

INFORMATION SUBJECT TO CHANGE

## ACPINS ORIENTATION COURSE VERSION 2.10

## **ACPINS COURSE OBJECTIVES**

This course is designed to instruct the use of the Automated Computer Program Identification Number System (ACPINS). During class you will become familiar with the following functions:

- ACPINS Menu
- Forms and Reports
- Using the Weapon and Commodities Pages
- Numbering Software
- Ordering Software
- Using the Compendiums (Indexes) and Cross References
- Accessing Reports
- Writing Design Problem Reports (DPR's)

These objectives will be accomplished using a combination of lecture and hands-on use of the ACPINS system.

## Section 1: ACPINS HOME PAGE & MENU

### IDENTIFYING A CPIN

A CPIN can be up to 40-Positions (including dashes and slashes) followed by a 3-Position Revision Number. Dashes separate the four fields of the CPIN. Details are provided in T.O. 00-5-16 and T.O. 00-5-17.

87C-TEST4CLASS1-T001-00A      REV 001

87C-TEST4CLASS1-T001-00D      REV 001

**87** - Category (General Purpose Computers)

**C**- Major Function (Communications)

**TEST4CLASS1**- (Identifier)

**T** -Software Type (In-Place Test)

**001**-(Sequence Number)

**00** (Baseline or Version Number)

**A** - (CSCI – Software Program)

**D** - (Documentation CPIN)

**"A"** describes the Computer Software Configuration Item (CSCI) CPIN and **"D"** describes the Documentation CPIN.

## COMPUTER PROGRAM IDENTIFICATION NUMBER

The first field is 3-positions long made up of a 2-digit numeric category and a 1-position major function code.

The **Category** is identified in the first two positions of the CPIN with one of the following two-digit codes.

- 81 - Aircraft
- 82 - Missile
- 83 - Ground Communication-Electronics
- 84 - Simulators or Trainers
- 85- Test Stations or Testers
- 87 - General Purpose Computers
- 88 - Other Computer Programs
- 89 - Space and Space Vehicles
- 91 - Command and Control

The **Major Function** is the third position in the CPIN. Major Function codes authorized for use in the CPIN System are:

- A - Operational Flight
- B - Electronic Warfare
- C - Communications
- D - Data Processing or Display
- E - Engines
- F - Flight Controls
- G - Guidance
- H - Navigation
- J - Weapons Delivery
- K - Fire Control
- L - Missile Launch
- M - Metrology
- N - Environment and Egress
- P - Photography
- Q - Electronic and Electrical
- R - Armament and Munitions
- S - Fuel
- T - Multiple Major Functions
- U - Hydraulic, Pneumatic, Vacuum
- V - General Purpose or Supportive
- W - Surveillance/Tracking/ IFF

The second field is a variable length, alphanumeric field and is used to identify the system or sub-system, which the CSCI is designed to operate, test or support. It cannot exceed 27 alphanumeric characters, including slashes. No dashes or other special characters can be used in this field. It can be the Work Unit Code, or some other sight recognizable acronym. A

country code may be included (although not required) in the last two positions of the identifier field to identify a country standard CPIN. County consortium CPINS can be identified with xx in the last two positions of the identifier field.

**Type of Software:** The third CPIN field is a four position alphanumeric identifier. The first position of the third field is always an alpha character, and identifies the type of software. These codes are:

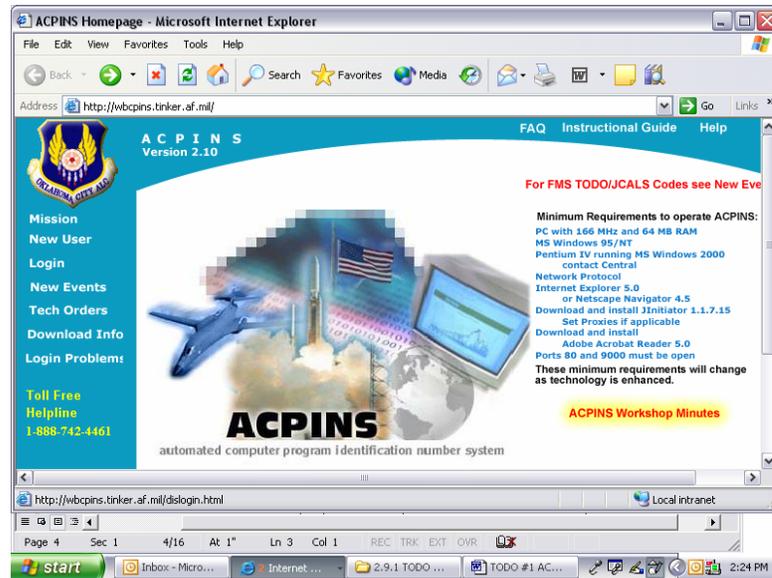
- F - Operational
- S - Support
- T - In-Place Test
- U - Unit Under Test
- C - Combination
- D – Master – will be used for Version or Revision CPINS only

The remaining three positions of the third field identify the sequence number of the software type and can be from 001 to 999.

The fourth CPIN field is a 3-position field, made up of two digits followed by the alpha A or D. The 2-digit numeric character identifies the baseline (original) or version number, and can be 00 to 99. The alpha A identifies the CSCI, while the alpha D identifies the Documentation for the CSCI.

Detailed information describing the CPIN is provided in **T.O. 00-5-17**.

## ACPINS HOMEPAGE



The ACPINS Homepage lists the minimum requirements to access ACPINS. They are:

1. 166 MHz and 64 MB Ram
2. MS Windows 95/NT
3. Network Protocol
4. Internet Explorer 5.0 or Netscape Navigator 4.5
5. Jnitiator 1.1.7.15
6. Set Proxies if applicable
7. Adobe Acrobat Reader 5.0
8. Ports 80 and 9000 must be open.
9. Pentium IV running MS Windows 2000 contact Central

These minimum requirements may change as technology is enhanced.

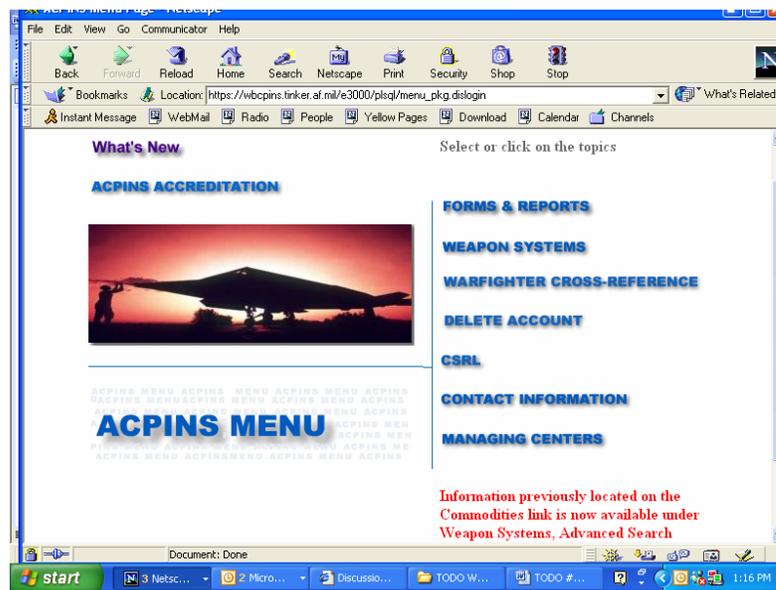
To the left on the ACPINS Homepage are many different icons. Following is a brief description for each of these icons. For more in-depth descriptions please refer to the Instructional Guide.

- a. **Mission:** The ACPINS mission will be shown here.
- b. **New User:** This form must be completed, sign by your supervisor then faxed to 558 CBSS/GBHCB before access to ACPINS will be granted.
- c. **Login:** You will be asked to provide your “User Name” and “Password” before gaining access to the ACPIN System.
- d. **New Events:** Informs you of anything “new” that is happening with the ACPIN System, such as Training, WorkShops etc.

- e. **Technical Orders:** 00-5-16 and 00-5-17 are located here. This is the technical data pertaining to the ACPIN System.
- f. **Download Information:** This link provides the user with ( Netscape, Adobe Reader, Jinitiator, etc) that must be downloaded on his computer to access ACPINS.
- g. **Login Problems:** When a new user first access the ACPIN System he must first come into this screen to change their temporary password.
- h. **Instructional Guide:** This Guide is divided into sections depending on what “role” you have in ACPINS such as TODO, ES or Managing Center.
- i. **Help:** This is designed to answer specific questions you have about the ACPIN System.
- j. **Version:** This is the current version of the ACPIN System.

**At the bottom of the ACPINS Homepage you will find our toll free telephone number which is “1-888-742-4461”.**

## ACPINS MENU



**READ:** Successful login will automatically take you to the ACPINS Menu. Items available from the menu include:

- a. **What's New:** Modifications/Changes applied to the database in the current version will be listed here.
- b. **ACPINS Accreditation:** The ACPINS Accreditation document is now available for individual sites to access in order to obtain their Certificate to Operate (CTO).
- c. **Forms and Reports:** Forms and Reports link opens a new page, the ACPINS Forms and Reports Menu that displays menu options for system's transactions according to user login permissions.
- d. **Weapon Systems:** The Weapon Systems Web pages will 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.
- e. **Warfighter Cross-Reference:** The Warfighter cross-reference allows the user to query ACPINS for specific data fields.
- f. **Delete Account:** The user who is logged in can delete his/hers Password/Login ID.

- g. **Computer Software Reconciliation List (CSRL):** The CSRL is a listing of CPINS showing what software a TODO has been placed on distribution for updates and revisions (ID).
- h. **Contact Information:** Shows the name, telephone, number and e-mail for system and customer support of the ACPIN System.
- i. **Managing Centers:** All the Software Control Centers Point of Contact are available here.

## Weapon Systems

“**Weapon Systems**” from the ACPINS Menu page will take the user to the Weapon Systems Web page. From the Weapon Systems Web page you can view a CPIN number from the Compendium, place an order for the CPIN and query for CPINs on a specific weapon system. Queries can also be made to determine CPINS applicable to models and sub-systems.

**DO:** The user may use the "**Advanced Search**" where they can query by CPIN Number, Weapon System, Model or Subsystem.

- a. Select “Advanced Search”
- b. Type in the CPIN
- c. Click “Search”

The CPIN will show on the “CPIN Listing” screen

Double click on the CPIN and the “CPIN Details” will come up.

Click on the “Back” button in the upper left corner of this page.

**DO:** The user may also order software from the “Weapon System” pages by clicking on “Add to Cart” at the bottom of the screen.

**DO:** To determine “All” CPINs applicable to a specific Weapon System:

- a. Select “Weapon Systems”
- b. Select “C-17
- c. Select “All”
- d. View all CPINS associated with the C-17 weapon system.
- e. Click the “Next” button to view more CPINs or “Last” to view the last page of CPINS.
- f. Return to the list of weapon systems by selecting “Back.”

**DO:** To determine “All” CPINS applicable to a specific model:

- a. Select C-17
- b. Select C-17A
- c. Select “All”
- d. View CPINS associated with the LGM-30
- e. Click the “Next” button to view more CPINs or “Last” to view the last page of CPINS.
- f. Return to the list of weapon systems by selecting “Back”.

**DO:** To determine CPINS applicable to a specific sub-system:

- a. Select C-17
- b. Select "Subsystem.
- c. Select "ALL". View all the C-17 Subsystems.
- d. View all CPINs associated with that subsystem.

Click on the CPIN number to view the Compendium Information.

**READ:** Compendium information can be viewed. If the CPIN required is operational, a software date is displayed. If the CPIN is not operational, the word "Pending" will display in the software date column.

**READ:** The User may "Add to Cart" and "Order" the CPIN as was discussed earlier. The User may repeat this process as many times as necessary until all requirements (CPINs) are listed. If a CPIN is added by mistake, "Remove" it simply by checking the remove box and click "remove" at the bottom of the screen. Once the desired CPINs are listed, proceed to the next step.

### **WARFIGHTER CROSS-REFERENCE**

**READ:** The Warfighter Cross-Reference is a report the user can use to select the items he/she wants to view. This report is also available through Forms & Reports."

**DO:** Select "**Warfighter Cross-Reference**"

- a. Leave CPIN blank
- b. Place cursor in the system field and click "List". A "Find" box will display
- c. Place cursor in the find field before the % mark. Type in C-17.
- d. Click "Find" at the bottom of the screen
- e. C-17 will be highlighted, select "OK" at the bottom of the screen. Notice C-17 will now show in the System field
- f. Place cursor in the Model field and click "List." A "Find" box will display.
- g. Place cursor in the find field before the % mark. Type in C-17A.
- h. Select the items on the report by clicking on the box in front of the item.
- i. Click "Report"

**READ:** The report will display in Adobe Acrobat Reader (PDF). If the report contains a lot of data you may need to enlarge it and scroll to view the entire report. This report is printable.

**DO:** Close the report either by clicking the "x" in the upper right hand corner or select File - Close. Click exit at the bottom of the Warfighter Cross-Reference screen. Click O.K. This will take you back to the ACPINS Menu.

## DELETE ACCOUNT

**READ:** Delete Account is used when users vacate their current position, users will need to cancel their login.

**DO:** Select "**Delete Account**". User must be logged in so that their data will be pre-populated. Enter the reason the users needs to delete the account, and select "Submit".

**NOTE:** This only deletes the "User" it does not delete any "TODO" accounts or "ES" codes.

## CSRL

**READ:** Computer Software Reconciliation Listing (CSRL) is a listing of CPINs that a TODO has been placed on, which identifies them for distribution of up-dates and revision.

**DO:** Select "**CSRL**". If you have only one "TODO" code it will automatically appear in the "TODO" field. If you have several "TODO" codes you will need to select the appropriate one from the list. Click on submit. View the requirements listed on the screen.

**READ:** The CSRL can be printed and/or saved to a disk.

**DO:** Print the CSRL by selecting the "File" option at the top of the screen and then select "Print". Follow the print instructions, each PC could be different. Select "back" and it will take you to the main menu.

## Contact Information

**READ:** Contact Information is a list of all the System and Customer Support personnel in the ACPINS Office and their address.

**DO:** Select "ACPINS Program Office Address" and the address and telephone number for the ACPINS Program Office will be displayed. Select "System Management" and the personnel for resetting passwords, hardware and system problems will display. Select "Customer Support" and the personnel that work the help desk will display.

**DO:** Select "Home" to return to the ACPINS Home Page or select "ACPINS Menu" to return to the menu.

## **MANAGING CENTERS**

**READ:** Select "**Managing Centers**". Managing Centers is a list of all the Software Control Centers, their address and telephone numbers.

**DO:** Select "Managing Centers" from the ACPINS Menu Page.

**DO:** Use the "Back" button to return to the ACPINS Menu Page.