SUBSISTENCE PLANNING INTEGRATED DATA ENTERPRISE READINESS SYSTEM (SPIDERS)

MISSION TRACKING
User Guide

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Revision 1.0

Prepared For:
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WELCOME TO MISSION TRACKING

Welcome

The Subsistence Planning Integration Data Enterprise Readiness System (SPIDERS) is a planning tool designed to help DLA assess the ability of private industry to meet warfighters' demands in a surge situation. Demand surge situations occur during major regional conflicts (e.g., Operations Desert Shield and Desert Storm), humanitarian assistance missions, and domestic or foreign natural disaster relief.

The Mission Tracking application is a module within the SPIDERS system that is used to track shipments of Operational Rations required by customers (services). Ongoing Missions (forward positions) regularly provide requirements for Subsistence materiel. These requirements are received by DSCP, ordered, booked and tracked from Vendor to Container to ultimate delivery destination. The Mission Tracking tool assists the DSCP in managing, tracking and monitoring the status of these customer requirements. This enables the DSCP to better serve their customers as well as measure the overall process to identify bottlenecks and apply process improvements to shorten overall customer delivery cycles.

GETTING STARTED

Starting the Mission Tracking Application

To use the Mission Tracking application, you must first have a SPIDERS user account; this user account must be authorized for Mission Tracking.

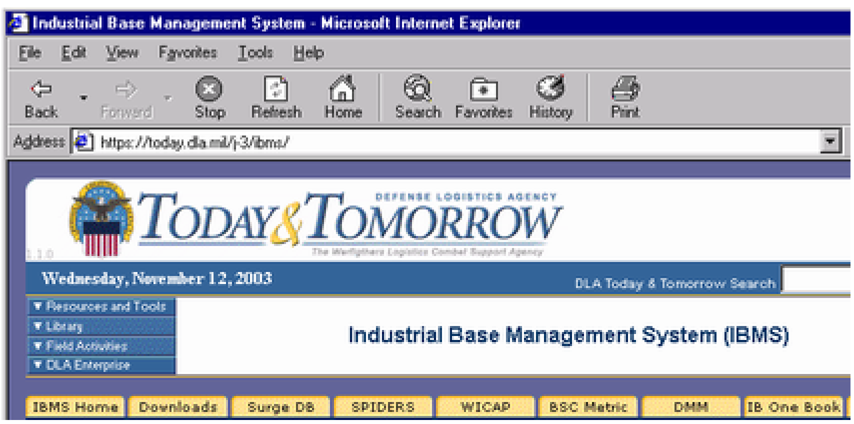
The only software that must be installed on your computer is a Web browser (e.g., Microsoft Internet Explorer) and the Citrix plug-in. Both of these are part of the standard desktop suite for DSCP and may already be installed on your computer.

To start Mission Tracking, follow these steps:

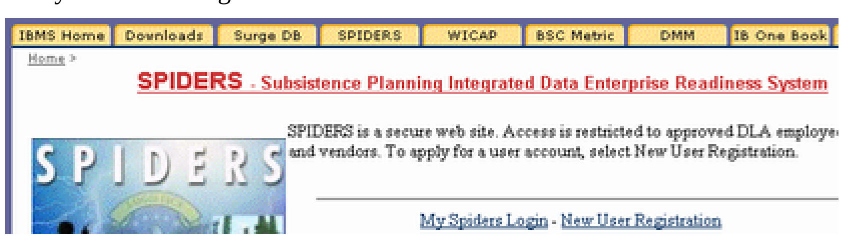
- Visit the SPIDERS Home Page using your Web Browser.
- Login to SPIDERS using the username and password supplied to you for the SPIDERS application.
- Launch Mission Tracking by clicking on the Mission Tracking link on the left Navigation Panel.

Visit the SPIDERS Home Page

- From a Web browser (e.g., Microsoft Internet Explorer), enter the following URL to reach the DLA Today & Tomorrow web site: **https://today.dla.mil/j-3/ibms**
- To reach the SPIDERS Home Page, click on the SPIDERS tab.



- Click on the My SPIDERS Login



- This will bring you to the SPIDERS Home Page

See Also

Login to SPIDERS

Login to SPIDERS

From the SPIDERS Home Page, click on "My SPIDERS Login" in the Home Menu on the left. Enter the username and password supplied to you for the SPIDERS application. This will bring you to your personal SPIDERS Home Page.

See Also

Launch Mission Tracking

Launch Mission Tracking

To start the Mission Tracking Application, click either of the "Mission Tracking" links:

- From the Navigation Panel on the left. Note that the list of functions available in the Home Menu may be different for you, depending on your role and privileges. If you do not see Mission Tracking listed in the Home Menu, contact the DSCP Mission Tracking support POC.

- Or select from the Menu on the right

Mission Tracking will launch as a desktop application using the Citrix plug-in.

NOTE: For security reasons, your Citrix session will time-out after an extended period of inactivity. If you do not use Mission Tracking for 60 minutes, the application will be closed automatically. If you have not saved a record you are editing, these changes will be lost.

Ending Your Mission Tracking Session

To close the Mission Tracking application, select "Exit" under the File menu bar option. You may also simply close the application window. If you are in a data editing window and have unsaved record changes, Mission Tracking will prompt you to save the record before exiting.

NOTE: Exiting from Mission Tracking does not end your SPIDERS session. To end your SPIDERS session, select "Logoff" from the SPIDERS Main Menu Bar.

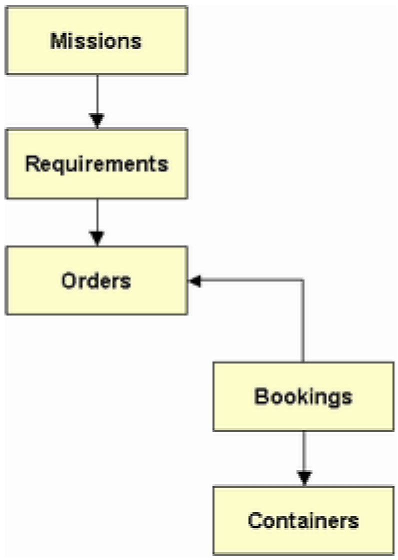
MISSION TRACKING BASICS

Data Views

There are five types of Mission Tracking data that you can view or modify:

- Missions
- Requirements
- Orders
- Bookings
- Containers

There is a natural association among this data:

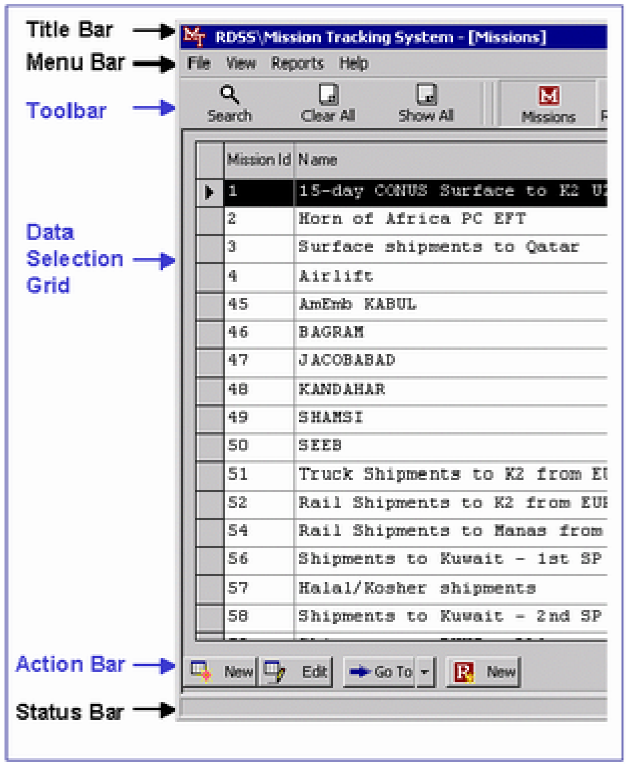


- A *Mission* is a forward position that generates one or more sets of Requirements for subsistence materiel.
- One or more *Requirements* are established for each Mission, defining the types of rations to be ordered and shipped to the Mission location.
- One or more *Orders* are created as items are ordered to satisfy the Mission requirements.
- *Bookings* are created as arrangements are made to ship rations to their destinations.
- *Orders* are associated with Bookings to indicate how the item will be transported. Because of quantity, an order may need to be associated with multiple Bookings.
- One or more *Containers* are associated with a Booking indicating on which vessel the container will be transported. It may take several containers to hold all of the items being shipped on a vessel. Each Container can have a Packing List identifying the items and their quantity placed within the container.

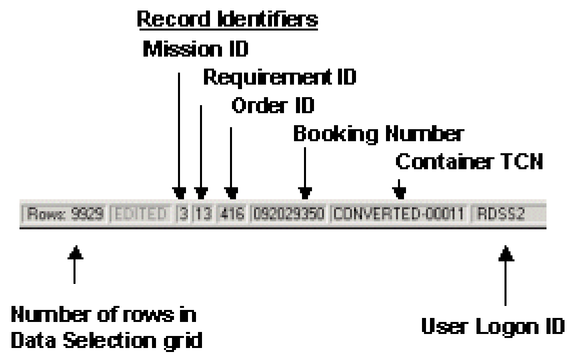
Data Selection Windows

Data Selection windows allow you to review a *list of records* of a particular Data View (e.g., Missions, Orders, etc.). From these windows you are able to: find records, edit records and create new records.

Overview



- Title Bar — The title bar displays the name of the application. Of greater interest, the title bar displays the Data View that is currently active (e.g., Missions, Orders, etc.).
- Menu Bar — All of the functions available on the Toolbar and Action Bar are available as menu selections here. In addition, additional features such as Reports are available only through the Menu Bar.
- Toolbar — Buttons on the Toolbar allow you to switch between different Data Views and to change the content of the data selection grid via the search capability. These functions apply to the Data Selection Grid as a whole.
- Data Selection Grid — This section of the window displays the records that match the data selection criteria you have specified. The grid does not show all of the fields associated with a record, just enough for you to identify the record in which you are interested. Use your cursor to select the record you wish to take action on. The record that is highlighted is the "active record".
- Action Bar — The functions on the Action Bar apply to the *active record* in the Data Selection Grid: editing a record, creating a "child" record or navigating to a related Data View.
- Status Bar — Information on the status bar identifies the *active record* in the Data Selection Grid.



Finding Records

By default, a Data Selection window will list all of the records of a particular type. For example, clicking on the Mission Data View button displays all Mission records in the Data Selection Grid.

To find the specific record(s) in which you are interested, you have the option to scroll down through the list. For a short list (such as Missions), this may not present a problem. But when combined with the Search capability, Data Selection windows provide a very useful way for you to quickly locate the subset of data that you want. For example:

- Locate the orders that have not yet been booked
- Find the bookings for a specific Ship To DODAAC

When combined with the Navigation capability, Data Selection windows provide another way to locate the subset of data that you want. For example:

- Find all of the Requirements for a Mission
- Find all of the Containers for a Booking.

Editing Records

When you find a record that you want to view or modify, place your cursor on that row in the data selection grid to make that the "active" record. Then click the "Edit" button on the Action Toolbar; or simply double-click on the active record. This will bring up the appropriate Data Editing window for the record you selected.

Creating New Records

For the Missions and Bookings Data Views, use the "New" button on the Action Bar to create new records. For all other Data Views, you will need to create new records from the "parent" Data View.

Data View	Create New?	Create Related Data Views
Missions	Yes	Requirements
Requirements		Orders
Orders		Bookings
Bookings	Yes	Containers
Containers		n/a

See Also

Missions Data Selection Window

Requirements Data Selection Window

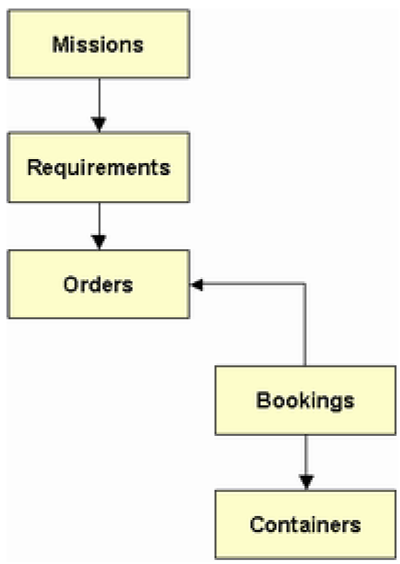
Orders Data Selection Window

Bookings Data Selection Window

Containers Data Selection Window

Navigating

Mission Tracking is designed to allow you to quickly find records that are associated. Both Data Selection windows and Data Editing windows feature a "Go To" button on the Action Bar that allow you to navigate to Data Views that are related to the active record.



Data View	Go To
Missions	• Requirements
Requirements	• Missions • Orders
Orders	• Missions • Requirements • Bookings
Bookings	• Missions • Requirements • Orders • Containers
Containe	• Missions

Data View	Go To
rs	• Requirements • Orders • Bookings

Searching

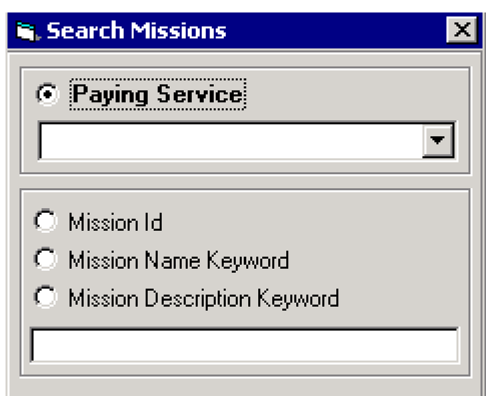
The search capability of each Data Selection window allows you to specify which records are displayed in the Data Selection Grid. This provides a way to quickly find a record to view/edit and eliminates scrolling through records in the Data Selection grid.

The three search-related buttons on the Toolbar provide these capabilities:

- Search — Brings up the search criteria dialog for the current Data View. The result of a search is to display a specific subset of records in the data selection grid.
- Clear All — Clears all records displayed in the data selection grid.
- Show All — Displays all of the records for the Data View in question (i.e., displays all Missions, all Requirements, etc.)

Each Data Selection window offers different search criteria specific to each Data View. However there are three basic strategies for filtering records. The examples below are taken from the Missions search dialog,

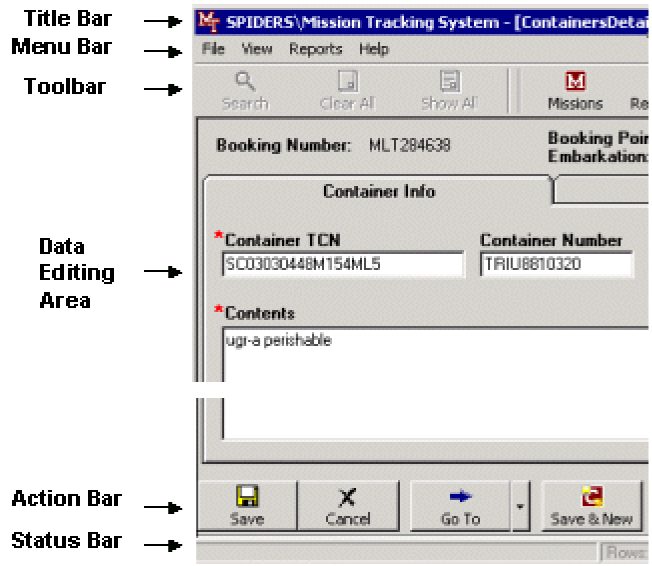
- Return a set of related records — You can return all Missions for the same paying service.
- Return a set of similar records — You can return all Missions that have a particular word or group of words in the Mission description.
- Return a single record — You can return a specific Mission if you know a value that uniquely identifies the record (in this case, the Mission ID).



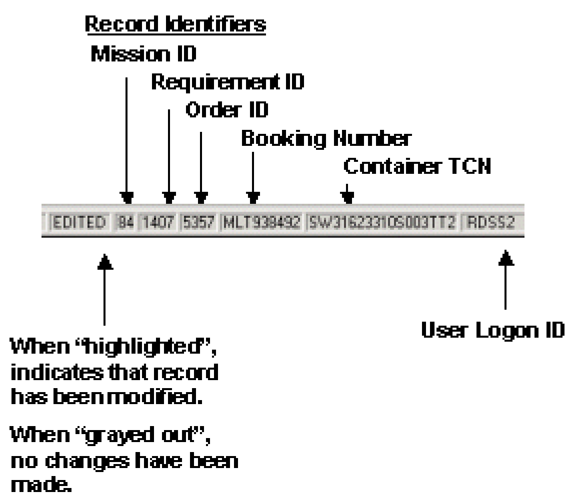
Data Editing Windows

A Data Editing window allows you to edit *one record* from a particular Data View (e.g., Missions, Requirements).

Data Editing Window Overview



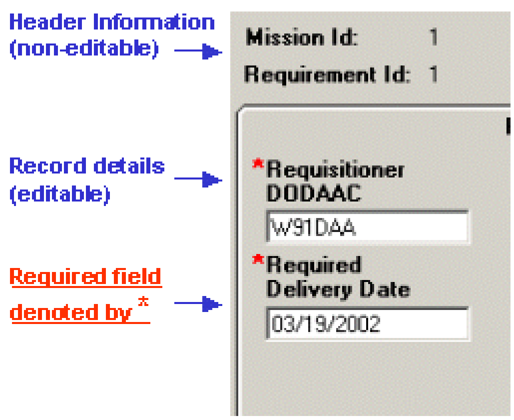
- Title Bar — The title bar displays the name of the application. Of greater interest, the title bar displays the Data View that is currently active (e.g., Missions Details, Orders Details, etc.).
- Menu Bar — All of the functions available on the Toolbar and Action Bar are available as menu selections here. In addition, additional features such as Reports are available only through the Menu Bar.
- Toolbar — Buttons on the Toolbar allow you to switch between different Data Views. When editing a record, the search capability is disabled.
- Data Editing Area — This section of the window displays the fields for the active record in from the Data Selection grid. Within a Data Editing area, you will be able to see all of the fields for a record.
- Action Bar — The functions on the Action Bar apply to the record being editing: save/cancel the editing actions, create a "child" record or navigate to a related Data View.
- Status Bar — Information on the status bar provides information about the record being edited.



Editing Records

The data editing area displays all of the detailed information for the active record in the Data Selection grid. The layout of the editing area is distinct for each Data View but follows similar conventions:

- Editable Record Information — Those fields with white data-entry fields denote the fields that are available for you to edit. If the label is marked with a red asterisk, a value must be supplied for that field.
- Tabs — Note that the Data Editing area may use several *tabs* to contain all of the data for a record. For example, the Container Data Editing area contains three tabs (Container Info, Packing List Detail and Packing List Info).
- Related Data Information — Often it is valuable to be able to view related information, even though it is not from the record in question. For example, the Requirement Data Editing area displays the ID and name of the related Mission. The Order Data Editing area displays the full description of the item being ordered. These fields are displayed against a grey background and cannot be modified.
- Non-Editable Record Information — Some record fields are system-generated. For example, the Mission ID, Requirement ID and Order ID are supplied for you but are important to know. These fields are displayed against a grey background and cannot be modified.



Creating New Records

Use the "Save & New" button on the Action Bar to create new records for the same Data View. For all Data Views except Containers, you also have the ability to create new records for related Data Views.

Data View	**Create New?**	**Create Related Data Views**
Missions	Yes	Requirements
Require ments	Yes	Orders
Orders	Yes	Bookings
Booking s	Yes	Containers

Data View	Create New?	Create Related Data Views
Containers		n/a

See Also

Missions Data Editing Window

Requirements Data Editing Window

Orders Data Editing Window

Bookings Data Editing Window

Containers Data Editing Window

Reports

There are six selections available under the Reports option on the Mission Tracking Menu Bar. Four of these selections produce formatted output that is viewed using the Crystal Reports viewer. The other two reports create Excel spreadsheet files.

Report	Type	Purpose
Bookings Report	Crystal	Displays all containers for a selected booking
Document Number Report	Crystal	Display all containers for a selected document number
Container TCN Report	Crystal	Displays all containers for a selected TCN
Container Receipt Report	Crys	Displays all containers for a selected Mission

Report	Type	Purpose
	tal	
Container Status by Mission Spreadsheet	Excel	Displays all items not received for a Mission
Container & Contents Receipt Spreadsheet	Excel	Lists all items shipped for a Mission to date

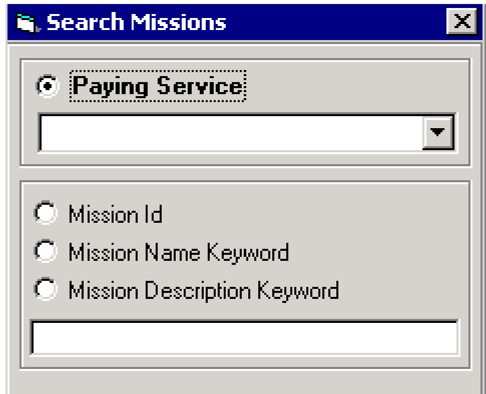
WINDOWS REFERENCE

Missions

Missions Data Selection Window

Search Criteria

Columns Displayed: Paying Service, Mission ID, Name Keyword, Description Keyword



Data Selection Grid

Columns Displayed: Mission ID, Mission Name

Action Bar Functions

Action Bar Function	Description
New	Create new Mission record
Edit	View details of active record in the data selection grid
Go To	Navigate to the Data Selection window for the following data views that are related to the active record: • Requirements
New (related data view)	Navigate to a Data Editing window for the following data views that are related to the active record. • Requirements

Missions Data Editing Window

Record Actions

- Save
- Cancel
- Save and create another new Mission
- Save and create a new Requirement for this Mission

Record Navigation

- Go to Requirements for selected Mission

Data Fields

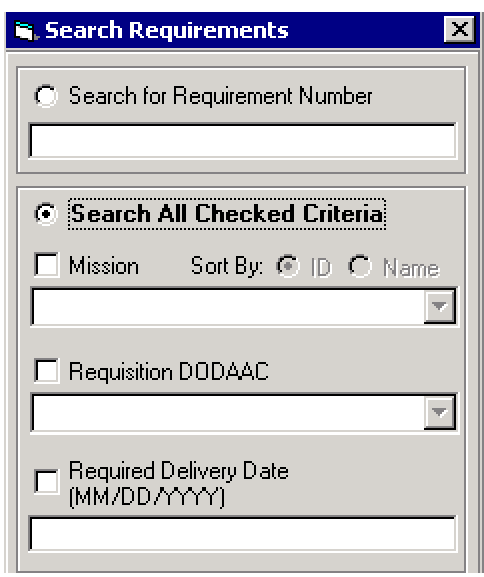
Data Field	Required	Comment
Mission ID		Non-editable. System-generated
Paying Service	*	Select from: • Air Force • Army • DLA • Marine Corp • Other
Name	*	
Description	*	

Requirements

Requirements Data Selection Window

Search Criteria

Columns Displayed: Requirement ID, Mission ID/Name, Requisitioner DODAAC, Required Delivery Date



Data Selection Grid

Columns Displayed: Mission ID, Requirement ID, DODAAC, Required Delivery Date

Action Bar Functions

Action Bar Function	Description
Edit	View details of active record in the data selection grid
Go To	Navigate to the Data Selection window for the following data views that are related to the active record: • Missions • Orders
New (related data view)	Navigate to a Data Editing window for the following data views that are related to the active record. • Orders

Requirements Data Editing Window

Record Actions

- Save
- Cancel
- Save and create another new Requirement for the same Mission
- Save and create a new Order for this Requirement
- Record Navigation
- Go to Mission for selected Requirement
- Go to Orders for selected Requirement
- Data Fields

Data Field	Required	Comment
Requirement ID		Non-editable. System-generated
Requisitioner DODDAC	*	
Required Delivery Date	*	MM/DD/YYYY format
Requirement	*	
Requisitioner POC		
Ship To POC		
Ship To DODAAC		The DODAAC for the location of the shipment. Enter either the Ship To DODAAC

		or the Ship To Address
	Ship To Address	The postal location for the shipment.
	Supplementary Address DODAAC	Enter either Supplementary DODAAC or Supplementarry Address
	Supplementary Address	
	Median Status	
	Demand Code	
	Project Code	
	Advice Code	
	Ownership Purpose	
	Comments	

Tabs:

1 Requirement Info

2 Shipping Info and Comments

Additional Information Displayed for Informational Purposes

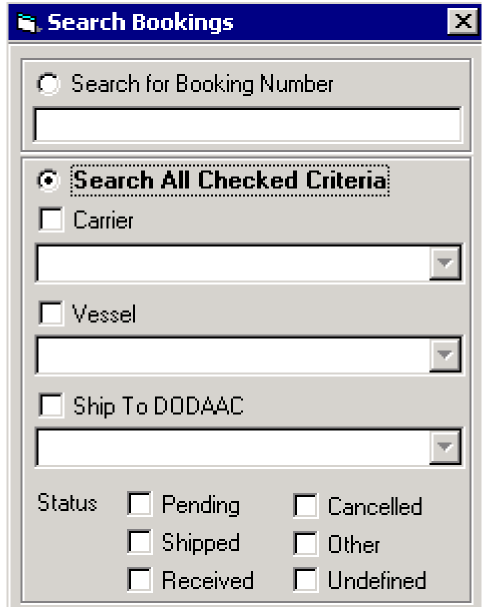
Data Field
Mission ID
Mission Name

Orders

Orders Data Selection Window

Search Criteria

Columns Displayed: Document Number, NSN, Requisitioner DODAAC, Required Delivery Date, Unbooked Items



Data Selection Grid

Columns Displayed: Mission ID, Requirement ID, Order ID, Document Number, Order Qty, NSN, Nomenclature, Requisitioner DODAAC, RDD, Ship To DODAAC

Action Bar Functions

Action Bar Function	Description
Edit	View details of active record in the data selection grid
Go To	Navigate to the Data Selection window for the following data views that are related to the active record: • Missions • Requirements • Orders
New (related data view)	Navigate to a Data Editing window for the following data views that are related to the active record. • Bookings

Orders Data Editing Window

Record Actions

- Save
- Cancel
- Save and create another new Order for the same Requirement
- Save and create a new Booking; associate the new Booking with this Order

Record Navigation

- Go to Mission for selected Order
- Go to Requirement for selected Order
- Go to Bookings for selected Order

Data Fields

Data Field	Required	Comment
Order ID		Non-editable. System-generated
Document Number	*	Duplicate document numbers are not allowed for operational ration orders
NSN	*	Enter the NSN without dashes. As you place orders, Mission Tracking will learn which NSN's you use. To speed data entry, those NSN's will be available to you in the drop-down list for this field.
Quantity	*	
Fund Code	*	
Signal Code	*	Select from drop-down list of values.
SNS	*	Select from drop-down list of values.
Priority Code	*	Select from drop-down list of values.

Additional Information Displayed for Informational Purposes

Data Field
Mission ID
Mission Name
Requirement ID
Requisitioner DODDAC
Required Delivery Date
Requirement Description
Item Weight
Item Unit of Issue

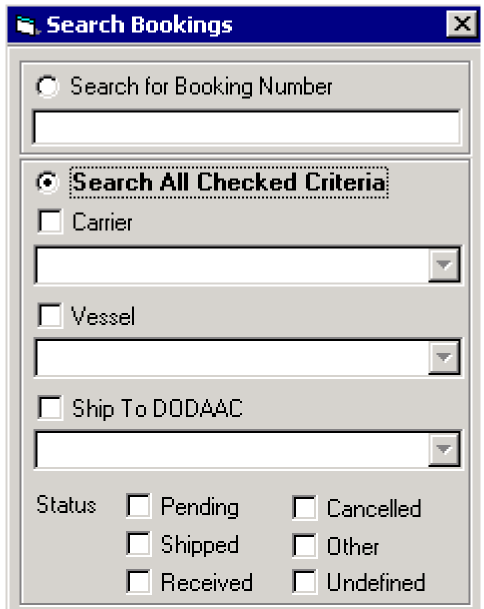
Data Field
NSN Description

Bookings

Bookings Data Selection Window

Search Criteria

Columns Displayed: Booking Number, Carrier, Vessel, Ship To DODAAC, Status



Data Selection Grid

Columns Displayed: Requirement ID, Order ID, Booking Number, Vessel Booked, Point of Embarkation, Ship To DODAAC, Sail Date

Action Bar Functions

Action Bar Function	Description
New	Create new Mission record
Edit	View details of active record in the data selection grid
Go To	Navigate to the Data Selection window for the following data views that are related to the active record: • Missions • Requirements • Orders • Containers

Action Bar Function	Description
New (related data view)	Navigate to a Data Editing window for the following data views that are related to the active record. • Containers

Bookings Data Editing Window

Record Actions

- Save
- Cancel
- Save and create another new Booking for the Order selected on the Associated Missions, Requirements and Orders Tab
- Save and create a new Container; associate the new Container with this Booking

See Also: Associating an Order with A Booking

Record Navigation

- Go to the Order selected to view this Booking record. For example, you selected a Booking record for a specific Order Id in the Booking Data Selection window and then clicked the "Edit" button. Or you clicked the "Create New Booking" button from a Order Data Editing Window. For reference purposes, this Order Id is always visible in the Record Identifiers field of the Status Bar.
- Go to Mission for the Order selected to view this Booking record (as described above).
- Go to Requirement for the Order selected to view this Booking record (as described above).
- Go to Containers associated with the selected Booking

Data Fields

Data Field	Required	Comment
Booking Number	*	
Carrier	*	
Vessel Booked	*	
Sail Date		MM/DD/YYYY format
Point of Embarkation	*	Code indicating the location that the shipment started.
Point of Debarkation	*	Code indicating the location that the shipment ended.
Estimated Time of Arrival	*	MM/DD/YYYY format
Actual Delivery Date		

Data Field	Required	Comment
Status		Select from drop-down list of values.
Status Details		
Ship To DODAAC		

Tabs:

1 Booking Info

Additional Information Displayed for Informational Purposes

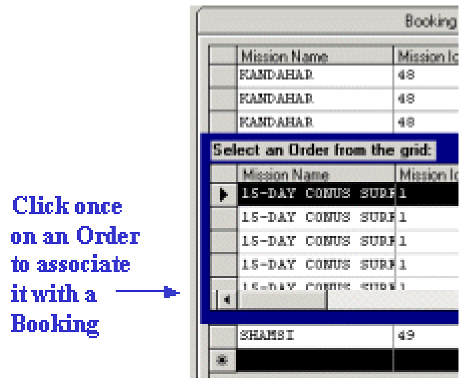
Data Field
Mission ID
Mission Name
Requirement ID
Order ID
Document Number
RDD
Order Quantity
NSN Description

2 Associated Missions, Requirements and Orders

Associating An Order with a Booking

If you created a Booking from an Order record (by using the New Booking feature in the Order Data Editing window), the Booking is already associated with one Order Id. However Bookings are normally associated with multiple Orders. The following procedure is used to associate other Orders when editing a Booking.

- Select the "Associated Requirements, Missions and Orders Info Tab"
- Click the "Add Row" button.
- A pop-up list of Orders will appear at the bottom of the data grid.
- If you decide *not* to select an order, click the mouse anywhere on the top data grid (showing the Associated Orders).
- To select an Order, click once on the appropriate row in the pop-up list. Note that this pop-up list has its own scroll-bar to review the available orders.



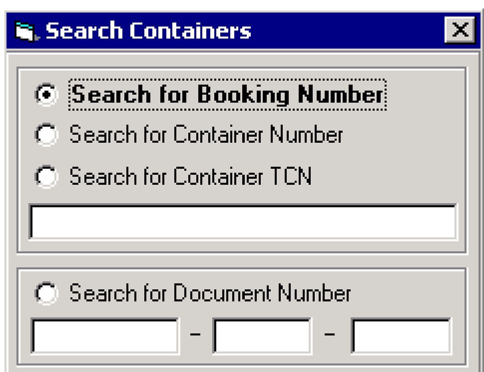
- To break the association between an Order and a Booking, select the appropriate Order in the data grid and click the "Delete Row" button. Note that Order itself is not deleted; only the association is removed.

Containers

Containers Data Selection Window

Search Criteria

Columns Displayed: Booking Number, Container Number, Container TCN, Document Number



Data Selection Grid

Columns Displayed: Booking Number, TCN, Vessel Shipped, Container Number, Estimated Time Of Arrival, Ultimate Destination Date Received

Action Bar Functions

Action Bar Function	Description
Edit	View details of active record in the data selection grid
Go To	Navigate to the Data Selection window for the following data views that are related to the active record: • Missions

Action Bar Function	Description
	• Requirements • Orders • Bookings

Containers Data Editing Window

Record Actions

- Save
- Cancel
- Save and create another new Container for the same Booking

See Also: Creating a Packing List

Record Navigation

- Go to Mission
- Go to Requirement
- Go to Orders
- Go to the Booking associated with the selected Container

Data Fields

Data Field	Required	Comment
Container TCN	*	
Container Number		
RF Tag ID		
Ultimate Destination Date Received		MM/DD/YYYY format
Contents	*	
Order ID/NSN		Not Editable
Item Quantity		Number of units being shipped. The sum of an item's quantity across all containers cannot exceed the order quantity
Invoice Number		
Ship To DODAAC		
Vessel Shipped		

Data Field	Required	Comment
Total Number of Units		
Packing List Date		
Purchase Order		
Ship To Address		
Vansize		
Seal Number		
RDD Julian Date		In julian date format the date that the shipment is needed to arrive by.
Sail Date		MM/DD/YYYY format
SCAC		
TAC		
POE Code		
POD Code		
Gross Weight		
Cubic Feet		
Temperature		

Tabs:

1 Container Info

2 Packing List

3 Packing List Info

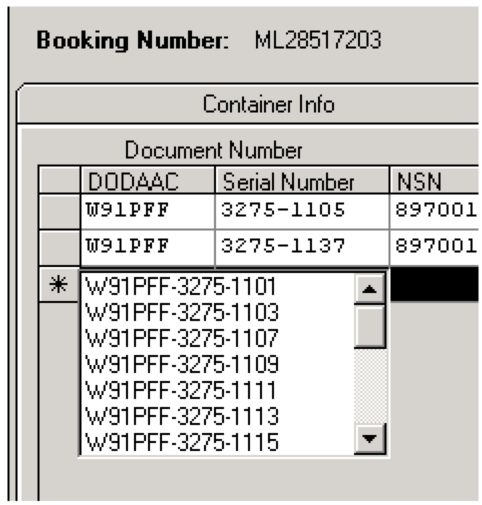
Additional Information Displayed for Informational Purposes

Data Field
Booking Number
Booking Point of Embarkation
Booking Point of Debarkation
Document Number
NSN Description

Creating a Packing List

The following procedure is used to create a packing list for a Container:

- Select the "Packing List Tab"
- Click the "Add Row" button.
- A drop-down list of Document Numbers will appear at the left of the data grid.
- If you decide *not* to select an order, click the mouse anywhere on the tab away from the drop-down list.
- To select an Order, click once on the appropriate row in the drop-down list. Note that this drop-down list has its own scroll-bar to review the available orders that you can select from.
- By default, the total quantity ordered for the item will appear in the packing list. If the container represents a partial shipment, select the Order in the data grid and click the "Edit Quantity" button.
- To drop an item from a packing list, select the appropriate Order in the data grid and click the "Delete Row" button. Note that Order itself is not deleted; only the association is removed.



REPORTS REFERENCE

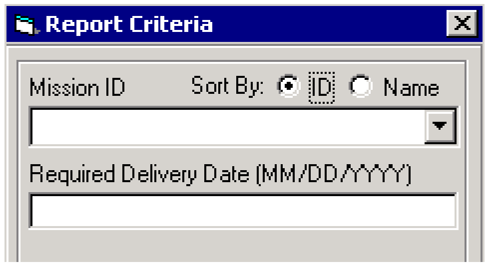
Bookings Report

Purpose

Displays all containers for a selected booking

Selection Parameters

- Mission ID
- Starting RDD — Optional. Allows you to exclude requirements for previous years.



Layout

Header

- Mission Id
- Mission Name
- Report Body
- Requirement ID
- RDD
- Requisitioner DODAAC
- Item NSN
- Item Serial Number
- Item Nomenclature
- Item Quantity
- Booking Number
- Vessel Name
- Sail Date
- ETA
- Booking Status
- Container TCN
- Sorted By
- Requirement ID
- NSN

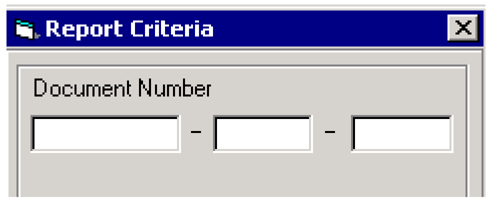
Document Number Report

Purpose

Display all containers for a selected document number

Selection Parameters

- Container TCN



Layout

Header

- Mission Id
- Mission Name
- Report Body
- Requirement ID
- RDD
- Requisitioner DODAAC
- Item NSN
- Item Serial Number
- Item Nomenclature
- Item Quantity
- Booking Number
- Vessel Name
- Sail Date
- ETA
- Booking Status
- Container TCN

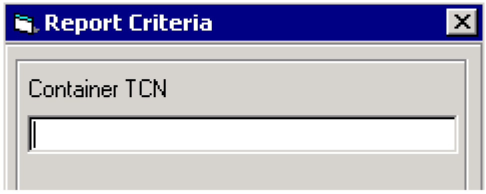
Container TCN Report

Purpose

Displays all containers for a selected TCN

Selection Parameters

- Container TCN



Layout

Header

- Mission Id
- Mission Name
- Report Body
- Requirement ID
- RDD
- Requisitioner DODAAC
- Item NSN
- Item Serial Number
- Item Nomenclature
- Item Quantity
- Booking Number
- Vessel Name
- Sail Date
- ETA
- Booking Status
- Container TCN

Container Receipt Report

Purpose

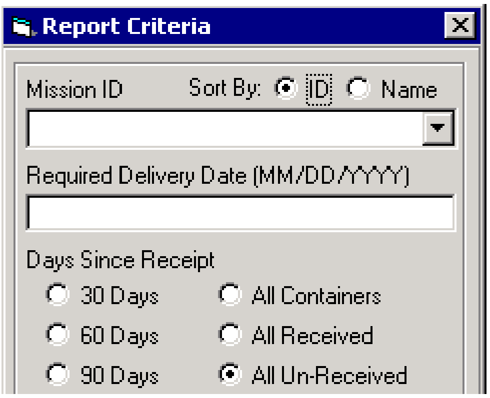
Displays all containers for a selected Mission

Selection Parameters

- Mission
- Starting RDD — Optional. Allows you to exclude requirements for previous years

- Days Since Container Received — This parameter allows you select containers based on the data received

Containers that have been received in the last:	All Containers
1-30 days	All received containers
1-60 days	All containers that have not been received
1-90 days	All containers, regardless of date received



Layout

Header

- Mission Id
- Mission Name
- Report Body
- Requirement ID
- RDD
- Container Number
- ETA
- Received Date
- Days Since Required
- Booking Number
- POD
- Contents
- Carrier Name
- Vessel Name
- Container TCN
- Total Quantity of Items in Container
- Sorted By
- Requirement ID

- RDD
- Container Number
- Drill Through Reports

This report provides additional information via two drill-through reports:

- By clicking on an underlined Booking Number, you will generate a Container Contents Report for all containers associated with that Booking.
- By clicking on an underlined Container Number, you will generate a Container Contents Report for that container.

Container Contents Report

Purpose

Lists all items within a container

Drill-Through Parameters

- Booking Number *or* Container Number

If drilling through by Booking Number, returns all containers for that booking

If drilling through by container number, returns just that container

Layout

Header

- Booking Number
- Carrier Name
- Vessel Name
- POD
- Sail Date
- Booking Status
- Report Body
- Container Number
- Container TCN
- Container Detail
- Document Number
- NSN
- Nomenclature
- Quantity
- Quantity in Container
- Sorted By

- Container Number
- Document Number

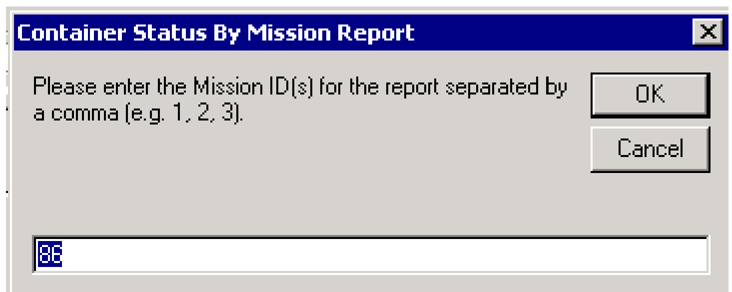
Container Status by Mission Spreadsheet

Purpose

Displays all items not received for a Mission

Selection Parameters

- Mission ID — You may select one or more Missions



Layout

There will be one worksheet for each Mission selected.

Contents

- Required Delivery Date
- Booking Number
- Carrier Name
- Vessel Name
- ETA
- Sail Date
- Container TCN
- Container Number
- RFID Tag ID
- Van Size
- Document Number
- NSN
- Item Quantity in Container
- Unit of Measure
- Nomenclature
- Sorted By
- RDD (most recent RDD first)
- Booking Number

- Container Number
- Document Number

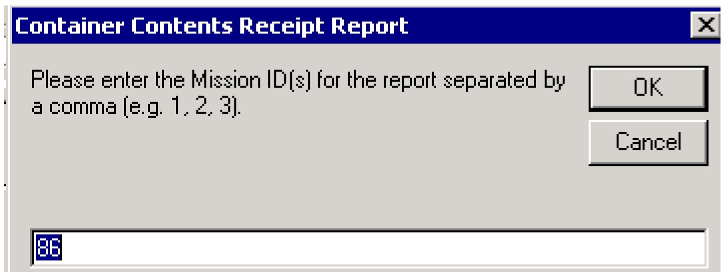
Container & Contents Receipt Spreadsheet

Purpose

Displays all items not received for a Mission

Selection Parameters

- Mission ID — You may select one or more Missions



Layout

There will be one worksheet for each Mission selected.

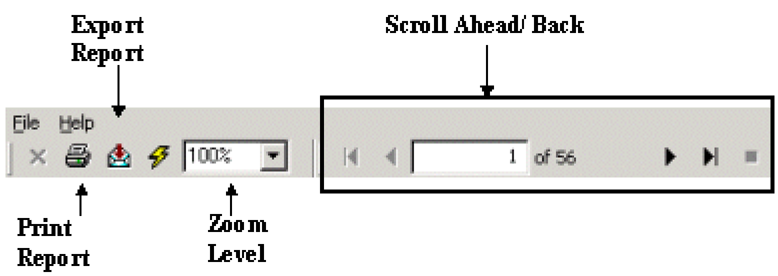
Contents

- Mission ID
- Mission Name
- Requirement ID
- Required Delivery Date
- Container Number
- ETA
- Received Date
- Days Since Received
- Booking Number
- Point of Debarkation
- Container Contents
- Carrier Name
- Vessel Name
- Container TCN
- Sail Date
- Status Code
- Requisitioner DODAAC
- Serial Number

- NSN
- Nomenclature
- Short Nomenclature
- Ration Name
- Item Quantity in Container
- Sorted By
- Requirement ID
- Container Number
- Document Number

Using the Crystal Reports Viewer

After you have entered your report criteria and clicking the "Submit" button, Mission Tracking will generate the requested report and launch the Crystal Reports Viewer. The following topics discuss features of the Crystal Reports Viewer Toolbar that will allow you to view, print and export your report.



Viewing Reports

Use the Zoom control to change the scale of how a report displays on your computer screen.

Use the Scroll control to see different pages of the report. This feature allows you to:

- move ahead or back by a single page
- move to a specific page or
- move to the first or last page of the report.

Printing Reports

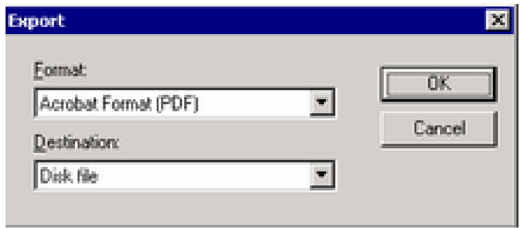
Click the Printer icon on the Toolbar to print a report.

Exporting Reports

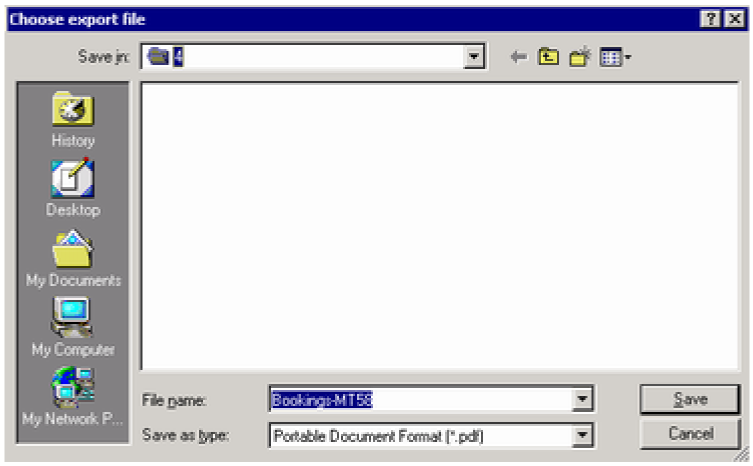
You may wish to save an electronic copy of a report to your hard disk:

- Click the "Export Report" icon on the Toolbar.
- In the Export Dialog window, select the format of the file you wish to create. Options include Adobe Acrobat (PDF), Excel (XLS), HTML, Text and Microsoft Word (doc). Reports exported to PDF will render the file as displayed in the Report Viewer, but will provide a limited ability to

copy data to external programs. Reports exported to Excel will also render the file as displayed in the Report Viewer and will be easier to copy data to external programs.

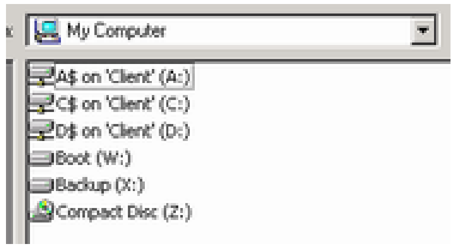


- Select "Disk File" as the export destination
- Click the "OK" button
- From the "Choose Export File" window, Select a local drive on your computer from the "Save In" dropdown list.



- If this is the first time you are exporting a file during your Mission Tracking session, the Citrix File Security window will appear. Select "Full Access" and click the "OK" button. This will allow the Report Viewer to access your local drives (i.e., C:\ and D:\ ). **Note:** due to restrictions in Citrix, you will not be able to access shared network drives that you have defined on your personal computer. You will need to save the file to your local disk drives and then move the file to the shared network drive.

- When selecting a directory in which to save your file, please ensure that you have selected a directory on your local hard drive. Please note that your local drives will be named slightly differently in the Choose Export File window. They will be referred to as "C$ on Client (C:)" or "D$ on Client (D:)".



Support

For Support and Help

To reach the SPIDERS Website Support and Help Desk, please call (781) 205-7222 or send email to spiders@northropgrumman.com.

To reach the DSCP Mission Tracking support Point of Contact, please call Joan Lutz at (215)737-9118 or send email to Joan.Lutz@dscp.dla.mil.

TROUBLESHOOTING

Help With Citrix and Web Browsers

What is Citrix?

Citrix is a remote computing product which allows users to access server-based applications using a "Thin-Client" installed on the user's desktop or downloaded to a web browser such as Microsoft's Internet Explorer or Netscape's Communicator. Citrix is used in the SPIDERS system to support a server-centric computing environment requiring little or no modification to the end user's platform.

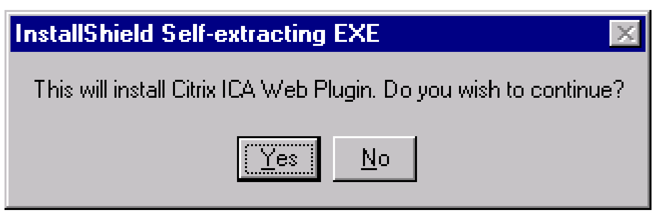
Using Citrix, SPIDERS applications appear as if they are running locally on the user's desktop when in fact they are actually executing on a central NT server perhaps hundreds or thousands of miles away. From the user's perspective, the application looks and behaves like any other standard PC desktop application.

Installing the Citrix Web Client

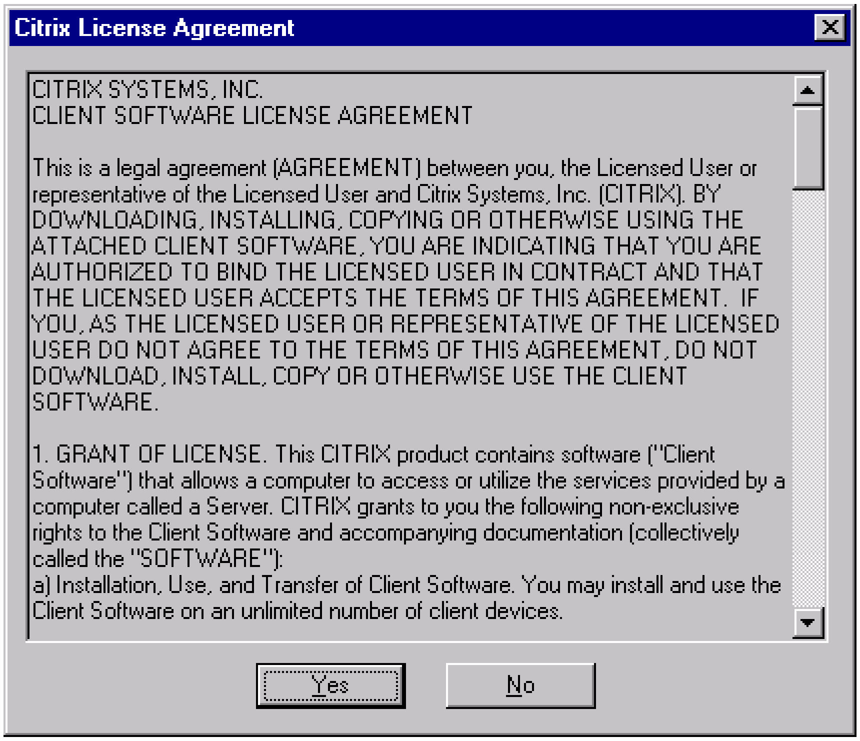
Use the following instructions to install the Citrix Web Client for Microsoft Internet Explorer or Netscape.

Note: Make sure you have the necessary privileges to install software on your workstation before continuing otherwise contact your system administrator and ask to have the Citrix Client installed for you.

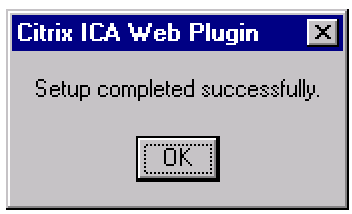
- Download the Citrix Web Client (ICA32T.EXE v7.00.17534) to a directory on your desktop. For the location of the Citrix Web Client, please see "Help with Citrix Web Client" under Help on any SPIDERS web page.
- Exit Netscape or Internet Explorer.
- Run ICA32T.EXE in the directory where you saved the file.



- Click the "Yes" button to begin the installation.



- Click the "Yes" button on the Citrix License Agreement



- Click the "OK" button to finish the installation.
- The Citrix Web Client is now installed.

Help with Crystal Reports Viewer

What is the Report Viewer Plug-In?

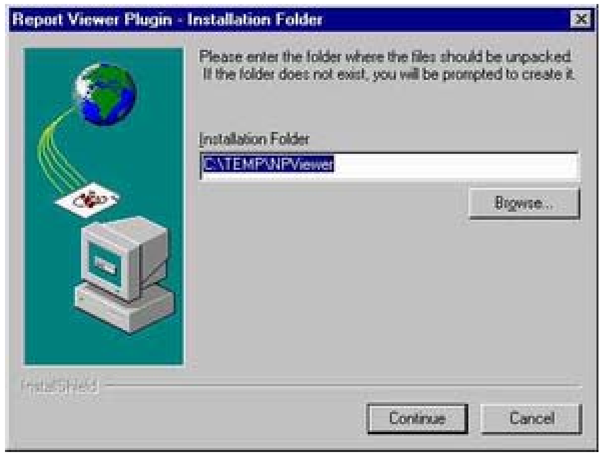
Reports for SPIDERS are generated using a product called Crystal Decisions Crystal Reports. In order to view the reports on-line, a report viewer must be installed into your web browser. In addition to viewing the report on-line, the viewer has the ability to zoom in and out, print the report and save the report to your desktop. Please note that this installation only needs to be done once unless you change or reinstall your browser.

Installing the Crystal Reports Viewer Plug-In

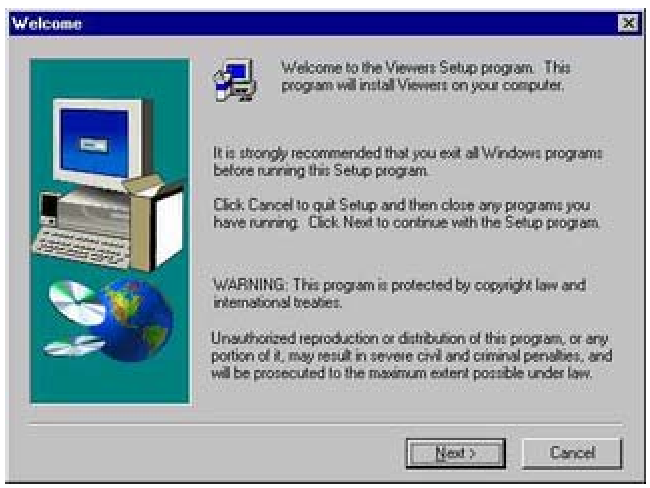
Note: Make sure you have the necessary privileges to install software on your workstation before continuing otherwise contact your system administrator and ask to have the Report Viewer installed for you.

- For Internet Explorer browsers, just following the instructions when asked to install the Crystal Reports Viewer.

- For Netscape browsers, download the Crystal Reports Viewer Plug-In installation program to a directory on your desktop. For the location of the Crystal Report Viewer, please see "Help with Crystal Report Viewer" under Help on any SPIDERS web page.
- Run the installation program in the directory where you saved the file.



- Click the "Continue" button to accept the default installation directory, otherwise use the "Browse" button to select an alternate destination directory.



- Click the "Next" button to start the installation process.

- Click the "Finish" button to finish-up the installation.
- Once the installation is completed, close and re-open your browser. You should now be able to view the reports. If you experience any installation problems, please contact your system administrator.

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