3-004)
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

8.2.4 CPIN Computer Operator Manual History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Computer Operator Manual History Screen.”

3. Select "Query" and all fields will populate automatically; "CPIN," "Rev #," "Action Cntl #" (DPR CC-20377), "CPIN Cntl #," and, if any, "Tech Order #," "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. The "Clear Form" button can be used to clear the screen so that another query can be entered.
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.5 CPIN Control Computer/Equipment Part #/ITA History Screen

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN Control Computer/Equipment Part #/ITA History Screen."
3. Select "Query" and all fields will populate automatically; "CPIN," "Rev #," "Action Cntl #" (DPR CC-20377), "CPIN Cntl #," and, if any, "Control Computer," "Control Computer Description," "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.6 CPIN Country History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Country History Screen.”
3. Select “Query” and all fields will populate automatically; “CPIN,” “Rev #,” “~~Entry~~ Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” “Country,” “Description” and “Action” and “Action Date” *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
5. Select “Query” to populate other fields listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select “Exit” to return to the menu.

8.2.7 CPIN Equipment History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Equipment History Screen.”
3. Select “Query” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and, if any, “Equipment Part #,” “Equipment Title” and “Action” and “Action Date” *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.” Select “Query” to populate the other fields, listed in step 3 above.
5. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
6. The scroll bar on the right can be used to view additional records.
7. Clear Form – Clears the entire form. (P2G3-004)

8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.8 CPIN ITA History Screen (P2G3-006)

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN ITA History Screen."
3. Select "Query" and the following fields will populate automatically: "CPIN," "Rev," "Action Cntl #" (DPR CC-20377), "CPIN Cntl #," "ITA Part #" and "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate the other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.9 CPIN Media History Screen

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN Media History Screen."
3. Select "Query" and the following fields will populate automatically: "CPIN," "Rev," "Action Cntl #" (DPR CC-20377), "CPIN Cntl #," and, if any, "Media Type," "Media Units" and "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate the other fields, listed in step 3 above.

6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.10 CPIN National Stock # History Screen

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN National Stock # History Screen."
3. Select "Query" and the following fields will populate automatically: "CPIN," "Rev #," "Action Cntl #" (DPR CC-20377), "CPIN Cntl #," "National Stock #," and "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate the other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.11 CPIN Source of Repair History Screen

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN Source of Repair History Screen."
3. Select "Query" and the following fields will populate automatically: "CPIN," "Rev #," "Address," "Street," "City," "State," "ZIP Code" and "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."

5. Select “Query” to populate the other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select “Exit” to return to the menu.

8.2.12 CPIN Test Station History Screen (P2G3-006)

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN Test Station History Screen.”
3. Select “Query” ” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and, if any, “Test Station ID #,” “Description” and “Action” and “Action Date” *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
5. Select “Query” to populate other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Use scroll bar on the right to view additional test stations, descriptions and actions.
8. Clear Form – Clears the entire form. (P2G3-004)
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

8.2.13 CPIN TCTO/IOS History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “CPIN TCTO/IOS History Screen.”
3. Select “Query” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and, if any, “TCTO/IOS,” “TCTO/IOS Title” and “Action” and “Action Date” *OR*

4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.14 CPIN Technical Repair Center History Screen

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN Technical Repair Center History Screen."
3. Select "Query" and the following fields will populate automatically: "CPIN," "Rev #," "Address," "Street," "City," "State," "ZIP Code" and "Action" and "Action Date" *OR*
4. Enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
5. Select "Query" to populate the other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the "Up" and "Dn" buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Clear Form – Clears the entire form. (P2G3-004)
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to return to the menu.

8.2.15 CPIN UUT History Screen (P2G3-006)

Complete the following steps in the order shown

1. Select "CPIN History Screens" from the drop-down list under History Screens.
2. Select "CPIN UUT History Screen."

3. Select “Query” ” and all fields will populate automatically; “CPIN,” “Rev #,” “Action Cntl #,” “CPIN Cntl #,” and, if any, “UUT Part #,” “Description,” “SRU/LRU" and “Action” and “Action Date” *OR*
4. Enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
5. Select “Query” to populate other fields, listed in step 3 above.
6. Once the fields are populated, navigate to the next record by using the “Up” and “Dn” buttons, the arrow keys on the keyboard or repeat steps 3 through 5 above to view another CPIN.
7. Use scroll bar on the right to view additional UUT Part #s, descriptions and actions.
8. Clear Form – Clears the entire form (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

8.2.16 Entry Control Approved Actions History Screen

This screen will display “Approved Actions” on a selected CPIN in history.

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “Entry Control Approved Actions History Screen.”
3. Select “Query” and all fields will populate automatically if there is related information *OR*
4. Enter “CPIN” or select CPIN from “List” then select “Query” to populate other fields.
5. Clear Form – Clears the entire form. (P2G3-004)
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to return to the menu.

8.2.17 Initiator Information History Screen

Complete the following steps in the order shown

1. Select “CPIN History Screens” from the drop-down list under History Screens.
2. Select “Initiator Information History Screen.”
3. Select “Query” ” and all fields will populate automatically if there is related information *OR*

4. Enter “First Name” and “Last Name” then select “Query” to populate other fields.
5. The up and down buttons or the keyboard arrow keys can be used to scroll the records.
6. Clear Form – Clears the entire form. (P2G3-004)
7. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
8. Select “Exit” to return to the menu.

8.2.18 Master CPIN History Report

Complete the following steps in the order shown

1. To access this screen, select “Master CPIN History Report” from the History Screen drop-down list.
2. Enter “CPIN” ~~or “%” for all CPINs~~ or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.” A wildcard cannot be used in place of a CPIN. If a wildcard is used, a message will be displayed informing the user to enter a "valid" or "complete CPIN number" or "use the list of values". (WR-40011)
3. Enter “MCTR” or “%” for all Managing Centers or select “List” for a list of values.
4. The following fields will display on the report~~, if there is data associated with that field:~~ These fields will display regardless of whether there is data associated with it or not: (P2G2-013-RD#45)
   a. Date of the report
   b. CPIN
   c. Rev #
   d. MCTR
   e. Security
   f. Software Date
   g. Cancel Date
   h. Approved Date
   i. CSCI Title
   j. CSCI Description
   k. Originator #
   l. Initiator Name
   m. Phone
   n. ES Code

o. ES Routing
p. ES Name
q. ES Phone
r. Country Code
s. System and Title
t. Applicable System
u. Applicable Subsystem and Title *(if there is data)*
v. Model and Title *(if there is data)*
w. Model Subsystem and Title *(if there is data)*
x. Test Station and Description
y. Station Type
z. UUT Part # and Description
aa. LRU/SRU
bb. ITA Part # and Description (U Type)
cc. TCTO/IOS and Title
dd. Equipment Part # and Title
ee. Cage Code
ff. Contractor/S/W Part #/Alt ID
gg. Acronym and Title
hh. MAJCOM Routing
ii. Joint Services
jj. Maint Level
kk. Media Type
ll. Units
mm. Language
nn. Tech Order/Oper Manual
oo. SERD #
pp. CSCI #
qq. Limited Rights
rr. Nuclear Weapon
ss. Alt ID
tt. Unit Cost
uu. F75 Est Cost
vv. Actual Cost
ww. Old CPIN

xx. Documentation Package/Applicable CPINs (Applicable CPINS are displayed in sequential order - DPR WR-20794)

yy. Applicable Combination CPIN

zz. CPIN Special Notes

aaa. NSN (National Stock #)

bbb. SOR (Source of Repair)

ccc. TRC (Technical Repair Center)

ddd. Software Use

eee. Suite/Block (C-17 W.O.)

fff. WUC (Work Unit Code)

ggg. Control Computer

hhh. ITA Part # (F, S & T Types)

iii. Page Number

jjj. Number of records retrieved

5. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.
   b. Select “File,” select “Print” (landscape orientation) then close the browser window to return to the Master CPIN History Report screen. Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.
6. Once saved to history, the above data will remain with the record. If a new ES name is added, both the old and the current ES names will display. (DPR WR-20512)
7. Select “Exit” to exit the screen.

8.3
Orders & Distribution History Screens

8.3.1 TODO Shipping Billing History

Complete the following steps in the order shown

1. Select “Orders and Distribution History Screens” from the drop-down list under History Screens.
2. Select “TODO Shipping Billing History Report” from the drop-down list for Orders and Distribution History Screens.

3. Enter “CPIN” or “%” for all CPINs or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function and %” in the CPIN field then select “List.”
4. Enter “MCTR” or “%” for all Managing Centers or select “List” to view a list of values.
   a. The MCTR field cannot exceed five (5) alpha characters.
5. Enter “TODO” or “%” for all TODOs or select “List” to view a list of values.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
6. The default start date of 01-JAN-1974 displays; user can change it to the date of his choice.
7. Enter “End Date” or leave the default end date, which is the current date – format is DD-MON-YYYY, i.e. 01-JAN-1999.
8. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
9. The following fields will display on the report:
   a. Start Date
   b. End Date
   c. Report Process Date
   d. TODO
   e. Process #
   f. CPIN
   g. Rev #
   h. MCTR
   i. Basic Qty
   j. ~~Software Date~~ (This field has been deleted from the report - DPR CC-20731).
   k. Estimated Cost
   l. Cancel Code
   m. Media Type
   n. Actual Cost
   o. Ship Code
   p. Ship Date
   q. UPS Reg # *(Postal Tracking #)*
   r. Page Number
10. Select “Report” to view the report.
   a. Adobe Acrobat Reader will open and the report will display in a browser window. If the report does not display on your screen, click on the Adobe button at the bottom of your screen on the status bar. If the Adobe button is not displayed, select the “Netscape” button or the IE “Microsoft” button.

b. Select “File,” select “Print” then close the browser window to return to the TODO Shipping & Billing History report screen. Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.

11. Select “Exit” to exit the screen.

8.3.2 FMS TODO Shipping Billing History Screen

Complete the following steps in the order shown

1. Select “Orders and Distribution History Screens” from the drop-down list under History Screens.
2. Select “FMS TODO Shipping Billing History Screen.”
3. Select “Query” and the first record will display with the following fields populated (if there is data associated with each field): “CPIN,” “Rev #,” “Scty,” “TODO,” “Process #,” “Estimated Cost,” “Actual Cost,” “Qty Shipped,” “Postal Tracking #,” “Action,” “Cancel Code,” “Cancel Date.” “Ship Code,” “Ship Date” “Document #,” (DPR WR-20803) and “Action Date.”
4. Use the up and down buttons to the right of the “Rev #” field to display another CPIN.
5. Clear Field – Clears the field the cursor is in. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. Place cursor in “CPIN” field and select “List” to view a list of available values for these fields (the field must be blank when “List” is selected.)
8. Select “Query” to display the associated records.
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

8.3.3 Orders History Screen

The fields 'label user' and ‘label date’ has been renamed to 'one-time label user' and 'one-time label date'. This screen will display the 'label user' and 'label date' for one-time orders only. The 'label date' and 'label user' will not display any data for orders on ID. (DPR CC-20700) If the user queries by a complete CPIN, that CPIN will be highlighted on the Order Details History Screen (CC-40006). The correct MCTR will display for the CPINs on the Orders History Screen. (CC-40019)

Complete the following steps in the order shown

1. Select “Orders and Distribution History Screens” from the drop-down list under History Screens.

2. Select “Orders History Screen.”
3. Select “Query” and the first record will display with the following fields populated (if there is data associated with each field) on the “Orders History Screen” and the “Order Details History” Screen: “TODO,” “TODO Req #,” “Req Date,” “Order #,” “Initiator,” “CPIN,” “Rev,” “MCTR,” “Scty,” “ID Qty,” “One Time,” “Priority,” and “Media Type”. The “CPIN” field on the Orders History Screen can be used to query for a specific CPIN.
4. Selecting “Orders Approval History” will replace “Order Details History” with “Order Approval History”.
5. The following fields are populated on the Order Approval History Screen (if CPIN is selected on the Order Details Screen and if there is data associated with each field.): “CPIN,” “ Rev,” “MCTR,” “CPIN ID Qty,” “Qty,” “Media Type,” “Entry Date,” “Denial Code,” “Denial Desc,” “ES Appr,” “ES User,” "ES Appr Date," “FDO Appr,” “FDO User,” "FDO Appr Date," “MCTR Appr,” “MCTR User,” "MCTR Appr Date," “Priority Code,” “One-Time Label User,” “Action,” “One-Time Label Date,” “Document #,” (DPR WR-20803) “Action Date.” (W.O. P2-044b) & “ Reason for Denial”. (P2G2-008-RD#30)
6. Use the up and down arrows to the right of the “CPIN” field to navigate the CPINs associated with the TODO.
7. Selecting “Order Details History” will replace “Order Approval History” with “Order Details History”. (P2G2-018-RD#37)

Note: The approval date fields are new and will only display dates on records approved after 12-October-2001.

8. Use the up and down buttons to the right of the “TODO” field to display another TODO and the corresponding CPINs.
9. Clear Field – Clears the field the cursor is in. (P2G3-004)
10. Clear Form – Clears the entire form. (P2G3-004)
11. Place cursor in “TODO” or “CPIN” field and select “List” to view a list of available values for these fields.
    a. The TODO field cannot exceed ten (10) alphanumeric characters.
12. Select “Query” to display the associated records.
13. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
14. Select “Exit” to return to the menu.

8.3.4 Received Orders History Screen

Complete the following steps in the order shown

1. Select "Orders and Distribution History Screens" from the drop-down list under History Screens.
2. Select "Received Orders History Screen."
3. Select "Query" and the following fields will populate automatically (if there is data associated with each field); "CPIN," "TODO," "Rev #," "ID," "Qty," "Req #," "Req Date," "Order #," "Received Date," "Ship Date," "Document #," (DPR WR-20803) "Action" and "Action Date."
4. Use the "Up" and "Dn" buttons on the right of the screen or the up and down arrow keys on the keyboard to navigate the records.
5. Clear Field – Clears the field the cursor is in. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. Place cursor in "CPIN" or "TODO" field and select "List" to view a list of available values for these fields (the field must be blank when "List" is selected.)
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
8. Repeat steps 3 and 4 to view the records.
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select "Exit" to return to the menu. If you are in query mode, selecting "Exit" will turn off query mode, then select "Exit" again to return to the menu.

8.3.5 Software (ID) Distribution History Screen (DPR CC-20700)

Complete the following steps in the order shown

1. Select "Orders and Distribution History Screens" from the drop-down list under History Screens.
2. Select "Software Distribution History Screen."
3. Select "Query" and the fields will populate automatically: "CPIN," "Rev #," "Unit Cost," "Scty," "Software Date," "Action," "Action Date," "User Name," "User Date" and "Media Type." Denial Code (displays code description) and Denial Date. (P2G2-019-RD#64)
4. Use the "Up" and "Dn" buttons and the scroll bar on the right to navigate through the records.
5. Clear Field – Clears the field the cursor is in. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. With the cursor in the blank "CPIN" field, the "List" button may be utilized. Select the desired CPIN from the list and select "OK" on the List dialog box; then select "Query" to populate the related fields. The most efficient method of

retrieving a CPIN is to enter the "Category, Major Function" and the "%" in the CPIN field, then select "List."

8. Select "Clear Form" and repeat step 4 or step 7 to display another CPIN.
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select "Exit" to exit the screen.

8.3.6 TODO Address History Screen

Complete the following steps in the order shown

1. Select "Orders and Distribution History Screens" from the drop-down list under History Screens.
2. Select "TODO Address History Screen."
3. Select "Query" and the fields will populate automatically (if there is data associated with each field.)
4. Use the "Up" and "Dn" buttons on the right of the screen or the up and down arrow keys on the keyboard to navigate the records.
5. Clear Field – Clears the field the cursor is in. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. With the cursor in the blank "TODO" field, user may enter the TODO number or the "List" button may be utilized. Select the desired TODO from the list and select "OK" on the List dialog box; then select "Query" to populate the related fields.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
8. Two new fields – 'Contract # ' and 'Expiration Date' have been added to the TODO Address History screen. (P2S-017)
9. Selecting "Sub-Accounts" will bring up "TODO Sub-Accounts History" Screen. (See Section 8.3.6.1)
10. Selecting "Sub-Account Details" will bring up "Sub-Account Details History" Screen (See Section 8.3.6.2)
11. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
12. Select "Exit" to return to the menu.

8.3.6.1 TODO Sub-Accounts History (P2G2-027-RD#4)

Complete the following steps in the order shown

1. The following fields will populate automatically: "TODO," "Sub-Account," "Remarks," "Scty Class," "Created," "Revised," "Action," "Action Date,"

"Pri/Alt," "Name/Rank," "Clearance," "Office Symbol," "DSN Phone," "Telephone," "Assign Date," "E-Mail," "Bldg/Location," "Address," "ZIP Code," and "State" (if there is data associated with the Sub-Account).

2. Selecting the "Address" button will bring up the "Sub-Account Address History" Screen with relevant data. Selecting the "Previous" button will take the user back to the "Sub-Account Personnel Information History" Screen.
3. Select "Clear Form" to clear the entire form. (P2G3-004)
4. With the cursor in the blank "Sub-Account," "Remarks," or "Scty Class" fields, user may enter the Sub-Account or Remarks or Scty Class and then select "Query" to populate the related fields.
5. Select "Clear Form" and repeat step 3 to display a different select criteria.
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Selecting "Exit" will return user to the "TODO Address Reference History" Screen.

8.3.6.2. Sub-Account Details History (P2G2-027-RD#4)

Complete the following steps in the order shown

1. Select "Query" and the following fields will populate automatically: "CPIN," "Sub-Account," "Qty," "Distribution Date," "Scty Class," "Action," and "Action Date."
2. Select "Clear Form" to clear the entire form. (P2G3-004)
3. With the cursor in the blank "CPIN" field, the "List" button may be utilized. Select the desired CPIN from the list and select "OK" on the List dialog box; then select "Query" to populate the related fields.
4. Select "Clear Form" and repeat step 3 to display another CPIN.
5. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
6. Selecting "Exit" will return user to the "TODO Address Reference History" Screen.

8.3.7 Special Requisition History Screen

Complete the following steps in the order shown

1. Select "Orders and Distribution History Screens" from the drop-down list under History Screens.
2. Select "Special Requisition History Screen."

3. Select “Query” and the fields will populate automatically (if there is data associated with each field.)
4. Use the “Up” and “Dn” buttons on the right of the screen or the up and down arrow keys on the keyboard to navigate the records.
5. Clear Field – Clears the field the cursor is in. (P2G3-004)
6. Clear Form – Clears the entire form. (P2G3-004)
7. With the cursor in the blank “TODO” field, user may enter the TODO number or the “List” button may be utilized. With the cursor in the blank “Req #” field, the user can use the “List” button to bring up a list of all the Special Requisition Orders that are in history for that TODO. (CC-20771) Select the desired TODO from the list and select “OK” on the List dialog box; then select “Query” to populate the related fields.
   a. The TODO field cannot exceed ten (10) alphanumeric characters.
8. The user may also query on the “Order #” field.
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

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SECTION 9. MISCELLANEOUS

9.1
Miscellaneous Screens

All screens are available to all user roles, with the exception of the CPIN Applicable System DBA screen. This screen is utilized only by Central. Select "Miscellaneous" from the ACPINS Forms & Reports Menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to select options from a drop-down list. The options are as follows:

1. CPIN Applicable System DBA Screen – Restricted screen/Updating only
2. DPR Screen
3. DPR Status Screen
4. DPR Status Phase 2 Screen
5. DPR Status Future Versions (P2S-021)
6. DPR Status History Screen
7. Print DPR (P2S-021)
8. Search DPR (P2S-021)
9. Password Change Screen

9.1.1 Additional Action Options

1. Save – Save information to database
2. Query – Query on a particular key, i.e. DPR Cntl #, Problem Area, etc.
3. Print – Print the currently displayed DPR or status screen. Adobe will often display the report you ran last and you will have to refresh the screen to display the most current report.
4. Help – Display help screen
5. Report – Opens Adobe Acrobat Reader for viewing and/or printing the report
6. Exit – Exit the active screen
7. Next Page – Navigation button
8. Previous Page – Navigation button
9. Null Version – Displays records without an assigned version number.

9.1.2 General Instructions

1. Mandatory fields are highlighted on the screen in yellow.
2. As you work through the data fields on the screens, watch for instructions at the bottom of your screen.

9.2 DPR Screen

Design Problem Reports are used to assist the CPIN System Section Office and the developers in system problem solving. DPRs are input to the system for the CPIN System Section Office to review and track.

Complete the following steps in the order shown

1. To access this screen, select “DPR Screen” from the Miscellaneous drop-down list.
2. Enter “Originator” name, organization and phone number – mandatory field.
3. Tab once and cursor will display in the “Screen” field. The maximum number of characters that can be entered in this field is 40. Enter “Screen” name or title – mandatory field.
4. Date submitted is populated automatically with the current date.
5. “Control #” will populate automatically.
6. Enter “Screen” name or title – mandatory field.
7. Enter “Page” number (or page name) – mandatory field.
8. Enter problem with detailed description, what happens when, step-by-step – mandatory field.
    a. If the problem qualifies as an emergency situation (critical work stoppage), enter the word “EMERGENCY” in caps as the first word of the description.
    b. Call the CPINS office and notify them that an “Emergency” DPR has been entered.
9. Enter “Recommendation” for solving problem, step-by-step.
10. Select “Save.”
11. The “Print” button is available for printing the DPR.

Note: The “Information saved to database” message will appear when print is selected (if the “Save” button has not been selected). The system does not assign the DPR control number until the record is saved. The user would not want to print a DPR without the control number so the system will save automatically when print is selected.

12. Clear Field – Clears the field the cursor is in. (P2G3-004)
13. Clear Form – Clears the entire form. (P2G3-004)
14. Select “Exit” to exit the screen.

Error Messages

If the user tries to go to page 2 without completing the mandatory fields on page 1, the following message will display:

Enter required information on first page to proceed.

Note: Once the record is saved, the "Problem" and "Recommendation" fields cannot be edited. If you try to enter these fields after the record is saved, the following message will display:

Any additional information to this DPR must be entered in the Disposition field on page 2.

9.2.1 Page 2 of DPR Screen.

1. All concerned parties use the disposition field for further notes and communication.
2. If adding to or altering the original "Problem" or "Recommendation" enter the appropriate heading in all caps. i.e. "PROBLEM – ADDITIONAL NOTES" in the Disposition field on page 2.
3. Be sure to enter your name and the date of the entry with your notes.
4. **LGLUC must enter the close date on this screen before entering the "C" for complete on the DPR Status screen.**

9.3 DPR Status Screen

Complete the following steps in the order shown

1. To access this screen, select "DPR Status Screen" from the Miscellaneous drop-down list.
2. The "DPR Cntl" number field, "Screen" name field and "Date Submit" field (and all other related fields) will populate automatically when screen is opened.
3. To view a particular DPR from this screen, double-click on the DPR Cntl # field for viewing and/or printing.
4. The LGLUC DBA makes entries in the following fields on the DPR Status screen:

   a. "Problem Area" - Current problem areas are defined as follows:

      1 = Request Screens
      2 = Order Screens
      3 = Compendium
      4 = Reports
      5 = Other

   b. "Initiator Initials" – Initiator's initials
   c. "Status Type" – Current status types are:

A = Future Versions
C = Close
D = Development
2 = Phase 2

Note: When a DPR is assigned an "A" status type or a "2" status type, the record will drop off the DPR Status Screen and display on the DPR Status Future Versions screen, DPR Status Phase 2 screen .

d. "LGLUC Operations POC" – Initials of LGLUC Operations POC

5. The LGLUC operations POC makes entries in the following fields:

   a. "PRI" – Priorities are assigned by the LGLUC operations POC. Current priority codes are:

      0 = EMERGENCY (Immediate Response)
      1 = Critical (24 Hr Response)
      2 = Urgent (5 day Response)
      3 = Routine (Functional)

   Note: The initiator who enters an "Emergency" DPR should call the CPINS office to notify them that an emergency DPR has been entered so that they can get to work on it as soon as possible. Critical work stoppage situations are considered emergencies.

   b. The LGLUC operations POC enters date in the "Date to SAIC" field when they are ready for SAIC to look at the DPR for the first time. Once entered, this date cannot be changed. (W. O. P2-042) (W.O. P2-075)

6. SAIC will enter the "Contr Initials," "Time EST Hours," any comments/questions for LGLUC response and/or when work is complete and ready to test, the "Date to LGLUC " field, with appropriate comments on page 2 of the DPR.

   a. When the contractors have completed the T & I/update/changes they will notify LGLUC the DPR is ready for testing.

7. The LGLUC operations POC tests the modifications then makes entries in the following fields:

   a. "LGLUC Test Initials" – Initials of operations POC performing the test, mandatory if making an entry in the "LGLUC Test Status" field.
   b. "LGLUC Test Status" – R for referred, S for satisfactory or U for unsatisfactory
      1.) R is used for referring the DPR to the contractor and the date in the "Date to LGLUC" field is removed automatically by the system.

2.) If test is satisfactory, LGLUC enters "S" and notifies the appropriate field person to test from the field, if applicable. (If initiated by LGLUC personnel, no field test will be required.) The date in the "Date to LGLUC" field is removed automatically by the system.

3.) If test is unsatisfactory and a "U" is entered, the date in the "Date to LGLUC" field is removed automatically by the system.

c. "LGLUC Test Status Date" – This field populates automatically when a LGLUC Test Status of R, S or U is entered and user leaves that field (by selecting the tab or enter key.) (W. O. P2-042)

9. If applicable, the field POC will complete the following fields:
   a. "Field Test Initials" – Initials of field POC performing the test, mandatory if making an entry in the "Field Test Status" field.
   b. "Field Test Status" – Enter S for satisfactory or U for unsatisfactory.
      1.) If test is satisfactory, field POC enters "S" and notifies LGLUC operations POC test is complete.
      2.) If "U" is entered, the system will automatically remove the entries in Date to LGLUC, LGLUC Test Status and LGLUC Test Status Date. The LGLUC POC will see the U and will check out the field test to discern why the test results differed.
      3.) "Field Test Status Date" – This field populates automatically when the Field Test Status of S or U is entered and user leaves that field (by selecting the tab or the enter key.)

10. After any or all of the above entries, select "Save" to save the changes.
11. The date the DPR closed is entered by the TILUC operations POC in the "Close Date" field. "Close Date Initials" will display on DPRs that were closed on or after 11-Dec-2000.
12. Clear Field – Clears the field the cursor is in. (P2G3-004)
13. Clear Form – Clears the entire form. (P2G3-004)
14. The "Print" button is available for printing. This option will print a list of ***all*** current DPRs.
15. Select "Exit" to exit the screen.

Note: If the status type is changed by TILUC, the record will drop off this screen and display on the appropriate screen.

9.4
DPR Status Phase 2 Screen

This screen is query only. It is similar to the other status screens. It contains DPRs that will be addressed in Phase 2 as one (or more) blocks.

Complete the following steps in the order shown

1. To access this screen, select “DPR Status Phase 2 Screen” from the Miscellaneous drop-down list.
2. The screen will open with data in the fields. Records that were assigned a status type of “2” on the DPR Status screen.
3. Select “Query” to query with specific parameters. This action will clear the form. User can query on any field.
4. The cursor will be in the DPR Cntl # field, enter the DPR control number you wish to display or enter a parameter such as CC%; then select “Query” again to display the pertinent information.
5. Double-clicking on the desired DPR Control # will display the DPR for viewing and/or printing. Comments can be entered in the Disposition field on page 2 of the DPR.
   a. Select “Save” after entering comments.
   b. Selecting “Exit” will display the Phase 2 Status screen.
6. If the DPR requested has not been placed in Phase 2 status or does not exist in the system, the following message will display:

   Query caused no records to be retrieved. Re-enter.

7. Clear Field – Clears the field the cursor is in. (P2G3-004)
8. Clear Form – Clears the entire form. (P2G3-004)
9. The “Print” button is available for printing a list of all Phase 2 records.
10. Select “Exit” to exit the screen.

Note: If the status type is changed by LGLUC, the record will drop off this screen and display on the appropriate screen.

9.5 DPR Status Future Versions

This screen is query only. Records placed in “A” status type by LGLUC on the DPR Status screen will drop off the DPR Status screen and populate this screen automatically. (P2S-021)

Complete the following steps in the order shown

1. To access this screen, select “DPR Status Future Versions” from the Miscellaneous drop-down list.
2. The screen will open with data in the fields.

3. Select “Query” to query with specific parameters. This action will clear the form. User can query on any field.
4. The cursor will be in the DPR Cntl # field, enter the DPR control number you wish to display or enter a parameter such as CC%; then select “Query” again to display the pertinent information.
5. Double-clicking on the desired DPR Control # will display the DPR for viewing and/or printing. Comments can be entered in the Disposition field on page 2 of the DPR.
   a. Select “Save” after entering comments.
   b. Selecting “Exit” will display the DPR Status Future Versions screen.
6. If the DPR requested has not been placed in Future Versions or does not exist in the system, the following message will display:

Query caused no records to be retrieved. Re-enter.

7. If the DPR is approved to work, LGLUC will enter a version number for the DPR. LGLUC will then change the status type from ‘A’ to ‘D’ or to the status type that is appropriate.
8. If the DPR disapproved, LGLUC will annotate in the Disposition field of the DPR. LGLUC will then close the DPR.
9. Clear Field – Clears the field the cursor is in. (P2G3-004)
10. Clear Form – Clears the entire form. (P2G3-004)
11. The “Print” button is available for printing a list of all Future Version records.
12. The “Null Version” button is available to display DPRs without an assigned version number.
13. Select “Exit” to return to the menu.

Note: If the status type is changed to ‘D’ or ‘2’ by LGLUC, the record will drop off the Future Versions status screen and display on the appropriate status screen.

9.6
DPR Status History Screen

This screen is query only. When a DPR is closed on the DPR Status screen, the record will drop off that screen and display on the DPR Status History screen.

Complete the following steps in the order shown

1. To access this screen, select “DPR Status History Screen” from the Miscellaneous drop-down list.
2. The screen will open with data in the fields.
3. Select “Query” to query with specific parameters. This action will clear the form. User can query on any field.

4. The cursor will be in the DPR Cntl # field, enter the DPR control number you wish to display or enter a parameter such as CC%; then select “Query” again to display the pertinent information.
5. Double-clicking on the desired DPR Control # will display the DPR for viewing and/or printing.
6. If the DPR requested is not yet in history or does not exist in the system, the following message will display:

Query caused no records to be retrieved. Re-enter.

7. The PRI field includes the following priorities:

O = EMERGENCY (Immediate Response)
1 = Critical (24 Hr Response)
2 = Urgent (5 Day Response)
3 = Routine (Functional)
4 = Routine (Func.)
5 = Duplicate
6 = Not yet Prioritized

Note: The 4, 5 and 6 priority codes are no longer in use.
The previous #3 was indicated as “Essential.” The current #3 is “Routine.”

8. Clear Field – Clears field the cursor is in. (P2G3-004)
9. Clear Form – Clears the entire form. (P2G3-004)
10. The “Print” button is available for printing. This option will print a list of ***all*** closed DPRs.
11. The “Null Version” button is available to display DPRs without an assigned version number.
12. “Close Date Initials” will not display on any DPR closed prior to 11-Dec-2000.
13. Select “Exit” to return to the menu.

9.7
Print DPR

This screen is available for any user to print a hardcopy of a DPR. (P2S-021)

Complete the following steps in the order shown

1. To access this screen, select “Print DPR” from the Miscellaneous drop-down list.
2. Enter the DPR control number or select it from the “List” of values.

Or Select one of the following options

3. Enter the DPR control number in the ‘DPR Status’ field or select it from the “List” of values.

4. Enter the DPR control number in the ‘DPR Status Phase 2’ field or select it from the “List” of values.
5. Enter the DPR control number in the ‘DPR Status Future Versions’ field or enter the version number in the ‘Ver’ field or select those from the “List” of values.
6. Enter the DPR control number in the ‘DPR Status History’ field or enter the version number in the ‘Ver’ field or select those from the “List” of values.
7. Select “Null Future Version” to view and/or print DPRs from Future Versions, without an assigned version number.
8. Select “Null status History” to view and/or print DPRs from Status History, without an assigned version number.
9. Select “Report” to view and/or print the DPR(s). This will print each DPR on a separate page.
    a. This action opens the browser and Adobe Acrobat Reader and displays the DPR(s).
    b. When finished viewing and/or printing, close the browser window to return to the Print DPR screen.
10. Select “Exit” to return to the menu.

9.8 Search DPR

This screen is available for any user to search a DPR. (P2S-021)

Complete the following steps in the order shown

1. To access this screen, select “Search DPR” from the Miscellaneous drop-down list.
2. Enter the DPR control number or select it from the “List” of values.
3. Selecting “Report” will take the user to the appropriate DPR Status Screen with that DPR highlighted.
    a. Select “Exit” from the Status Screen, to return to the Search DPR screen.
4. Select “Exit” to return to the menu.

9.9 Password Change Screen

The Password Change screen can only be used to change the password for the user who is logged in.

Complete the following steps in the order shown

1. To access this screen, select “Password Change” from the drop-down Miscellaneous list.
2. Enter “Old Password.”

3. Enter "New Password."
4. Enter "Confirm Password."
5. Select "Change" to change the password *OR*
6. Select "Cancel" to cancel and exit the screen.
7. If password was changed, re-login to check the new password.

Note: The password must be a minimum of ~~six~~ eight **(W.O. P2S-001)** characters (maximum of 15.) The password must contain one number (0 through 9) and at least one of the following special characters:

! # $ % & * ( ) - +, / : ; < > ? = _

The password is not case sensitive. **The new password cannot be the same as *any* of your old passwords.** The new password should be at least three (3) characters different than the old password.

Note: Users who are currently utilizing a six character password, may continue to use it until it expires. At that time the new password must be a minimum of eight (8) alphanumeric characters.

Error Message

If you enter a new password and it matches one you have used previously, the following message will display:

Password found in history file, cannot use.

9.9.1 Expiring Password

Every ~~120~~ 90 days your password will expire. (DPR CC-20261)

1. A notice will display on the ACPINS Menu page ten days prior to the password expiring.
2. At any time during this period, you may change your password.
   a. Go to the Password Change screen under Miscellaneous on the Forms and Reports Menu.
   b. Change the password and select "Change."
3. If the ten days pass and the password has not been changed during that time, you have a one-day grace period, during which time you will be able to log in as usual.
4. If the password is not changed on that day, on your next login you will get the Authorization Failure message.

Complete the following steps in the order shown

a. Go to the “Login Problems” screen on the ACPINS home page.
b. Click on “Check Here” to the right of “Password Expired?”
c. A logon dialog box will display.
d. Enter your user name and the old password – you do not have to enter the database name.
e. If the password has expired, a message will display asking if you want to change it now. If yes is selected, the password change screen will display. Complete these fields, as in Section 9.10 above. If no is selected, the user will be returned to the home page. (DPR CC-20526)
f. When the Password Change screen is completed, a message will display indicating the password has been changed successfully.
g. The status screen will display.
h. Select “Home” to return to the home page.

5. If the password is not changed by the end of the grace period, the account will be locked and the appropriate authority (DBA) will have to be contacted to change the password. Once they have done this, you will be able to login but will be forced to change the password again.

6. If the system finds no problem with the username/password, a message will display indicating there is no problem.

7. If the user supplies an incorrect username/password, a message will display stating that the user supplied the wrong username/password. (DPR CC-20526)

Error Message

Note: If you try to logon three times using the wrong password, your account will lock automatically and you will have to contact the appropriate authority to unlock the account. The following message will display:

Account locked, contact your DBA.

Important Note:

When the password is changed using the Password Change option on the MISC menu, the user will not have to exit the system and log back in. He can continue working after the password change**.** (DPR CC-20349)

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SECTION 10. DBA SCREENS

10.1 DBA Screens Menu Options

Select "DBA" from the ACPINS Forms & Reports menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list. The options are as follows:

1. Login Administration – This screen will be system generated with the information submitted in the Login Request Screen submitted from the ACPINS web site. This screen is available to CDBA and MDBA.

2. Login Administration History – The history screen is available to CDBA and MDBA for queries.

3. User Administration – This screen will be system generated from the Login Administration Screen. The screen will be used for MDBAs to create and maintain user accounts and privileges.

4. User Administration History – The history screen is available to CDBA and MDBA for queries.

5. User Request Account Deletion Screen – This screen is available to CDBA and MDBA user roles for deleting accounts when the user has requested deletion.

6. Basic Value Screen

7. DBA CPIN Screens

   a. CPIN Applicable Systems
   b. CPIN CSCI/DOC Input
   c. CPIN Combination
   d. CPIN Computer Operator Manual
   e. CPIN Control Computer
   f. CPIN Country
   g. CPIN Equipment
   h. CPIN ITA (W.O. F16-014) (P2G3-006)
   i. CPIN Media Type
   j. CPIN National Stock #
   k. CPIN Source of Repair
   l. CPIN Special Notes
   m. CPIN Test Station (P2G3-006)

n. CPIN TCTO/IOS

o. CPIN Technical Repair Center

p. CPIN UUT (P2G3-006)

q. Entry Control Unapproved Actions

r. Initiator Information

8. DBA Reference Screens (A-L) - (P2G2-017-RD#21)

   a. Acronym Reference
   b. Appl. Role Reference
   c. Armed Services Reference
   d. Cage Code Reference
   e. Category Reference
   f. Control Computer Reference (W.O. F16-014)
   g. Country Code Reference
   h. CPIN Action Reference
   i. CPIN Approval Reference
   j. CPIN Type Reference
   k. Equipment Reference
   l. Error Code Reference
   m. Error Type Reference
   n. ES Code Reference
   o. ES Code Change Reference (P2G3-008)
   p. ITA Reference (P2G3-006)
   q. Language Code Reference

9. DBA Reference Screens (M – Z) - (P2G2-017-RD#21)
   a. Maint. Level Reference
   b. Major Command Reference
   c. Major Function Reference
   d. Managing Center Reference
   e. Managing Center Type Reference
   f. Media Type Reference
   g. Model/Subsystem Reference
   h. National Stock # Reference (W.O. P2-060a)
   i. Security Class Reference
   j. Software Type Reference
   k. Software Use Reference (W.O. F16-005)
   l. Source of Repair Reference (W.O. P2-060a)
   m. State Reference
   n. Station Type Reference (W.O. F16-004)
   o. Suite/Block Reference (W.O. F16-007) (C-17 W.O.)

p. System Model Reference
q. System Reference
r. System/Subsystem Reference
s. TCTO/IOS Reference (W. O. P2-061)
t. Tech Order Reference
u. Technical Repair Center Reference (W.O. P2-060a)
v. Test Station Reference
w. UUT Reference

10. DBA Reference History Screens (A – L) - (P2G2-017-RD#21)
    a. Acronym Reference History
    b. Appl. Role Reference History
    c. Armed Services Reference History
    d. Cage Code Reference History
    e. Category Reference History
    f. Control Computer Reference History (W.O. F16-014)
    g. Country Code Reference History
    h. CPIN Action Reference History
    i. CPIN Approval Reference History
    j. CPIN Type Reference History
    k. Equipment Reference History
    l. Error Code Reference History
    m. Error Type Reference History
    n. ES Code Reference History
    o. ITA Reference History (W.O. F16-014) (P2G3-006)
    p. Language Code Reference History

11. DBA Reference History Screens (M – Z) - (P2G2-017-RD#21)
    a. Maint. Level Reference History
    b. Major Command Reference History
    c. Major Function Reference History
    d. Managing Center Reference History
    e. Managing Center Type Reference History
    f. Media Type Reference History
    g. Model/Subsystem Reference History
    h. National Stock # Reference History (W.O. P2-060a)
    i. Security Class Reference History
    j. Software Type Reference History
    k. Software Use Reference History (W.O. F16-005)
    l. Source of Repair Reference History (W.O. P2-060a)
    m. State Reference History
    n. Station Type Reference History (W.O. F16-004)

o. Suite/Block Reference History (W.O. F16-007) (C-17 W.O.)
p. System Model Reference History
q. System Reference History
r. System/Subsystem Reference History
s. TCTO/IOS History Reference (W. O. P2-061)
t. Tech Order Reference History
u. Technical Repair Center Reference History (W.O. P2-060a)
v. Test Station Reference History
w. UUT Reference History

10.2 Login Request Administration

This screen is available for CDBA and MDBA use only. The DBA uses this screen to ***view*** the information that the user has submitted on the Login Request Screen on the Web. The DBA can deny or approve user access directly from this screen. To access this screen, select “DBA” from the ACPINS Forms & Reports menu options. Then select “Login Administration.” The screen opens with fields populated. If a record is not displayed, selecting “Query” twice will populate the fields. Up and Dn buttons can be used to scroll the records. The mandatory fields are highlighted in yellow and shown below in bold. The fields for the Login Request Administration Screen are listed below:

READ FIRST

1. **First Name**	Automatic display. This is a mandatory field.
2. Middle Initial	Automatic display. Optional field.
3. **Last Name**	Automatic display. This is a mandatory field.
4. Organization	Automatic display. Optional field.
5. Routing	Automatic display. Optional field.
6. Address	Automatic display. Optional field.
7. City	Automatic display. Optional field.
8. State	Automatic display. Optional field.
9. ZIP Code	Automatic display. Optional field.
10. **Commercial Phone**	Automatic display. This is a mandatory field.
11. Commercial Fax	Automatic display. Optional field.
12. DSN Phone	Automatic display. Optional field.
13. DSN Fax	Automatic display. Optional field.
14. **E-Mail Address**	Automatic display. This is a mandatory field.
15. IP Address	The IP address will display automatically if there is one.

16. Dynamic IP	The Dynamic IP will indicate Yes or No.
17. Affiliation	If "Other" is the affiliation, the description field must be completed.
18. **Role ID**	This is a mandatory field. The "List" option is available to view a list of values.
19. **MAJCOM**	Enter MAJCOM MAJCOM routing or select from list, mandatory field; maximum of ten (10) alpha-numeric characters.
20. Purpose for Accessing ACPINS	The purpose will display automatically. It will also display on the User Admin & User Admin History Screens.
21. MCTR	Enter user's Managing Center if this field is not complete. This is an optional field until "Create User" is selected. The "List" option is available to view a list of values.
22. ES	If user's role is ES, enter the ES code (the maximum number of alphanumeric characters allowed is three [3].) or select "List" on the top toolbar to view a list of values. If the ES code has already been assigned to another user, it will not appear on the list. If the ES code is new, it must first be added to the ES Code Reference screen under the DBA menu.
23. TODO	Enter TODO, or select from "List." The TODO field cannot exceed ten (10) alphanumeric characters.
24. Remarks	Remarks may be entered in this field.
25. Ctry	The country codes will display if they were previously entered or additional codes can be added.
26. **Weapon System**	Enter weapon system, mandatory field. The list of values will display all systems. (DPR CC-20590)
27. Ctry Query	A country can be queried in this field.
28. Weapon System Query	A weapon system can be queried in this field.

10.2.1 Additional Action Options

1. Save – Saves information to database.
2. Query – Query on a particular key, i.e. First Name, Last Name, Role ID; i.e. "SU%." This particular example would be the first name field and will produce

various results such as Sue, Susan, etc. Use the Up and Dn buttons to scroll the records.

3. Print – Prints the screen (the visible record.) At the bottom of this printout is a place for the supervisor signature and the numbers for faxing the form.
4. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004)
   a. To clear a data entry field – with the cursor in the field you wish to clear, select F5.
5. Clear Form – Clears the entire form (P2G3-004)
6. Delete – Deletes the current record (P2G3-004)
7. List – List of available values for the Role ID, Country Code, Managing Center, MAJCOM, TODO and ES fields (cursor must be in the appropriate field). The "List" button does not function for any other fields. Only Central can query on the TODO field.
8. Create User – Selecting "Create User" to create a new account will display the User Administration screen where the account is actually created. See Section 10.3.
   a. After saving to the database an automatic e-mail is sent to the user advising him the account has been created, identifies the role privilege and informs him that he will be notified when the password is created.
   b. A message box will display indicating the password has expired successfully. This action forces the user to set his own password at his first login. Then a message box displays indicating the information has been saved to the database.
9. Disapprove – Administrator can disapprove a new account. Selecting the "Disapprove" button will display the Reason for Account Inactivation screen. The reason entered will display on the User Administration History screen in the "Reason for Account Deletion" field.
10. Back – The "Back" button is available only after selecting the "Disapprove" button, which takes user to the Reason for Disapproval page.
11. Help – Displays help screen
12. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
13. Exit – Exits the current screen. (If the screen is in query mode, select "Exit" once to turn off query mode; then select "Exit" again to exit.) If any changes have been made to the record, when "Exit" is selected a message box will display asking if you want to save or just exit. Selecting "Exit" will display the menu without saving changes to the database.
14. Up and Dn buttons are available for the first and last name fields so you can scroll the records.

10.2.2 Login Request Administration History

This screen is query only and is available to CDBA and MDBA. The available information will populate the fields when the screen opens. The up and down buttons can be used to scroll the records or select “Query” to clear the screen and enter query mode; then query on a particular field by entering parameters in that field and selecting “Query” again. The list option is available for the following fields: State, Role ID, Managing Center and User ID.

10.3 User Administration

This screen is available for CDBA and MDBA use only. MCTRs will now be able to create MDBA roles. The 'MDBA' role is now available on the list of values for 'roles'. (DPR OO-20693). This screen is used to create and maintain user accounts and privileges. To access this screen from the ACPINS Forms & Reports Menu, select “DBA” from the ACPINS Forms & Reports menu options. Then select “User Administration.” The mandatory fields are highlighted in yellow on the screen and shown in bold in the following list. Selecting “Query” twice will populate the fields. Up and Dn buttons can be used to scroll the records. After completing this screen, select the “Save” button on the top toolbar. The fields for the User Administration screen are listed below:

For all ES accounts with no attached ES Code(s) on ES Code Reference screen, selecting the Assign/View ES Code button will automatically populate the ES Code Reference Screen with data from the User Administration Screen with the exception of ES Code. For all ES accounts with ES codes on ES Code Reference Screen, selecting the Assign/View ES Code button will display attached Codes on the ES Codes Reference screen. (DPR WR-20670).

For all ES accounts with attached ES Code(s) on ES Code Reference Screen, the following fields (MCTR, Organization Routing, First Name, M.I, Last Name, Phone, E-mail) when updated on the User Administration Screen will automatically be updated on ES Code Reference Screen. (DPR WR-20704)

All weapon systems entered on the login admin screen will be displayed on the User Admin screen. (DPR CC-20523)

E-mails that are sent out when an account is created, locked or removed have been modified. It will list the POC for ACPIN system, MCTR, Name, Tel #, DSN # and email. (DPR OC-20586)

Complete the following steps in the order shown

1.	**First Name**	Enter first name. This is a mandatory field.
2.	Middle Initial	Enter middle initial/name (optional field).
3.	**Last Name**	Enter last name. This is a mandatory field.
4.	Address	Enter the mailing address.
5.	City	Enter city.
6.	State	Enter state.

7. ZIP Code	Enter ZIP code.
8. **Country**	Enter country code for this user's mailing address, or select "List' on the top toolbar to view a list of values – mandatory field.
9. **Commercial Phone**	Enter telephone number. This is a mandatory field.
10. Commercial Fax	Enter fax number.
11. DSN Phone	Enter DSN phone number.
12. DSN Fax	Enter DSN fax number.
13. Organization	Enter organization.
14. Organization Routing	Enter organization routing.
15. IP Address	Enter IP address.
16. **E-Mail Address**	Enter e-mail address. This is a mandatory field.
17. Created Date	After saving data to database, the system will automatically populate this field the next time the record is queried.
18. Notification Date	Enter the date user was notified that the account has been set up and what the temporary password is.
19. **User ID**	Enter user ID. This is a mandatory field. The user ID must begin with an alpha character. It can contain the underscore (_), but no other special characters. Maximum length is 15 characters.
20. **Password**	Enter password. Mandatory field. The password must be a minimum of six characters (maximum of 15.) The password must contain one number (0 through 9) and at least one of the following special characters: ! # $ % & * ( ) - +, / : ; < > ? = _ The password is not case sensitive. The new password cannot be the same as <u>*any*</u> old password. The new password should be at least three (3) characters different than the old password. As soon as this password is set, it will expire, so the user must reset.
21. Reconfirmed	This field is to reconfirm the password that has been entered. (same Password.)
22. Change Password	Select this button to change the user password of an existing user.
23. **Role ID**	Enter role ID. This is a mandatory field. . If role is "ES", a button is available to access the ES Reference screen for data entry, closing this screen

	will return the user to the User Admin screen.
24. **MCTR**	Enter user's Managing Center, or select "List" on the top toolbar to view a list of values-mandatory field.
25. MAJCOM	MAJCOM will display. (optional field)
26. Lock Date	Enter date account is locked by administrator.
27. Unlock Button	Account will be unlocked when button is selected.
28. Lock Button	Account can be temporarily disabled.
29. Weapon System	Weapon System will display. (optional field) The list of values will display all systems. (DPR CC-20590)
30. **TODO**	If user's role is TODO, TODO_GUEST, or CNTR_PLUS, enter the TODO code (mandatory for these users), or select "List" on the top toolbar to view a list of values. The TODO field cannot exceed ten (10) alphanumeric characters.
31. Ctry Code	If the TODO has associated country codes, enter codes in this field.
32. Query Weapon System, TODO, Ctry Code	Only Central can query on the TODO field. The user must first select "Query" to enter query mode; enter the parameter and select "Query" again.
33. Purpose	The purpose may be entered in this field.
34. Special Remarks	Remarks may be entered in this field.

10.3.1 Additional Action Options

1. Save – Saves information to database.
   a. When creating a new account:
      1.) After saving to the database an automatic e-mail is sent to the user advising him the account has been created, identifies the role privilege and informs him that he will be notified when the password is created.
      2.) A message box will display indicating the password has expired successfully. This action forces the user to set his own password at his first login. Then a message box displays indicating the information has been saved to the database.
2. Insert – Inserts a new record
3. Query – Query on a particular key, i.e. First Name, Last Name, Role ID; i.e. "SU%." This particular example would be the first name field and will produce various results such as Sue, Susan, etc. Use the Up and Dn buttons to scroll the records.
4. Print – Prints the displayed record

5. ~~Remove~~ Delete – Removes a record from database. Upon saving this action to database a Reason for Removal screen will display. An e-mail is automatically generated to the user advising him of same, including the reason the account has been closed. (P2G3-004)
   If a TODO user ID is removed, the orders against that TODO account will remain in the system.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004)
   a. To clear a data entry field – with the cursor in the field you wish to clear, select F5.
7. Clear Form – Clears the entire form (P2G3-004)
8. List – List of available values for the Role ID, Country Code, MCTR, MAJCOM and TODO fields (cursor must be in the appropriate field). The “List” button does not function for any other fields. Only Central can query on the TODO field.
9. Help – Displays help screen
10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Exit – Exits the current screen. (If the screen is in query mode, select “Exit” once to turn off query mode; then select “Exit” again to exit.) If any changes have been made to the record, when “Exit” is selected a message box will display asking if you want to save or just exit. Selecting “exit” will display the menu without saving changes to the database.
12. Up and Dn buttons are available for the first and last name fields so you can scroll the records.
13. Change Password button is available for the administrator to reset an existing user’s password. When the password is reset, it expires automatically, forcing the user to set a new password at the first login.
14. Lock and Unlock buttons are available for the administrator to lock the account temporarily.

10.3.2 User Administration History

This screen is query only and is available to CDBA and MDBA. The available information will populate the fields when the screen opens. The up and down buttons can be used to scroll the records or select “Query” to clear the screen and enter query mode; then query on a particular field by entering parameters in that field and selecting “Query” again. The list option is available for the following fields: State, User ID, Role ID, MCTR, MAJCOM and Country Code.

10.4
User Request Account Deletion Screen

This screen is available to CDBA and MDBA user roles for deleting accounts after the user has requested his account be deleted from the ACPINS Menu page by selecting “Delete Account.”

Complete the following steps in the order shown

1. Select "User Request Account Deletion Screen" from the drop-down list under "DBA."
2. Select "Query" and the first record will display with the following fields populated (if there is data associated with each field): "First Name," "Middle Initial," "Last Name," "Address," "City," "State," "ZIP Code," "Commercial Phone," "Commercial Fax," "DSN Phone," "DSN Fax," "Organization," "Organization Routing," " IP Address," "E-Mail Address," "Created Date," "Notification Date," "User ID," "Role ID," "TODO," "Ctry Code," "ES," "Country Code*," "MCTR," "Special Remarks," "Delete Reason," and "Delete Date."
   a. *Country Code indicates country of residence.
3. Up and Dn buttons are available for scrolling the records.
4. None of the fields on this screen can be changed.
5. The action choices for the DBA are "Delete User" or "Disapprove" the deletion.
   a. Selecting "Delete User" will remove the account from the database and the record from the screen.
   b. Selecting "Disapprove" will display the information saved to database dialog box. The record will no longer display on this screen once the DBA exits.
6. A "Print" button is available for printing the visible record.
7. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
8. Select "Exit" to return to the menu.

10.5
Basic Value Reference Screen

This screen is available to MDBA and MMGR.

Complete the following steps in the order shown

1. Select "Basic Value Reference Screen" from the drop-down list under "DBA."
2. Select "Query" and the following fields will populate automatically (if there is data associated with each field): "Case #," "Case Value $," "Confirmed," "Outstanding," "Back Order," "Detl Stact," "Detl Code," "Notice Date," "Issue Code," "Expire Date," "Action Code" and "Str Case."
3. Use the "Up" and "Dn" buttons on the right of the screen or the up and down arrow keys on the keyboard to navigate the records.
4. Select "Clear Form" to clear the record from the screen.

5. The case number can be entered, then select “Query” or select “List” with the cursor in the blank case number field. Select a case number from the list, select “OK” on the list dialog box then select “Query” to populate the related fields.
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to return to the menu.

10.6
DBA CPIN Screens

DBA CPIN screens are used for maintenance purposes and are only available to MDBA and MMGR user roles to view various history and reference actions and make changes to reference screens as needed.

10.6.1 CPIN Applicable Systems Screens

In addition to the CPIN Applicable Systems screen, user has the option of moving from this screen to the CPIN Applicable Subsystem screen, the CPIN Applicable Models screen and the CPIN Applicable Suites/Block screen. CDBA, CMGR, MDBA and MMGR have access to these screens and may query, add and delete. (C-17 W.O.)

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN Applicable Systems” screen.
3. Select “Query” and the corresponding fields will populate.
4. The up and down buttons can be used to scroll the list once the CPIN field is populated, if there are associated CPINs.
5. To query a particular CPIN, clear the form if fields are populated; enter the complete CPIN number or place cursor in the CPIN field and select appropriate CPIN from “List.” The most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and the “%” in the CPIN field then select “List.”
6. Select “Query” to populate the fields:
   a. CPIN
   b. Rev #
   c. System
   d. Station Type (W.O. F16-015)
   e. Software Use “
   f. WUC
7. With the cursor in the appropriate field, a list of values is available for the following fields by selecting the “List” button:

a. CPIN list of values displays the following fields:
   1.) CPIN
   2.) Rev #
   3.) MCTR
b. System list of values displays the following fields:
   1.) System
   2.) Description

8. Select “Insert” to insert a blank row, if needed, in the System section for adding a system to the displayed CPIN.
9. Selecting ~~“Remove”~~ “Delete” will remove the system if the cursor is in that field; or it will remove a blank row that has been added with “Insert.” (P2G3-004)
10. User has the option of selecting “Subsystems,” “Models” or “Suites/Block” buttons to advance to these screens. (see Sections 10.6.1.1, 10.6.1.2 and 10.6.1.3) The Model Subsystem screen is available from the CPIN Applicable Models screen. (C-17 W.O.)
11. Select “Save” to save changes to the database.
12. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
13. Clear Form – Clears the entire form (P2G3-004).
14. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
15. Select “Exit” to return to the menu.

10.6.1.1 CPIN Applicable Subsystems

Complete the following steps in the order shown

1. This screen will display when the user selects the “Subsystem” button on the bottom of the CPIN Applicable Systems screen.
2. Selecting “Query” will turn on query mode. Selecting “Query” a second time will populate the fields, if any subsystems are associated with the system.
3. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
4. Clear Form – Clears the entire form (P2G3-004).
5. Delete – Deletes the current record (P2G3-004)
6. If there are subsystems associated with the CPIN and system shown on the Applicable System screen, the “List” option is available in the Subsystem field.
7. If there are no subsystems related to the particular system, when “Query” is selected the second time, the following message will display:

Query caused no records to be retrieved. Re-enter.

8. A “Previous” button is available to return to the CPIN Applicable Systems screen.

Note: If you are in query mode, the “Previous” button will not be available. Select the “Exit” button once to turn off query mode.

6. When in query mode and the “Exit” button is selected, the following message will display:

Query cancelled.

7. The “Previous” button will now be available to return user to the previous screen.

10.6.1.2 CPIN Applicable Models

Complete the following steps in the order shown

1. This screen will display when the user selects the “Model” button on the bottom of the CPIN Applicable Systems screen.
2. Selecting “Query” will populate the fields, if any models are associated with the system.
3. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
4. Clear Form – Clears the entire form (P2G3-004).
5. Delete – Deletes the current record (P2G3-004)
6. If there are models associated with the CPIN and system shown on the Applicable System screen, the “List” option is available in the Model field.
7. If there are no models related to the particular system, when “Query” is selected the second time, the following message will display:

Query caused no records to be retrieved. Re-enter.

8. A “Subsystem” button is available, if there are subsystems associated with the model selected.
9. A “Previous” button is available to return to the CPIN Applicable Systems screen.

Note: If you are in query mode, the “Previous” button will not be available. Select the “Exit” button once to turn off query mode.

a. When in query mode and the “Exit” button is selected, the following message will display:

Query canceled.

b. The “Previous” button will now be available to return user to the previous screen.

10.6.1.2.1 CPIN Applicable Model Subsystems

Complete the following steps in the order shown

1. This screen will display when the user selects the “Subsystem” button on the bottom of the CPIN Applicable Models screen.
2. Selecting “Query” will populate the fields, if any subsystems are associated with the model selected.
3. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
4. Clear Form – Clears the entire form (P2G3-004).
5. Delete – Deletes the current record (P2G3-004)
6. If there are subsystems associated with the Model selected on the Applicable Models screen, the “List” option is available in the Subsystem field.
7. If there are no subsystems related to the particular model, when “Query” is selected the second time, the following message will display:

Query caused no records to be retrieved. Re-enter.

8. A “Previous” button is available to return to the CPIN Applicable Models screen.

Note: If you are in query mode, the “Previous” button will not be available. Select the “Exit” button once to turn off query mode.

a. When in query mode and the “Exit” button is selected, the following message will display:

Query canceled.

b. The “Previous” button will now be available to return user to the previous screen.

10.6.1.3 CPIN Applicable Suites/Block (C-17 W.O.)

Complete the following steps in the order shown

1. This screen will display when the user selects the “Suites/Block” button on the bottom of the CPIN Applicable Systems screen. (C-17 W.O.)

2. Selecting "Query" will populate the fields, if any suites/Block are associated with the system. (C-17 W.O)
3. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
4. Clear Form – Clears the entire form (P2G3-004).
5. Delete – Deletes the current record (P2G3-004)
6. If there are suites/Block associated with the CPIN and system shown on the Applicable System screen, the "List" option is available in the Suite/Block field.
7. If there are no suites/Block related to the particular system, when "Query" is selected the second time, the following message will display:

Query caused no records to be retrieved. Re-enter.

8. A "Previous" button is available to return to the CPIN Applicable Systems screen.

Note: If you are in query mode, the "Previous" button will not be available. Select the "Exit" button once to turn off query mode.

a. When in query mode and the "Exit" button is selected, the following message will display:

Query canceled.

b. The "Previous" button will now be available to return user to the previous screen.

10.6.2 CPIN CSCI/DOC Input Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN CSCI/DOC Input Screen."
3. Select "Query" and the corresponding fields will populate.
4. The Up and Dn buttons to the right of the screen and keyboard up and down arrow keys can be used to scroll the list once the CPIN field is populated.
5. To query a particular CPIN, select "Query" to clear the form if fields are populated; enter the complete CPIN number or place cursor in the CPIN field and select appropriate CPIN from "List." The most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and the "%" in the CPIN field, then select "List."
6. Then select "Query" to populate the related fields.
7. A list of values is available for the following fields by selecting the "List" button:

   a. Cat - Category
   b. Maj Func – Major Function
   c. S/W – Software Type
   d. CPIN
   e. MCTR – Managing Center
   f. ES – ES Code
   g. Scty Class – Security Classification
   h. Lang Code – Language Code
   i. MAJCOM Routing
   j. Acronym
   k. System
8. Clear Form – Clears the entire form (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select "Exit" to cancel the query; select "Exit" again to return to the menu.

10.6.3 CPIN Combination Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN Combination Screen."
3. Select "Query" and the corresponding fields will populate.
4. The keyboard up and down arrow keys can be used to scroll the list once the CPIN field is populated.
5. To query a particular CPIN, clear the form if fields are populated; enter the complete CPIN number or place cursor in the CPIN field and select appropriate CPIN from "List." The most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and the "%" in the CPIN field, then select "List."
6. Select "Query" to populate the related fields.

Note: You must be in query mode to select "List." If "List" is selected and you are not in query mode, the following message will display:

Protected against to update record.

7. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
8. Clear Form – Clears the entire form (P2G3-004).
9. Delete – Deletes the current record (P2G3-004)

10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Select “Exit” to return to the menu

10.6.4 CPIN Computer Operator Manual Screen

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN Computer Operator Manual Screen.”
3. Select “Query” to populate the fields *OR* enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
4. “Rev #” field will populate automatically.
5. Select “Query” to populate the “Tech Order #” field.
6. The “Insert” button can be used to insert a blank row in the Tech Order section. If the blank row is not needed, select ~~“Remove”~~ “Delete” to remove it. (P2G3-004)
7. For additional Tech Orders, position cursor in a blank “Tech Order #” field and select “List” for a list of values – mandatory field.
8. Clear Form – Clears the entire form (P2G3-004) screen so another query can begin.
9. Select “Save” to save information to database.
10. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
11. Delete – Deletes the current record (P2G3-004)
12. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
13. Select “Exit” to return to the menu.

10.6.5 CPIN Control Computer Screen

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN Control Computer Screen.”
3. Select “Query” and the corresponding fields will populate; “CPIN,” “Rev #,” “Control Computer” and “Control Computer Description.”
4. A list of values is available for the Control Computer field by selecting the “List” button.

5. A new Control Computer can be added by selecting “Insert” and selecting a Control Computer from the list of values. The Description field will populate automatically. If the blank row is not needed, select “Delete” ~~“Remove”~~ to remove it. (P2G3-004)
6. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
7. Select “Save” to save changes to the database.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Delete – Deletes the current record (P2G3-004)
10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Select “Exit” to return to the menu.

10.6.6 CPIN Country Screen

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN Country Screen.”
3. Select “Query” and the corresponding fields will populate; “CPIN,” “Rev #,” “Country” and “Description.”
4. A list of values is available for the Country field by selecting the “List” button.
5. A new country can be added by selecting “Insert,” then choose “List” to select the country. The Description field will populate automatically with the name of the new country. If the blank row is not needed, select “Delete” ~~“Remove”~~ to remove it. (P2G3-004)
6. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
7. Select “Save” to save changes to the database.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select “Exit” to return to the menu.

10.6.7 CPIN Equipment Screen

This is a query screen. To add new equipment part numbers and descriptions, or to add or edit an existing description the user must have access to the DBA Reference screens. New equipment part numbers and descriptions can be added by the user in the Request screens.

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN Equipment Screen.”
3. Select “Query” to populate the fields *OR* enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
4. Select “Query” to view any “Equipment Part #” and “Equipment Title” already associated with the CPIN.
5. To enter equipment part numbers, place cursor in a blank “Equipment Part #” field and select “List” to view a list of values – mandatory field.
6. “Equipment Title” field will populate automatically, if there is an associated title.
7. A new equipment part number can be added by selecting “Insert,” then choose “List” to select the equipment part number. The title field will populate automatically, if there is an associated title.
8. The following message will display if an invalid equipment part number is added to this screen:

Invalid equipment part number.
Use list.

9. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
10. Select “Save” to save information to the database.
11. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
12. Delete – Deletes the current record (P2G3-004)
13. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
14. Select “Exit” to return to the menu.

10.6.8 CPIN ITA (P2G3-006)

This is a query screen. New ITA part numbers can be added by the user in the Request screens.

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “CPIN ITA Screen.”
3. Select “Query” to populate the fields *OR* enter “CPIN” or select “List” to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select

"List."

4. Select "Query" to view any "ITA Part #" already associated with the CPIN.
5. To enter ITA part numbers, place cursor in a blank "ITA Part #" field and select "List" to view a list of values.
6. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
7. Select "Save" to save information to the database.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Delete – Deletes the current record (P2G3-004)
10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Select "Exit" to return to the menu.

10.6.9 CPIN Media Type Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN Media Type Screen."
3. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
4. "Revision #" will populate automatically.
5. Select "Query" to view "Media Type" and "Media Units."
6. To enter media type, place cursor in a blank "Media Type" field and select "List" to view a list of values – mandatory field.
7. Enter number of "Media Units" for a new entry – mandatory field.
8. Select "Save" to save information to database.
9. If making further entries, select "Clear Form," place cursor in CPIN field and begin again with step 3.
10. Selecting "Insert" will add a blank row to media type section. Choose "List" to select the new media type. The number of units (mandatory field) must be entered for a new media type. If the blank is not needed, select "Delete" ~~"Remove"~~ to remove it. (P2G3-004)
11. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
12. Select "Save" to save information to database.
13. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
14. Delete – Deletes the current record (P2G3-004)

15. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
16. Select "Exit" to return to the menu.

Note: If "Exit" is selected and a mandatory field has not been filled, the mandatory message box will display (***Mandatory field not filled.)*** When you select "OK" on this box, the following message will display:

Close this form?

Yes ***No*** ***Cancel***

10.6.10 CPIN National Stock # Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN National Stock # Screen."
3. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
4. "Revision #" will populate automatically.
5. Select "Query" to view National stock numbers.
6. To enter a National Stock #, place cursor in a blank "National Stock #" field and select "List" to view a list of values – mandatory field.
7. Select "Save" to save information to database.
8. If making further entries, select "Clear Form," place cursor in CPIN field and begin again with step 3.
9. Selecting "Insert" will add a blank row to the National Stock # section. Choose "List" to select the stock number. If the blank row is not needed, with the cursor in that row, select "Delete" ~~"Remove"~~ to remove it. (P2G3-004)
10. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
11. Select "Save" to save information to database.
12. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
13. Delete – Deletes the current record (P2G3-004)
14. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
15. Select "Exit" to return to the menu.

Note: If Exit is selected and a mandatory field has not been filled, the mandatory message box will display (***Mandatory field not filled.)*** When you select "OK" on this box, the following message will display:

Close this form?

Yes ***No*** ***Cancel***

10.6.11 N/A

10.6.12 CPIN Source of Repair Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN Source of Repair Screen."
3. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
4. "Revision #" will populate automatically.
5. Select "Query" to view address.
6. To enter an address, select "Insert" or scroll down with the "Dn" button to a blank Address field. Select "List" to view a list of values – mandatory field.
7. Enter the street address, city, state and ZIP code.
8. Select "Save" to save information to database.
9. If making further entries, select "Clear Form," place cursor in CPIN field and begin again with step 3.
10. Selecting "Delete" ~~"Remove"~~ will remove the record from the database.(P2G3-004)
11. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
12. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
13. Select "Save" to save information to database.
14. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
15. Select "Exit" to return to the menu.

Note: If Exit is selected and a mandatory field has not been filled, the mandatory message box will display (***Mandatory field not filled.)***

When you select "OK" on this box, the following message will display:

Close this form?

Yes ***No*** ***Cancel***

10.6.13 CPIN Special Notes Screen

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN Special Notes Screen."
3. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
4. Select "Query."
5. "Rev #" field will populate automatically.
6. The "Special Notes/Documentation" field will populate automatically if any notes exist.
7. The "Special Notes/Documentation" field can be changed, updated, added to or deleted.
8. Selecting "Delete" ~~"Remove"~~ deletes the current record from the database. (P2G3-004)

   Note: This action deletes the special notes. It does not delete the CPIN.

9. Select "Save" to save changes.
10. To view another CPIN, select "Clear Form" and begin again with steps 3 and 4 above.
11. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
12. Clear Form – Clears the entire form (P2G3-004).
13. Delete – Deletes the current record (P2G3-004)
14. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
15. Select "Exit" to return to the menu.

10.6.14 CPIN Test Station (P2G3-006)

CDBA and CMGR have access to these screens and may query, add, update and delete. MDBA and MMGR have access to these screens and may query, add and delete.

Complete the following steps in the order shown

a. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
b. Select “CPIN Test Station”
c. Select “Query” to populate the fields or enter “CPIN” or select “List” to view a list of values – CPIN is a mandatory field; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.”
d. The “Rev #” field will populate automatically.
e. Select “Query” if CPIN was entered or selected from list.
f. Once the CPIN field is populated, the up and down arrow keys on the keyboard can be used to scroll the records.
g. Enter “Test Station ID #” or place cursor in this field and select “List” to view a list of values – mandatory field. (W.O. P2-060a)
h. The “Description” field will populate automatically.
i. Select “Save” to save information to database.
j. Selecting “Insert” will add a blank row to test station section. Choose “List” to select the new test station ID number. The ~~part~~ description will display, if there is a description associated with the ID number. (W.O. P2-060a)
k. Select “Save” to save information to database.
l. Selecting “Delete” ~~“Remove”~~ will remove the record from the database.
m. Clear Field – Clears field the cursor is in. New data can be input and saved. (P2G3-004).
n. Clear Form – Clears the entire form (P2G3-004).
o. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
p. Select “Exit” to return to the menu.

Note: Upon selecting “Exit” if any unsaved data, the following message will display:

Do you want to save the changes you have made?
Yes ***No*** ***Cancel***

10.6.15 CPIN TCTO/IOS Screen

This is a query screen. To add new TCTO/IOS or titles, or to add or edit an existing title the user must have access to the DBA Reference screens. New TCTO/IOS and titles can be added by the user in the Request screens.

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN TCTO/IOS Screen."
3. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."
4. Select "Query" to view any "TCTO/IOS" and "Title" already associated with the CPIN.
5. To enter TCTO/IOS, place cursor in a blank "TCTO/IOS" field and select "List" to view a list of values – mandatory field.
6. "Title" field will populate automatically, if there is an associated title.
7. A new TCTO/IOS can be added by selecting "Insert," then choose "List" to select the TCTO/IOS. The title field will populate automatically, if there is an associated title.
8. The following message will display if an invalid TCTO/IOS is added to this screen:

Invalid TCTO/IOS.
Use list.

9. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
10. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
11. Select "Save" to save information to the database.
12. Selecting "Delete" ~~"Remove"~~ will remove the record from the database. (P2G3-004)
13. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
14. Select "Exit" to return to the menu.

10.6.16 CPIN Technical Repair Center Screen

Complete the following steps in the order shown

8. Select "DBA CPIN Screens" from the drop-down list under "DBA."
9. Select "CPIN Technical Repair Center Screen."
10. Select "Query" to populate the fields *OR* enter "CPIN" or select "List" to view a list of values – mandatory field; the most efficient method of retrieving a CPIN is

to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."

11. "Revision #" will populate automatically.
12. Select "Query" to view address.
13. To enter an address, select "Insert" or scroll down with the "Dn" button to a blank Address field. Select "List" to view a list of values – mandatory field.
14. Enter the street address, city, state and ZIP code.
15. Select "Save" to save information to database.
16. If making further entries, select "Clear Form," place cursor in CPIN field and begin again with step 3.
17. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
18. Clear Form – Clears the entire form (P2G3-004) so another query can begin.
19. Select "Save" to save information to database.
20. Selecting "Delete" ~~"Remove"~~ will remove the record from the database. (P2G3-004)
21. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
22. Select "Exit" to return to the menu.

Note: If Exit is selected and a mandatory field has not been filled, the mandatory message box will display (***Mandatory field not filled.)***
When you select "OK" on this box, the following message will display:

Close this form?

Yes ***No*** ***Cancel***

10.6.17 CPIN UUT (P2G3-006)

CDBA and CMGR have access to these screens and may query, add, update and delete. MDBA and MMGR have access to these screens and may query, add, update and delete.

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "CPIN UUT".
3. Select "Query" to populate the fields or enter "CPIN" or select "List" to view a list of values – CPIN is a mandatory field; the most efficient method of retrieving a CPIN is to enter the "Category, Major Function" and "%" in the CPIN field, then select "List."

4. The “Rev #” field will populate automatically.
5. Select “Query” if CPIN was entered or selected from list.
6. Selecting “Delete” will remove the highlighted record
7. Once the CPIN field is populated, the up and down arrow keys on the keyboard can be used to scroll the records.
8. Enter “UUT Part #” or place cursor in this field and select “List” to view a list of values – mandatory field.
9. The “Description” field will populate automatically.
10. Select “LRU” or “SRU” – Optional field. (P2G3-005)
11. Select “Save” to save information to database.
12. Clear Field – Clears field the cursor is in. New data can be input and saved. (P2G3-004).
13. Clear Form – Clears the entire form (P2G3-004).
14. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
15. Select “Exit” to return to the menu.

10.6.18 Entry Control Unapproved Actions Screen

This screen displays “Unapproved Actions” on a selected CPIN.

Complete the following steps in the order shown

1. Select “DBA CPIN Screens” from the drop-down list under “DBA.”
2. Select “Entry Control Unapproved Actions Screen.”
3. Select “Query” to view records, one at a time.
4. When first record appears, the “Up” and “Dn” buttons can be used to navigate to the next record, if there are any records.
5. To query a particular CPIN, clear the form if necessary, enter “CPIN” or select “List” to view a list of values; the most efficient method of retrieving a CPIN is to enter the “Category, Major Function” and “%” in the CPIN field, then select “List.” Then select “Query” and the related fields will populate. They are:
   a. CPIN – Up and Dn buttons are provided for scrolling the records
   b. Rev #
   c. Appr Date – Displays if an approval exists
   d. Cancel Date – Displays if canceled
   e. Init Cntl # - The initiator control number is system generated
   f. Init Date – Date initiated
   g. Init Last Name

h. Init First Name
i. CPIN Cntl # - The CPIN control number is system generated
j. Action Cntl # - The action control number is system generated
k. Doc Cntl # - The document control number is system generated
l. Software Date
m. Org Cntl # - The originator control number is the originator's personal ID number which he entered for this action
n. User Logon
o. Action Desc – Description of the action taken
p. ES Appr
q. ES User
r. MCTR Appr
s. MCTR User
t. SPO Appr
u. SPO User

6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.6.19 Initiator Information Screen

This screen now has a field for the SPO "E-mail". (DPR CC-20687)

Complete the following steps in the order shown

1. Select "DBA CPIN Screens" from the drop-down list under "DBA."
2. Select "Initiator Information Screen."
3. Select "Query" to view records, one at a time.
4. When first record appears, the "Up" and "Dn" buttons can be used to navigate to the next record.
5. A first and last name can be entered in the blank fields when the screen opens, then select "Query" to view information.
6. Select "Insert" at any time while viewing the records to add a new record.
7. To add a new record, enter "First Name", "Last Name" (first name and last name are the only mandatory fields,) "Address," "City", "State," "ZIP Code," "DSN

Phone,” “DSN Fax,” “Comm Phone,” “Comm Fax,” “E-Mail” and “Alt POC E-Mail.”

8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Clear Form – Clears the entire form (P2G3-004).
10. Select “Save” to save information to database.
11. Delete – Deletes the current record (P2G3-004)
12. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
13. Select “Exit” to return to the menu.

10.7
DBA Reference Screens

The following screens are available to the MDBA user role for adding and querying data (P2G2-002-RD#21). They cannot change or delete any existing items. All DBA Reference Screens with the exception of CPIN Action Reference Screen, CPIN Approval Reference Screen, CPIN Type Reference Screen, Maintenance Level Reference Screen, Managing Center Type Reference Screen and Error Type Reference Screen, will not allow users to delete a record if CPINS are attached to that record. A message will display informing the user that CPIN(s) are attached to the record and that it should be modified or deleted from the CPIN(s), before deleting the record from the DBA Reference Screen. (CC-20844)

10.7.1 Acronym Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Acronym Reference Screen.”
3. Select “Query” and the “Acronym Code” and “Acronym Description” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Selecting “Insert” will insert a blank row. If the blank row is not needed, select “Delete” ~~“Remove”~~ to remove it. (P2G3-004)
6. If entering a new acronym, select “Save” after entering the “Acronym Code” and “Description” to save to database.
7. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
8. Clear Form – Clears the entire form (P2G3-004).

9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select "Exit" to return to the menu.

10.7.2 Appl Role Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Appl. Role Reference Screen."
3. This screen opens with all fields populated. The scroll bar on the right can be used to scroll the records or the keyboard up and down arrow keys can be used.
4. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
5. Clear Form – Clears the entire form (P2G3-004).
6. Delete – Deletes the current record (P2G3-004)
7. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
8. Select "Exit" to return to the menu.

10.7.3 Armed Services Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Armed Services Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display Armed Service codes and descriptions.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.4 Cage Code Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Cage Code Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display cage codes and descriptions.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.5 Category Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Category Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again and the "Cat" and "Description" fields will populate automatically.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired category.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.6 Control Computer Reference Screen (W.O. F16-014)

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Control Computer Reference Screen."
3. Select "Query" to enter query mode.

4. Select "Query" again and the "Control Computer" and "Control Computer Description" fields will populate automatically.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired category.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.7 Country Code Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "Country Code Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again and the "Status", "Country Code" and "Country Name" fields will populate automatically *OR* select "Query" once when screen opens and enter a country in the "Country Name" field.
5. Use "%" as a wild card, i.e. if looking for a NATO, enter "NATO%" in the "Country Name" field, then select "Query."
6. Use the up and down arrow keys on the keyboard or scroll bar on the right to locate desired code or country.
7. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
8. Clear Form – Clears the entire form (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select "Exit" to return to the menu.

10.7.8 CPIN Action Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "CPIN Action Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display CPIN action codes and descriptions.

5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.9 CPIN Approval Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "CPIN Approval Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display CPIN approval codes and descriptions.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.10 CPIN Type Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "CPIN Type Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display CPIN types and descriptions.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).

8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.11 Equipment Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (A – L)” from the drop-down list under “DBA.”
2. Select “Equipment Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display equipment part numbers and titles.
5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Selecting “Delete” ~~“Remove”~~ will remove the record from the database. (P2G3-004)
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select “Exit” to return to the menu.

10.7.12 Error Code Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (A – L)” from the drop-down list under “DBA.”
2. Select “Error Code Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again and all fields will populate automatically.
5. Use up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired code.
6. You may select an “Error Type” by first selecting “Query,” placing cursor in the blank “Error Type” box and selecting “List” to retrieve the error codes. Select the appropriate “Error Code” from the list then select “Query” again.
7. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
8. Clear Form – Clears the entire form (P2G3-004).

9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select “Exit” to return to the menu.

10.7.13 Error Type Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (A – L)” from the drop-down list under “DBA.”
2. Select “Error Type Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display error types and descriptions. Examples of error types are:

CP = CPIN

FM = FMS

NA = History

OR = Order

PP = Pending

XX = Test

5. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to scroll the records. “Delete” ~~“Remove”~~ will remove an error type from the database. (P2G3-004)
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.14 ES Code Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (A-L)” from the drop-down list under “DBA.”
2. Select “ES Code Reference Screen.”
3. Select “Query” to enter query mode.

4. Select "Query" again and all fields will populate; "MCTR," "ES Code," "ES Routing," "User ID," "First Name," "MI," "Last Name," "Phone," "E-Mail," "System," and, if any, "Subsystem."
5. Select "Insert" to insert a blank row for adding a new record.
   a. Duplicate ES codes are not allowed.
   b. The ES Code field cannot exceed three (3) alphanumeric characters.
   c. Mandatory fields are MCTR, ES Code and ES Routing.
   d. The Phone field entry must be a minimum of seven (7) digits. The maximum number of digits that can be entered is 25.
6. User can clear the form by selecting "Query" and enter "MCTR," *or* "ES Code," *or* "ES Routing" *or* "User ID" (DPR OO-20537) – mandatory fields; a list of values is available for MCTR.
7. "User ID" field is optional. (DPR WR-20670)

Note: The user can query on any field on this screen.

8. Select "Query" to view the records.
9. Use the up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired ES code.
10. Select "Save" to save to database after adding new codes.
11. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
12. Clear Form – Clears the entire form (P2G3-004).
13. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
14. Select "Exit" to return to the menu.

10.7.15 ES Code Change Reference (P2G3-008)

This screen is available for MDBA user roles.

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "ES Code Change Reference".
3. Enter a CPIN, ES and/or Routing.
4. Select "Query" to display the CPIN, Old ES and Old Routing.
5. Enter the New ES code.. The New Routing will automatically be displayed.
6. Select 'Duplicate' button to duplicate the last ES code entry for a specific CPIN.

7. Select 'Duplicate All' button to duplicate the last ES code entry for all CPINS with no ES code entries.
8. Select "Save" to save the new data to the database.
9. Clear Field – Clears field the cursor is in. New data can be input and saved. (P2G3-004).
10. Clear Form – Clears the entire form (P2G3-004).
11. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
12. Select "Exit" to return to the menu.

10.7.16 ITA Reference Screen (P2G3-006)

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A – L)" from the drop-down list under "DBA."
2. Select "ITA Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display Interface Test Adapter part numbers and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.17 Language Code Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (A - L)" from the drop-down list under "DBA."
2. Select "Language Code Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again and the "Language Code" field will populate automatically.
5. Use the up and down arrow keys on the keyboard or scroll bar on the right to locate the desired code.

6. If adding a language code, select "Insert" to add a blank row, enter the language code and select "Save." If the blank row is not needed, selecting "Clear" will remove it.
7. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
8. Clear Form – Clears the entire form (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
10. Select "Exit" to return to the menu.

10.7.18 Maintenance Level Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Maint Level Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display Maint Level codes and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.19 Major Command Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Major Command Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display Major Command codes, routing and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).

8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.20 Major Function Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “Major Function Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again and the “Major Func Code” and “Major Func Description” fields will populate automatically.
5. Use up and down arrow keys or the scroll bar on the right to locate the desired code.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to exit the screen.

10.7.21 Managing Center Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “Managing Center Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again and all fields will populate automatically *OR*
5. Enter “MCTR” or select “List” to view list of values – mandatory field.
6. Select “Query” to view the record.
7. Repeat steps 3, 4 and 5 to view next record.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Clear Form – Clears the entire form (P2G3-004).
10. Delete – Deletes the current record (P2G3-004)
11. Select “Exit” to exit the screen.

10.7.22 Managing Center Type Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “Managing Center Type Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to view the records *OR*
5. Select “Query” to enter query mode; enter “MCTR Type Code” and select “Query” again.

   Examples of codes: 0 = SCC and 1 = MAJCOM

6. Use the up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired code.
7. Repeat steps 3 and 4 to view records again.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Clear Form – Clears the entire form (P2G3-004).
10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Select “Exit” to exit the screen.

10.7.23 Media Type Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Media Type Reference Screen.”
3. Select “Query” and all fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. If adding a media type, select “Insert” to add a blank row, enter the media type and select “Save.” If the blank row is not needed, select “Delete” ~~“Remove”~~ to remove it. (P2G3-004)
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).

8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to exit the screen.

10.7.24 Model/Subsystem Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Model/Subsystem Reference Screen."
3. Select "Query" to display the model, subsystem and subsystem descriptions.
4. "Insert" will insert a blank line for adding a record. If the blank row is not needed, select "Delete" ~~"Remove"~~ to remove it. (P2G3-004)
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Select the Display on Web field if system is to be displayed on the web pages. If this check box is blank, the system will not display on the web pages.
7. Select "Save" after implementing changes/additions.
8. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
9. Clear Form – Clears the entire form (P2G3-004).
10. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
11. Select "Exit" to return to the menu.

10.7.25 National Stock # Reference Screen (W. O. P2-060a)

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "National Stock # Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the National Stock numbers.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)

9. Select "Exit" to return to the menu.

10.7.26 Security Class Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Security Class Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the security classification and TODO classification codes and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.27 Software Type Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Software Type Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the software types and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.28 **Software Use Reference Screen** (W.O. F16-005)

The Software Use is linked to the Applicable System. A new item can be entered here and/or on the Request screen. (W.O. F16-016)

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Software Use Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the software use items.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.29 **Source of Repair Reference Screen** (W. O. P2-060a)

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Source of Repair Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the Source of Repair address.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.30 State Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “State Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display the state codes, descriptions and state number.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.31 Station Type Reference Screen (W.O. F16-004)

The Station Type is linked to the Applicable System. A new item can be entered here and/or on the Request screen. (W.O. F16-016)

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “Station Type Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display the station types.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.32 Suite/Block Reference Screen (W.O. F16-007) (C-17 W.O.)

The Suite/Block is linked to the Applicable System. A new item can be entered here and/or on the Request screen. (W.O. F16-016) (C-17 W.O.)

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “Suite/Block Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display the suites/Block.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.33 System Model Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M - Z)” from the drop-down list under “DBA.”
2. Select “System Model Reference Screen.”
3. Select “Query” and the following fields will automatically populate: “System,” “Model Name,” and “Model Description” *OR*
4. Select “Query” to enter query mode; enter “System” or “Model Name,” then select “Query” again to view the associated records.
5. Repeat steps 3 and 4 to display the records again or step 5 to enter a parameter for a query.
6. If a new system is being added, select “Insert” to add a blank row, enter the new system. If the blank row is not needed, select “Delete” ~~“Remove”~~ to remove it. (P2G3-004)
7. Select the Display on Web field if system is to be displayed on the web pages. If this check box is blank, the system will not display on the web pages.
8. Select “Save” if a new system is added.
9. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
10. Clear Form – Clears the entire form (P2G3-004).

11. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
12. Select "Exit" to exit the screen.

10.7.34 System Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M - Z)" from the drop-down list under "DBA."
2. Select "System Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again and "System," "System Description" and "Weapon System Category" will display. (W.O. F16-001)
5. The "Display on Web" check box, if checked, indicates the system will display on the web. Unchecked indicates the system will not display on the web.
6. Use the up or down arrow keys on the keyboard or the scroll bar on the right to navigate through the records.
7. Repeat steps 3 and 4 to display the records again.
8. Use the "Insert" button to insert blank row for adding a new record. If the blank row is not needed, select "Delete" ~~"Remove"~~ to remove it. (P2G3-004)
9. When adding a new system to be displayed on the web, select the Weapon System Category from the drop-down list of values and select Display on Web.
   a. Display on Web cannot be selected unless the Weapon System Category has been entered.
   b. The Weapon System Category is optional unless the system is to display on the web pages.
   c. MDBAs can change or remove data in the Weapon System Category field, but cannot add a new category. They must select a category from the list of values to populate the field.
   d. CDBAs can add a new category in this field and the table and list of values will be automatically updated. To remove a category from the list of values, the CDBA must contact a programmer.
10. If changes are made, select "Save" to save the information to the database.
11. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
12. Clear Form – Clears the entire form (P2G3-004).
13. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
14. Select "Exit" to exit the screen.

10.7.35 System/Subsystem Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "System/Subsystem Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again and "System," "Subsystem," and "Subsystem Description" will display. A check in Display on Web field indicates the information will display on the web pages.
5. Use the up or down arrow keys on the keyboard or the scroll bar on the right to navigate through the records.
6. Repeat steps 3 and 4 to display the records again.
7. Use the "Insert" button to insert blank row for adding a new record. If the blank row is not needed, select "Delete" ~~"Remove"~~ to remove it. (P2G3-004)
8. If additions are made, select "Save" to save information to the database.
9. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
10. Clear Form – Clears the entire form (P2G3-004).
11. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
12. Select "Exit" to exit the screen.

10.7.36 TCTO/IOS Reference Screen (W. O. P2-061)

1. Select "DBA Reference Screens (M-Z)" from the drop-down list under "DBA."
2. Select "TCTO/IOS Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display records.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to exit the screen.

10.7.37 Tech Order Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Tech Order Reference Screen."
3. Select "Query" to enter query mode. (Desc. field removed per DPR CC-20119)
4. Select "Query" again to display the Tech Order numbers.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.38 Technical Repair Center Reference Screen (W. O. P2-060a)

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Technical Repair Center Reference Screen."
3. Select "Query" to enter query mode.
4. Select "Query" again to display the Technical Repair Center addresses.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.7.39 Test Station Reference Screen

Complete the following steps in the order shown

1. Select "DBA Reference Screens (M – Z)" from the drop-down list under "DBA."
2. Select "Test Station Reference Screen."
3. Select "Query" to enter query mode.

4. Select “Query” again to display the test station ID numbers and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu. (Item #4 - W.O. P2-060a)

10.7.40 UUT Reference Screen

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “UUT Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display the UUT part numbers and descriptions.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select “Exit” to return to the menu.

10.7.41 WUC Reference Screen (W.O. F16-006)

Complete the following steps in the order shown

1. Select “DBA Reference Screens (M – Z)” from the drop-down list under “DBA.”
2. Select “WUC Reference Screen.”
3. Select “Query” to enter query mode.
4. Select “Query” again to display the Work Unit Codes.
5. Up and down arrows on the keyboard can be used for scrolling the list, as well as the scroll bar on the right side of the screen.
6. Clear Field – Clears the field the cursor is in. New data can be input and saved. (P2G3-004).

7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to return to the menu.

10.8
DBA Reference History Screens

DBA Reference History Screens are only available for user roles CDBA, CMGR and MDBA. (Action and Action Date fields added per W. O. P2-025) MDBAs will be able to query all the DBA Reference History Screens. (P2G2-017-RD#21)

10.8.1 Acronym Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Acronym Reference History Screen."
3. Select "Query" and the "Acronym Code" and "Acronym Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.2 Appl Role Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Appl. Role Reference History Screen."
3. Select "Query" and the "Application Role" and "Application Description," "Action" and "Action Date" fields will populate automatically. "Int" indicates an internal role.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)

7. Select “Exit” to exit the screen.

10.8.3 Armed Services Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Armed Services Reference History Screen.”
3. Select “Query” and the “Armed Service Code” and “Armed Service Description,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.4 Cage Code Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Cage Code Reference History Screen.”
3. Select “Query” and the “Cage Code,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.5 Category Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Category Reference History Screen.”

3. Select “Query” and the “Cat,” “Description,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired category.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.6 Control Computer Reference History Screen (W.O. F16-014)

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Control Computer Reference History Screen.”
3. Select “Query” and the “Control Computer,” “Control Computer Description,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired category.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.7 Country Code Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (A-L)” from the drop-down list under “DBA.”
2. Select “Country Code Reference History Screen.”
3. Select “Query” and the “Country Code” and “Country Name,” “Action” and “Action Date” fields will populate automatically *OR* select “Query” once when screen opens and enter a country in the “Country Name” field.
4. Use “%” as a wild card, i.e. if looking for a NATO, enter “NATO%” in the “Country Name” field, then select “Query.”
5. Use the up and down arrow keys on the keyboard or scroll bar on the right to locate desired code or country.
6. Clear Form – Clears the entire form (P2G3-004).
7. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
8. Select “Exit” to exit the screen.

10.8.8 CPIN Action Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "CPIN Action Reference History Screen."
3. Select "Query" and the "CPIN Action Code" and "Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.9 CPIN Approval Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "CPIN Approval Reference History Screen."
3. Select "Query" and the "Approval Code" and "Approval Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.10 CPIN Type Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "CPIN Type Reference History Screen."
3. Select "Query" and the "CPIN Type Code" and "CPIN Type Description," "Action" and "Action Date" fields will populate automatically.

4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.11 Equipment Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Equipment Reference History Screen."
3. Select "Query" and the "Equipment Part #" and "Equipment Title," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.12 Error Code Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Error Code Reference History Screen."
3. Select "Query" and the "Error Code," "Error Type," "Error Description," "Action" and "Action Date" fields will populate automatically.
4. Use up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.13 Error Type Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Error Type Reference History Screen."
3. Select "Query" and the "Error Type," "Error Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.14 ES Code Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "ES Code Reference History Screen."
3. Select "Query" and the fields will populate automatically. User can use the scroll bar or keyboard up and down arrow keys to scroll the records.
4. Select "Clear Form" to clear the fields so parameters can be entered for a query.
5. Enter "MCTR," *OR* "ES Code," *OR* "ES Routing" *OR* "User ID" (DPR OO-20537) – mandatory fields; list of values is available for MCTR. ES Code cannot exceed three (3) alphanumeric characters. *(W.O. P2-058a)*
6. Select "Query" to view the records. The following fields will populate, if data is associated with each field: "MCTR," "ES Code," "ES Routing," "USER ID," "First Name," "MI," "Last Name," "Phone," "E-Mail," "System," "Subsystem," "Action" and "Action Date."
7. Use the up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired code.
8. Clear Form – Clears the entire form (P2G3-004).
9. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
10. Select "Exit" to exit the screen.

10.8.15 ITA Reference History Screen (P2G3-006)

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "ITA (F, S & T) Reference History Screen."
3. Select "Query" and the "Interface Test Adapter Part #" and "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.16 Language Code Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (A-L)" from the drop-down list under "DBA."
2. Select "Language Code Reference History Screen."
3. Select "Query" and the "Language Code," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.17 Maintenance Level Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Maint. Level Reference History Screen."
3. Select "Query" and the "Maint Level Code," "Maint Level Description," "Action" and "Action Date" fields will populate automatically.

4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.18 Major Command Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Major Command Reference History Screen.”
3. Select “Query” and the “MAJCOM Code,” “MAJCOM Routing,” “Description,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or the scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.19 Major Function Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Major Function Reference History Screen.”
3. Select “Query” and the “Major Func Code,” “Major Func Description,” “Action” and “Action Date” fields will populate automatically.
4. Use up and down arrow keys or the scroll bar on the right to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.20 Managing Center Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Managing Center Reference History Screen."
3. Select "Query" and all fields will populate automatically *OR*
4. Enter "MCTR" and select "Query."
5. Repeat steps 3 and 4 to view next record.
6. Clear Form – Clears the entire form (P2G3-004).
7. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
8. Select "Exit" to exit the screen.

10.8.21 Managing Center Type Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Managing Center Type Reference History Screen."
3. Select "Query" all fields will populate automatically *OR*
4. Enter "MCTR Type Code" and select "Query" to populate the fields.
5. Use the up or down arrow keys on the keyboard or the scroll bar on the right to locate the desired code.
6. Repeat steps 3 and 4 to view records again.
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
9. Select "Exit" to exit the screen.

Note: This is a new table and at present there are no records in history.

10.8.22 Media Type Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."

2. Select “Media Type Reference History Screen.”
3. Select “Query” and the “Media Type,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.23 Model/Subsystem Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Model/Subsystem Reference History Screen.”
3. Select “Query” and “Model,” “Subsystem,” “Subsystem Description,” “Action” and “Action Date” will display.
4. The “Display on Web” column will have a check mark if it displayed on the web pages.
5. Use the up or down arrow keys on the keyboard or the scroll bar on the right to navigate through the records.
6. Clear Form – Clears the entire form (P2G3-004).
7. Print – Displays a report that includes all the fields listed on the screen. (P2G3-001)
8. Repeat steps 3 and 4 to display the records again.
9. Select “Exit” to exit the screen.

10.8.24 National Stock # Reference History Screen (W.O. P2-060a)

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “National Stock # Reference History Screen.”
3. Select “Query” and the “National Stock #,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).

6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.25 Security Class Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Security Class Reference History Screen."
3. Select "Query" and the "Scty Class," "TODO Class," "Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.26 Software Type Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Software Type Reference History Screen."
3. Select "Query" and the "Software Type," "Software Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.27 Software Use Reference History Screen (W.O. F16-005)

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Software Use Reference History Screen."
3. Select "Query" and the "Software Use," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

Note: This is a new table and at present there are no records in history.

10.8.28 Source of Repair Reference History Screen (W.O. P2-060a)

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "Source of Repair Reference History Screen."
3. Select "Query" and the "Address," "Street," "State," "ZIP Code," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.29 State Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "State Reference History Screen."

3. Select “Query” and the “State Code,” “State Name,” “State Number,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.30 Station Type Reference History Screen (W.O. F16-004)

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Software Use Reference History Screen.”
3. Select “Query” and the “Station Type,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

Note: This is a new table and at present there are no records in history.

10.8.31 Suite/Block Reference History Screen (W.O. F16-007) (C-17 W.O.)

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Suite/Block Reference History Screen.”
3. Select “Query” and the “Suite/Block” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).

6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

Note: This is a new table and at present there are no records in history.

10.8.32 System Model Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "System Model Reference History Screen."
3. Select "Query" and the following fields will automatically populate: "System," "System Name," "System Description," "Action" and "Action Date" *OR*
4. To enter a parameter for a query, select "Clear Form" then select "Query" to enter query mode; enter "System" or "System Name," then select "Query" again to view the associated records.
5. Repeat steps 3 and 4 to display the records again or step 5 to enter a parameter for a query.
6. The "Display on Web" column will have a check mark if it displayed on the web pages
7. Clear Form – Clears the entire form (P2G3-004).
8. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
9. Select "Exit" to exit the screen.

10.8.33 System Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "System Reference History Screen."
3. Select "Query" and "System," "System Description," "Action" and "Action Date" will display.
4. The "Display on Web" column will have a check mark if it displayed on the web pages.
5. Use the up or down arrow keys on the keyboard or the scroll bar on the right to navigate through the records.

6. Clear Form – Clears the entire form (P2G3-004).
7. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
8. Repeat steps 3 and 4 to display the records again.
9. Select “Exit” to exit the screen.

10.8.34 System/Subsystem Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “System/Subsystem Reference History Screen.”
3. Select “Query” and “System,” “Subsystem,” “System Description,” “Action” and “Action Date” will display.
4. The “Display on Web” column will have a check mark if it displayed on the web pages.
5. Use the up or down arrow keys on the keyboard or the scroll bar on the right to navigate through the records.
6. Clear Form – Clears the entire form (P2G3-004).
7. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
8. Repeat steps 3 and 4 to display the records again.
9. Select “Exit” to exit the screen.

10.8.35 TCTO/IOS Reference History Screen (W.O. P2-061)

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “TCTO/IOS Reference History Screen.”
3. Select “Query” and the “TCTO/IOS,” “TCTO/IOS Title,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.36 Tech Order Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Tech Order Reference History Screen.”
3. Select “Query” and the “Tech Order #,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.37 Technical Repair Center Reference History Screen (W.O. P2-060a)

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Technical Repair Center Reference History Screen.”
3. Select “Query” and the “Address,” "Street," “State,” “ZIP Code,” “Action” and “Action Date” fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select “Exit” to exit the screen.

10.8.38 Test Station Reference History Screen

Complete the following steps in the order shown

1. Select “DBA Reference History Screens (M-Z)” from the drop-down list under “DBA.”
2. Select “Test Station Reference History Screen.”
3. Select “Query” and the “Test Station ID #,” “Description,” “Action” and “Action Date” fields will populate automatically. (W.O. P2-060a)

4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.39 UUT Reference History Screen

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "UUT Reference History Screen."
3. Select "Query" and the "UUT Part #," "UUT Part Description," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

10.8.40 WUC Reference History Screen (W.O. F16-006)

Complete the following steps in the order shown

1. Select "DBA Reference History Screens (M-Z)" from the drop-down list under "DBA."
2. Select "WUC Reference History Screen."
3. Select "Query" and the "Work Unit Code," "Action" and "Action Date" fields will populate automatically.
4. Use the up and down arrow keys on the keyboard or scroll bar on the right of the screen to locate the desired code.
5. Clear Form – Clears the entire form (P2G3-004).
6. Print – Displays a report that includes all the fields listed on the screen (P2G3-001)
7. Select "Exit" to exit the screen.

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