

Section 3: Distribution

Received Orders Screen

Under Distribution there is a screen named "Received Orders". This serves as a method for the TODO to acknowledge receipt of software. This screen can be queried by different types of data, CPIN #, TODO #, Order #, etc.

From the "Forms and Reports" menu select "Distribution".
Select "Received Orders".

Enter your TODO code in the TODO field.

Select "Query".

If the Managing Center (MCTR) has distributed the CPIN through the ACPINS system then the shipment will appear. Using the up/down buttons, scroll through all the shipped orders.

When the desired CPIN is displayed, enter the "Received Date".

Select "Send".

Click "OK".

Select "Exit", this will return you to the "Forms & Reports" menu.

Distribution History

TODO Shipping Billing History Report

From the "Forms & Reports" menu, select "History".

Select "Orders and Distribution History" from the drop-down list.

Select "TODO Shipping Billing History Report" from the drop-down list.

You may now enter a complete CPIN, a partial CPIN using the wild card %, or you may enter the MCTR code. Click on list button.

Highlight applicable CPIN, select OK.

Enter TODO Code. Click Report to view all data.

The following fields will display on the report:

1. Start Date
2. End Date

3. Report Process Date
4. TODO code
5. Process #
6. CPIN
7. MCTR
8. Basic Quantity
9. Software Date
10. Estimated Cost
11. Cancel Date
12. Media Type
13. Actual Cost
14. Ship Code
15. Ship Date
16. UPS/Fed EX Registration #
17. Page Number

If you forget to enter your TODO code you will receive an message.

Select OK; enter your TODO code and then select Report.

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

Select "File", select "Print", and then close the browser window to return to the TODO Shipping & Billing History report screen.

Select "Exit" to exit the screen.

Received Orders History Screen

The "Received Orders History Screen" receives data from the distribution screens. At this time, data is only available on CPINS that had labels produced in the CPIN system with the shipping information entered under the distribution screen. We expect a change to be implemented which will allow the TODO's to input received software information when the software is shipped out side the CPIN system.

For now if a label is produced in the CPIN system, this will show on the "Received Orders Screen" and allow the TODO to enter the date the software was received. This data will then migrate to the History screen.

From the "Forms & Reports" page select History.

Select "Orders and Distribution History" from the drop-down list.

Select "Received Orders".

Enter your TODO code, then select Query.

Select "Exit", this will return you to the "Forms & Reports" menu.

Software Distribution History Screen

This screen will give information for the last time a CPIN was distributed through the ACPINS system.

From the "Forms & Reports" page select History.

Select "Orders and Distribution History" from the drop-down list.

Select "Software Distribution".

Enter Category and Major Function with % or a complete CPIN. You may use either list or query.

Select list

Move to the CPIN you are researching, then click on the OK button.

Select "Query".

Select "Exit" to exit the screen.