AUTOMATED COMPUTER PROGRAM IDENTIFICATION NUMBER SYSTEM (ACPINS)

FDO

ACPINS INSTRUCTIONAL GUIDE

VERSION 2.9.1

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Prepared by SAIC

For

THE CPIN SYSTEM SECTION

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Legend: Red = 2.9.1 Updates

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See the Web page for Instructional Guides.

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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, 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, 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 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. This page 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 on the bottom center (below the ACPINS collage) of the screen. Click on each link on the left to go to the corresponding pages.

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 ordering CPINs, viewing reports, viewing compendiums, 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, 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 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)

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."

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)

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. (The TODO code cannot exceed ten [10] alphanumeric characters.) If "ES" is selected, the user will need to provide the Managing Center (maximum of five [5] alpha characters) 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. Multiple weapon systems can be selected by holding down the "CTRL" key. 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.

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:

Request will not be processed until 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 page allows the user to view What's New, ACPINS Accreditation, Forms and Reports, Weapon Systems, Commodities, Warfighter Cross-References, Delete Account, Contact Information, Managing Center and Electronic Software Delivery System web pages (ESDS). The user will be notified ten (10) days before his password expires. All user passwords will expire every ninety (90) days. 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."

Sections 3 through 9 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.***

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 Details’ (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, the user 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.

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.

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. 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.

2.2.3.1.4.3.1.2 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 gone from “Pending” to “Dated” in the Software Date field and any new software, revisions or versions that are initially input with a software date 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.

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.

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.

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.

2.2.3.1.6 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.

2.2.3.1.7 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.

2.2.3.1.8 CSRL

This is a query only screen with no output. 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.

2.2.3.1.9 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. (DPR CC-20245)

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

2.2.3.1.9.1 ACPINS Program Office Address

Select “ACPINS Program Office Address” from the Contact Information 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.

2.2.3.1.9.2 System Management Directory Screen

Select "System Management Directory" from the Contact Information 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. (DPR CC-20245)

2.2.3.1.9.3 Customer Support Directory Screen

Select "Customer Support Directory" from the Contact Information 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. (DPR CC-20245)

2.2.3.1.10 Managing Centers

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

2.2.3.1.11 Electronic Software Delivery System

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 2.2.6.3.***

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.”
   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.

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
Training

Click on the Training link in the upper right portion of the ACPINS Home page to view or download and view a Power Point 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 divided into sections by user role. The appendices are separate files.

2.2.11.1 PDF Instructional Guide

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 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 Instructional Guide 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 – N/A

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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. Special Requisition Screen
2. Non-Approved Orders Screen
3. TODO CPIN Reconciliation Screen (CSRL)
4. TODO Address Maintenance Screen
5. TODO ID Requirements Query by CPIN

4.1.1 Menu Functions

1. Special Requisition Screen – For placing a one-time order for only one CPIN
   a. Mailing Address Details
   b. Order Details
   c. Approval & Denial Process
2. Non-Approved Orders – View non-approved orders
   a. Authorized approval officials can start the approval process from this screen
3. TODO CPIN Reconciliation – View TODO's order information
4. TODO Address Maintenance – View TODO details and print TODO addresses
5. 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 row
3. Remove – Removes record from the database
4. Clear Field – Clears field the cursor is in
5. Clear Record – Clears the current record from the screen
6. Clear Form – Clears the entire form
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. Query – Query on a particular key, i.e. CPIN number
9. Print Address – Allows user to print TODO addresses The State Code field on the TODO Address Print Screen will now display the actual state identification. (OC-20292)

   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
10. Print CSRL – Print the CSRL list
11. Help – Displays help screen
12. Approval – Available to appropriate approval officials only
13. 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)

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
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 code cannot exceed ten (10) alphanumeric characters.
3. Enter the Requisition number – 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 #" 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.

4.2.1 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

4.2.2 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. When the CPIN that has been re-identified, a confirmation message will be shown. When the user clicks "OK" on the message that the CPIN has been re-identified, the system will bring up the re-identified CPIN along with the latest revision number. (CC-20566)
3. Enter the "Rev #." Any revision number that is operational (software dated) can be ordered. This is a mandatory field.

4. Enter the quantity. This is a mandatory field.
5. Enter the "Priority" or select from the drop-down list. Current priority codes are: Routine (Default), Urgent and Emergency. This is a mandatory field.
6. Enter the media type. This is an optional field.
   a. If the media type is entered, it will be validated by the system.
7. If the user is not an approval authority, he selects "Save" and "Exit" to return to the menu.

4.2.3 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 4.3.

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 the Approval Remarks field. 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, FDO 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 if approval official is ES or MCTR. See Section 4.3.4. If FDO, select "Exit" after saving record. All entries must match unless MCTR selects "P."

      Note: 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 (P2S-020) 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 (if there is one) 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, FDO 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 a Notification/Denial Letters are to be created, select the check box “Create 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 (P2S-020) 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, FDO 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 Non-Approved Orders Screen

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. When the user returns to the Non-Approved Orders screen all the fields remain populated. The cursor will return to the record on the list that was selected. The selected record will be highlighted in light gray to make it easy to distinguish from all the other records. (WR-20673)
7. 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.

8. 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.
9. 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.
10. Select “Exit” on the Order Processing or Order Details screen to return to the Non-Approved Orders screen.
11. Select “Exit” to exit the Non-Approved Orders screen.

4.3.1 Approval & Denial Screens

These screens will only appear when the “Approval” button is selected on the Order Details or Special Requisition screen (when the Order Details or Special Requisition screen has been accessed from the Non-Approved Orders Screen.) The designation “MCTR” indicates Managing Center.

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 the 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. 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 a MCTR logon.
4. 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, FDO, 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 the MCTR enters "P."

5. The options on the “Approval” screen are: A – Approved, D – Denied, P – Pending and the Approval Remarks button/field:
   a. If the order is to be approved, select the drop-down list box under ES, FDO 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 option or the cancel option will display the approval screen. After selecting the appropriate approval 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 he went to the Approval screen from there.

      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 (P2S-020) 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, FDO or MCTR and select the “D.” All entries must match unless MCTR enters "P." Denial codes and letters are the responsibility of the MCTR. All approval authorities have the option of entering remarks by selecting the Approval Remarks button. If the ES and/or FDO intends to deny the order, they should enter the reason in the remarks section, and select “Previous” to return to the approval screen. Select “Save” and the record will be 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 order will remain on the Non-Approved Order screen and CPIN Order Suspense Report (P2S-020) 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, FDO 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.

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

6. If remarks were entered regarding a particular CPIN, the “Remarks” box to the right of the CPIN will be checked.
7. On the Orders screen 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. If the Special Requisition screen is being used, the Approval Comments field is one field for all.
8. When the 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 to the screen.

4.4
TODO CPIN Reconciliation Screen (CSRL)

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 code 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 4.4.2)
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 “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)
10. Selecting the ‘Sub Account Query’ button will bring up the “Sub-Account Computer Software Requirement List” Screen. (See Section 4.4.1)
11. 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)
12. When finished viewing or printing, close the browser window to return to the TODO CPIN Reconciliation Query screen.
13. Select “Exit” to exit the screen.

4.4.1 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.

4.4.2 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. Select "Exit" to return to Computer Software Requirement List Screen.

4.5
TODO Address Maintenance Screen

READ FIRST

This is a query only screen.

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 code 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," and "Nuclear Weapon," *OR*
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. The MAJCOM field will now display alpha charaters every where in the system. (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. State Code is optional for all FMS TODOS and mandatory for USAF TODOS. (CC-20662). The State field will now display alpha characters everywhere in the system. (CC-20407)

a.) The State code used is the two-letter alpha.

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 4.5.1)
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. Select "Exit" to exit the screen from either Authorized Personnel screen or the TODO Address Maintenance Screen.

Error Message

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!

4.5.1 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. Selecting "Exit" will return user to the "TODO Address Reference" Screen.

4.6
TODO ID Requirements Query by CPIN

READ FIRST

This is a query only Screen. The TODO ID requirements screen will only show the security classification for the CPIN'S latest revision. (CC-20702).

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. Select “Exit” to exit the screen.

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SECTION 5. DISTRIBUTION

5.1
Distribution Screens

Distribution information is entered into the ACPIN System database. These screens are 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. Received Orders Screen
2. Label Reports
    a. CPIN ID Quantities

5.1.1 Distribution Screen Actions are Assigned as Follows

1. Enter received date for received orders
2. Print label report

5.1.2 Additional Action Options

The following are action button options.

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 Form – Clear the entire form
5. 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%.”
6. Help – Displays help screen
7. 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. Send – Save information to database on Received Orders screen

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 opportunity to save the file.***

5.1.3 General Instructions

1. Mandatory fields are highlighted on the screen in yellow.
2. As you work through the data fields on the screen, watch for instructions at the bottom of your screen (just above the record number.)

5.2
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 list of values.) 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. The following fields will automatically populate: “ID,” “Qty,” “Requisition #,” “Order #,” “Requisition Date,” “Ship Date,” “Document #”(DPR WR-20803), “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.

5.3
Label Report – 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.
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, click on 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.
7. Select “Exit” to return to menu.

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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 the 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. 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 (C-17 W.O.)
2. Country Comp Part I
3. Country Comp Part II
4. System Compendium
5. Master CPIN Report (P2S-020)
6. 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 "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.
3. Exit – Select "Exit" to exit the screen.

Note: The Adobe Acrobat Reader Security Warning screen needs to 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 have the option of saving the file.***

6.1.2 General Instructions

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

6.2 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 (6.2.1 – 6.2.15) will give instructions for each option listed under Country Cross-Reference Compendiums.

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 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.

6.2.2 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 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.
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.

6.2.3 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 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.

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 “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.

6.2.4 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 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.
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.

6.2.5 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” 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)

6. 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.
7. 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.
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,” “Test Station,” “UUT Part #” or “ITA Part #.”
12. Select the “Text File” check box if you want to save it as a text file and/or customize the report.
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. 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.

6.2.6 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 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.

6.2.7 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 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.

6.2.8 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. If an invalid managing center code is entered, this message is displayed, “Invalid Managing Center, Check from List.” (CC-20864)
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.

6.2.9 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 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.

6.2.10 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 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.

6.2.11 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 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.

6.2.12 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 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.

6.2.13 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 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.

6.2.14 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 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.

6.2.15 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
    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 to CPIN screen.
    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
Country Compendium Part I

The 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.

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. CPIN
   f. Rev #
   g. Software Date
   h. MCTR
   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.

6.4
Country Compendium Part II

Country Compendium Part II reflects information about all country compendiums. User can query by country.

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

pp.

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.

6.5
System Compendium

System Compendium reflects all system USAF compendiums. User can query by system.

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 "%" 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. 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.

6.6 Master CPIN Report

The Master CPIN report (P2S-020) can be viewed by “CPIN” or “MCTR.”

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 (W.O. F16-004)
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. Unit Cost

vv. F75 Est Cost

ww. Actual Cost

xx. Old CPIN

yy. CPIN Special Notes

zz. Applicable Combination CPIN

aaa. Documentation Package/Applicable CPINs

bbb. NSN

ccc. TRC

ddd. SOR

eee. Control Computer

fff. ITA [F, S & T]

ggg. Page Number

hhh. 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.

6.7
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-X) 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.

6.7.1 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. Rev #
   e. Software Date
   f. Page Number
   g. 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.

6.7.2 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 – mandatory field.
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. Page Number
   j. 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.

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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 Order Suspense Report (P2S-020)
2. Case Billing Suspense Report
3. Combination CPIN Report (W.O. P2-053a & P2G2-010-RD#17.c)
4. CPIN to Tail # Report
5. CPIN Request Action Report (P2G2-012-RD#40)
6. CPINs Canceled in Past 12 Months
7. CSRL Report
8. Managing Center ES Codes
9. Requisition Reference Report (P2G2-011-RD#39)

8. Tail # to CPIN Report
9. 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 Note). 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)

1. List – Selecting the "List" button 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 "Find" field (in the List dialog box) with the % sign, then select the "Find" button. i.e. "81A%."
2. 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: Each time you open Adobe Acrobat Reader a Security Hazard Warning screen may display. If it gives you the option to "Always ask before opening this type of file," do not uncheck the box. 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 have the option of saving to disk.***

7.2 CPIN Order Suspense Report

The CPIN Order Suspense Report (P2S-020) displays only non-approved CPINs.

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.
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.
6. Select "FMS" or "USAF." "ALL" is the default but 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, click on 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 CPIN Order Suspense Report screen.
10. Select “Exit” to exit the screen.

7.3 Case Billing Suspense Report

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 and 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, click on 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.

7.4 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 screen.
5. Select “Exit” to exit the screen.

7.5
CPIN to Tail

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, click on 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.

7.6
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.

7.7
CPINS Canceled in Past 12 Months

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 the current date displays; user can change it to any date within 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.

7.8 CSRL Report – Computer Software Requirements List

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. The TODO field cannot exceed ten (10) alphanumeric characters.
   c. List of values is available for selecting the correct code.
   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. Foreword
    b. Date of report
    c. TODO
    d. Cat
    e. Number of CPINs
    f. CPIN
    g. MCTR
    h. Qty
    i. Req #
    j. Req Date
    k. Security
    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.

7.9 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 the 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. A print button is available for printing the results of the query.
8. Select "Exit" to exit the screen.

7.10
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."
   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
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.

7.11
Tail # to CPIN Report

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, click on 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.

7.12
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 at least 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.

Note: At least one of the above (a thru e) must contain complete and valid data.

3. Check other options as desired: “CPIN Title,” “CPIN Description,” “Equipment Part #,” “Station Type”, “Control Computer,” “(F, S & T) ITA Part #,” “Test Station,” “UUT Part #,” “(U Type) ITA Part #,” , “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.
6. Select “Exit” to exit the screen.

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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 (F, S & T) History
    i. CPIN Media History
    j. CPIN National Stock # History
    k. CPIN Source of Repair History
    l. CPIN Test Station, UUT, ITA History
    m. CPIN TCTO/IOS History
    n. CPIN Technical Repair Center History
    o. Entry Control Approved Actions History
    p. Initiator Information History
    q. Master CPIN History (P2S-020)
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 Distribution History
    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," 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. 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 "Clear Form" button will clear the screen.
8. 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.
    b. If there are related suites/Block, the suite/Block name 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."

11. Select "Exit" to return to the menu.

8.2.2 CPIN CSCI/DOC Input 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 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. The screen now has a scroll bar to help view the entire screen (CC-20555)
7. 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. 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. Select “Exit” to return to the menu.

8.2.5 CPIN Control Computer 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 History Screen.”
3. Select “Query” and all fields will populate automatically; “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” “Control Computer,” “ Control Computer 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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. 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; “Rev #,” “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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. 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; “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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. Select “Exit” to return to the menu.

8.2.8 CPIN ITA (F, S & T) 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 ITA (F, S & T) History Screen.”
3. Select “Query” and all fields will populate automatically; “Rev #,” “Action Cntl #” (DPR CC-20377), “CPIN Cntl #,” and “ITA Part #,” “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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. 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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. 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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. 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. Selecting “Clear Form” clears all data entry fields on the screen so another query can begin.
8. Select “Exit” to return to the menu.

8.2.12 CPIN Test Station/UUT/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 Test Station/UUT/ITA 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. Select “UUT” to bring up the UUT screen.
9. Select “ITA” or “Previous” to return to the original screen.

10. If “Clear Form” is used on the UUT or ITA screens, use “Previous” to return to the original screen.
11. 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. The “Clear Form” button can be used to clear the screen so that another query can be entered.
8. 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. Selecting “Clear Form” clears all data entry fields on the screen so another query

can begin.

8. Select “Exit” to return to the menu.

8.2.15 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. Selecting “Clear Form” will clear all fields so another query can begin.
6. Select “Exit” to return to the menu.

8.2.16 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. Selecting “Clear Form” will clear all fields.
7. Select “Exit” to return to the menu.

8.2.17 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 ~~and Title~~
    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 Title
    aa. LRU/SRU
    bb. ITA Part # and Title (U Type)

cc. TCTO/IOS and Title

dd. Equipment Part # and Title

ee. Cage Code

ff. Contractor/SW 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" (portrait orientation) then close the browser window to return to the Master CPIN History Report screen.

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. MCTR
h. Basic Qty
i. ~~Software Date~~ (This field has been deleted from the report - DPR CC-20731).
j. Estimated Cost
k. Cancel Code
l. Media Type
m. Actual Cost
n. Ship Code
o. Ship Date
p. UPS Reg #
q. 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.
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 Class," "TODO," "Process #," "Est Cost," "Actual Cost," "Postal Tracking #," "Document #," (DPR WR-20803) "Ship Code," "Ship Date," "Qty Shipped," "Cancel Code," and "Date Canceled."
4. Use the up and down buttons to the right of the "Rev #" field to display another CPIN.
5. "Clear Form" will clear the fields on the screen.
6. 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.)
7. Select "Query" to display the associated records.
8. 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 Form” will clear the fields on the screen.

10. Place cursor in “TODO” or “CPIN” field and select “List” to view a list of available values for these fields.
11. Select “Query” to display the associated records.
12. Select “Exit” to return to the menu.
13. The Order History screen will display the “One-Time Label User” and “One-Time Label Date” for one-time orders only. The “One-Time Label Date” and the “One-Time Label User” will not display any data for orders on ID. (CC-20700)
14. One-time requisitions will go to Orders History and will show the correct revision number and label date for the CPIN that was ordered. When ID is established for the first time and labels are printed, the data will appear in Order History, but for later revisions when labels are printed the data will not go to Order History because the data to print labels is obtained from CSRL tables. (CC-20700)

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 Form” button can be used to clear the form in order to begin another query.
6. 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.)
7. Repeat steps 3 and 4 to view the records.
8. 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 Distribution 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 “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. Select "Clear Form" to clear the fields on the screen.
6. 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."
7. Select "Clear Form" and repeat step 4 or step 7 to display another CPIN.
8. 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. Select "Clear Form" to clear the records from the screen.
6. 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.
7. Two new fields – 'Contract # ' and 'Expiration Date' have been added to the TODO Address History screen. (P2S-017)
8. Selecting "Sub-Accounts" will bring up "TODO Sub-Accounts History" Screen. (See Section 8.3.6.1)
9. Selecting "Sub-Account Details" will bring up "Sub-Account Details History" Screen (See Section 8.3.6.2)
10. 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 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 2 or step 3 to display a different select criteria.
6. 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 fields on the screen.
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 or step 4 to display another CPIN.
5. 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. Select “Clear Form” to clear the records from the screen.
6. 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.
7. The user may also query on the “Order #” field.
8. 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. 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 choose options from a drop-down list. The options are as follows:

1. DPR Screen
2. DPR Status Screen
3. DPR Status Phase 2 Screen
4. DPR Status Future Versions (P2S-021)
5. DPR Status History Screen
6. Print DPR (P2S-021)
7. Search DPR (P2S-021)
8. 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
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. 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 is responsible for entering the "Close Date" at the appropriate time.

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.

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.)

8. After LGLUC tests successfully, if needed, they will notify the appropriate person in the field to test.

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 is closed is entered by the LGLUC operations POC in the "Close Date" field. "Close Date Initials" will display on DPRs that were closed on or after 11-Dec-2000.
12. The "Print" button is available for printing. This option will print a list of all current DPRs.
13. 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.

9.4
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. The "Print" button is available for printing a list of all Phase 2 records.
8. 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. The “Print” button is available for printing a list of all Future Version records.
10. The “Null Version” button is available to display DPRs without an assigned version number.
11. 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. The “Print” button is available for printing. This option will print a list of ***all*** closed DPRs.
9. The “Null Version” button is available to display DPRs without an assigned version number.
10. “Close Date Initials” will not display on any DPR closed prior to 11-Dec-2000.
11. 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 of 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 eight 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 90 days your password will expire.

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 designator.
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 in most cases) 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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